

Date: 3rd September, 2022

To,
BSE Limited
Phiroze Jeejeebhoy Towers,
Dalal Street,
Mumbai – 400 001

Dear Sir / Ma'am,

Sub: Intimation of Appointment of Company Secretary of the Company
Ref: Security Id: EVOQ / Code: 543500

Pursuant to second proviso to Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we hereby inform you that the Board of Directors of the Company, in their meeting held on 3rd September, 2022 has appointed Mr. Parth Kamdar as the Company Secretary and Compliance Officer of the Company w.e.f. 3rd September, 2022

The brief profile of Ms. Riddhi Vohra is as below:

Name	Parth Kamdar
Year of Passing CS Professional	2015
Membership Number	A43008
Internship	National Capital Management Private Limited (July 2014 - September 2015)
Employment Experience	Xcelris Labs Limited (October, 2015 - September, 2017)
	Globe Ecologistics Private Limited (October, 2017 - June, 2019)
	Uma Converter Limited(July, 2019 - October, 2022)

Kindly take the same on your record and oblige us.

Thanking You

For, Evoq Remedies Limited

Bhumishth Patel
Managing Director
DIN: 02516641

PARTH KAMDAR
COMPANY SECRETARY
ACS MEMBERSHIP NO.: A43008

M/5/32/253,
Shastrinagar Housing Flat,
Shastrinagar Naranpura,
Ahmedabad-380013.
Gujarat, India.
[Email - csparthkamdar23@gmail.com](mailto:csparthkamdar23@gmail.com)/parthbkamdar@gmail.com
Contact - +91- 8866103228/ 8160193484

CAREER OBJECTIVE

To be a part of an organization, holding a responsible and challenging position to prove my ability ensuring credible performance and hard work with honesty, leading to the growth of personal and organization.

PROFESSIONAL EXPERIENCE

Company Secretary & Compliance Officer

Uma Converter Limited, Santej
Duration: July, 2019 to Till Date
CTC: INR 5.20/- L.P.A

Job Roles & Responsibilities:

- Handled Assignment of Filing of the Draft Red Herring Prospectus (DRHP) with Stock Exchanges and SEBI for the proposed Main Board Initial Public Offer (IPO) of the Company.
- Liaisoning and Co-Ordination with the Advocate and Legal Consultant for the Cases u/s 138, Civil and other Criminal nature filed by and against the Company and maintaining and updating of legal records of the Company.
- Handling documentation process for Bank Account Opening, availing of the banking facilities and Mortgage of Properties w.r.t. loans and financial assistance granted by the bankers of the Company.
- ROC Fillings for Registration/Modification/Satisfaction of Charges for various credit facilities of the Banks, Right Issue of equity shares, Increase of Authorized Share Capital, Amendments in MOA & AOA.
- Handled Corporate Action Fillings for Bonus Issue and Preferential Allotment with CDSL, NSDL and RTA and transfer of shares held in Demat form.
- Issue of Demand Notice for long Outstanding Overdues of Parties, Drafting of Leave & License Agreement, Correspondences with Banks and Vetting of Supply Agreement, Sale Deed, Legal Notices w.r.t. Company.
- Filing of various Forms related to Annual and event based Secretarial Compliances and XBRL Fillings with ROC, Gujarat.
- Drafting of Agendas, Notices, Resolutions for the Board, Committees and general meetings, Directors' Report, Corporate Policies and maintain records such as Statutory Registers, Minutes of the Company as per Companies Act, 2013 and secretarial standards issued by ICSI.
- Liaisoning and provide necessary assistance to the Statutory, Cost and Secretarial Auditor of the Company w.r.t. finalization of balance sheet, Cost & Statutory Audit and secretarial compliances.
- Preparation of Due Diligence Report and ROC Search Report as per the requirement of banks and financial Institutions.
- Handled other ancillary works such as MSME Registration, Agmark and LEI Registration, Correction in CIBIL records of the Company.

Company Secretary – Legal Officer

Globe Ecologistics Private Limited, Ahmedabad

Duration: October, 2017 to June, 2019

CTC: INR 3.60/- L.P.A

Job Roles & Responsibilities:

- Handled Secretarial Compliances such as Annual Fillings, drafting of Resolutions & Minutes, Deposit, Related Party Transactions of Globe & its group companies.
- Handled compliances of banks/financial institutions for creation of charge and mortgage of loans for Globe & its other group companies.
- Handled work relating to the Windmill situated at Gujarat & Karnataka.
- Preparation & submission of various forms & reports and maintain registers & records as per the compliance requirement of Companies act, 2013, FEMA Act, 1999 & other applicable laws for Globe & its group companies.
- Drafting of POA, Authority Letter, Affidavit, Undertakings, declaration, Agreements such as Leave & License Agreement, Lease Agreement and Commercial Sub Lease Agreement, Tri-partite Agreement etc.
- Handled assignment relating to Merger/Amalgamation.
- Liasioning with secretarial consultant, Advocates, Statutory & Internal Auditor for various Secretarial, legal, accounting and income tax matters.
- Handled process of registration of Firm & conversion of Firm into LLP.
- Preparation of ROC Search Report & Due Diligence Report.
- Providing solutions for the queries relating to Company law matters to the Directors and senior management.

Company Secretary

Xcelris Labs Limited, Ahmedabad

Duration: October, 2015 to September 2017

CTC: INR 3.00/- L.P.A.

Job Roles & Responsibilities:

- Handled Incorporation process for a Company and LLP.
- Handled assignment of Secretarial Audit of Abellon Cleanenergy Limited (Group Company).
- Statutory and event based Compliance Filings with ROC and Stock Exchange under SEBI LODR Regulations, 2015, Debt Listing Agreement (Listed Non-Convertible Debentures) and Takeover Code.
- Handled RBI Reporting Compliances like Filling of ODI Forms and Annual Performance Report with AD Bank in respect of Overseas Direct Investment by Indian party in WOS/JV.
- Drafting of Notices, Resolutions and Minutes of Board and General meetings, Directors' Report, statutory registers and records as per the requirements of Companies Act, 2013.
- Handled Creation, Modification and Satisfaction of Charge and Co-ordination with Banks for necessary formalities.
- Liasioning and dealing with ROC, Depositories, Depository Participants, Registrar and Share Transfer agents etc. for respective concerned matters.
- Handled share transfer process for shares held in Physical and Demat form, Opening of Demat accounts for corporate and individual and admission of securities of Company with NSDL/CDSL.

CS Trainee

National Capital Management Private Limited, Ahmedabad
Duration: July, 2014 to September, 2015

Work Undertaken as a CS Trainee

- Actively involved and handled the process of activation of a dormant company and striking off the name of the Company from ROC.
- Preparation and filing of various E-Forms and Returns required to be filed under Companies Act, 2013 with ROC for a Group Companies.
- Prepare Director's Report, Statutory Registers and Annual returns as per the requirement of Companies Act, 2013.
- Actively engaged in preparation Techno Economic Viability Study for various industries like Real Estate, Hotels, Manufacturing, etc.

Account Assistant (On Contract Basis)

S.K. Services
Duration: June, 2010 to May, 2012

Job Roles & Responsibilities

- Handling of administration work like maintaining files & documents.
- Processes payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
- Preparing Inter Office Memo for EMD (Earnest Money Deposit), Security Deposit, Initial Security Deposit etc. as a part of inter departmental transaction.

PROFESSIONAL QUALIFICATION

EXAMINATIONS	YEAR OF PASSING	INSTITUTE/UNIVERSITY/ BOARD	PERCENTAGE/ GRADE
CS Professional Programme	2015	Institute of Company Secretaries of India	53.50%
CS Executive Programme	2013	Institute of Company Secretaries of India	53.00%

ACADAMIC QUALIFICATIONS

EXAMINATIONS	YEAR OF PASSING	INSTITUTE/UNIVERSITY/ BOARD	PERCENTAGE/ GRADE
B. Com	2010	Gujarat University	65.00%
H.S.C.(Commerce)	2007	G.S.H.E.B., Gandhinagar	74.86%
S.S.C.	2005	G.S.E.B., Gandhinagar	67.29%

I have enrolled for 3 Year's LL.B course from Gujarat University in the year 2021 and have cleared 1st year of LL.B.

COMPUTER PROFICIENCY

- Tally ERP 9.0 (C-DAC Institute)
- M.S. Office (Word, Excel & PowerPoint)
- Use of Internet and allied applications.

KEY STRENGTHS

- An active and Co-Operative Team Player with zeal to learn
- Quick Learner, Hard Working and adaptable to changing environment
- Good Analytical skill
- Dedicated & passionate towards work

ACHIEVEMENT

- Secured 2nd Rank in H.S.C. Board Examination in School.

TRAINING ATTENDED

- Executive Development Programme conducted by ICSI, Ahmedabad Chapter.
- Professional Development Programme conducted by ICSI, Ahmedabad Chapter.
- 15 months internship training at National Capital Management Private Limited.
- 15 days specialized training under Practicing Company Secretary.
- Management Skill Orientation Programme conducted by ICSI, Ahmedabad Chapter.

PERSONAL DETAILS

Name	Parth Bharatkumar Kamdar
Date of Birth	23 rd August, 1990
Gender	Male
Hobbies	Playing Indoor games, listening soft music in my leisure time, travelling and spend quality time with family and friends.
Marital Status	Single
Nationality	Indian
Blood Group	A ⁺
Languages Known	English, Hindi, Mother tongue (Gujarati)

DECLARATION

- I hereby certify that the above information furnished is correct to the best of my knowledge & belief.

Place: Ahmedabad

Yours Sincerely,
(Parth B. Kamdar)