



Lakshmi
FINANCE & INDUSTRIAL CORPORATION LTD.

Registered Office : 1-10-60/3, "Suryodaya", 1st Floor, Begumpet, HYDERABAD - 500 016.

Phone : 040-2776 0301, 2776 7794, Fax: 040-2776 7793

E-mail: lakshmi_lfic@yahoo.com, Website : www.lakshmifinance.org

CIN: L65920TG1923PLC000044

LFIC/SEC/BM/2020-21

Date: 03.02.2021

To,
National Stock Exchanges of India Limited
5th Floor, Exchange Plaza,
Bandra(E), Mumbai - 400 051

Symbol: LFIC

Dear Sir/Madam,

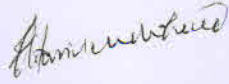
Sub: Intimation of appointment of Company Secretary - reg.

Ref: Regulation 30 of SEBI (Listing Obligation and Disclosure Requirements), Regulations, 2015.

With reference to the above cited subject, we wish to inform you that the Board of Directors at their Board Meeting held on even date, have appointed Mrs. Deepa gusain holding M.No. A32849 as the Company Secretary and Compliance officer of the Company w.e.f. 03/02/2021.

This is for your information and record.

For Lakshmi Finance & Industrial Corporation Limited


K. Harishchandra Prasad
MANAGING DIRECTOR
DIN: 00012564





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Dt. 03.02.2021

To

Mrs. Deepa Gusain
406, Sri Mitra Spring Valley,
Kaikondranahalli
Sarjapur Main Road
Bangalore, Karnataka – 560035

Madam,

Sub: Appointment of Mrs. Deepa Gusain (M.No.A32849) as "Company Secretary".

* * * * *

With reference to your application and further to the discussions we had with you, the Management is pleased to appoint you as "COMPANY SECRETARY" and the necessary terms and conditions are as follows:

1. You will be paid a Consolidated Salary of Rs. 20,000/- p.m.
2. You are responsible for overall Company's Secretarial matters such as filing of forms with MCA, Conducting Board Meetings, Compliance with SEBI and Stock Exchanges and such other matters assigned to you from time to time.
3. You will be bound by applicable rules and regulations of the Company.
4. Notwithstanding any of these clauses of this letter, this appointment is terminable by either the Company or Yourself by giving 2 months notice.
5. You are required to report to duty before the end of the day i.e. 03.02.2021.

Please sign on the copy of this letter as a token of your acceptance.

Thanking you,

Your's faithfully,

For **LAKSHMI FINANCE & INDUSTRIAL CORPN. LTD.**

K. HARISHCHANDRA PRASAD
MANAGING DIRECTOR

R
Dec/Jan. 2021

Deepa Gusain

CS, M.Com, B.Com (Hons.) and MBL(pursuing)

9582243714

csdeepagusain@gmail.com

Career Objective

To be a part of an organization that promises growth both in form of knowledge and profession by utilizing my academics and professional knowledge.

Professional qualification

Qualified Company Secretary (Membership No. A32849)

Academic qualification

- Pursuing Masters of Business Law (M.B.L.) from NLSIU
- M.Com BP & CG from IGNOU in 2017.
- CS from The Institute of Company Secretaries of India (ICSI) in 2013.
- B.Com (Hons.) from Delhi University in 2010.
- Senior Secondary School Examination from CBSE Board in 2007.
- High School Examination from CBSE Board in 2005.

Work Profile

Presently, I am associated with Fincare Group in the capacity of Deputy Division Manager- Corporate Secretarial and Legal. The Group comprises of a Small Finance Bank with NBFC-CIC-NDSI as its holding Company. **The major highlights of my current roles and responsibilities broadly includes but not limited to compliances pertaining to NBFC-CIC guidelines, holding of Board Meetings, Co-ordination with stakeholders alongwith other secretarial compliances independently.**

Previously, I worked with The Leela-Ambience based at Gurgaon as a Company Secretary wherein I was handing Secretarial and Listing Compliances. Prior to this was associated with PNR Group and Indag Rubber Limited handling similar profile.

Completed 15 Months Training with M/s. Naveen Gupta & Associates (Company Secretaries), Shakarpur, Delhi-110092.

Tasks Handled

- Incorporation of Companies.
- Conversion of Private Company into Public Company.
- Preparation of Notice, Agenda and Minutes of meetings of Board and its Committees.
- Preparation of Director's Report, Corporate Governance Report and Annual Report.
- Maintenance of Statutory Registers
- Assisted in various compliances for the declaration of interim dividend and Opening of Bank Account for the purpose of distribution of dividend.
- Filing of Form-15CA and Form-15CB for the payment of dividend to OCBs.
- Drafted Policies on Corporate Social Responsibility, Related Party Transaction and Vigil Mechanism.
- XBRL filing.
- Preparation and filing of various e-forms on MCA portal including but not limited to Form INC- 22A, Form-DPT-3, Form-MSME-1 and Form- DIR-3 KYC and Share Capital Audit and Reconciliation Report.
- Preparations of the Annual General Meeting with e-Voting facility.
- Appointment of the Managing Director.
- Increase of authorized share capital and alteration of Memorandum and Articles of Association.
- Preferential Allotment under Section 62(1)(c) read with Section 42 of the Companies Act, 2013.
- Right Issue of Shares under Section 62(1)(a) of the Companies Act, 2013.
- Compliances with the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
- Assisted in the Direct Listing of the Company listed on DSE from Dissemination Board to the Bombay Stock Exchange.
- Compliances with NBFC-CIC-NDSI guidelines.
- Preparation of the documents for Dematerialization of shares with NSDL and CDSL.
- Filing of Corporate Action Form with NSDL and CDSL.
- Creation, Modification and Satisfaction of Charges on the assets of the Company.
- Other secretarial work.

Legal

- Vetting of rent & lease agreement.
- Drafting of power of attorneys, affidavits, indemnity bonds.
- Drafting of Replies of Notices issued by various authorities.

Others

- Liasoning with the Registrar of Companies, Delhi Stock Exchange, Bombay Stock Exchange, NSDL, CDSL, SEBI and RBI.
- 15 Days Training with Registrar of Companies, N.C.T of Delhi & Haryana.

- Preparation and circulation of notes to Directors on various laws under the Companies Act, 2013 and Listing Agreement and amendments thereunder

Computer Proficiency

- Proficient in working with MS – Office.
- Well versed with the working of MCA portal.

Strengths

- Quick learner.
- Adaptability and Flexibility.
- Sincere and disciplined.
- A good Performer.
- Ability to collaborate along with Team members.

Personal Details

- Father's Name : Mr. Narain Singh Gusain
- Husband's Name : Mr. Shankar Singh
- Date of birth : 14th October, 1989
- Marital status : Married
- Language known : Hindi and English
- Address : 406, Sri Mitra Spring Valley, Kaikondranahalli
Sarjapur Main Road Bangalore, Karnataka- 560035

Interests

- Interested in working on Legal, Secretarial and Management matters.

Sd/-
Deepa Gusain

← jst moved
Sujit ka
b'love
from. G. G. G. G. G.
11/1/21

आयकर विभाग
INCOME TAX DEPARTMENT



भारत सरकार
GOVT. OF INDIA

DEEPA GUSAIN

NARAIN SINGH GUSAIN

14/10/1989

Permanent Account Number

ANPPG2472E



Deepa Gusain

Signature

Deepa Gusain



भारत सरकार

GOVERNMENT OF INDIA

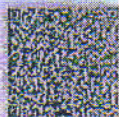


दीपा गुसाई

Deepa Gusan

जन्म तिथि / DOB : 14/10/1989

महिला / FEMALE



4784 4402 7027

आधार - आम आदमी का अधिकार

Deepa Gusan



भारतीय विशिष्ट पहचान प्राधिकरण
UNIQUE IDENTIFICATION AUTHORITY OF INDIA

पता:

अलमा नारायण सिंह गुसाई, हावस
न-979, सेक्टर-15, वसुन्धरा,
गाझियाबाद, उत्तर प्रदेश, 201012

Address:

D/O: Narain Singh Gusain,
House no-979, Sector-15,
Vesundhra, Ghaziabad, Uttar
Pradesh, 201012



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Narain