



# DHRUV WELLNESS LTD.

(Earlier Known As Dhruv Wellness Private Limited)

Chawl No -1, R No. 2, Amba Mata Mandir Compound, Near Italiya Comp,  
Veetbhatti, Goregaon (East), Mumbai – 400063. Tel.: 022-28711486  
Cell : 9619537587 / 9821461744 CIN No.: U74900MH2015PLC263089  
Website : www.dhruvwellness.com / Email : pravinprajapati\_dhru@yahoo.in

Date: 05<sup>th</sup> April, 2022

To,  
**The Department of Corporate Services,  
BSE Limited,**  
Phiroze Jeejeebhoy Towers,  
Dalal Street, Fort, Mumbai- 400001.

**Type of Security: Equity Shares  
Scrip Code: 540695**

Dear Sir / Madam,

**SUB: Brief Profile of Company Secretary and Compliance Officer.**

We would like to inform you that pursuant to the recommendation of the Nomination and Remuneration Committee, Appointment of **Mr. Rayyan Tajak, (M. no: A61865)** as a Company Secretary and Compliance Officer of the Company with effect from **05<sup>th</sup> April, 2022** as informed in the outcome of the meeting held on 05/04/2022.

Please refer attached annexure – 1, for detailed profile of **Mr. Rayyan Tajak, (M. no: A61865)** as a Company Secretary and Compliance Officer of the Company.

Kindly take the said information on your record and acknowledge the receipt of the same.

**Thanking you,**

Yours Faithfully,

**For Dhruv Wellness Limited**

**Pravinkumar Prajapati  
Managing Director  
DIN: 05192268**



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## Annexure - 1

Name	<b>RAYYAN TAJAK</b>
Qualification	<b>1. Associate Member of ICSI - A-61865 2. M.com - MAHASRHI DYANAND SARASWATI UNIVERSITY (AJMER) 3. B.Com - MAHASRHI DYANAND SARASWATI UNIVERSITY (AJMER) 4. CMA - THE INSTITUTE OF COST ACCOUNTANT OF INDIA (Pursuing)</b>
Designation	<b>Company Secretary and Compliance Officer of the Company</b>
Brief Profile	<b>Three Years' plus experience with Practicing Company Secretary</b>
Reason for Appointment	<b>To fill the Vacancy of the Company Secretary of the Company in accordance with the provisions of section 203 and all other applicable provisions of the Companies Act - 2013 and the rules made thereunder and to Comply with the applicable provisions of the SEBI (LODR) Regulation, 2015.</b>
Disclosure of relationships between Directors (in case of appointment of a Director/ KMP's)	<b>Mr. Rayyan Tajak is not related to any Directors/ KMP's of the Company.</b>
Number of Shares held in Dhruv Wellness Ltd	<b>NIL</b>
Appointment w.e.f	<b>05<sup>th</sup> April, 2022</b>

Yours Faithfully,

**For Dhruv Wellness Limited**

**Pravinkumar Prajapati  
Managing Director  
DIN: 05192268**



## RAYYAN TAJAK

Permanent address: 230, Bhoumiyo Ki Gali Ward No. 28,  
Rawala Chok, Bhilwara, Rajasthan-311001.

Present address: 479, Sector 38, Gurgaon, Haryana-122001  
+91 9625322195

E-mail: csrayyantajak@gmail.com  
12/08/1995

in <https://www.linkedin.com/in/rayyan-tajak-99a360167>

## OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trust me with responsibilities and challenges.

## SKILLS

- Time management
- Communication skills
- Work efficiency
- Decent behaviour

## ADDITIONAL INFORMATION

Member of ICSI in 2020- A61865.

Member of IT committee of Gurgaon chapter of NIRC of ICSI in 2021.

## LANGUAGE

- English and Hindi

## EXPERIENCE

### Currently working **SUKESH & CO.**

Company secretary

#### 1. ROC, Trust, Society and partnership.

- A. Incorporation of companies including private limited, Public limited, One person company, nidhi company, wholly owned subsidiary and foreign companies place of business in india.
- B. Registration of Trust under The Trust Act-1882 and registration of society.
- C. Incorporation of LLP and partnership firm.
- D. Annual fillings of various types of companies and LLP.
- E. Striking off companies and LLP.
- F. Obtain status of dormant company.
- G. Preparation of due diligence reports and search report.
- H. Private placement and prefrancial allotment and right issue of shares.
- I. Alteration in AOA of companies.
- J. Alteration in name clause, object clause and authorised clause of MOA of company.
- K. Conversation of OPC to private limited and vive versa.
- L. Secretarial Audit.
- M. issue under ESOP scheme, right issue and conversion of loan into equity.
- N. Other Roc fillings and preparation of documents according to fillings.

#### 2. FEMA & RBI compliance.

- A. FCGPR
- B. FCTRS
- C. Fla return

#### 3. GST compliance.

- A. Gst-registration of all types of entity.
- B. Filing of GST R1 & GST 3B.

#### 4. Income tax compliance.

- A. 12 A registration of trust, society and companies registered under section 8.
- B. 80g registration of trust, society and companies registered under section 8.
- C. 10(23c) registration of trust, society and companies registered under section 8.

#### 5. Other laws related matters.

- A. Assignment handled for registration of IEC, FSSAI, MSME, SHOP AND ESTABLISHMENTS, TRADE LICENSE, TRADEMARK, START UP INDIA, GST, PAN, TAN, AD code registration in case of import and export.
- B. Registration under Shop & establishment.
- C. Registration of business in rajsthan at SSO portal.
- D. Filing of government tenders.

#### 6. Management disputes related matters.

- A. Filing of serious complaint form to Roc.
- B. Resolve management disputes without interference of NCLT.
- C. Filing of complaint to various departments of Government.

#### 7. Legal & Secretarial compliance.

- A. Compounding of offences committed due to not held AGM as per section 96 of The Companies Act-2013.
- B. Compounding of offences committed due to holding multiple DIN (director identification number).
- C. Stamping of shares at district revenue officer.
- D. Preparation of ROC filing documents.

#### 8. Accounting of small companies, trust & society.

- A. Consolidation of balance sheet of schools.
- B. Preparation of balance sheet of small companies.

#### 9. Subsequent compliances of Trust, NGO and section 8 company.

- A. Registration under E-anudaan for government grants.
- B. Niti ayog registration
- C. Shala Darpan registration
- D. FCRA registration.
- E. Certification on fund utilisation of Trust, Ngo, society and section 8 companies registered under The companies Act-2013.
- F. Annual fillings of societies located in Haryana.
- G. Annual report and projected financial statements.
- H. Other fillings of societies.

7th July 2020 - 31st  
December 2020

### **NIBE LIMITED(LISTED COMPANY)**

Company Secretary

1. Work with the company secretarial team to complete the daily work flow.
2. Provide input and advice to directors with regard to board governance matters.
4. Drafting of legal documents.
5. Passing resolutions by circulation.

**6th May 2019 - 30th June 2020** **SKVR CORPORATE ADVISOR PRIVATE LIMITED**

Non executive director

1. Assignment handled for registration of IEC, FSSAI, MSME, SHOP AND ESTABLISHMENTS, TRADE LICENSE, TRADEMARK, START UP INDIA, NITI AYOJ, GST, PAN, TAN, section 12A and 80G of income tax, AD code registration in case of import and export.
2. ROC, FEMA AND RBI related matters.
3. Compounding of offences committed under section 96 and 153 of The Companies Act 2013.

**1st Day of May 2016 - Tajak coaching classes**

**30th Day of April 2018** Teacher

Teaching in accounts subject for 11th and 12th class students at Bhilwara Rajasthan.

## EDUCATION

2021	<b>THE INSTITUTE OF COST ACCOUNTANT OF INDIA</b> CMA Final (cost management account) pursuing
2020	<b>THE INSTITUTE OF COMPANY SECRETARY OF INDIA</b> Company Secretary
2017	<b>MAHASRHI DYANAND SARASWATI UNIVERSITY (AJMER)</b> M.com 66.00%
2015	<b>MAHESRHI DYANAND SARASWATI UNIVERSITY (AJMER)</b> B.com 61.00%
2012	<b>RAJASTHAN BOARD OF SECONDARY EDUCATION</b> Senior secondary 66.00%
2010	<b>RAJASTHAN BOARD OF SECONDARY EDUCATION</b> Secondary education 54.00%

## PROJECTS

**Decision making on financial statement of RELIANCE INDUSTRIES LIMITED**

2012

Analysis of financial statement by using analytical tools.

**Scope of project**

- a. Decision making
- b. Evaluation of risk and return
- c. Decision making after analysis of liquidity, profitability and solvency.

## DECLARATION

I hereby declare that all the information is given by me are true to the best of my knowledge

Signature: \_\_\_\_\_

**Mohammed Rayyan  
Tajak**