



G.G. AUTOMOTIVE GEARS LTD.

REGD. OFF. & WORKS : 2-A, I.S. GAJRA INDUSTRIAL AREA-1, A.B. ROAD, DEWAS - 455 001 (M.P.) INDIA
PHONE : +91-7272-405310, 404802 FAX : +91-7272-404802
E-MAIL : ggmarketing@ggautomotive.com, ggautomotive@yahoo.com
CIN : L29130MP1974PLC035049

Date: 20th January, 2020.

To,
The Manager,
BSE Limited,
Phiroze Jeejeebhoy Towers
Dalal Street
Mumbai- 400001.

Subject: Intimation regarding Change in Key Managerial Personnel (Company Secretary) Pursuant to Regulation 30(2) Part A Schedule III (7) of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015.

Reference: G.G. AUTOMOTIVE GEARS LTD ("THE COMPANY") BSE SCRIP CODE: 531399.

Dear Sir,

This is to inform you that in the meeting of the Board of Directors of the Company G.G. Automotive Gears Ltd, held on Monday, 20th January, 2020, Ms. Divya Desai has been appointed as the Key Managerial Personnel (Company Secretary & Compliance Officer) w.e.f. 20th January, 2020.

This is for your information.

Kindly take the same on your record.

Thanking You,

For G. G. AUTOMOTIVE GEARS LIMITED

**KENNEDY RAM GAJRA
CHAIRMAN & MANAGING DIRECTOR
DIN: 02092206**



Encl: Brief Profile



ISO 9001 : 2008
Reg. No. : QM 02 00037

Please visit our web site at [www. ggautomotive.com](http://www.ggautomotive.com)



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Brief Profile:

Ms. Divya Desai is a Graduate of Commerce. He is an Associate Member of the Institute of Company Secretaries of India (Membership Number: A61179). He completed his CS training of 15 Months in M/s. Neelesh Gupta & Co., Practicing Company Secretaries located at Indore. Further she worked with various firms after completion of his training and have one year work exposure in Secretarial Matters, Corporate Laws and SEBI Regulations.



Divya Desai



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CS DIVYA DESAI

Mail id: csdivya.dd@gmail.com

Contact Number +91 99260 26626

Career Objective

To carve out a position for myself in the corporate world as a Company Secretary in the organization of repute where I can prove my abilities and talent and to work in the legal, secretarial, finance and other related operation and to contribute towards organizational and personal growth. Always willing to take high level of initiatives and can do multi tasking.

Education

Year	Qualification	Institute	Marks
2019	Professional Programme	ICSI	55%
2018	LLB	Vikram University, Ujjain	57%
2014	B. Com	Vikram University, Ujjain	64%
2011	Higher Secondary	CBSE	78%

Apprenticeship Training

15Months Apprenticeship Training under M/s Neelesh Gupta & Co. (Practicing Company Secretary), Indore during July, 2016 to January, 2018.

Working Experience:

Presently working with P.K. Shishodiya & Co. (Chartered Accountants), Indore from February, 2018.

Work Profile

➤ Highlights

- Preparation of Draft Prospectus for SME IPO
- Drafting of various Agreements, Memorandum of Understanding(MoUs), Resolutions, Petitions etc.
- Liaison with Merchant banker, RTA, Legal firm
- All MCA related Compliance and filing.

➤ Companies Act, 2013

- Revocation of Struck off company by MCA- Drafting of Petition, Submission of petition with ROC, filing of order with ROC and get the status of company Active.
- Shifting of registered office of the company from one state to another
- Allotment of shares- Right Issue, Private placement
- Preparation of Annual Report and Filing
- Conversion of private company to public company
- Incorporation of Private, Public Company and LLP
- Alteration of Memorandum and Articles of Association of company
- Increase in Authorized Share capital
- Physical Share transfer
- Appointment, resignation and change in designation of Directors and KMP
- Maintenance of Statutory Register and Minutes
- Creation, modification and satisfaction of charge
- Strike off the company

➤ Others

- Preparation of Search Reports
- Obtaining Digital Signature Certificate
- Income tax return filing of Individuals
- Assisted in Statutory Audit of Listed and unlisted company
- Assisted in Preparation of financial statements

➤ **Computer Proficiency**

- Proficient in MS Word, MS Excel and Power Point.
- Completed Information Technology training of The Institute of Company Secretaries of India from Sify software institute.

Key Skills:

- Constant thirst for knowledge and keen to keep updated.
- Effective communication and Interpersonal Skills, specially the skills of explaining and convincing.
- A Good team leader & team player.
- Keen to learn and try to improve performance with new innovative ideas.

Extra Curricular Activities

- Interests : Yog, Meditation, To serve the society by educating children (Associate with Robin Hood Army), Legal Writing etc
- Hobbies : Reading Mythological stories, Listening to Mystics, Travelling etc.

Personal details

Date of Birth : 01st August 1993
Present Address : 257, Alakhdham Nagar Colony, Indore road Ujjain
Languages : English, Hindi & Gujarati.
Marital status : Single.
Membership Number : 61179

DIVYA DESAI