

Prithvi Exchange (India) Limited



05th March, 2021

To

Corporate Relationship Department
M/s. BSE Limited
Phiroze Jeejeebhoy Towers
Dalal Street
Mumbai- 400 001

Dear Sirs,

Sub: Outcome of Board Meeting.

Ref: Scrip code 531688

We are pleased to inform you that the Board of Directors at its meeting held on 05th March 2021 has appointed Ms. Sneha Goenka as Company Secretary of the Company w.e.f. 5th March 2021 pursuant to provisions of *section 203 of the Companies Act, 2013* and any amendments thereto. She has been also appointed as the Compliance Officer of the Company as per *Regulation 6 of SEBI (Listing Obligations and Disclosure Requirements) LODR, Regulations, 2015* with effect from 5th March, 2021.

The Meeting Commenced at 03.00 P.M and concluded at 3.45 P.M

Thanking you.

Yours faithfully,

For Prithvi Exchange (India) Limited

Ravan Kumar Kavadi
Executive Director

Brief Profile

SNEHA GOENKA

Mobile: - +91- 9007565479

Email: - snehachandak2014@gmail.com

Professional Synopsis: -

- Member of **The Institute of Company Secretaries of India**, passed in June 2016 having practical knowledge of Companies Act, 2013 & operation of Company Secretarial System.
- Practical experience of GST and Insolvency and Bankruptcy Code, 2016.
- Possess sound exposure and understanding of Secretarial functions & procedural aspects of SEBI (Listing Obligations and Disclosure Requirements).
- Competent in drafting documents, establishing internal control measures and compliance of relevant regulatory guidelines.
- An effective communicator with exceptional relationship management skills & adept at maintaining cordial business relations with legal counsels and other external agencies.

Academic Details

Course	Year	Institution	Board
B.com(H)	2013	T.H.K Jain College	Calcutta University
Higher Secondary	2010	Indira Gandhi Memorial Senior Secondary School	I.S.C
Secondary	2008	Indira Gandhi Memorial Senior Secondary School	I.C.S.E

Work Experience

Worked at **SR Srinivasan & Co. LLP, Company Secretaries**, Chennai from Feb 2019 till November 2019 as Head of LLP team.

During my association with above mentioned consultancy firm, I have handled various assignments :

- Dissolution of Companies under Insolvency and Bankruptcy Code.
- Advisory on various ROC & other compliances matters.
- Liaisoning with Registrar of Companies, Regional Director and Income Tax department.
- Drafting of incubation documents for various clients.
- Annual filing of Companies & LLP.
- Drafting of supplementary agreement of LLP.
- Conducted Secretarial Audit of both Listed and Unlisted Companies.
- Preparation of Search report and Due diligence reports.
- Filing and Registration of Trade mark.
- Maintaining statutory registers on behalf of the companies.
- Company Incorporation.
- Section 29A verification under IBC of resolution applicant.
- Filing of charge related documents.
- XBRL filing.

Worked at **My Service Tax (Popularly known as GST Dost)**, Kolkata from March 2017 till October 2017 as Tax Consultant

During my association with above mentioned consultancy firm, I have handled various assignments:

- Filing of Service tax return and also assisted in Service Tax Assessments.
- Filing of GST Returns which includes Transitional forms.
- GST Migration and registration.
- Filing of ROC Forms.

Apprenticeship Training

Worked as Apprenticeship Training under Practicing Company Secretary Ms. Amber Ahmad of Kolkata from 15th Sep 2014 to 17th Dec 2015.

During my association with the above firm and Apprenticeship Training, I have handled various assignments which include as mentioned below: -

- Maintenance of all statutory Records and Registers as required under the provisions of Companies Act and other applicable laws.
- Preparing Notices, Director Report, Compliance Certificate, MOA, AOA, LLP agreement, Resolutions & minutes of AGM, EGM, BM and Committee meeting.
- Preparation of secretarial audit report & scrutinizer's report
- Online filing of forms with MCA
- Preparation of documents and filling up of Forms relating to incorporation of companies, LLP, further issue of shares, increase in authorize capital, XBRL filing, transfer and transmission of shares, creation, modification and satisfaction of charge and related works.
- Preparation of share application, allotment, share transfer & transmission form.
- Drafting of other documents like POA, affidavits and Letter of Authority

Professional Courses:

- Completed the "Student Induction Programme" conducted by The Institute of Company Secretaries of India, Eastern India Regional Council held from 01.03.2013 to 08.03.2013.
- Completed the "Professional Development Programme" conducted by The Institute of Company Secretaries of India, Eastern India Regional Council held from 05.01.2014 to 08.01.2014.
- Completed the "Executive Development Programme" conducted by The Institute of Company Secretaries of India, Eastern India Regional Council held from 16.04.2014 to 25.04.2014.
- Completed the "Management Skills Orientation Programme" conducted by The Institute of Company Secretaries of India, Eastern India Regional Council under regulation 50(b) of the company Secretaries Regulations, 1982 held from 02.11.2016 to 21.11.2016.