

25.05.2022

BSE Limited  
Corporate Relationship Department  
Phiroze Jeejeebhoy Towers,  
Dalal Street, Mumbai – 400 001

BSE: Scrip Code: 543251

The Manager, Listing Department  
National Stock Exchange of India Ltd.  
Exchange Plaza, Bandra Kurla Complex,  
Bandra (E), Mumbai – 400 051

NSE Symbol: RVHL

**Sub: Intimation under Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 on account of Appointment of Secretarial Auditors of the Company for the Financial Year 2021-22.**

Dear Sir/Madam,

Pursuant to Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 read with Para A of Part A of Schedule III to the said Regulations, we wish to inform you that M/S. RAA & Associates, LLP, Company Secretaries, has been appointed as the Secretarial Auditor of the Company for the Financial Year 2021-22 in the Board of Directors meeting held on May 25, 2022.

This is for your kind information and record please.

Thanking you,  
Yours Sincerely,



Alka

Company Secretary and Compliance officer cum CFO



**Ravinder Heights Ltd.**

CIN: L70109PB2019PLC049331

Registered Office: SCO No. 71, First Floor, Royal Estate Complex, Zirakpur, Punjab 140603

Corporate Office: 7th Floor, DCM Building, 16 Barakhamba Rd. New Delhi 110001

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# Corporate Profile

**R**esearch

**A**nalysis

**A**pply



## RAA & Associates LLP

Company Secretaries

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## About Us

RAA & Associates LLP is a company secretaries firm. It was established in 2017. Our firm is a single window service provider to deal with all kind of matters across the country.

RAA is a team of Experienced and Young professionals with the core competencies in the field of law. Specializes in providing high quality services and solving complexity relating to various corporate law matters.

We focus on delivering prompt, professional and cost effective services.

## Key Team Members

**Mr. Ashish Saxena** is a one of the founding partner of the firm. He is Fellow member of the Institute of Company Secretaries of India (ICSI). He has immense knowledge and over 12 years of experience in corporate law, secretarial, preparation of business plan, foreign collaborations, joint venture services and specialises in international business consultancy.

He is appearing before various authorities including Ministry of Corporate Affairs, Company Law Board/NCLT, Official Liquidator, Regional Director, Registrar of Companies etc.,

He is closely associated with number of start-up companies, NGO, Trusts.

He was a member of PCS Committee of the NIRC of the ICSI. Now he is a peer reviewer of the ICSI.

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**Mr. Ratnesh Kumar** is a one of the founding partner of the firm. He is an Associate member of the Institute of Company Secretaries of India (ICSI) and Master of Commerce (M.com).

He has good command over secretarial matters, legal due diligence, corporate law, Income tax and GST.

He liaison with various authorities like Income tax, Registrar of Companies, RBI, Regional Director etc.

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**Mr. Amit Kumar** is a one of the founding partner of the firm. He is an Associate member of the Institute of Company Secretaries of India (ICSI), Bachelor of law (LLB) and Bachelor of Commerce (B.Com). He has also done NSE Certification in financial market.

He has started his career as a management trainee with Mr. Ashish Saxena and was absorbed as an associate after completion of his training.

He has good command over secretarial matters, XBRL, legal due diligence, corporate law, Income tax, GST and IPR Matters.

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## **WE PROVIDE THE FOLLOWING SERVICES:**

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### **SECRETARIAL WORK:-**

- Drafting of Notice, Agenda and Minutes of Board Meeting, General Meeting and Other committee meeting
- Drafting of Director's Report as per Companies Act, 2013
- Annual Filing of various company and LLP (Including XBRL)
- Secretarial Audit
- E- Voting and Poll Process as Scrutinizer
- Preparation of Share Certificates of the Companies, documents related to Transfer of shares, Splitting of Share Certificates
- Stamping of share certificate
- Preparation of Statutory Registers
- Issue/Allotment of Shares and related Compliances
- Employee Stock Option Plan and its implementation through ESOP Trust
- Changing/ Alteration in Name of Company
- Buy Back of shares
- Change in Authorized Share Capital & paid up capital
- Inspection of various companies
- Preparation of various policies like Whistle-blower Policy, CSR Policy and code of conduct
- Shifting the Registered office of the Company from One state to another
- Reporting by the Indian company receiving amount of consideration for issue of shares/ Convertible debentures/ others as per Foreign Direct Investment Scheme (ARF & FC-GPR)
- Transfer of Shares from and between Indians, NRIs and foreign persons
- Issue of search and status reports
- Other day to day secretarial Work, financing & legal functions of the company.

### **INCORPORATION OF COMPANIES/ LLP:-**

- Private Company
- Public Company
- wholly owned subsidiary of Foreign Company,
- Non-Banking Financial Company
- Section-8 Company
- One person company
- LLP

### **E-FILINGS:-**

- Filing of E-Forms with ROC.
- Filing Income Tax Return (Individuals, Partnership, LLP and Company).
- Filing of annual return on Foreign Liabilities and Assets (FLA) to **RBI**.
- Filing of GST Return
- Filing of FCRA Annual Return to Ministry of Home affairs

## **LEGAL ISSUE:-**

- Legal Vetting
- Drafting of various Rent deeds, Partnership deeds, Lease Agreements.
- Liaison with RBI, MCA, Regional Director, ROC, Various Tribunals, Consumer forum & other government authorities
- Appearance before NCLT, ROC, MCA, Regional Director, Consumer courts or other semi judicial authorities

## **REGISTRATIONS IN VARIOUS DEPARTMENTS:-**

- Trade Mark Registration.
- IEC Registration.
- GST Registration.
- Society and Trust Registration.
- FCRA Registration & Prior Permission

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## **Contact:**

**For more information, kindly contact us at:**

**RAA & Associates LLP**  
Company secretaries  
**32A, Nyay Khand-I,**  
**Indirapuram, Ghaziabad,**  
**UP-201014**

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