

GOENKA DIAMOND & JEWELS LIMITED (UNDER CIRP)

No.401, Pancharatna, Moti Singh Bhomiyon Ka Rasta

Johari Bazar, Jaipur

Rajasthan-302 003

Email – gd.cirp@gmail.com

April 25, 2023

To,	To,
The General Manager-Listing,	The Manager (Listing),
BSE Limited,	National Stock Exchange of India Limited
Phiroze Jeejeebhoy Towers,	Exchange Plaza, Bandra Kurla Complex,
Dalal Street, Mumbai - 400 001	Mumbai – 400051
Scrip Code: 533189	Symbol: GOENKA

Sub: Appointment of Company secretary and Compliance Officer

Dear Sir/Madam,

Pursuant to Regulation 6 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Ms. Dimple Jaiswal member of ICSI (M. No: A71236) is appointed as Company Secretary and Compliance Officer of the Company w.e.f. April 25, 2023.

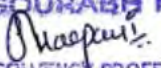
Enclosed herewith is Profile of Ms. Dimple Jaiswal.

This is for your information and record.

Thanking you

Yours faithfully,

For Goenka Diamond and Jewels Limited

For SOURABH MALPANI

INSOLVENCY PROFESSIONAL
IP Reg. No. IBBI/PA-001/IP-P01265/2018-19/12047

Interim Resolution Professional

Sourabh Malpani

IBBI/PA-001/IP-P01265/2018-2019/12047

Guru Kripa Plot No. 93, Neelkanth Colony, Queens Road Jaipur, Rajasthan ,302021

Email: malpanijpr[at]gmail[dot]com

Ph: +91 – 98291-90355

NOTE : E-mail ID For Correspondence : gd.cirp@gmail.com

DIMPLE JAISWAL

COMPANY SECRETARY

MEMBERSHIP NO. : ACS 71236

OBJECTIVE

I am a result-oriented person with excellent communication skills as well as eagerness to learn and perform in a growth conducive environment.

WORK EXPERIENCE

**Management Trainee, JMJA & Associates LLP,
Mumbai**

June 2021 - April 2022

Assisted in carrying out Annual Compliances of Public and Private Companies.

Key assignments: -

- ❖ Compliances w.r.t Appointment, Resignation and Re-appointment of Directors as per applicable laws as well as appointment, resignation, casual vacancy created by the Auditors.
- ❖ Routine secretarial work viz. Preparation of Directors Report, Annual Return under Schedule V, Drafting of Notice, Agenda and Minutes for Board Meetings and General Meetings, documents relating to incorporation of new Company, Preparation of Proposal letter, Confirmation Letter related to appointment of auditors. Drafting and filing of Legal Documents Forms/ Returns/Reports etc.
- ❖ Assisted in process of Incorporation of Private Limited Company.
- ❖ Preparation and printing of Minutes.
- ❖ Assisted in Change of Name Clause.
- ❖ Assisted in shifting of registered office outside the state.
- ❖ Assisted in E-filing of various forms as per Companies Act 2013 i.e., DIR, PAS, MGT, INC and other e-forms.
- ❖ Creation, Modification, and satisfaction of Charge.
- ❖ Preparation and maintenance of Statutory Registers.
- ❖ Allotment of Shares through Rights Issue.
- ❖ Annual filing of LLP.
- ❖ Drafting of various resolutions under Companies Act, 2013.
- ❖ Preparation of annual and periodic disclosures of Directors.
- ❖ Conducting online Inspection of the Documents of a company available on MCA Website and preparing Search report thereon.



Kandivali (West), Mumbai



9137030522



dimplejaiswal303@gmail.com

ACADEMIC BACKGROUND

**Institute of Company
Secretaries of India**
December, 2019

Bachelor of Accounting & Finance

Bal Bharati College of
Commerce
April, 2014
CGPA 6.88

Higher Secondary Certificate (HSC-Commerce)

GES's B. Vartak College
February, 2011
With (79.50%)

Secondary School Certificate (SSC)

Shri Dayanand Vidyalaya
March, 2009
With 88.46%

SKILLS

- ❖ Communication Skills
- ❖ Ability to work in a Team
- ❖ Microsoft Office

**Management Trainee, DSM & Associates, Practising
Company Secretaries, Mumbai**

May 2019 - July 2019

Assisted in completion of XBRL of the applicable Companies.

Key assignments: -

- ❖ Various filings with Ministry of Corporate Affairs. (eg DIR12, MGT7, MGT14, PAS 3, INC 22, MGT 8, MGT 6, INC 24, ADT-1, AOC-4, AOC-4(XBRL).INC 23, DPT 3, DIR 3, DIR 3 KYC, Form11, Form 8, etc.)
- ❖ Assisted in Change of Financial Year.
- ❖ Drafting and assisting in the preparation of Annual Report.