

**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 19<sup>th</sup> May, 2021 has appointed Mrs. Radhika Agarwal Company Secretary and Compliance Officer of the Company w.e.f 19<sup>th</sup> 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 19<sup>th</sup> May, 2021.

Request you to kindly take the same on records.

**FOR INNOVATORS FACADE SYSTEMS LIMITED**

**PRITI R  
SHARMA**

Digitally signed by PRITI R SHARMA  
DN: c=IN, o=Personal,  
postalCode=400063, st=Maharashtra,  
2.5.4.20=bfa505b1b90f3395d2a36409  
3636b4361dfdd528a4b6458ed602b3  
ef28e03c7,  
serialNumber=b1ef7248076774c80bc  
f40a8de31b9dfdcf1de4acbe2494097  
f14eed319ece30, cn=PRITI R SHARMA  
Date: 2021.05.19 15:31:56 +05'30'

**Priti Sharma**

**CFO**

**Date: 19<sup>th</sup> May 2021**

**Place: Mumbai**

**Encl: Brief Profile of Company Secretary**

## **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
- 

❖ **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 : 15<sup>th</sup> 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