

AIL/NSE/Clarification

February 4, 2020

**National Stock Exchange of India Ltd
Exchange Plaza, 5th Floor, Plot No. C-1, G
Block, Bandra Kurla Complex, Bandra (East),
Mumbai - 400 051**

Symbol: AFFLE

Re: Brief Profile of Secretarial Auditor

Dear Sir/ Madam,

With reference to our letter AIL/SE/BMO/Q3/2019-20 dated February 3, 2020, intimating appointment of Kiran Sharma & Co., Company Secretaries as Secretarial Auditor of the Company and thereafter clarification sought by your good office for a brief profile of the Secretarial Auditor, enclosing a copy of profile of Kiran Sharma & Co., Company Secretaries.

Submitted for your kind reference and records.

Thanking you,

For Affle (India) Limited



**Parmita Choudhury
Company Secretary & Compliance Officer**

Encl: As above

Affle (India) Limited

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Communication Office | P 601-612, 6th floor, Tower C, JMD Megapolis, Sohna Road, Sector – 48, Gurgaon:122018

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KIRAN SHARMA & CO., Company Secretaries

PROFESSIONAL SUMMARY

Kiran Sharma & Co., Company Secretaries was formed in 1999 with Ms. Kiran Sharma as the Proprietor of the Firm and has been providing services to various Manufacturing, Trading and Consulting Companies including Listed Companies. The firm has adequate support from professionals of different fields i.e. Advocates, Company Secretaries, Chartered Accountants for its valuable clients. The firm has good rapport with offices of Registrar of Companies, Company Law Board and Regional Directors. The Firm has requisite infrastructure including computers and electronic gadgets, office support to provide assistance to its valuable clients in corporate sector.

PROFESSIONAL EXPERIENCE

The firm has professional experience of approximately 25 years. Before starting her practice in 1999, Ms. Kiran Sharma had served in a Manufacturing and an NBFC Company. Kiran Sharma & Co. was formed in 1999 and had been providing services to all type of Indian and Foreign companies including listed companies. Her practice area covers all aspects of Secretarial Audit, professional consultancy on matters related to Company Law as detailed here in below.

AREAS OF SPECIALISATION

- Incorporation of new Company/Foreign or JV company, Liaison Office.
- All ROC related work (Name Change, Objects change, Conversion from Public to Private, Private to Public, Creation & satisfaction of charges etc.
- Voluntary Winding up of the company through Court.
- Acting as liquidator for four companies i.e. SKC&C India Private limited, Eltek SGS Mechanics private Limited, EBC India Private limited & Energizer India Private Limited for Voluntary winding up through court
- Secretarial Audit of Companies of various companies (including Listed) u/s 204 of the Companies Act, 2013 and Issuance of compliance certificate and other certificates under SEBI (LODR) Regulations 2015
- Filing of Compounding petitions under various sections of the Companies Act, with NCLT /Regional Director Office.
- Drafting of petition and appearance before Company law Board /Regional
- Director for Change of registered office of the company
- Drafting of application and appearance before the Regional Director for removal of Auditor
- Filing of Compounding petitions for offences under various Sections of the Companies Act, 2013 from Regional Director's office. (applicable in cases where the penalty is Rs.25,00,000/- or of lesser amount).and NCLT across India
- Appearance before the Regional Director for rectification of name from Regional Director.
- Obtaining of various approvals from the Ministry of Corporate Affairs.
- Obtaining of various approvals from the Regional Directors office.
- Preparation and maintenance of all Company secretarial records required under the Companies Act, 2013 and allied corporate laws and regulations.
- Preparation and filing of returns and forms with the Registrar of Companies (ROC) and maintenance of a comprehensive ROC file for the company.
- Maintenance of all statutory registers and minute books.
- Preparation and issuance of share certificates, lodgment and stamping of share transfer deeds, recording share transfer in company's records.

- Conduct of Board Meetings, preparation of agenda, circular resolutions and supporting documents.
- Undertaking all FEMA compliances on infusion of Equity capital (Filing of Single master form and Advance reporting form)
- Registration of Foreign companies with RBI & ROC office as Branch or Liaison office.
- Filing of annual documents of Foreign Companies.
- Secretarial Audit as per SEBI Regulations
- Secretarial Audit as per Section 204 of the Companies Act, 2013.
- Acted as Scrutinizer in Shareholders and Creditors Meetings for approval of Mergers/Amalgamation.
- Conversion of balance sheet under XBRL
- Stamping of share certificates from the Collector of stamps (SDM office).
- Issuance of various certificates for onward filing with RBI.
- Issuance of Due diligence certificate on half yearly basis to various bankers of the client.
- Undertaking Fast Track Merger under Companies Act, 2013 from the office of Regional Director
- Empaneled by SBI Credit cards and Payment services Private Limited for filing of charges
- Appointed as scrutinizer at various meeting of different classes of creditors and Shareholders for the purposes of Merger
- Appointed as scrutinizer at the meeting of Shareholders for the purposes of Annual general Meeting

FEW PRESTIGIOUS CLIENTS:

- Fortis Group
- Lemon Tree Hotels
- Luminous group
- Unitech Group
- National Small Industrial Corporation
- National Scheduled Tribes Finance & Development Corporation
- Donaldson India Filter systems private Limited (subsidiary of Donaldson Inc. USA)
- Yokohama India (leading Tyre manufacturer) and SKC & C India (Indian subs of leading Mobile operator in South Korea)
- Kraft Foods India
- Hitachi Plant Technologies Private Limited (Subsidiary of Hitachi Limited, Japan)
- JFE Steels India Private Limited (subsidiary of JFE Steels Limited, Japan)
- Mitutoyo South Asia Private Limited (subsidiary of Mitutoyo Corporation, Japan)
- Fresenius Kabi Oncology Limited
- Talbros Automotive Components Limited
- Olympus Medical Systems India Private Limited
- Steria India Limited
- Louis Dreyfus Group
- AZB & Partners, India leading Law firm
- Khaitan & Co, Law firm
- Trilegal law firm
- SBI Credit cards and Payment services Private Limited