



# SCAN STEELS LTD.

CIN : L27209MH1994PLC076015 | GSTIN : 21AABCM6734H1ZQ

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scansteels@scansteels.com

www.scansteels.com



Date: 11<sup>th</sup> May, 2024

To  
The General Manager  
Department of Corporate Services  
Bombay Stock Exchange Limited  
Floor 25, P.J. Towers, Dalal Street,  
Mumbai-400 001

BSE Code: 511672

Sub: Intimation of Appointment of Secretarial Auditor and Internal Auditor - Disclosure under Reg. 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirement) Regulation, 2015

Dear Sir,

Pursuant to Reg. 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Listing Regulations'), this is to inform you that the Board of Directors of the company at their Meeting held today i.e. Saturday, May 11, 2024, pursuant to the recommendation of the Audit Committee, has appointed:

1. M/s. Amarendra Mohapatra & Associates, Prop. CS Amarendra Mohapatra, Bhubaneswar, Odisha, as Secretarial Auditor of the Company for the F.Y. 2024-25 to conduct Secretarial Audit as per Section 204(1) of the Companies Act 2013 and Regulation 24A of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
2. M/s. P.A. & Associates, Chartered Accountants, having office at 2<sup>nd</sup> Floor, Balaji Towers, G.M. Collage Road, Sambalpur, 768001 (Odisha), PAN No. of the Firm: AAFFP2414G, ICAI Registration No. 313085E, as an Internal Auditor of the Company for the financial year 2024-25, pursuant to Section 138 of the Companies Act, 2013 read with Rule No. 13 of the Companies (Accounts) Rules, 2014.

Please find attached their Brief Profile for your information.

Further, pursuant to Regulation 30(8) of the SEBI LODR Regulations, the above disclosure will be made available on the Company's website at [www.scansteels.com](http://www.scansteels.com)

We request you to kindly take the same on record.

Thanking you,  
Yours faithfully,  
For SCAN STEELS LIMITED

**PRABIR**  
**KUMAR DAS**  
Digitally signed by  
PRABIR KUMAR DAS  
Date: 2024.05.11  
19:24:03 +05'30'

(Prabir Kumar Das)  
President & Company Secretary  
Encl: Brief Profile of Auditors.



Corporate Office : Trishna Nirmalya  
Plot No. 516/1723/3991, 3rd Floor  
Patia, Bhubaneswar-751024

Registered Office : Office No. 104, 105, E-Square  
Subhash Road, Vile Parle (East), Mumbai-400057  
Phone : +91-02226185461, +91-02226185462

# CS. Amarendra Mohapatra

## Personal profile

Name : CS. Amarendra Mohapatra  
Name of the Firm : Amarendra Mohapatra Mohapatra & Associates  
FRN : S2015MH333200 (MUMBAI REGISTERED)  
Date of Birth : 22/12/1985  
Marital Status : Married  
Address : Madhyaknandi, Sri Baladevjew  
Kendrapara,  
Orissa, 754212, India  
Phone No : (M) + 91 9004886465  
Email : [csamarendra@gmail.com](mailto:csamarendra@gmail.com) & [associateconsultancy@gmail.com](mailto:associateconsultancy@gmail.com)

## Academic Background

ACS, M.Com (Acc) L.L.M.

## Core Competencies

Legal and secretarial matters relating to SEBI, BSE, NSE & SAT. Compliances of rules, regulation and procedure under Companies Act, 2013, Expertise in Merger, take over, Scheme of arrangement and amalgamation and all HC , OL & Stock Exchanges related work. Preparation of Application for 24 (a),(f) for In principle approval & obtaining the same, Secretarial Functions, Statutory compliances, maintenance of all legal & statutory Register and records. Strong Interpersonal Skills, Sharp Analytical Skills, Leadership Skills, Delegating various guidelines necessary for legal compliance with statutory authorities and filing of annual returns and other related fillings with ROC , RD. of essential documentations and affidavit for various legal formalities. Incorporation and formation of Companies, Body Corporate, LLP. Issue and allotment of shares to resident, Preparation of notices, agenda, & minutes of statutory meetings, board meeting, general meeting, audit committee meeting, remuneration committee meeting, Shareholders Grievances Redressal Committee etc of the Company and group Companies.

Preparation and Maintenance of various forms, applications, submissions, communications and correspondences to be uploaded or filed or applied or submitted with the Registrar of Companies (ROC), Reserve Bank of India (RBI), Securities and Exchange Board of India (SEBI), Stock Exchanges (SE) and other government authorities for the Company and group companies. Liaison and cooperation with ROC, RBI, SEBI, SE and any other authorities relating to Secretarial Matters, FEMA Matters, NBFC Matters, Listing Compliance's Matters and Legal Matters. Handling matters relating to capital restructuring, financial restructuring, buyback, issue and listing of shares conversion of loan into equity/preference share, compounding of offences, applications for the approval of ROC, Regional Director, Central Government, Company Law Board etc.

- ✓ Due diligence of Companies for Takeover, Mergers & Acquisitions.
- ✓ Shifting of Registered office from One State to another state.
- ✓ Listing and Delisting of Capital with the Stock Exchanges.
- ✓ Compliance under Companies Act 2013 along with SEBI Regulations and Listing Agreement.
- ✓ Preparation of Annual Report of Listed Companies as well as group Private Limited Companies.
- ✓ Preparation of notices for passing of resolutions by postal ballot.
- ✓ Drafting of various agreements like MOUs, Share Purchase Agreements.
- ✓ Incorporation of Companies, preparation of minutes of listed as well as unlisted Companies.
- ✓ Striking off Companies with Registrar of Companies.
- ✓ Conversion of Private limited Company into Public Limited Company.
- ✓ Extension of AGMs of Listed public Companies.
- ✓ Annual filing of documents of Companies with ROC as per the Companies act,2013.
- ✓ Preparation of all documents for getting membership of Bombay Stock Exchange (BSE) for Stock Broking activities.
- ✓ Change of name and object by postal Ballot.
- ✓ Incorporation and Conversion of Private Limited to LLP.

- ✓ RBI Compliances of Listed NBFC Companies.
- ✓ Drafting of E -Voting Agreement, Connectivity, process and procedure.

### Professional Profile

Company Secretary with more than 10 Years' experience with Legal and Secretarial Work. Possess excellent time management and adaptation skills, very organized, responsible with an attention and takes initiative to be a leader, very logical, precise and analytical, able to work unsupervised or in a team environment. Adequate knowledge of Handling independently all legal and secretarial work of the Listed and unlisted Public and Private Companies as per the various statutory acts along with the amended prevailing rules and regulation applicable to the organization.

### Sun Granite Export Limited. (From 1<sup>st</sup> September 2010 to 1<sup>st</sup> August, 2012) (Listed BSE & ASE)

- ✓ Completed the filing of all statutory requirements as per the listing agreement from the year 2003 to 31<sup>st</sup> March 2011.
- ✓ Successfully completed the procedure of Listing for suspended capital.
- ✓ Filed returns as per the Listing Agreement and ROC.
- ✓ Prepared Board Agenda, Board minutes, Committee Meetings
- ✓ Conducted Annual General Meeting
- ✓ Prepared Corporate Governance, Notice of AGM, Directors Report, Code of Conduct
- ✓ Appointment of Whole Time Director.
- ✓ Preparation and filing of various Forms and Returns with ROC and other concerned authorities and ensuring that they are prepared and filed in conformance to statutory obligations.
- ✓ Handling Share Transfer related work, Investor Grievances etc. and making communication with investors, SEBI, BSE and RTA for the same.

### BLISS GVS Pharma Limited. (From 10th August 2012 to 1<sup>st</sup> November, 2013) (Listed BSE & NSE)

The Major work I did during the tenure

1. All Compliance as per the Listing agreement with NSE & BSE.
2. Filing of Different compliance and the legal requirement.

3. Filing and the preparation of the Disclosures as per 29 (2) under SAST 2011.
4. Filing and the preparation of the Disclosures as per Regulations 13(4), 13(4A) and 13(6) of insider trading 1992.
5. Preparation and making the application of Bonus Issue
6. Forfeiture of Shares.
7. Preparation of agreement with its subsidiary at Singapore.
8. Inter se Transfer under Regulation 10 of SEBI SAST Regulation 2011.
9. Preparation of the Compliance and green initiative Project at the Factory premises.

RISA International Limited.(from 1<sup>st</sup> November,2013 to 25<sup>th</sup> June,2015.  
(Listed BSE Applied for NSE Listing)

The Company RISA International Limited is doing the business of dealing in iron scrap and yarn/fabrics. The Company is also involved in the field of Real Estates in various states.

The major and the most significant work I did as a Company Secretary, Legal adviser and as well as the Compliance officer of the Company,

1. Opening of the Subsidiary Company at Hong Kong and England.
2. Completion of all the formalities, documentation regarding the operation of the Business and opening of the Bank Account.
3. Preparation of Document regarding the Drafting and vetting of all banking consortium related Legal contracts/agreements/documents etc.
4. Secretarial Compliances of the company including associates & subsidiaries.
5. Fillings Forms-ODA, FCGPR, ECB to RBI regarding PE investments, Foreign Direct Investment & ECB Loan.
6. RBI Compliances.
7. Managed share transfers and transmissions, drafting and finalization of agenda papers, minutes, conducting board meeting, AGM,EGM, payment of dividend, creation, modification and satisfaction of charges, ROC related work including filing of various forms and returns.
8. Coordination with the NSDL, CDSL, Registrar for Demat/Remat of Shares and issue of Duplicate Share Certificates and suitably handling and redressing the Investors Grievances.

9. Disclosures under Regulation 30(1) and 30(2) of SEBI (Substantial Acquisition of Shares and Takeovers) Regulations, 2011.
10. Declaration and payment of dividend.

#### SWOSTI PREMIUM LIMITED (from 19th October, 2015 to 31<sup>st</sup> October, 2016.

The Company Swosti Premium Limited is belongs to the Swosti group of hotels & resorts. It's in the business of hospitality and resort management.

The major role I am playing as a Company Secretary, Legal adviser and as well as the Compliance officer of the Company, to systematically manage the operation as well as the statutory compliance of the group companies in day to day business.

1. Secretarial functions relate to ensure compliance of the provisions of Companies Law and rules made there-under and other statutes and bye-laws of the company.
2. convening and servicing annual general meetings (AGM)/meetings (producing agendas, taking minutes; conveying decisions etc)
3. providing support to committees and working parties such as the Board of Directors etc
4. Implementing procedural/administrative systems.
5. Handling correspondence before and after meetings.
6. Writing reports and minutes of the various committee meetings.
7. Collating information and making suitable arrangement.
8. providing legal/financial advice during and outside of meetings

#### Major Achievements during my Career.

Completed the several scheme of arrangement like Merger, Demerger, Reduction of capital, preferential issue of Equity Shares, through the scheme of arrangement and listing of the merged capital with BSE & NSE and with the other Stock Exchanges and Listing and Delisting of Equity Shares from the Stock Exchanges. Preparation of Appeal under Section 15 T of the SEBI Act and under Section 23L of the SCR Act Appearance before CLB, SAT and other Statutory Authorities.

#### FROM 1ST OF NOVEMBER, 2016 I HAVE STARTED MY OWN PRACTICE AS A PRACTICING COMPANY SECRETARY AT MUMBAI AND BHUBANESWAR.

**We Provide the Following Services to our Valuable Clients.**

1. Registration, Formation & Incorporation of Private, Public and Section 25 (Non-Profit Organization) Companies

2. Formation of LLP (Limited Liability Partnership)
3. Registration of Societies and Trusts
4. Conversion of Private Limited Company into Public and Section 25 (Non-Profit Organization) Company
5. Mergers, Amalgamations & Takeovers
6. Listing and Delisting of Securities of Companies
7. Secretarial Audit and Share Reconciliation Audit
8. Corporate Governance Certification and Annual Filing of Private, Public and Listed Companies Annual Filing or Balance sheet filing in XBRL Mode.
9. Other Compliances as required for Listed and SEBI, BSE, NSE along with NSDL AND CDSL.
10. Certification of Depository Participants, Share Transfers, Managerial Remuneration, Annual Return etc.
11. Consultation on All Corporate Laws & Tax Laws
12. VAT, CST & Service Tax Registration
13. Expert advice on primary & Secondary Stock Market
14. Appearance before Company Law Board, Registrar of Companies,
15. Regional Director, Consumer Court & other Semi-Judicial Authorities
16. Buy back of shares
17. Compounding of offences under Companies Act
18. Condonation of Delay under Companies Act
19. Shifting of Registered Office of the Company from one state to another.
20. Handling of all Secretarial, Financial and Legal functions of the Company
21. Arranging & Conducting Board and General Meetings of the Company and all other group Companies and subsequent follow up decisions thereof
22. Liaison and interaction with Company Advocates, Solicitors and Legal Consultants.
23. Preparation, Execution and Registration of all Legal documents
24. Liaison with Lead Manager, SEBI, Stock Exchange, Registrar of
25. Companies, Reserve Bank of India Ministry of Corporate Affairs and
26. Other Government authorities.
27. All works related to the Company's Trademarks and Copyrights. Appearing before Trademarks and Copyrights Registrar
28. Dealing with matters related to Company Law.
29. Company Law and Secretarial Compliances.
30. Maintenance and Updation of records, registers, books etc. required under various Corporate Laws.

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**BIODATA OF FIRM**

01.	NAME	:	P.A. & ASSOCIATES
02.	ADDRESS	:	2 <sup>nd</sup> Floor, Balaji Towers, G.M. College Road Sambalpur, ODISHA-768001  TEL : 91 663 2521522 Mail.ID: paasambalpur@gmail.com sambalpur@paassociates.in  In-charge : CA. S.S. Poddar Mail ID : sspoddar1@gmail.com Mobile No . 95830 52422, 94370 52422
03.	DATE OF FORMATION	:	15.10.1980
04.	PAN NO. OF THE FIRM	:	AAFFP2414G
05.	ICAI REGISTRATION NO.	:	313085E
06.	BANK UNIQUE CODE NO.	:	260118
07.	CAG EMPANELMENT NO.	:	CAV/F/LP/SP0027
08.	PRESENT STATUS	:	Partnership
09.	NO. OF STAFF	:	150 (approx.)

10. Number of offices and Detail Particulars				
Sl. No.	Station at which located	Complete address with PIN code and Telephone Nos.	Name of the Branch In-charge with Contact No.	Date of Opening of Branch
1.	Bhubaneswar	12, Govind Vihar Bamikhhal Bhubaneswar-751010 (Orissa) TEL: 91 674 257 1744 /1065 FAX: 91 674 257 0162 Email: bhubaneswar@paassociates.in	CA. P.S. Panda Mobile No. 09238045945	15.10.1980
2.	Rourkela	T-21, Civil Township, Rourkela- 769004 Tel: +91-661-2400722 Fax: +91-661-2401122 Email: rklpaa@gmail.com	CA. D. K. Agrawalla Mobile No. 09238413055	03.04.1991
3.	Cuttack	Dolmundai Garden, Pithapur, Cuttack- 753001 Tel: +91-671-2625079 Fax: +91-671-2424791 Email: dineshagrawalca@gmail.com	CA. Dinesh Agrawal Mobile No. 09437024791	26.03.1996



11. DETAILS OF FULL TIME PARTNERS								
Sl. No.	Name of partner	Membership No.	Date of Joining the firm as full time partner	Date of becoming FCA	ISA qualification	Cell Nos.		
1.	P.S. Panda	051092	01.02.1986	02.12.1985	No	9238045945		
2.	S.S. Poddar	051113	15.10.1980	10.10.1985	No	9583052422		
3.	K.C. Agarwal	052783	03.04.1991	22.01.1991	No	9437070553		
4.	A. Poddar	055380	26.03.1996	23.05.1996	No	9437051643		
5.	D.K. Agarwalla	055420	03.04.1991	18.03.1996	No	9238413055		
6.	D. Agrawal	055955	26.03.1996	14.08.1997	Yes	9437024791		
7.	K. Agrawal	057616	26.03.1996	01.04.2001	Yes	9438034027		
8.	K.K. Agrawalla	059649	29.03.1999	23.03.2004	No	9238413014		
9.	V. Jhajharia	061336	20.08.2002	09.07.2007	Yes	9437057798		
10.	B.N. Dash	062142	31.12.2006	18.02.2008	Yes	9238413008		
11.	R. C. Routray	062878	31.12.2006	31.12.2008	Yes	9238413002		
12.	Haramohan Dash	063523	31.12.2006	13.10.2009	Yes	9238413012		
13.	Jyoti Agarwal	064207	31.12.2006	16.12.2010	No	9437020277		
14.	K. Mishra	549819	31.12.2021	-	No	9315023273		
12.	EMPLOYEE CHARTERED ACCOUNTNAT			1				
13.	ASSOCIATED CHARTERED ACCOUNTNATS/ COST ACCOUNTANTS/ COMPANY SECRETARIES			11				
14.	INFRASTRUCTURE			All the offices are in prime locations with quality furnishing equipped with latest infrastructure like computer, broadband connection etc.				
15.	EXPERIENCE IN BANK AUDIT							
The firm is empanelled as Statutory Central Auditor for banks and also empanelled by CAG for Audit of 'Central Public Sector Undertaking. The firm is Statutory Central Auditors (SCA) of Canara Bank for the year 2021-22. The firm was also appointed as CSA of Union Bank of India for the year 2015-16 to 2017-18, Allahabad Bank from 2009-10 to 2011-12 and UCO Bank for the year 2000-01 to 2003-04 respectively. The details of various other bank audits handled by the firm during the last 10 years are as follows :								
Sl. No.	Name of the Bank	Statutory Central Audit	Statutory Branch Audit	Concurrent Audit	Revenue Audit	Stock Audit	System Audit	NPA Audit
1.	Canara Bank	√	√	√				
2.	Allahabad Bank	√		√				

3.	Union Bank of India	√					
4.	UCO Bank			√			
5.	State Bank Of India			√			
6.	Central Bank of India			√			
7.	Bank of India			√			
8.	United Bank of India			√			

**16. EXPERIENCE IN PSU AUDIT**

**A. STATUTORY AUDIT**

**B. INTERNAL AUDIT**

**A.1 CENTRAL PSU (SCA)**

1. Oil India Limited
2. NTPC Ltd.
3. Steel Authority of India Ltd.
4. National Aluminum Company Ltd.
5. Haldia Petro Chemicals Ltd.
6. National Insurance Co. Ltd.

1. NTPC Ltd.
2. Power Grid Corporation of India Ltd.
3. National Aluminum Company Ltd.
4. Orissa Milk Producers Federation Ltd.
5. Mahanadi Coalfields Ltd.
6. National Agricultural Federation Ltd.
8. GRIDCO, NESCO, WESCO, SOUTHCO & CESU
9. Gangpur Weavers Co-op. Society Mills Ltd.
10. Orissa Power Generation Corporation Ltd.
11. Orissa Mining Corporation Limited
12. Apollo Hospital, Bhubaneswar (A unit of Apollo Hospitals Enterprise Limited)

**A.2 STATE PSU**

1. Orissa Mining Corporation Ltd.
2. GRIDCO
3. Food Corporation of India
4. Orissa Forest Development Corporation Ltd.
5. Industrial Dev. Corporation of Orissa Ltd.
6. OIIDC Ltd.
7. IPICOL.
8. Orissa State Cooperative Marketing Federation Ltd.

**C. INCOME TAX RETAINER**

1. Mahanadi Coal Fields Ltd.
2. Scan Energy & Power Ltd.
3. Scan Steels Ltd.
4. Rashi Steel & Power Ltd.
5. Nav Durga Fuel Pvt. Ltd.
6. Mayfair Group of Hotels
7. Odyssey Motors Pvt. Ltd.
8. S. R. Samal Group ( Coal Mining)

17.	<b>EXPERIENCE IN PRIVATE SECTOR UNDERTAKINGS</b>	
	A. STATUTORY AUDIT OF COMPANY	
	Audit of more than 100 companies/firms including listed Companies with more then Rs.1000 crores turnover.	
	B. LOAN SYNDICATION (During last 3 years)	
	Loan syndication of a number of companies ranging from Rs.10.00 crores to Rs.100.00 crores.	
18.	<b>EXPERIENCE OF AUDIT IN ERP ENVIRONMENT (STATUTORY AUDIT)</b>	
	1. Oil India Limited	6. OMC Ltd.
	2. NTPC Ltd.	7. Ganesh Spongs Power (P) Ltd.
	3. Steel Authority of India Ltd.	8. Haldia Petro Chemicals Ltd.
	4. National Aluminum Company Ltd.	9. Power Grid Corporation of India Ltd.
	5. Scan Steels Ltd.	
19.	<b>TAX CONSULTANT</b>	
	The firm has good experience in tax consultancy. The firm is income tax consultant of Mahanadi Coalfields Ltd. for last 25 years. It has successfully handled more than 50 search and seizure cases. Besides above, it is handling the Income Tax matters of the private sector companies including the directors of the Companies for which it is appointed as Statutory Auditor.	
20.	<b>PREPARATION OF MANUALS ON SYSTEMS &amp; PROCEDURES</b>	
	1. Mayfair group of hotels consisting of nine hotels.	
	2. P.C. Patra Group consisting of Construction, Sponge iron plant & Automobile dealership.	

Place: Sambalpur  
 Date: 27<sup>th</sup> April, 2024



*S. S. Poddar*

[ CA. S.S. Poddar ]  
 Partner