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MITCON/Secretarial/2020-21/004

June 19th, 2020

To,
Listing Department,
National Stock Exchange of India Limited,
Exchange Plaza, Bandra Kurla Complex,
Bandra (East),
Mumbai-400 051
Fax No.: 022-26598237/38

Subject: Outcome of Board Meeting held on June 19th, 2020

Ref: NSE Symbol: MITCON; Series: SM

Dear Sir/Madam,

Pursuant to Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we wish to inform you that, inter alia, the following transpired at the Meeting of the Board of Directors of the Company held today i.e. June 19th, 2020:

- i. The Nomination and Remuneration Committee noted the expiry of tenure of Mr. J. P. Dange, Independent Director of the Company w.e.f. 26th March, 2020.
- ii. The Board of Directors approved the appointment of Ms. Ankita Agarwal (M. No: A49634) as Company Secretary and Compliance Officer of MITCON Trusteeship Services Limited, wholly owned subsidiary of the Company.

Please find enclosed herewith the following:

1. Brief profile of Ms. Ankita Agarwal as per the requirement of Regulation 30 of SEBI (LODR) Regulations read with SEBI circular CIR/CFD/CMD/4/2015 dated 09th September, 2015, the information is given in **Annexure I**.

The above agenda items have been approved by the Board of Directors at their meeting held on June 19th, 2020 which commenced at 11:45 a.m. and concluded at 12:27 p.m.

Kindly acknowledge the receipt.

Thanking you,

Yours faithfully,

For MITCON Consultancy & Engineering Services Limited

ANKITA
AGARWAL
Digitally signed by
ANKITA AGARWAL
Date: 2020.06.19
12:35:08 +05'30'

Ankita Agarwal

Company Secretary

M. No: A49634

Regd. Office : 1st Floor, Kubera Chambers, Shivajinagar, Pune 411 005. (INDIA) Tel. : +91-20-25533309, 25534322, Fax : +91 20-25533206, Email : mitconmail@gmail.com CIN : L74140PN1982PLC026933

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Annexure I

Name	Ankita Agarwal
Designation	Company Secretary and Compliance Officer
Date of Appointment	25 th June, 2020
Brief Profile	Attached
Disclosure of relationship between Directors	NIL

For MITCON Consultancy & Engineering Services Limited

ANKITA
AGARWAL

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ANKITA AGARWAL
Date: 2020.06.19
12:35:57 +05'30'

Ankita Agarwal

Company Secretary

M. No: A49634



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MITCON
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SERVICES LTD.

CS ANKITA AGARWAL
ACS, B. Com, Semi Qualified CA

C - 23, Chidanand Society, Sus Road
Pashan, Pune - 411021
Mob: +91 9960352150
Email: ankitacacs@gmail.com

CAREER OBJECTIVE

- To work in an organization that provides a conducive environment and continuous scope for professional and personal growth where my intrinsic knowledge and acquired skills can be honoured for mutual betterment.
- An effective communicator with excellent relationship building, leadership and interpersonal skills.
- An efficient and competent Company Secretary and Compliance Gateway with an ability to ensure that a Company complies and operates in accordance with the statutory and legal provisions.

WORK EXPERIENCE:

January, 2018 till date

Currently working as Company Secretary and Compliance Officer of M/s MITCON Consultancy & Engineering Services Limited.

During the tenure, I have gained versatile experience. Also handled all the group companies of MITCON.

The company wise assignments handled are enumerated below:

FOR KRISHNA WINDFARMS DEVELOPERS PRIVATE LIMITED

- Preparation of minutes of meetings since 2006-07 till date.
- Updation of entire secretarial records such as Statutory registers, share certificates, minutes and supplementary documents, company history preparation detailing the company since incorporation till date.
- Execution of Indenture of Mortgage and creation of charge leading to waiver of additional interest being charged by L & T Infrastructure Finance Company Limited and M/s Catalyst Trusteeship Limited for Term Loan of Rs. 42 crores and VGF amounting to Rs. 5.35 crores.
- ROC compliance w.r.t keeping of Books of Account at a place other than registered office of the company.
- Completed all the pending documentation and compliances with ROC since the incorporation of the Company.
- Making application to L & T for extension of timelines for creation of charge on security in order to waive the additional interest.
- Making compliances w.r.t related party transactions and payment of interest overdue.
- Appointment of Catalyst Trustee as Security Trustee as per directions of SECI.
- Execution of various documents w.r.t VGF Disbursement with M/s Solar Energy Corporation of India.



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FOR MITCON MEGASKILL CENTERS PRIVATE LIMITED AND MITCON MULTISKILLS LIMITED

- Updation of Company records since incorporation till date.
- Striking off of MITCON Multiskills Limited.

FOR MITCON SUN POWER LIMITED AND MITCON SOLAR ALLIANCE LIMITED

- Incorporation of Company.
- Post incorporation compliances such as holding of first Board Meeting, appointment of first Auditors, Opening of Bank Accounts, Printing of Stationery, etc.

FOR MITCON FORUM FOR SOCIAL DEVELOPMENT

- Incorporation of Company.
- Post incorporation compliances such as holding of first Board Meeting, appointment of first Auditors, Opening of Bank Accounts, Printing of Stationery, etc.

FOR MITCON VALUERS AND ADVISORS PRIVATE LIMITED

- Working on the incorporation of the Company.

FOR VERSATILE INSOLVENCY PROFESSIONAL SERVICES PRIVATE LIMITED

- Incorporation of Company.
- Post incorporation compliances such as holding of first Board Meeting, appointment of first Auditors, Opening of Bank Accounts, Printing of Stationery, etc.
- Shifting of Registered Office of the Company.
- Private Placement of Shares.
- Change of Name of the Company.

FOR MITCON CONSULTANCY & ENGINEERING SERVICES LIMITED

- Making various compliances to NSE and ROC.
- Preparation of minutes of various meetings of the Company.
- Convening and arranging the professional conduct of various meetings of the company.
- Complying with various intimations to be made to Stock Exchange.
- Updation of Company's Website.
- Conducted AGM for the year ended 31.03.2018 and post AGM compliances.
- Clearance of all pending ROC Compliances.
- Facilitated payment of dividend to all shareholders.
- Conducting the current meetings of the Company.

FOR MITCON FOUNDATION

- Ensuring compliances of the Trust since 2015
- Submission of documents with Charity Commissioner.
- Updating the records and information of the Foundation.



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- Conducted AGM of Foundation for the year ended 31st March, 2018.
- Conducted Board of Trustees Meeting.

December, 2016 till December, 2017

Corporate Legal Consulting Private Limited – Pune

Designation: Associate Company Secretary

ASSIGNMENTS:

NAME OF ORGANIZATION	TYPE OF ORGANIZATION	SCOPE OF WORK
M/s Sar Senapati Santaji Ghorpade Sugar Factory Limited	Public Unlisted Company; Sugar Industry	Secretarial Audit
M/s Shubhyan Motors Private Limited	Private Company	Bank Due Diligence
M/s Bhairavnath Sugar Works Limited	Public Unlisted Company; Sugar Industry	Secretarial Audit
M/s Rajkumar Forge Limited	Public Listed Company	Secretarial Audit
M/s Solaire Surya Urja Private Limited	Private Company	Bank Due Diligence
M/s RDA Holdings Private Limited	Private Company	Compliance & Secretarial Audit
M/s ARA Trusteeship Company Private Limited	Private Company	Compliance & Secretarial Audit
M/s Mirakle 5 Automobiles Private Limited	Private Company	Secretarial Due Diligence

A. COMPANIES ACT 1956 & 2013:

- Conducting Secretarial audit of public company and preparation of report.
- Updation of Secretarial Records.
- Maintenance of Statutory Registers required under Companies Act, 2013 as well as Companies Act, 1956.
- Registration as Beneficial Owner and Registered Owner of Shares under Companies Act, 2013.
- Having expertise over working with Company Secretarial Software such as CSMART.
- Carried out Bank Due Diligence for Banks.
- Payment of Stamp Duty online on Issue of Shares, transfer of Shares, etc.
- Well versed with various Sections of Companies Act, 2013.
- Knowledge of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015.

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- Preparation of Annual Filing Documents and doing annual filing including XBRL Filing, Consolidated Filing and Standalone Filing.
- Incorporation of Companies.
- Overseen the e voting and poll process being conducted for listed companies.
- Framed various opinions regarding issues involved in Companies Act, as per the requirements of Clients.
- I have worked with various retainer ship clients, so I am conversant with the specific and contingent annual compliances of a Company and a part of above compliances, I have undertaken the acts like maintenance of Minutes Book, Statutory Registers, Share Certificates, Disclosures, Declarations and filing of e forms with the MCA Portal.
- Assisting in Conducting Board Meetings of Companies.
- Drafting of Minutes, Notices and Director's Report etc. as per the Secretarial Standards issued by the Institute of Company Secretaries of India.
- Vetting of Shareholder's Agreement and Share Purchase Agreement and Bye Laws. Using very simple language, I have drafted various agreements and document with a different approach that provides a very good clarity in the document.
- Conducting search at the offices of the Registrar of Companies and on the MCA Portal, preparing Search Report and obtaining Certified True Copy of documents from ROC Office as per Client's requirements.
- Handled Striking off name of Companies u/s 560 of the Companies Act, 1956 under Easy Exit Scheme and Fast Track Exit Mode.
- Alteration of Memorandum of Association of the Company with respect to Increase in Share Capital, Change in Objects, Shifting of Registered Office under the Companies Act, 1956 & 2013.
- Issue of Shares on rights basis, private placement and preferential allotment under the Companies Act.

B. FEMA COMPLIANCES:

- Undertaken compliances relating to FEMA regulations relating to the shareholding of the Company viz. Intimation of Foreign Currency inward Remittance to RBI.
- Preparation of Form FC – GPR Part A and preparation of CS Certificate for this purpose.
- Liaisoning with the Authorized Dealers for these compliances and Filing of FC – GPR Part B.
- Filing of FCTRS.

C. LIMITED LIABILITY PARTNERSHIP ACT:

- Incorporation of Limited Liability partnership.
- Filing of Compliance related forms such as Form 8 and Form 11. Filing of Statement of Accounts in Form 8.
- Conversion of firms, Companies into LLPs.



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- Striking off the names of LLPs.

August, 2015 to August, 2016

CS ARTICLESHP TRAINING: Corporate Legal Consulting Private Limited under PCS Sridhar Mudaliar

I have handled various job responsibilities including preparation of Minutes as per Secretarial Standards, Updation of Secretarial Records, Secretarial Audit of Public Company. Working as an intern I have gained exposure to various assignments in different industries, which provided me the opportunity to work in a group and to improve my knowledge and skills. Besides it also provided me the opportunity to gain basic understanding in different fields, thus helping me to get a practical view of the academic knowledge learned through my professional studies. Also have gained expertise in handling clients independently. I have also been exposed to various client visits.

November, 2011 to April, 2012

Jainsarawgee & Co. – Kolkata: Worked on Assignment Basis.

ASSIGNMENTS:

NAME OF ORGANIZATION	TYPE OF ORGANIZATION	SCOPE OF WORK
Prism Logistics Pvt. Ltd.	Logistics Business	Statutory Audit
Prism Enclaves Pvt.Ltd.	Logistics Business	Statutory Audit
Bengal Shrachi Housing Development Limited	Real Estate Company	Statutory Audit
Shrachi Monofilament Pvt.Ltd.	Real Estate Company	Statutory Audit
Susma Traders Limited	Non-Banking Financial Company	Internal Audit
Apex Holdings Limited	Non-Banking Financial Company	Internal Audit

- Conducting statutory audit of many companies and preparation of reports.
- Drafting of Auditor's Report as per the new reporting requirements of Companies Audit Report Order, 2003 (CARO).
- Conducting internal audit/ tax audit of private companies. Maintaining day to day accounts in the accounting software.
- Preparation of Final Accounts for Companies as well as Individuals.
- Computation of Taxable Income and preparation of Income Tax Return for Companies and Individuals.
- Preparing and filing of returns under the Income Tax Law.
- Maintaining companies register relating to shareholding and share transfer details. E filing with the Ministry of Corporate Affairs.
- Registration and filing of Service Tax.
- Expertise in filing of Business Returns.

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- Preparation of Minutes Book.

May, 2008 to October, 2011

CA ARTICLESHIP TRAINING: JAIN SARAWGEE & CO. , KOLKATA

Have completed 3 years 6 months of articleship at Jain Sarawgee & Co. and have handled various job responsibilities including statutory audit, internal audit, tax audit, statutory compliance work of private limited companies. Working as an article I have gained exposure to various assignments in different industries, which provided me the opportunity to work in a group and to improve my knowledge and skills. Besides it also provided me the opportunity to gain basic understand in different fields, thus helping me to get a practical view of the academic knowledge learned through my professional studies.

PROFESSIONAL QUALIFICATION:

INSTITUTE	EXAMINATION	TERM OF EXAMINATION	PERCENTAGE
ICSI	Professional	June, 2014	51.75%
	Executive	June, 2011	54.17%
ICAI	Final	May, 2014	Grp 1 Cleared
	PCC	May, 2011	54%
	CPT	August, 2007	56%

ACADEMIC EXCELLENCE:

EXAMINATION	YEAR OF PASSING	COLLEGE/ SCHOOL	UNIVERSITY/ BOARD	PERCENTAGE
B. Com (Honours)	2010	The Bhawanipore Education Society College	University of Calcutta	60%
Higher Secondary	2007	St. Joseph's School	I.S.C	91.2%
Secondary	2005	Mount Carmel School	I.C.S.E	75%

COMPUTER PROFICIENCY:

- Completed 100 hours compulsory computer training course conducted by Board of Studies, ICAI.
- Completed computer training on 'Understanding Information Technology in the Corporate Environment' at APTECH Computer Education under the ICSI programme.
- Office applications used: MS Word, MS Excel, PowerPoint.



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- Expertise in PowerPoint Presentation.
- Accounting Packages: Tally
- Expertise on working with various softwares like Web E Tax, Web E TDS, CSMART.

AWARDS AND ACHIEVEMENTS:

- Awarded best student trophy at School Level.
- Have been nominated and elected as Monitor, House Captain and School Leader at School Level. 95% marks obtained in Accountancy in Higher Secondary (10+2).
- Have scored 100% marks in Commerce Paper.
- Have represented my school at State Level and National Level.
- Have expertise in giving presentations.
- Have fluency in communication in English.
- Participated in Co-Curricular Activities at the School Level.
- Have been facilitated as a Kathak Dancer at various levels.

PERSONAL DETAILS

- | | |
|--|--|
| • Father's Name: | Sri Girdhari Lal Churiwala |
| • Date of Birth: | 2 nd December, 1988 |
| • Languages Proficiency: | English, Hindi and Bengali |
| • Interest and Co-Curricular Activities: | Listening music, Drawing, Painting, Cooking. |
| • Sex: | Female |
| • Nationality: | Indian |
| • Marital Status: | Married |

I hereby declare that the information given above by me is correct to the best of my knowledge and belief.

Yours truly,

Sd/-

ANKITA AGARWAL

PLACE: PUNE