



SEL MANUFACTURING COMPANY LIMITED

Regd. Office: 274, Dhandari Khurd G.T. Road Ludhiana- 141014

CIN: L51909PB2000PLC023679

Tel: +91-161-7111117, Fax: +91-161-7111118, Email: cs@selindia.in

Website: www.selindia.in

13th September, 2025

To

BSE Limited

Department of Corporate Services
25th Floor, PJ Towers, Dalal Street, Mumbai-
400001

National Stock Exchange of India Limited

Exchange Plaza, Bandra Kurla Complex, Bandra
(East), Mumbai-400051

Scrip Code: 532886

Symbol: SELMC

Sub: Appointment of Company Secretary and Compliance Officer of the Company (Disclosure under Regulation 30 of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015)

Scrip Code: 532886, Scrip Id: SELMC, ISIN No.: INE105101020

Dear Sir,

Pursuant to Regulation 30 read with Part A of Schedule III of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations"), we hereby inform that the Board of Directors of the Company has appointed Ms. Ratika Khandelwal, a qualified Company Secretary (Membership No. A-62610), as the Company Secretary & Compliance Officer of the Company with effect from 13.09.2025, by passing a resolution by circulation on 13.09.2025.

Details with respect to Appointment of Company Secretary and Compliance Officer, as required under Regulation 30 read with Part A of Schedule III of the SEBI Listing Regulations and SEBI SEBI/HO/CFD/PoD2/CIR/P/0155 dated 11th November 2024, as amended is provided in Annexure I to this letter.

This is for your information and records.

Thanking you,

Yours faithfully,

For SEL MANUFACTURING COMPANY LIMITED

Naveen Arora
Whole-time Director
DIN: 09114375



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Annexure I

Details with respect to Change in Key Managerial Personnel (Appointment of Company Secretary and Compliance Officer) under Regulation 30 read with Part A of Schedule III of the Listing Regulations and SEBI Circular No. SEBI/HO/CFD/PoD2/CIR/P/0155 dated 11th November 2024:

Sr. No.	Details of events that need to be provided	Information of such event(s)
1.	Reason for change viz. appointment, resignation, removal, death or otherwise	Appointment of Ms. Ratika Khandelwal (Membership No. A-62610), a qualified Company Secretary as Company Secretary and Compliance Officer of the Company.
2.	Date of appointment/ cessation (as applicable) and term of appointment	13.09.2025
3.	Brief Profile (in case of appointment)	Attached herewith
4.	Disclosure of relationships between directors (in case of appointment of a director)	Not Applicable

CURRICULUM VITAE

CS Ratika Khandelwal
A-62610
Contact: 8766136737, 8209302571
Email: rk.rati93@gmail.com

Objective

Keen to have a challenging and performance-oriented career with an organization of distinction which recognizes my true potential and provides me sufficient avenues for professional growth across the industry.

Work Experience

NAV INDIA Back-office IT solutions Pvt Ltd, Jaipur Rajasthan
Senior Executive
(From 22nd December 2021 to Present)

DEUTSCHE BANK (Through third party Pamac Finserve Private Limited)
Financial Analyst (From November, 2018 to March 2019))

NISHA SETHI & ASSOCIATES (Company Secretaries Firm at Gopalpura, Tonk Road, Jaipur)
Assistant Accountant (From MAY, 2016 to September 2018)

D.D. Agarwal & Associates, Practicing Company secretaries firm Under PCS Divye Dutt Agarwal
Jaipur
Apprenticeship Trainee (From July 2014 to October 2015)

Education

- Associate Company Secretary, The Institute of Company Secretaries of India. (Membership No. A62610)
 - M.Com in E.A.F.M., University of Rajasthan in 2016
 - B.com from Kanodia Collage, Jaipur Rajasthan in 2013
 - Smart professional course with Aptech computer academy, Jaipur.
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Skills and Expertise

- **Meticulous**
- **Attention to detail**
- **Teamwork**
- **Interpersonal Skills**
- **Time management**

Experience:

Major Compliances under Companies Act/LLP Act:

- Incorporation and Formation of Private Company, Public company, One Person Company, Nidhi company, Section 8, Chit Fund and matters incidental thereto.
- Formation of Limited Liability Partnership.
- Conversion of Partnership firm and Limited Liability Partnerships to company and Vice versa.
- Annual filing of Companies and LLPs.
- Preparing Notice, Agenda, Director's Report, and Minutes of Board of Directors, Extra-Ordinary & Annual General Meetings of companies as well as Society.
- Drafted various resolutions in accordance with the provisions of the Companies Act 2013 and 1956.
- Transfer and transmission of Shares and Issue of Share Certificates and issue Transfer Deeds.
- Preparation of Search Reports.
- Creation and Satisfaction of Charges in Company as well as LLP.
- Changing name of the Company.
- Shifting of Registered Office of the Company within the city.
- Alteration in Main Object Clause of the Company.
- Increase in Authorized and Paid Up Share Capital of the Company.
- Drafted and filed documents relating to the appointment, resignation and re-appointment of statutory auditors and Directors of the Company.

Accounting, Tax and related work:

- Accounting of Hedge Funds, Loan Funds, FTR Funds, Email Management, Team Management.
- Accounting Entries of Vouchers, Sales bills, Purchases Bills and Bank Accounts with Tally ERP 9.
- Filling TDS returns with Software Computax.
- Preparing Balance sheets of Individuals, Companies and Companies.
- Obtaining Import Export Code, Udyog Aadhar, Shop registration, Trademark registration and GSTIN

Drafting and related work:

- Drafting and vetting of legal documents like agreements, contracts, Power of Attorney, Authorization letters, and other related documents.
- Coordinating with advocates, maintaining legal records, processing data and information as required, and updating the upcoming dates of hearings.
- Drafting of CSR & Sexual Harassment Policy of the Company.
- Handling Consumer Matters, drafting and vetting of Legal Documents like reply to legal notices, Draft cancellation agreement and settlement agreements with parties.

Personal Details

- Date of Birth: 01-06-1993
 - Marital Status: Married
 - Address: 61, Gopi Nagar, Near Sangam Cinema Hall, Sanganer, Jaipur (R)
 - Language Known: Hindi and English
 - Hobbies: Cooking and Playing Badminton.
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