



Dated: 17.01.2020

To,

Ms. Kirti Goyal
889, Ganga Ram Choudhary Ki Gali,
Tikkad Mai Ka Rasta, Jaipur-302001

Sub: Appointment as a Company Secretary cum Compliance Officer

We are pleased to inform you that in accordance with the provisions of Section 2(24), 203 of the Companies Act, 2013, Regulation 6 and other applicable provisions of Securities And Exchange Board of India (Listing Obligations And Disclosure Requirements) Regulations, 2015 and resolution passed by the Board of Directors of the company in their meeting held on 17th January, 2020, you are hereby appointed as a Company Secretary and Compliance Officer of the Company to perform the duties of a Company Secretary and Compliance Officer as required under the Companies Act, 2013 along with listing provisions and such other duties that may be assigned by the Managing Director and Board of Directors from time to time.

You will be paid Salary of **Rs. 14,000 per month** on such terms and basis as may be decided by the Board which may be revised from time to time by the Board of Directors of the Company or by Remuneration Committee that may be formed for this purpose.

The Company may terminate your services after confirmation giving you a notice if you are found by the Company not performing your assigned duties and your statutory duties properly and to the satisfaction of the Board.

As a Company Secretary and Compliance Officer you shall be exclusively responsible:

- (a) For complying with all the provisions of the Companies Act and the various Rules framed there under;
- (b) For Maintaining all the statutory and non-statutory essential registers, books, files, records, papers etc;
- (c) For Preparing and filing with the Registrar of Companies and other concerned authorities the required reports, returns, documents, papers etc. complete in all respects and within the prescribed periods of time; and
- (d) For carrying out the instructions, directions and advice of the Managing Director and Board of Directors of the Company given to you from time to time.
- (e) To strengthen the compliance ecosystem in the company.
- (f) For compliance of listing regulations, the secretarial audit report requiring verification (if any) and reporting compliance/non-compliance of listing regulations by the Company.



(g) For better regulatory oversight and enhance improved compliance.

You shall devote your time and attention to the work of the Company during your tenure as a Company Secretary and Compliance Officer and shall work with due diligence and using your abilities to your best. You shall obey the orders of the Board of Directors of the Company. You shall do your best to promote the interest of the Company and shall faithfully serve the Company.

You shall not disclose to any unauthorized person during your employment as Secretary of the Company any information obtained by you in relation to the business and corporate policies of the Company with special reference to the Company's policy regarding declaration and payment of dividends from time to time.

Please convey your acceptance for this letter of appointment and the terms and conditions contained herein.

Wish you all the best

Thanking you,

Yours Faithfully,
For **LEXUS GRANITO (INDIA) LIMITED**

ANILKUMAR BABULAL DETROJA
(MANAGING DIRECTOR)
(DIN: 03078203)

CONSENT TO ACT AS A WHOLE TIME COMPANY SECRETARY OF THE COMPANY
[Pursuant to Section 203 read with and rule 8A of Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014]

To

LEXUS GRANITO (INDIA) LIMITED

L26914GJ2008PLC053838

SURVEY NO. 800, OPP. LAKHDHIRPUR VILLAGE

LAKHDHIRPUR ROAD, N. H. 8A, TAL. MORBI

LAKHDHIRPUR Rajkot GJ 363642

Dear Sir's,

Subject: Consent to act as a Whole time Company Secretary.

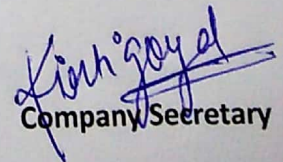
I **KIRTI GOYAL**, hereby give my consent to act as Company Secretary cum Compliance Officer of **LEXUS GRANITO (INDIA) LIMITED**, pursuant to company pursuant to Section 203 of the Companies Act, 2013 read with Rule 8A of The Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and certify that I am a Company Secretary as defined in Section 2(24) of the Companies Act, 2013 read with clause (c) of sub-section (1) of section 2 of the Company Secretaries Act, 1980.

- | | | |
|-------------------|---|---|
| 1. Membership No. | : | A 60867 |
| 2. Name | : | KIRTI GOYAL |
| 3. Father's Name | : | SHANKER LAL AGARWAL |
| 4. Address | : | 889, Ganga Ram Choudhary Ki Gali, Tikkad Mai Ka Rasta, Jaipur |
| 5. Email ID | : | <u>cskirtigoyal@outlook.com</u> |
| 6. Mobile | : | 9887206033 |
| 7. Income-tax PAN | : | CAUPG0554R |
| 8. Date of Birth | : | 18/09/1995 |
| 9. Nationality | : | Indian |

DECLARATION

I declare and confirm that I am not disqualified to become a Whole time Company Secretary under the Companies Act, 2013 and I have not been convicted of any offence and have not been found guilty of any fraud or misfeasance or of any breach of duty to any company / LLP under this Act or any previous company law in the last five years.

Signature:
Designation:


Company Secretary

Date: 17.01.2020

Place: Jaipur

Attachments:

1. Certified copy of Membership Certificate
2. Proof of identity along with PAN
3. Proof of residence;

ACCEPTANCE OF APPOINTMENT AS A WHOLE TIME COMPANY SECRETARY OF THE COMPANY
[Pursuant to Section 203 read with and rule 8A of Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014]

Date: 17.01.2020

To
LEXUS GRANITO (INDIA) LIMITED
L26914GJ2008PLC053838
SURVEY NO. 800, OPP. LAKHDHIRPUR VILLAGE
LAKHDHIRPUR ROAD, N. H. 8A, TAL. MORBI
LAKHDHIRPUR Rajkot GJ 363642

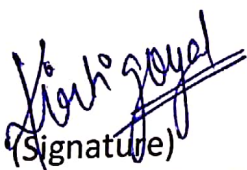
Dear Sir(s),

Subject: Acceptance to act as company secretary at the remuneration as per letter of offer.

I **KIRTI GOYAL**, hereby accepting the offer to act as Company Secretary cum Compliance Officer of M/s. LEXUS GRANITO (INDIA) LIMITED, pursuant to company pursuant to Section 203 of the Companies Act, 2013 read with Rule 8A of The Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 effective from 17th January 2020.

I hereby agree to accept the salary offered by the Board @ of Rs.14,000/- (Rupees Fourteen thousand only) per month and incidental expenses if any for attending the meetings will be borne by the company.

I hereby certify that I am a Company Secretary as defined in Section 2(24) of the Companies Act, 2013 read with clause (c) of sub-section (1) of section 2 of the Company Secretaries Act, 1980.


(Signature)

Ms. **KIRTI GOYAL**,
M.NO: A 60867



THE INSTITUTE OF Company Secretaries of India

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

'ICSI House', 22, Institutional Area, Lodi Road,
New Delhi 110003 Ph. : 45341048, 45341064 ; Fax : 011-24626727
E-mail : member@icsi.edu ; Website : www.icsi.edu

Date: 10/01/2020

ACS - 60867
MS. KIRTI GOYAL
PLOT NO. 40, SUDHAMA NAGAR
TARUCHAYYA NAGAR
TONK ROAD JAIPUR
JAIPUR 302018
RAJASTHAN.

Subject : Associate Membership No.: ACS - 60867

Dear Member,

I have great pleasure in informing you that your application dated 07/11/2019 has been accepted and you have been admitted as a Associate Member of the Institute with effect from 10/12/2019 in accordance with provisions contained in the Company Secretaries Act, 1980 and the regulations framed thereunder. On behalf of the Council of the Institute, I extend to you a cordial welcome to the comity of members who have enriched the profession of company secretaries by their knowledge and service. You have now the privilege to use the letters A.C.S. under section 5(2) of the Act and the designation 'Company Secretary' under section 7 of the Act, after your name.

The certificate of Associate membership alongwith a copy of each of the Company Secretaries Act, 1980 and Company Secretaries Regulations, 1982, will be sent to you in due course for your record and reference. You are requested to acquaint yourself with the provisions contained in the Act, particularly the First and Second Schedules annexed thereto, and the regulations, for observance of the principles enunciated in the code of conduct, while in employment and/or in practice.

The Council expects you to take an active interest in the corporate life of the Institute and in achieving the objects for which it stands. In a professional body like ours, the tradition built up by members of today is passed on as valuable heritage to the members of tomorrow and it is only by personally identifying yourself with the activities of the Institute that you can help the Institute to grow from strength to strength. The Council, therefore, solicits your co-operation, wherever you are and howsoever you are engaged, to fully support the activities of the Institute and to do your best in developing the profession and upholding its status. The Council wishes you all success in your career as Company Secretary and expects you to attend regularly the programmes organised by your Regional Council/Chapter.

Consequent upon your admission as an Associate, you are entitled to receive a copy of journal 'Chartered Secretary' from the month subsequent to the month of your admission.

In 1976, the Institute established 'Company Secretaries Benevolent Fund' with the object of extending financial assistance to the members or their families in times of distress. The salient features of the scheme can be viewed by accessing the website www.icsi.edu/csbfb.

Please quote your A.C.S. number as given above in all your correspondence with the Institute.

As regards availing placement services of the Institute, you may create your profile and apply against the vacancies under 'Online Services' on the website of the Institute www.icsi.edu.

Thanking you.

Yours faithfully,

For THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

Secretary

Note : This is a computer generated letter and doesn't require any signature.