



On Letter Head

Kshitij Polyline Ltd.

Regd. Office : 8, Sona Udyog, Parsi Panchayat Road, Andheri (E), Mumbai - 400 069, INDIA.
Factory Address : Survey No. 110/1/13, Amli Village, Near Alfa Packaging, 66 KVA Road, Silvassa, D.N.H. (U.T.)
Tel.: 28388562 / 28386812 | Email: kshitij123@hotmail.com | Website: www.kshitijpolyline.co.in

CIN : U25209MH2008PLC80484

To,
The Manager,
Listing Department
The National Stock Exchange of India Ltd.
Exchange Plaza, 5th Floor, Plot C/1,
G Block, Bandra Kurla Complex,
Mumbai-400051

Date: 09.08.2019

CM Quote: (NSE: KSHITIJPOL)

Sub:-Intimation pursuant to Regulation 30 read with Schedule II of SEBI (LODR) Regulation, 2015 for appointment of Company Secretary of the Company.

Dear Sir/Madam,

With the reference to above captioned subject, kindly note that pursuant to section 203 of the Companies Act, 2013 and rules made there under from time to time and Regulation 6(1) of Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulation, 2015, Ms. Nisha Kushwaha, (Membership No. A52203) Member of Institute of Company Secretaries of India is appointed as Company Secretary & Compliance Officer of the Company w.e.f. 09th August, 2019.

You are requested to kindly take the same on records.

Yours Sincerely,

For Kshitij Polyline Limited,


Director
Rahul shah
Din no.01994291



To,
Kshitij Polyline Limited
8, Sona Udhyog, Parsi Panchayat Road,
Andheri East, Mumbai-400069

Date: 09/08/2019

ACS Membership No.: A52203

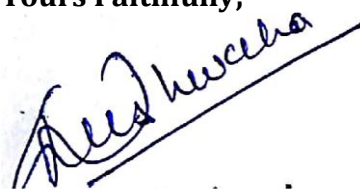
PAN: DGMPK4498H

Subject: Consent to act as Company Secretary and Compliance Officer:

I, the undersigned, do hereby consent to act as Company Secretary of **Kshitij Polyline Limited** w.e.f. 09th August, 2019 pursuant to Section 203 and 2(51) of the Companies Act, 2013 and rules made there under and Compliance officer and certify that I have not been otherwise disqualified to act as such under the applicable provision of the Companies Act, 2013.

Thanking You,

Yours Faithfully,



Nisha Kushwaha

M. No.: 07566608543

Email ID: nkushwaha04@gmail.com

CAREER OBJECTIVE

Seeking an opportunity to utilize my knowledge, experience and skills in a challenging position, in order to serve the organization and for continuous self-growth.

PROFESSIONAL QUALIFICATION

- Passed Professional Programme from ICSI in June 2016.
- Passed CS (Executive Programme) from ICSI in Dec 2010.
- Passed CS (Foundation Programme) from ICSI in Dec 2008.

ACADEMIC QUALIFICATION

CLASS/DEGREE	BOARD/UNIVERSITY	YEAR
LL.B	R.D.V.V University	2016
B.Com	R.D.V.V University	2012
12 th	CBSE	2008
10 th	CBSE	2006

PRE-QUALIFICATION EXPERIENCE

Internship

- Completed 15 months Practical Training as Paid Management Trainee (CS Article) with M/s Zeon Lifesciences Limited having office at B-93, 1st Floor, Sector-65, Noida – 201307, Uttar Pradesh, from 07th January 2014 to 20th August 2015.
- Completed 15 days Specialized training under PCS Praveen kumar Pandey, having office Chamber No-6, Nanda Tower, Near Pacific Mall, Kaushambi, Ghaziabad-201010.

Trainings

- Successfully completed Management Skill Orientation Programme conducted by Institute of Company Secretary of India in Bangalore.
- Successfully completed Professional Development Programme & Executive Development Programme conducted by Institute of Company Secretary of India in New Delhi.

Computer Skills

- 70 Hours Computer training from NIIT, JABALPUR (MP) {Information Technology in the Corporate Environment}.

KEY ASSIGNMENTS HANDLED

- Trade Mark Search, Documentation & Applying the same.
- Drafting of Minutes.
- Preparing the Digital Signature Certificate (DSC).

- Drafting of documents for striking off of company under FTE (Fast Track Exit) Schemes
- Incorporation of Companies & LLPs.
- E-filing of forms.
- Drafting of Annual Report and Filing Forms related thereto.
- Liaisoning with ROC w.r.t.:
 - Name Approval
 - Certified Copies
 - Master Data Correction
 - Other E-Forms approval.
 - Registration, Modification & Satisfaction of Charges.
- Worked on CLSS (Company Law Settlement Scheme) scheme.
- Role Check on MCA21 for Directors, Manager and Professionals.
- Stamp Duty Payment on issuance of share certificates, debentures & procedure thereof.
- Appointment & Cessation of Directors.
- Shifting of Registered Office.
- Allotment of shares and procedure thereof.
- Drafting of Resolution & Documents.
- Maintaining Statutory Registers.

AWARDS & ACHIEVEMENTS

- Won numerous awards and certificates in speech at school and interschool levels.
- Active participation in NSS.

PERSONAL DETAILS

- | | | |
|-----------------------|---|---|
| ▪ Date of Birth | : | 4th April 1990 |
| ▪ Father's Name | : | Shri Rajkumar Kushwaha |
| ▪ Father's Occupation | : | Business |
| ▪ Marital Status | : | Unmarried |
| ▪ Gender | : | Female |
| ▪ Nationality | : | Indian |
| ▪ Language Known | : | English, Hindi |
| ▪ Permanent Address | : | 789, Tilakward, Darshan Chowk, Gurandi Bazar,
Jbp (M.P.) |
| ▪ Contact Address | : | A-7, Jan Vikas Society, Sunder Lane, Malad (w),
Mumbai-400064. |

DECLARATION

I hereby declare that the above written particulars are true to best of my knowledge and belief. If given a chance, I would leave no stone unturned to prove my worth.

Place :- Mumbai

Nisha Kushwaha