



AJOONI BIOTECH LIMITED

Regd. Office: D-118, Industrial Area, Phase VII, Mohali-160055 (Pb.)

Phone: 0172-5020758-69 Website: www.ajoonibiotech.com

E-mail: ajooni.biotech@gmail.com / info@ajoonibiotech.com

CIN: L85190PB2010PLC040162

February 07, 2024

To,
National Stock Exchange of India Ltd
Exchange Plaza, Plot no. C/1, G Block,
Bandra-Kurla Complex, Bandra (E)
Mumbai - 400051

Subject: Intimation as per Regulation 30 of SEBI (LODR) Regulations, 2015

SYMBOL: AJOONI

Dear Sir,

With reference to the above captioned subject, we hereby inform you that the Board of Directors in their meeting held on Wednesday, February 07, 2024, has appointed:

1. M/s. N. Kumar & Company, Chartered Accountants, Punjab as Internal Auditors of the company for F.Y. 2023-24, and
2. M/s. SDK & Associates, Company Secretaries, Punjab, as Secretarial Auditors of the company for F.Y. 2023-24.

Attaching herewith brief profiles of internal and secretarial auditors. You are requested to kindly take the same on your record and acknowledge receipt.

Thanking You,
Yours Truly,
For Ajooni Biotech Limited

Jasjot Singh
Managing Director
DIN: 01937631

N. KUMAR & COMPANY

Chartered Accountants

*Office : 202, AJK Complex, Samrala Road, Khanna-141401 Distt: Ludhiana
Phone: 01628-6432543, E-mail: anil_kapila@yahoo.co.in*

Profile

N. Kumar & Company is a **Chartered Accountant** firm and we offer speedy and accurate services in **Direct Taxation, Indirect taxation, Legal Advisory, Statutory Compliance Audit, Strategies and Advisory.**

We take pride in the professional and customer-centric approach towards our clients. We work on the philosophy of making Accounting easy and accessible for everyone.

All clients, irrespective of the turnover or type, are guaranteed transparent, efficient and diligent service by our well qualified and trained employees and associates.

We specialize in:

- **Statutory Audits under Companies Act**
- **Tax Audits under Income Tax Act**
- **GST Compliances**
- **Tax Planning and compliances**
- **Legal Advisory Services**
- **Internal audit and Risk Assessment**
- **Assessment of Internal Controls**
- **Assessment of Income Tax matters and GST matters**
- **Developing management information system.**
- **Designing budgetary and control system.**
- **Determining measures of the effective utilisation of capital.**
- **Installing cost accounting system.**
- **Assisting the management in the efficient use of working capital as an aid to improve productivity**
- **Advising management on principles of organization and methods for effective delegation and planning of work.**
- **Rendering advice on international taxation matters, foreign collaborations, joint ventures, double taxation agreements etc.,**
- **Reviewing procedures and equipment for operational control.**
- **Review of financial planning and policies for effective utilisation of resources.**

N. KUMAR & COMPANY
Chartered Accountants

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- Rendering secretarial services and advice on Corporate Law matters.
- Advising management on amalgamations, reconstructions, takeovers and expansion schemes.
- Assist in the preparation of feasibility studies of new project and expansion schemes.
- Advise on the system analysis and design, including selection of hard work and development of software and feasibility of incorporating computer applications for accounting and commercial activities.
- Assist in finding solutions for specific business problems such as product mix decisions, pricing decisions, making representation to Government on various matters etc.
- Appraisal of personnel policies and practices.
- Assist in the selection of executive personnel in the areas of production, marketing, accounts, data processing, personnel, general administration etc.

SDK & ASSOCIATES

COMPANY SECRETARIES

Shubham
B.com, M.com, ACS
Practicing Company Secretary

Office: 540/16, Near Shani Dev
Mandir, Samana, Patiala, Punjab-147101.
Phone Number: 75080-90072
Email Id: csshubhamkumar@yahoo.com

Profile

Founded in 2021, SDK & Associates is a Practicing **Company Secretaries** firm rendering specialized services in the area of Corporate Laws, IPR's, Corporate Governance issues, Legal Drafting of agreements, Corporate Restructuring etc. and registered as a Practicing Company Secretaries Firm with the Institute of Company Secretaries of India.

SDK & Associates has immense experience and specialize in dealing with matters relating to Company Laws, Securities Law, Corporate Governance matters, Due Diligence, Listing and Capital Market Transactions.

SHUBHAM, ACS

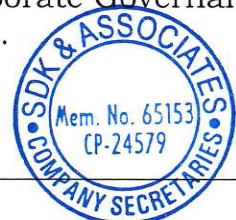
SDK & Associates is a proprietary firm, under the stewardship of Mr. Shubham, who holds a degree of Masters of Commerce and a professional degree of Company Secretary from Institute of Companies Secretaries of India, duly registered as an **Associate Member** with the **Institute of Company Secretaries of India**. His experience spans around 6 years in the corporate legal field.

SCOPE OF SERVICES RENDERED:

A. Company Laws and Securities Related Laws

I. Basic Services

- a)** Practicing before National Company Law Tribunal and National Company Law Appellate Tribunal in all matters falling under the Companies Act, Insolvency and Bankruptcy Code and LLP Act. Regional Directors, Ministry of Corporate Affairs and Ministry of Corporate Affairs, Reserve Bank of India (RBI).
- b)** Incorporation of new Company in India / Overseas.
- c)** Liaison and co-ordination with the Registrar and Share Transfer Agents, Stock Exchange(s), Depositories and the Securities and Exchange Board of India.
- d)** Merger / Amalgamation / Demerger.
- e)** Secretarial Compliance Audit.
- f)** Company Law issues relating to - holding of meetings, maintenance / filing of records / returns, Corporate Governance, ESOP, Buy back, Takeover, Insider Trading etc.



- g) Drafting of Director's Report, Corporate Governance Report, Annual Report presentation Periodical advisory and / or retainer basis for Private Company / Closely held Company / Listed Company / Joint Venture Company / Section 25/ Section 8 Company for Company law related matters.
- h) Matters related to Investor Grievances.

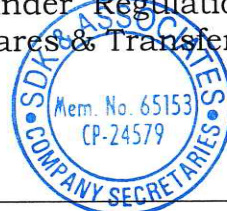
II. Statutory Certification

- a) Statutory declaration for Incorporation of new company in India.
- b) Verification of declaration for compliances to commencement of business(es).
- c) Signing of Annual Return of Private / Public / Listed companies.
- d) Certify compliance of requirement under the various schedules.
- e) Certify all documents to be filed with Registrar of Companies to take on record within the prescribed period.
- f) Issue of Compliance Certificate as to whether the company has complied with all the provisions of Companies Act for all types of companies.
- g) Declaration for registration of Memorandum and Articles of Section 25/8 Companies.
- h) Certification under issue of share certificates Rules.
- i) Certification under Investor Education and Protection Fund Rules.
- j) Certification under Stock Exchange Listing regulations.
- k) Certify issue of certificates within one month of lodgment.

III. Procedural Compliance relating to Securities laws i.e. Stock Exchange / SEBI requirements

Liaison and co-ordinate with the Registrar and Share Transfer Agents, stock exchange, Depositories and the Securities and Exchange Board of India including the following:

- a) Listing of Securities – Equity or Debt Instrument.
- b) Monthly submission of details of dematerialisation of securities.
- c) Co-ordination and submission of the quarterly certificate relating to Secretarial Audit relating to dematerialization.
- d) Co-ordination and Submission of Certificate relating to transfer-cum-demat of shares as required under NSDL / CDSL Bye laws.
- e) Submission of quarterly shareholding pattern.
- f) Submission of information under Regulation 8 of the SEBI (Substantial Acquisition of Shares & Transfers) Regulations.



- g) Managing the formalities related to Book Closure.
- h) Preparation of Annual Report incorporating the necessary requirements of Corporate Governance.
- i) Certificate relating to the quarterly Secretarial Audit for reconciliation as required under notification issued by SEBI.
- j) Certificate as required for transfer-cum-demat of Shares as required under the NSDL / CDSL Bye laws.
- k) Certificate as required for completion of the transfers as required under Listing Regulations.

IV. Preparation of the Status and Search Report from Registrar of Companies for Banks / Financial Institutions

V. Services for specific assignments like obtaining Central Government Approval, SEBI Approval, ROC Approval, Written opinion, Certification etc.

B. Legal Compliance Audit

Periodical Audit to verify, check and confirm compliance by corporate on statutory laws including bare acts, rules, guidelines, circulars, notifications and any amendments, if any,:

- a) Company Laws
- b) Securities Laws
- c) Commercial laws
- d) Banking Laws
- e) Arbitration Laws
- f) Insolvency and Bankruptcy Code

C. Legal Advisory

Vetting of commercial, employment or labour related, property related, finance documents, legal documents to verify applicability and compliance of various applicable laws in India:

- a) Legal Audit for existing commercial arrangements/documentations.
- b) Advisory legal compliance of various commercial documents like Periodical Schemes, Notices, MOU etc.
- c) Drafting of Contracts, Agreements, Legal Documents, Notices, bank Documents etc.
- d) Matters relating to recovery of rightful dues and related legal actions through fastest legal recourse.
- e) Advisory on Arbitration matters.
- f) Winding-up cases.

