

7th February 2016

Mr. Jiten Patel,
Asst. Manager - Listing Compliance
National Stock Exchange of India Limited
Exchange Plaza, Bandra Kurla Complex,
Bandra East, Mumbai ? 400051

Sub : Clarification regarding appointment of undersigned as Company Secretary & Compliance Officer

Dear Mr. Patel

Refer your email dated 7th February 2017 marked to Mr. D M Reddy regarding the captioned subject. As required please find attached herewith my brief profile.

My contact details are as under:

Mr. Shiv Ram Singh, Company Secretary & Compliance Officer
GP Petroleums Limited
804, Ackruti Star, MIDC Central Road,
MIDC, Andheri (E), Mumbai – 400093 (MH)
Ph : +91 – 22 - 61482500
Email : sr.singh@gulfpetrochem.com & cs.gppl@gulfpetrochem.com

Hope you will find the above in order & request you take the same on record.

Thanking you.

Your truly,
For GP Petroleums Ltd



Shiv Ram Singh
Company Secretary



ACADEMIC DETAILS –

- Fellow Company Secretary (membership no. : FCS – 8457) from Institute of Company Secretaries of India, New Delhi in 2002
- LLB from CCS University, Meerut in 1999
- Advance Diploma in Computer Science from ISCT, Ghaziabad in 1999

Work Profile:

Feb' 16 – GP Petroleums Ltd – Company Secretary & Compliance Officer

- Heading Secretarial & Legal Department & is responsible for secretarial & legal matters of all Companies of the Group.
- Takeover & acquisition of the Companies and compliance under Listing Agreement, Takeover Code etc;
- Instrumental in policy and strategy formation as member of Core Strategic Team;
- Streamlining of Secretarial & Legal Department, regularisation of various records & registers required to be maintained by the Company;
- Compliance required under Companies Act, 2013 and regulations made there under;

Since Jun' 14 – Feb' 16 - Gulf Petrochem Group, Head Corporate Affairs

- Heading Secretarial & Legal Department & is responsible for secretarial & legal matters of all Companies of the Group.
- Takeover & acquisition of the Companies and compliance under Listing Agreement, Takeover Code etc;
- Instrumental in policy and strategy formation as member of Core Strategic Team;
- Streamlining of Secretarial & Legal Department, regularisation of various records & registers required to be maintained by the Company;
- Compliance required under Companies Act, 2013 and regulations made there under;

Apr'07-May'14 with SKH Metals Ltd. - Company Secretary & Manager (Legal)

Highlights:

- Handled secretarial, legal, gratuity & insurance operations of all companies under Krishna Group - Metals Division;
- Played a vital role in setting up of three joint ventures of the Company with Foreign companies;
- Effectively implemented monthly MIS on statutory compliance across the group companies;

Mar' 03-Mar'07 with Jamna Auto Industries Ltd., New Delhi as Company Secretary & Asst. Manager (Legal)

Highlights:

- Initiated investor complaints tracking system to resolve the same and reduce the pendency
- Handled revocation of suspension of trading in securities of the Company & Listing of a long pending preferential allotment at the Bombay Stock Exchange;
- Preferential allotment to strategic investor and promoters in JPS Ltd and JAI Ltd

Work Profile:

- Responsible for :
 - Secretarial and other statutory compliance, gratuity and insurance and legal matter of the companies;
 - Calling, convening and holding meetings of Board of Directors & their Committees and Shareholders pursuant to the Companies Act, 1956/ 2013 and as per business requirement;
 - Drafting of Director reports, notices, agenda and minutes of AGMs/ EGMs/ Board & Committee meetings;
 - Filing of necessary forms, reports and returns with Registrar of Companies, RBI and other regulatory authorities;



- Maintaining various statutory records & registers as required under various acts, rules & regulations;
- Dealing with banks for sharing working capital limits under multiple banking system, availing fresh loans, exchanging of pari-passu letters, creating charge to secure repayment of loans and providing various information;
- Dealing with Company Law Board & Regional Director for various approvals under Companies Act, 1956 like appointment/ payment of remuneration in excess of prescribe limits to Managing Director, condonation of delay in filing of charges with ROC, related party transactions etc.
- Re-structuring of debts under Sec 391 – 394 of the Companies Act, 1956 and thereafter through CDR Mechanism prescribed by Reserve Bank of India involving negotiating/ liaising with Bankers/ Term Lenders and participated & handled recovery suit filed by IFCI in DRT against a group company
- Dealing with Stock Exchange, SEBI, NSDL & CDSL for revocation of suspension in trading of securities, listing of preferential allotments, pledging of promoters holding, resolution of investor complaints and compliance of Listing Agreement, SEBI and other allied rules & regulations;
- Dealt with DGFT for getting IEC certificate, SIA for filing and acknowledgement of IEMs for new industrial unit of the Company and for joint venture companies;
- Dealing with statutory auditors and internal auditors for the audits conducted by them;
- Allotment of equity shares on preferential and right basis to Indian as well as foreign parties;
- Involved in formation of Joint Ventures from execution of MOU to signing of JV agreements and incorporation of JV companies.
- Holds the credit of:
 - Drafting & vetting of Joint Venture/Shareholders/ Confidentiality/ Basic Purchase & Supplies Agreements;
 - Dealing with Advocates/ Attorneys, Legal Consultants regarding legal matters of the company;
 - Appearing before Courts, Tribunals and other Regulatory Authorities for resolving critical issues
 - Serving as In-house Legal Counsel for the management;
 - Setting up of Gratuity Trust & creation of Gratuity Fund, recording, lodging and settlement of gratuity claims of the employees;
 - Ensuring compliance with Companies Act, Listing Agreement, SEBI Regulations, FEMA & RBI Guidelines and others;
 - Regularising shareholder data & reconciling share capital of the company with Stock Exchange, RTA, NSDL & CDSL.

PERSONAL DETAILS

Date of Birth : 2nd February 1975
 Address : 291, Sector - 7, Gurgaon - 122001
 Languages Known : English and Hindi

