

BSE Limited

Phiroze Jeejeebhoy Towers
Dalal Street
Mumbai – 400001

Scrip Code: 541353

Sub: Appointment of Company Secretary and Compliance Officer of the Company

Ref: Regulation 30 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015

Dear Sir/Madam,

Please note that Board of Directors in its meeting held on 19th May, 2021 has appointed Mrs. Radhika Agarwal Company Secretary and Compliance Officer of the Company w.e.f 19th May, 2021 and the same was intimated to BSE through outcome of Board Meeting.

We have enclosed brief profile of Mrs. Radhika Agarwal who is appointed as Company Secretary & Compliance Officer of the Company w.e.f 19th May, 2021.

Request you to kindly take the same on records.

FOR INNOVATORS FACADE SYSTEMS LIMITED

**PRITI R
SHARMA**

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Priti Sharma

CFO

Date: 19th May 2021

Place: Mumbai

Encl: Brief Profile of Company Secretary

ANNEXURE A

Reason for Change /Appointment	In accordance with Section 203 of the Companies Act, 2013 and Regulation 6 of the SEBI (Listing Obligation and Disclosure Requirements) Regulations 2015 to fill the vacancy caused by the Resignation of Mr. Farhan Shaikh as Company Secretary and Compliance Officer of the Company Mrs. Radhika Agarwal has been appointed as Company Secretary and Compliance Officer of the Company.
Date of Appointment	w.e.f. 19 th May, 2021
Brief profile	As per profile below
Disclosure of Relationships between director	Not Applicable

RADHIKA AMIT AGARWAL

EMAIL ID: radhika.tibrewal@gmail.com

CONTACT NO: +91 - 9594961435

CAREER OBJECTIVE

Aspiring to be a dynamic Company Secretary of a multifunctional organisation with a blend of professionalism and exuberance to achieve set organisational and personal goals. A keen learner and a Multitasker.

EDUCATIONAL QUALIFICATIONS

Degree/ Course	University/ Institute	Year/Month
C.S. (Professional)	Institute of Company Secretaries of India	June 2015
C.A. (IPCC)**	Institute of Chartered Accountants of India	Nov 2013
C.S. (Executive)*	Institute of Company Secretaries of India	June 2013
B.Com	Mumbai University (P. D. Lions College)	March 2011
C.A. (CPT)	Institute of Chartered Accountants of India	June 2008
HSC	Maharashtra Board (P. D. Lions College)	Feb 2008
SSC	Maharashtra Board	March 2006

*Secured Exemption in Company Accounts, Cost & Management Accounting & Tax Laws.

** Secured Exemption in Business Law, Ethics & Communication.

WORK EXPERIENCE

❖ INNOVATORS FAÇADE SYSTEMS LIMITED – COMPANY SECRETARY (MARCH'18 – NOV'18)

MAJOR ASSIGNMENT UNDERTAKEN

- Handled conversion of company from private to public company
- Increase in authorised capital of the company
- Appointment of Key Managerial Personnel & Independent Directors
- ISIN Activation & conversion of physical shares in DEMAT Form
- Handled Listing of the Company at SME Platform

STOCK EXCHANGE / LISTING REGULATIONS AND SEBI COMPLIANCES

- Quarterly Compliance with the Stock Exchange as per SEBI Listing Regulations, 2015
- Assisted in preparation & review of various policies drafted as per SEBI Listing Regulations, 2015
- Liaisoning with Stock Exchange & Registrar and Share Transfer Agents

COMPANY LAW & ROC COMPLIANCES

- Managing Appointment, Regularization & Resignation of Key Managerial Personnel and filing of various forms with MCA (Form DIR -12, Form MR-1, Form MGT-14, Form DIR-11)
- Preparation of DIR-8, MBP-1 of all Directors of the company and declaration by independent directors
- Constitution of various committees of the Board
- Assisted in conducting Board, Committees & General Meetings
- Preparation of Minutes of Board, Committees & General Meetings

❖ **M BALDEVA ASSOCIATES – ASSISTANT COMPANY SECRETARY (MAY'17 – DEC'17)**

COMPANY LAW & ROC COMPLIANCES

- Incorporation of public & private companies and Limited Liability Partnership (LLP) and handling conversion of companies
- Drafting of Notices & Agenda of Board, Audit Committee, Stakeholders Relationship Committee, Nomination & Remuneration Committee, CSR Committee & General Meetings of various private and public companies
- Preparation of Minutes of Board, Committees & Annual General Meetings of various private and public companies
- Preparing Search Report of Companies
- Handled striking off the name of the company from the registrar of companies
- Assisted in the revival of a struck off company
- Filing of Forms in XBRL
- Assisted in Preparation of Annual Reports of listed Companies and various private companies
- Assisted in the matter of Insolvency and Bankruptcy Code
- Handling annual fillings of public and private companies

SECRETARIAL & COMPLIANCE AUDIT

- Assisted in performing secretarial audit of a Hindustan Composites Limited - Listed Company
 - Performed Compliance Audit of Lokmat Group – Nagpur
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❖ **COMFORT GROUP - COMPANY SECRETARY (APRIL'16 – 20 MAY'17)**

STOCK EXCHANGE / LISTING REGULATIONS AND SEBI COMPLIANCES

- Quarterly, Half Yearly & Annual Compliance with the Stock Exchange as per SEBI Listing Regulations, 2015
- Assisted in preparation & review of various policies drafted as per SEBI Listing Regulations, 2015
- Handled Shareholders and Investors Grievances
- Liaisoning with Stock Exchange & Registrar and Share Transfer Agents

COMPANY LAW & ROC COMPLIANCES

- Drafting of Notices & Agenda of Board, Audit Committee, Stakeholders Relationship Committee, Nomination & Remuneration Committee, CSR Committee & General Meetings
- Assisted in conducting Board, Committees & Annual General Meetings
- Preparation of Minutes of Board, Committees & Annual General Meetings
- Alteration of Articles of Association of the Company
- Managing Appointment, Regularization & Resignation of Key Managerial Personnel and filing of various forms with MCA (Form DIR -12, Form MR-1, Form MGT-14, Form DIR-11)
- Preparation of DIR-8, MBP-1 of all Directors of the company and declaration by independent directors
- Handled Transfer of Unclaimed Dividend Amount to IEPF of Listed Company
- Preparation of Board's Report for public & private companies and filing of Form MGT-7, AOC-4 & ADT-1
- Assisted in drafting replies to Statutory Authorities such as SEBI, RBI & Tax Authorities

MAJOR ASSIGNMENT UNDERTAKEN

- Prepared Annual Report of Listed Company
- Handled Annual General Meeting & Final Dividend of Listed Company
- Key part of Secretarial Audit of a Listed Company
- Handled Postal Ballot of listed Co. for Alteration in Main Objects of MOA

❖ EXECUTIVE TRADING COMPANY PVT. LTD. – LEGAL & ADMIN EXECUTIVE (MAY'12 – MAR'16)

SECRETARIAL

- Preparation of Notice and Agenda of Board & General Meeting
- Preparation of Minutes of Board & General Meeting
- Increased in the Share Capital of the Company
- Alteration in the Memorandum of Association of the Company
- Assisted in conduct of various meetings of the company

ACCOUNTS & ADMIN

- Preparation of quarterly financial follow-up report (FFR-I & II) & DP Statement in the prescribed format for banking institution
- Assisted in Performing Audit operations. (as a part of Internal Control Systems)
- Accounting for day to day transactions
- Handling accounts receivable & processing vendor payments
- Customer Interaction for follow ups & other management activities
- Liaisoning with financial institutions & statutory authorities.

PERSONAL STRENGTHS

- Quick learner, efficient, hardworking and adaptable to changing situations
- Dedicated, sincere and a team player

TECHNICAL PROFICIENCIES

- **Financial Accounting Packages**
 - RAMCO Financial Accounting (FI) System
 - TALLY ERP.
- **MS-Office Applications** – MS Excel, MS Word, MS PowerPoint & MS Outlook.
- **XBRL** (Extensible Business Reporting Language)

PERSONAL DETAILS

Date of Birth : 15th July, 1990
Marital Status : Married
Hobbies : Crafting, Music & Cooking
Languages Known : English & Hindi
Address : C-309, Rashesh Apartments, 150 Feet Road, Next to Maxus Mall,
Bhayander-(W), Pincode - 401101
Membership No : A48119

BSE Limited
Phiroze Jeejeebhoy Towers
Dalal Street
Mumbai – 400001

Scrip Code: 541353

Sub: Intimation for Appointment of Company Secretary and Compliance Officer of the Company.

Ref: Regulation 6(1) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Dear Sir/Madam,

We would like to inform you that, the Company has appointed Mrs. Radhika Agarwal (Membership No. A48119) as Company Secretary and further as a Compliance Officer of the Company w.e.f. 19th May, 2021 at the Board meeting held on 19th May, 2021.

The particular of the Compliance officer are us under:

1. Name : Radhika Agarwal
2. Designation : Company Secretary & Compliance officer
3. Date of Appointment: 19th May, 2021
4. Email Id : cs@innovators.in
5. Contact Number : 9594961435

You are requested to take the same on record and update the details in this regard.

Thanking you,

Yours Faithfully,

FOR INNOVATORS FACADE SYSTEMS LIMITED

PRITI R SHARMA
Digitally signed by PRITI R SHARMA
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Priti Sharma

CFO

Date: 19th May 2021

Place: Mumbai