

Dt.: 1<sup>st</sup> January, 2020

To,  
Corporate Affairs,  
Bombay Stock Exchange Limited,  
25<sup>th</sup> Floor, P J Towers, Fort, Mumbai

**Subject: - Revised Intimation for Appointment of Company Secretary and Compliance Officer**

Dear Sir / Madam,

In accordance to the Regulation 30 (2) read with schedule III Part A Para A of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 we hereby inform:

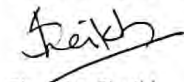
Ms. Neeti Kashyap (Mem. No. A50691), Company Secretary cum Compliance Officer of the company has been appointed with effect from 1<sup>st</sup> January, 2020.

The Board of Directors of the Company at its meeting held on Wednesday, the 1<sup>st</sup> day of January, 2020 has taken note of the same.

Kindly take the same on your records and do the needful.

For your kind information.

For M. P. Agro Industries Limited



Shamim Sheikh  
Director

DIN 02528327

Encl.: As Above

## **Brief Profile**

### **Education Qualification:**

<b>Degree</b>	<b>Board/University /Institute</b>	<b>YearofPassing</b>	<b>Class</b>
Company Secretary(CS)	Institute of Company Secretaries of India	June,2016	--
L. L. B with Special	Maharaja Sayajirao University, Vadodara	2013	Second Class
B.com.	Maharaja Sayajirao University, Vadodara	2010	First Class

### **Professional Experience:**

- Work Experience of 2 years
- Worked with LISEGAI India Private Limited as a Company Secretary

### **Work Handled:**

- Conducting Meeting of Board of Directors of the Company and Meeting of Shareholders of the Company.
- Quarterly / Half Yearly / Yearly Compliance.
- Coordinating with Statutory & Internal Auditors (Audit Firm/s) for quarterly / periodical Audit purposes.
- Updating and maintaining of Statutory Records / Registers as per Corporate Laws being an ongoing process.
- Drafting and preparation of Agenda papers, Minutes of Board and Committee Meetings.
- Preparation of Annual Report of the Company.
- Electronic Filing of Forms within statutory time limit as a part of Compliance of Companies Act.
- Managing Records of files pertaining to Secretarial Department.
- XBRL Filing
- RBI / FEMA Compliance i.e. filling of FLA Return, advance Reporting and Filing of FCGPR