



MCSL/SEC/22-23/222

March 22, 2023

BSE Limited

Phiroze Jeejeebhoy Towers

Dalal Street,

Mumbai - 400 001

Scrip Code - 511766

National Stock Exchange of India Limited

Exchange Plaza, C-1, Block G,

Bandra Kurla Complex,

Bandra (E), Mumbai - 400 051

Trading Symbol - MUTHOOTCAP

Dear Sir(s)/Madam,

Ref: Regulation 6, 30 & 51 (2) of SEBI (LODR) Regulations, 2015

Sub: Intimation of appointment of Company Secretary & Compliance officer

This is to inform you that pursuant to the provisions of Section 203 read with Rule 8 of Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and Regulation 6, 30 and 51(2) of SEBI (LODR) Regulations, 2015, we hereby inform that the Board of Directors of the Company at its meeting held on March 22, 2023, has appointed Ms. Deepa G (ACS: 68790), an Associate Member of the Institute of Company Secretaries of India, as the Company Secretary & Compliance Officer of the Company with effect from March 22, 2023.

The details required under Regulation 30 of the SEBI (LODR) Regulations, 2015 read with SEBI Circular No. CIR / CFD / CMD / 4 / 2015, dated September 09, 2015, are enclosed as **Annexure 1**.

It may please be noted that the meeting commenced at 11.00 am and concluded at 12.30 p.m.

Request you to kindly take the above information on record and disseminate the same to the investors through the website.

Thanking You,

Yours Faithfully,

For Muthoot Capital Services Limited

Thomas George Muthoot

Managing Director

DIN: 00011552

Encl: as above.

Muthoot Capital Services Limited., Registered Office: 3rd Floor, Muthoot Towers, M.G Road, Kochi - 682 035, Kerala, India

P: +91-484-6619600, 6613450, F: +91-484-2381261, Email: mail@muthootcap.com, www.muthootcap.com

CIN: L67120KL1994PLC007726



Annexure 1

Details required under Regulation 30 of SEBI (LODR) Regulations, 2015 read along with SEBI Circular CIR/CFD/CMD/4/2015 dated September 09, 2015

Sl. No.	Particulars	Details
1.	Reason for change viz. appointment, resignation, removal, death or otherwise	Mr. Abhijith Jayan, had resigned from the post of Company Secretary & Compliance Officer of the Company w.e.f. the closing business hours of September 28, 2022 pursuant to which the Board of Directors decided to consider Ms. Deepa G (ACS: 68790) for the said position. Accordingly, the appointment is effective from March 22, 2023.
2.	Date of appointment/ cessation and term of appointment	Appointment with effect from March 22, 2023
3.	Brief Profile (in case of appointment)	Attached as Annexure-A
4.	Disclosure of Relationships between Directors (in case of appointment of Director)	NA



DEEPA G

WORK EXPERIENCE

Presently working as **Compliance Officer** in **Muthoot Capital Services Limited**, one of the leading NBFC companies, which has its equity shares listed on BSE and NSE and debt instruments listed on BSE, w.e.f. 29.09.2022.

Got initially appointed as Senior Officer w.e.f. 25.04.2022.

SKILLS

Communication Skills
Inter-Personal Skills

DIALECTS

Konkani : Mother tongue
Malayalam : Fluent
English : Fluent
Hindi : Fluent

Work Profile

A. Ensured compliance with the provisions of Companies Act, 2013 and Rules made thereunder and the ICSI Secretarial Standards applicable

B. Convened the meetings of the Board of Directors and its committees and assisted to convene Annual General Meeting. Prepared the notice, the agenda and the minutes of the meetings of the Board of Directors, its committees and shareholders- as per the applicable provisions of the Companies Act 2013 and the Secretarial Standards as prescribed by ICSI (SS-1 and SS-2).

C. Updated all the statutory registers of the company and ensured filing of ROC returns as per the provisions of the companies act, 2013.

D. Prepared the Annual Report including drafting of notice of General Meeting, Directors Report, Corporate Governance Report, etc.

E. Prepared the requisite policies as per the Companies Act, 2013 and the terms of reference pertaining to various committees.

F. Exposure in the compliances relating to fund raising through issue of listed non-convertible debentures/ commercial papers/ Principal Protected Market Linked Debentures on private placement basis as per the RBI guidelines, the Companies Act-2013, SEBI (LODR) Regulations, SEBI guidelines for issue and listing of Commercial Paper/ market linked debentures, listing agreement with stock exchanges etc.

G. Has prepared all the requisite periodical returns, disclosures, undertakings, preparation of policies, etc. in accordance with RBI guidelines.

H. Ensured preparation/ updation of the compliance checklist and proper record keeping in both physical and digital mode.

I. Exposure in the process of RBI's annual inspection and also in preparation of response to the observations raised by RBI.

J. Coordinates with the relevant department(s) to advise on resolution of their queries.

K. Assists in the periodical audits of compliance and secretarial function by providing information/ documents related to compliance & secretarial function during the statutory audit, internal audit, RBI audits, etc.

TRAINING

Worked as a trainee under Practising Company Secretary in Kochi, Mr. P P Zibi Jose (Membership No.:F3205, CP No: 1222) for 2 years (2019-2021)

Key assignments handled during training period

Rights issue

Assisted in preparation in scrutinizer's report

Filing of annual return

Incorporation of companies

Filing of event-based returns with MCA

Preparation and finalization of financial accounts

Assisted in board meeting and minutes preparation

Assisted in drafting Company Application/Petitions before NCLT

EDUCATION

Qualified as member of Institute of Company Secretaries of India

w.e.f. 18.04.2022 (cleared in first attempt) (Membership No.: A68790)

College : St. Teresas College, Ernakulam –

B.Com (Finance and Taxation) [2016-2019 Batch] Percentage : 94%

School : Bhavans Vidya Mandir, Elamakkara

12th Standard Percentage : 94%

10th Standard CGPA : 10

PERSONAL DETAILS

Address : 70/515, " Sreenivas", Perandoor Road, Kaloor, Ernakulam, Cochin-682017
Email : deepag0029@gmail.com
Phone : 6282317990
Date of Birth : 29/10/1998