

February 13, 2024

To,
National Stock Exchange of India Limited
Exchange Plaza, Bandra Kurla Complex,
Bandra (East), Mumbai 400051
Maharashtra

Re.

Security	NSE SYMBOL	ISIN
Equity Shares	KONTOR	INE0KZ301010

Sub: Compliance under Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Dear Sir,

This is to inform you that the Board of Directors of the Company at its meeting held on Tuesday, February 13, 2024 at 02:30 P.M. at Registered Office of the Company at Office No. A1 & B1, 9th Floor, Ashar IT Park Road No. 16 Z, Wagle Industrial Estate, Thane West 400604, Maharashtra, India has considered and approved following businesses:

1. Resignation of Ms. Anamika Talesara as the Company Secretary and Compliance officer of the Company.
2. Appointment of Mr. Tarun Gupta as the Company Secretary and Compliance officer of the Company.
3. Appointment of M/s. Arvind Meena and Associates, Company Secretaries as the Secretarial Auditor of the Company for FY 2023-24.

The brief profile of M/s. Arvind Meena and Associates and the disclosure pursuant to Regulation 30 of (Listing Obligations and Disclosure Requirements) Regulations, 2015 read with SEBI Circular No. SEBI/HO/CFD/CFD-PoD-1/P/CIR/2023/123 dated July 13, 2023 is enclosed herewith.

The meeting concluded at 02.50 P.M.

Your good Office is requested to take note of the same and acknowledge us.

For & on behalf of
KONTOR SPACE LIMITED

KANAK Digitally signed by
MANGAL KANAK MANGAL
Date: 2024.02.13
14:50:49 +05'30'

KANAK MANGAL
WHOLE TIME DIRECTOR
DIN: 03582631



kontor

Kontor Space Limited

(Formerly known as Kontor Space Private Limited)

Address: Office No. A1 & B1, 9th Floor,
Ashar IT Park Road No. 16 Z, Wagle
Industrial Estate, Thane West 400604
MH IN

Contact: 022 - 6279000
Info@kontorspace.in

Website: www.kontorspace.in

CIN No: U70109MH2018PLC304258

Disclosure under Reg. 30 of SEBI (Listing Obligations and Disclosure Requirements) 2015 related to appointments and resignation as mentioned below:

S. No	Details of events that need to be provided	Information of Such event(s)	
1.	Name of the Company Secretary	Ms. Anamika Talesara	Mr. Tarun Gupta
2.	Reason for Appointment/ Resignation	Ms. Anamika Talesara, Company Secretary and Compliance officer of the Company has tendered her resignation w.e.f 13 th February, 2024.	Mr. Tarun Gupta is appointed as the Company Secretary and Compliance Officer of the Company w.e.f. 13 th February, 2024.
3.	Date of Appointment/Cessation and terms of appointment	Date of Cessation: 13.02.2024	Date of Appointment: 13.02.2024 Terms of Appointment: Same as KMP
4.	Brief Profile in case of Appointment	--	He is a qualified Company Secretary and a B.Com Graduate and has rich experience of 02 years in the Secretarial works.
5.	Disclosure of relationships between Directors	NIL	He is not related to any Director or KMP and Promoters of the Company
6.	Shareholding, if any in the Company	--	He is not holding any shares in the Company.



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Contact: 022 - 6279000
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Website: www.kontorspace.in

CIN No: U70109MH2018PLC304258

Date: 05.02.2024

To,
The Board of Directors
KONTOR SPACE LIMITED
Office No. A1 & B1, 9th Floor,
Ashar IT Park Road No. 16 Z,
Wagle Industrial Estate, Thane West - 400604
Thane, Maharashtra, India

Dear Sir(s)/Madam,

Sub: Resignation from the post of Company Secretary and Compliance Officer of the Company.

Owing to my personal reasons, I herewith tender my resignation as Company Secretary and compliance officer of the Company w.e.f. 13.02.2024. I thank the Board and Management of the Company for the support in discharging my duties during my tenure as Company Secretary and compliance officer.

I request the Board to approve my resignation and relieve me from my duties at the earliest and file requisite forms with the Registrar of Companies, Mumbai to give effect for the same.

Thanking you

Yours Truly



Anamika Talesara
M. No. 58433



PROFESSIONAL PROFILE

ARVIND MEENA AND ASSOCIATES

ABOUT US:

We are the proprietorship firm of highly competent Practicing Company Secretaries with a good track record and sound background, engaged in providing corporate law consultancy and related secretarial and compliance services. We focus on rendering quality services to our clients and assist them to achieve their goals in a complied manner by adhering to the best ethical standards and corporate governance practices.

PROPRIETOR:

Mr. Arvind Kumar Meena is a Fellow Member of the ICSI, a Commerce and law graduate from University of Rajasthan. He is also a Chairman of Indore Chapter of ICSI. He has secured AIR-3 in Company Law Quiz Competition-2014 conducted by ICSI and having Six years of experience in the field of corporate law consultancy, secretarial & compliance management services. He is also empanelled with Independent director data bank maintained by Ministry of Corporate Affairs. He has immense knowledge and analytical approach in dealing with matters related to Company Law, Securities Law, RBI Compliances, Secretarial Audit and Due Diligence Services. In Arvind Meena & Associates he has successfully completed assignments of conversion of LLP to Private Limited Company (First in Madhya Pradesh) and has also successfully completed Secretarial Compliance relating to Private Equity and Venture Capitalist Funding from various investors e.g. FK Myntra, Info Edge, Siana Capital, Madhya Pradesh Venture Finance Limited (MPVFL) in various Client Companies.

ESTABLISHMENT:

The Office is situated at:
301, Manav Trade Centre, South Tukoganj, Indore (M.P)-452001

CLIENT-FOCUSED:

Our success depends essentially upon providing our clients timely and accurate compliance services to achieve their visions. We build client relationships based on trust, respect and mutual understanding. Our key clients are from Madhya Pradesh, Rajasthan, Maharashtra & Karnataka.

AREAS OF PRACTICE:

• INCORPORATION:

Companies	Limited Liability Partnerships
Private Limited Companies	Incorporation
Public Limited Companies	Conversion of Companies into LLP
Non-Profit making companies under section 8 of the Companies Act, 2013	
Producer Companies	
Subsidiary of Foreign Company	
Conversion of LLP into Company	

• STARTUP FUNDING

Registration of start-ups on DIPP Portal
Assistance in Due Diligence of proposed investors
Conducting Board Meetings and General Meetings w.r.t. the Investment
Secretarial compliance w.r.t Investment

• MAINTENANCE OF SECRETARIAL RECORDS AND STATUTORY REGISTERS

Various Statutory Registers such as Register of Members, Directors, Director Shareholdings etc. both, physical and in electronic form
Minutes Book (Board Meeting, Annual General Meeting & Extraordinary General Meeting)
Preparation of Agenda, Directors report and Notices
Secretarial compliance w.r.t Investment

• MCA SERVICES

Filing of various e-forms related to Annual Filing, XBRL Filing, Return of Allotment, Name change, Registered office change and object Change etc
Shifting of Registered office from one state to another
Updation of Master Data of Companies

Online and Physical Search of different companies for various purposes
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- **NCLT SERVICES**

Drafting and Filing Petition under various matters.

Appearance in the matters related to the Companies Act, IBC etc

- **INTELLECTUAL PROPERTY RIGHTS**

Trademark Registration.

Copyright Registration

- **LISTING COMPLIANCE**

Listing on BSE SME, BSE, NSE (IPO)

Quarterly, Half yearly compliances

Event Based compliances

- **RBI COMPLIANCE**

Filing of various forms & returns to RBI by NBFCs

Reply to RBI queries/letters

Filing of FC-GPR, FC-TRS, FLA & various others returns
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- **AUDITS**

Secretarial Audit under the Companies Act, 2013

Share Transfer Audit under Regulation 40 (9) Of The SEBI (LODR) Regulations 2015
--

Compliance audit for Investment Advisors (RIAs)

FEMA (Foreign Direct Investment) Audit
--

CDSL (Depository Participant) Audits

- **BANKING AND FINANCE SECTOR**

Registration/Modification and Satisfaction of charge
--

Preparing petition for condonation of delay in case of delay filing

Preparation of Loan Documents

Liaisoning with bankers in relation to finance and other matters
--

CDSL (Depository Participant) Audits

Search/Status Report

Due Diligence Audit under consortium Financing/ Multiple Banking Arrangement (RBI circular no. RBI/2008-09/54/UBD.PCB. No. 36/13.05.000/2008-09 dated January 21, 2009)

Certificate with respect to borrowing powers, list of members, resolution

etc.

- **EXPERT ADVISORY SERVICES**

Expert opinion on the matters of ambiguity on procedural (How to do) and legal aspects.

Advising on drafting of deeds/agreements/Letters/Notices/Written Statement/ Petitions etc.

- **LIAISONING WITH ROC/RD/ CENTRAL GOVERNMENT**

As a next step towards consultancy services we have to liaison with all the regulatory authorities, for aforesaid purpose, relating to which we have associates on PAN India basis.

DISCLAIMER

The Content of this profile aimed merely at providing more information about our firm to persons who are interested in knowing more about us.

“We always endeavour to provide best services to our clients and captivate in long-term association”.

ARVIND MEENA & ASSOCIATES
Dedicated Towards Your Success

For Arvind Meena and Associates

Arvind Kumar Meena
(Proprietor)

CONTACT

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**Arvind Meena & Associates
(Practicing Company Secretaries)**

**(Indore Office)
301 Manav Trade Centre,
Above Tamilnadu Mercantile Bank
South Tukoganj, Indore (MP)-452001
Contact: +91-7415966011
0731- 4250991**

E Mail ID: info@csarvindmeena.com, csarvindmeena@gmail.com

Website: www.csarvindmeena.com

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