

MELSTAR INFORMATION TECHNOLOGIES LIMITED

(Under Insolvency Resolution Process)

CIN: L99999MH1986PLC040604

Regd Address : 159, Industry House, 5th Floor, Churchgate Reclamation, Mumbai City - 400020.

Phone no: 022-62356400; Email id: management@melstar.com

BOMBAY STOCK EXCHANGE LIMITED P.J. TOWERS DALAL STREET MUMBAI-400001 SCRIP CODE 532307	NATIONAL STOCK EXCHANGE OF INDIA BANDRAS KURLA COMPLEX, LIMITED EXCHANGE PLAZA , BANDRA (EAST) MUMBAI- 400001 SCRIP CODE 532307
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Date: 13th March 2021

Subject : Clarification regarding the Appointment of Secretarial Auditor of the Company and for providing the brief profile of Secretarial Auditor of the Company (Company Secretary in Practice) email dated 11th December 2020.

Dear Sir /Ma'am,

This is with respect to the email dated **11th December 2020**, we have received seeking clarification from your good office regarding the Appointment of Secretarial Auditor of the Company for the Financial Year **2020-2021**. The company hereby clarify that Mr. Anil Kumar Somani , Anil Somani & Associates, Company Secretaries, D-94, Ist Floor, Indra Market, Bhilwara, Rajasthan-311001, email id: corporatesolutions142gmail.com. has been appointed as the Secretarial Auditor of the Company for the financial year 2020-21 as announced in Outcome of Board Meeting dated **9th December 2020**.

Further, the Company has been asked to provide the brief profile of Mr. Anil Kumar Somani, Anil Somani & Associates, Company Secretaries, being Secretarial Auditor of the Company. We hereby attach the same for your kind reference.

Kindly take the above submissions on record.

Your faithfully

**For Melstar Information Technologies Limited.
(Under Insolvency Resolution Process)**

S/d

Neehal Mahamullal Pathan

Resolution Professional

[IBBI/IPA-001/IP-P01561/2019-20/12406]

Kindly note that the document could not be physically signed, as the employee are working from home because of the outbreak of COVID -19.



ANIL SOMANI & ASSOCIATES
Company Secretaries

D-94, Ist Floor, Indra Market, Bhilwara, Rajasthan-311001

Email Id: corporatesolutions14@gmail.com

(M) 09166611876

ANIL SOMANI & ASSOCIATES

Company Secretaries

D-94, Ist Floor, Indra Market, Bhilwara, Rajasthan-311001

Email Id: corporatesolutions14@gmail.com (M) 09166611876

Our main object is to provide various value added services to corporate sector manufacturing as well as Service industries under one roof that includes Management Consultancy for Legal and Secretarial Audit, Compliance of Corporate Governance, Corporate Advisory services. The firm assures a stable and continuing relationship with its clients.

We are providing all kind secretarial services such as :

- obtaining Digital Signature Certificate (DSC).
- obtaining DIN and PAN.
- Drafting of Memorandum & Articles of association.
- Incorporation of private & public Company.
- Appointment & resignation of Directors & Key Managerial Personnel(KMP).
- Shifting of registered office of the Company.
- Changes in name & objects of the Company.
- Changes in capital structure (Increase in Authorized or issued capital).
- Preparation of statutory records & registers of the Companies.
- Drafting Minutes of Board & Shareholders Meetings.
- Preparation of Disclosure of Interest by director and filing MGT 14.
- Buyback of shares.

ANIL SOMANI & ASSOCIATES

Company Secretaries

D-94, 1st Floor, Indra Market, Bhilwara, Rajasthan-311001

Email Id: corporatesolutions14@gmail.com, (M) 09166611876

- Compliances under Companies Act, 2013.
- Changes in directorship (Appointment and Resignation).
- Registration of charges & satisfaction thereof.
- Report on charges created on assets of company (Search Report).
- Secretarial Audit.
- Due Diligence Audit.
- Filing of annual documents including balance sheet & statement of profit & loss.
- Filing of financial statements in Extensible Business Reporting Language (**XBRL**) mode.
- Filing cost audit report in Extensible Business Reporting Language (**XBRL**) mode.
- Compliances under Listing Agreement.
- Compliances under SEBI Rules and Regulations.