



DB (INTERNATIONAL) Stock Brokers Ltd.

• NSE-CAPITAL MARKET, F&O & CURRENCY SEGMENTS • BSE-CAPITAL MARKET, F&O & CURRENCY SEGMENTS
• MCX-SX-CAPITAL MARKET, F&O & CURRENCY SEGMENTS • DEPOSITORY PARTICIPANT- CDSL, IPO, MATUAL FUND & BONDS

402, NEW DELHI HOUSE, 27, BARAKHAMBA ROAD, NEW DELHI-110001

TEL: 23353795,96,97, 43606162 FAX : 011-23736162

BREIF PROFILE OF COMPANY SECRETARY APPOINTED ON 6TH
MARCH, 2018 BY DB (INTERNATIONAL) STOCK BROKERS
LIMITED

- ❖ Name: Ms. Himanshi Mittal
- ❖ Designation: Company Secretary & Compliance Officer
- ❖ Qualification: B.Com, ACS
- ❖ Date of Birth: 13.09.1993
- ❖ Experience: Fresher

For DB (International) Stock Brokers Limited



Shiv Narayan Daga
Managing Director



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402, NEW DELHI HOUSE, 27, BARAKHAMBHA ROAD, NEW DELHI - 110 001
TEL. : 23353795, 96, 97, FAX : 011 - 23736162 E-mail : compliance@dbonline.in
CIN : L67120HR1992PLC035349

Dated: 01st February 2018

Name: Himanshi Mittal

Address: X/2818, St. 5, Raghobar Pura No. 2,
Gandhi Nagar, Delhi-110031

Subject: Letter of Appointment

Dear Himanshi Mittal,

With reference to your application and subsequent interview, we are pleased to appoint you as a Company Secretary & Compliance Officer of the Company. You will be posted at New Delhi on the following terms and conditions:

1. **DESIGNATION:** You have been appointed as an Assistant Company Secretary w.e.f 8th February 2018 and you shall be promoted as an Company Secretary & Compliance Officer of the Company in the forthcoming meeting of Board of Directors of the Company which is purposed to be held on 6th March 2018.
2. **SALARY & BENEFITS:** You will be entitled to salary, perks & benefits as discussed. The management reserves the right to restructure, revise, change the compensation etc. at its discretion.
3. **JOB DESCRIPTION:** Your duties & responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you from time to time and the management reserves its rights to change these at its discretion.
4. **REPORTING:** You shall report to the concerned officer as assigned to you from time to time.
5. **PLACE OF POSTING:** Your initial workplace will be at 402, NEW DELHI HOUSE 27, BARAKHAMBHA ROAD, NEW DELHI-110001. However, the employer will be within its right to transfer the employee to work or loan his services to any other



associated company/unit/branch /division /department where an employer has an office or branch to work either at present may have at any time in future.

6. **ATTENDANCE:** Every employee need to put his thumb impression daily in the morning and in the evening for the attendance purpose. Based on this salary sheet would be prepared.
7. **OFFICE TIMING:** Office timing are from 9:00 AM to 6:00 PM.

GENERAL:

1. **SERVICE RULES AND REGULATIONS:** During your employment with the company, you will be governed by the services rules and regulations of the company in force or as introduced or amended from time to time.
2. **CODE OF CONDUCT:** You are expected to perform your duties with due diligence, honest and ethical practices. Any misconduct on your part, if found, your services shall be terminated without giving any notice or compensation.
3. **DUTIES/RESPONSIBILITIES:** You will apply yourself diligently and faithfully to the work that may be assigned to you from time to time and will confirm to such directions that shall be given to you by your superiors. The employee will devote his whole time and attention to the interest of the employer & will not engage himself in any other work either paid or in honorary capacity.
4. **LEAVE:** You will be entitled to take leave as per the existing rules of the company as applicable from time to time you are required to follow the laid down procedure for availing leave.
5. Employees are expected to conduct their behavior towards any member of the public/staff that they come across should be courteous. The Management reserves the right to take disciplinary action against any employee who has been found to misbehave with any member of the public or any other individual.
6. You shall not directly or indirectly engage in any capacity whatsoever with any of our client organizations during the course of your employment with us.
7. The income tax liability or any other statutory liability with regard to your salary and perks will be your liability and will be governed by the tax laws of the country as applicable from time to time.
8. Statutory Benefits such as PF, ESI etc. shall be governed by as per applicable Government regulations. If not, such benefits shall be governed as per company's policy announced from time to time at the discretion of the Management.



9. The company expects a specific level of performance from you and also expects you to cultivate excellent relations with your colleagues, sub ordinates, superiors, public and clients.
10. You are required to deal with the company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude; dealing with the company's money, material or documents or of theft, regardless of the value involved, your service will be terminated with the immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter. The Management reserves the right to recover any damage caused on this account from you.
11. You may be required to undertake travel on company's work as and when required. In case of travel on company business, you are entitled to such travel expenses as may be in force from time to time.
12. Upon termination of your employment you will return to the Company all papers/documents/or other properties, which may be in your possession at the time relating to the business of the Company and will not retain any copies of extracts.
13. Please ensure that you submit all the required documents, certificates at the time of joining. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the company shall stand terminated without any notice or compensation.
14. The information given by you about your date of birth, ICSI Membership Number etc., will be entered in our records cannot be altered at your option at a future date. In the event that this information provided by you is found to be false at any stage during your Job with us, your services are liable to be terminated with immediate effect, as this will tantamount to loss of confidence.
15. You shall, at all times, maintain absolute integrity and devotion towards your duty and good behavior and conduct yourself in a manner conducive to the post, discipline, interest, credit and prestige of the company and you will always maintain absolute secrecy with regard to the operations / affairs of the company.
16. **CONFIDENTIAL:** You shall maintain strict confidence in matters, data, information, documents etc. that you may come across in the course of your services with the company and even after your services with us. Please note that you are expected to keep the salary package strictly confidential and not to share with information regarding the salary with anyone including other employees in the organization.
17. **NOTICE PERIOD:** Either party can terminate the services by giving notice of 30 days. However, in the event of your resignation, the company in its sole discretion



will have an option to accept the same and relieve you prior to completion of stipulated notice period of one month without any pay in lieu of notice period.

Please sign the duplicate copy of this appointment letter and return to us as your acceptance of the appointment and terms/conditions contained herein.

We wish you the best in your Job with us and trust that you will find this period of mutual association very enriching.

Yours sincerely

Prof DB (International) Stock Brokers Ltd.

Shiv Narayan Daga
(Authorised Signatory)
DB(International) Stock Brokers Limited

I, Himanshi Mittal have read and understood the above terms of appointment and hereby accept them and shall abide by them.

My date of birth is: 13/09/1993

My address for communication is: X/2818, St-5, Raghubar Pura no-2,
Gandhi Nagar, Delhi-110031

ICSI Membership No.: A54070

Email Id: himanshimittal13@yahoo.com

Telephone No: 7838785702

Dated: 1st, february, 2018

Signature: Himanshi