

winsome

Yarns Limited

Regd. Office : SCO # 191-192, Sector 34-A,
Chandigarh - 160 022 INDIA
CIN : L7115CH1990PLC010566, 4612000, 4613000
Fax : +91-172-4614000
e-mail : exports@winsomegroup.com
website : www.winsomegroup.com



WYL/SECT/
11.12.2019

BSE Limited,
Dept. of Corporate Services
1st Floor, New Trading Ring,
Rotunda Building, P.J. Towers,
Dalal Street, Mumbai-400001

Sub: Appointment of Company Secretary and Compliance Officer

Dear Sir,

Please refer to your email dated 11.12.2019 regarding non-submission of profile of appointed Company Secretary.

In this connection, we again inform you that the Board of Directors vide its circular resolution no. 5/2019-20 dated 04.12.2019 has appointed Ms. Meenu Khandelwal as Company Secretary and Compliance Officer of the Company w.e.f. 4th December, 2019.

In this regard, a certified copy of the circular resolution and profile of appointed Company Secretary and Compliance Officer are attached herewith.

This is for your information and records please.

We are very sorry for inconvenience caused.

Thanking you,

Yours faithfully,

for WINSOME YARNS LIMITED


RAJPAL S. RATHORE

Dy. Manager (Legal & Secretarial)



IS/ISO
9001



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A CERTIFIED COPY OF EXTRACT OF;

CIRCULAR RESOLUTION NO. 5/2019-20 DATED 04.12.2019 PASSED BY THE BOARD OF DIRECTORS ON 04.12.2019.

TO APPOINT MS. MEENU KHANDELWAL AS COMPANY SECRETARY AND COMPLIANCE OFFICER OF THE COMPANY.

“RESOLVED THAT pursuant to the provisions of Section 203 of the Companies Act, 2013 read with Rule 3 and Rule 8A of [Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014], and other applicable provisions of the Companies Act, 2013, (including any statutory modifications or re-enactment thereof) the approval of the Board is hereby accorded for appointment of Ms. Meenu Khandelwal, (Associate member of Institute of Company Secretaries of India holding Membership No. 42089 as the Company Secretary and Compliance Officer of the Company with effect from **4th December, 2019** at such remuneration and other terms and conditions as may be finalized by Directors of the Company;

RESOLVED FURTHER THAT Ms. Meenu Khandelwal, be and is hereby authorized to sign including digitally signing, on behalf of the Company, various documents, forms, returns, e-forms etc. required to be filed under the Companies Act, 2013 and rules and regulations made there under and which are required to be filed with the Ministry of Corporate Affairs, Regional Director(s), Company Law Board (s), concerned Registrar of Companies, stock exchanges and other appropriate authorities constituted under the Companies Act, 2013 as amended from time to time;

RESOLVED FURTHER THAT Ms. Meenu Khandelwal, Company Secretary and Compliance Officer of the Company be and is hereby authorized to sign and file e-forms and such other forms and documents as may be necessary with the Registrar of Companies, and make entries in the statutory records and registers of the Company and to do all such acts, deeds and things as may be necessary or expedient thereto to give effect to the aforesaid resolution.”

Certified True Copy

FOR WINSOME YARNS LIMITED

MANISH BAGRODIA
Chairman and Managing Director
DIN : 00046944



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9001



Member
The Winsome Group

PROFILE

MEENU KHANDELWAL

Company Secretary

Mobile no:- +91 9465164843, 7009380445

Email: csmeenukhandelwal90@gmail.com

Personal Profile

Date of Birth : 07th April 1990
Language : English, Hindi
Address : Plot No 16, Santosh Sagar Colony Brahmpuri Road,
Jaipur-302002
Nationality : Indian
Husband Name : Mr. Rajkumar Gupta
Husband Co. No. : 9855491719

Professional Qualification

Member of Institute of Company Secretaries of India
Membership no:- A42089

Educational Qualification

Qualification	Year	Board
M.COM (A.B.S.T)	2012	Rajasthan University
B.COM	2010	Rajasthan university
Sr. Secondary	2007	Rajasthan board
Secondary	2005	Rajasthan board

Articalship/ Training

Worked with Mr. Satyendra Prasad Khorania, Practicing Company Secretary, Jaipur for 15 months, since 28 march, 2014 to 5th July, 2015.

Training Highlights

- Assisted in preparation of minutes of General Meeting, Board Meeting and EGM.
- Assisted in preparation of Annual Report of the company.
- Audited statutory register and books and filing of E- forms
- Accounting on Tally ERP 9.
-

Work Experience

Worked with Nandwani & Associate, Chartered accountant firm, Chandigarh as a Team Leader during 2017-2018.

*Meenu
Khandelwal*

Profile Summary

- Coordinate with the team to complete the daily workflow.
- Promotion, formation & incorporation of companies, drafting and preparation of Memorandum & Article of Association and other documents, their stamping and registration with Registrar of Companies.
- Filing, registering, attesting any of the e-forms, returns by or on behalf of the Companies.
- Pre- certifications of forms relating to Registration / Modification / Satisfaction of charge and their filing with the Registrar of Companies.
- Loan documentation, registration of charge, search and status report.
- Planning strategies for winding of companies.
- Complying with necessary legal and procedural requirements, advising the management on change of name, change of objects and shifting of registered office of the company.
- Making a verified declaration of compliances for obtaining a certificate of commencement of Business.
- Prepared notice, Director report, Resolutions, minutes of AGM, EGM, BM.
- Assist with the implementation of the new Companies Act, 2013.
- Consistently striving for improvements in process and working practices.

Computer Technical Skills

- 1) Substantial knowledge of working with MS office, MS word and internet and other required software
- 2) Accounting Software- Tally ERP 9
- 3) Knowledge in E- filing of forms to filed under Company's Act 2013 and ROC website.

Award & Achievements

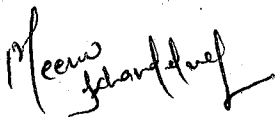
Best Student & Team Leader award in school – 2007

Achieve the certificates in:

- Akhil Indian Gandhi General Knowledge Competition – 2005
- Represent the school in 38th District Level Debate Competition – 2005

Declaration

I solemnly declare here, that all the facts mentioned above are true to the best of my knowledge.



MEENU KHANDELWAL