

VAXTEX COTFAB LIMITED

Suiting & Shirting Fabrics

Vaxtex Cotfab Limited

CIN: L51109GJ2005PLC076930

S/230 Ranipur Patia , Opp.Cozy Hotel
Narol , Ahmedabad -382405

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vaxtexcotfab@gmail.com

www.vaxtexcotfabltd.com

Date: 1st July, 2022

To,
National Stock Exchange of India Limited
Exchange Plaza,
Plot no. C/1, G Block,
Bandra-Kurla Complex,
Bandra (E)
Mumbai – 400 051

Dear Sir / Ma'am,

Sub: Intimation of Appointment of Company Secretary of the Company
Ref: Security Id: VCL / Series: EQ

Pursuant to second proviso to Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we hereby inform you that the Board of Directors of the Company, in their meeting held on 1st July, 2022 has appointed Ms. Riddhi Vohra as the Company Secretary and Compliance Officer of the Company w.e.f. 1st July, 2022

The brief profile of Ms. Riddhi Vohra is as below:

Name	Riddhi Vohra
Year of Passing CS Professional	June, 2016
Membership Number	A50303
Internship	Kaushik Nahar & Associates (October 2013 – September 2015)
Employment Experience	Kaushik Nahar & Associates (July, 2016 – March, 2019)
	Rare Asset Reconstruction Limited (September, 2019 – June, 2021)
	Amba Enterprises Limited (June, 2021 – June, 2022)
Date of Appointment at Vaxtex Cotfab Limited	1 st July, 2022

Kindly take the same on your record and oblige us.

Thanking You

For, **Vaxtex Cotfab Limited**

THAKOR AAKASH
Digitally signed by THAKOR
AAKASH
Date: 2022.07.01 19:40:14 +05'30'

Aakash Thakor
Director
DIN: 07960192

CS RIDDHI VOHRA

B 802, Sukirti Towers, Prenatirth Derasar Road,
Satellite, Ahmedabad - 380015
+919913047726
csriddhi@outlook.com



PERSONAL SUMMARY

Competent company secretary with an ability to ensure that a company complies and operates in accordance with statutory and legal provisions. Well-presented and highly personable, with a working knowledge of corporate regulatory rules. Excellent organizational skills, highly efficient and methodical with a good eye for detail.



EDUCATION

Company Secretary | Institute of Company Secretaries of India
2016

Bachelor of Commerce | Mithibai College – Mumbai University
2010 – 2013 – 70.00%

Higher Secondary School | Mithibai College – Mumbai University
2009 – 2010 – 78.33%

Senior Secondary School | Poorna Prajna High School – Maharashtra Board
2007 – 2008 – 84.00%



EXPERIENCE

Company Secretary | Amba Enterprises Limited
JUNE, 2021 – AS ON DATE

- Conducting meetings of the Board and Committees of the Company, post and pre-meeting documentation, ensure necessary filing, monitoring compliances, record keeping,
- Conducting Annual General Meeting of the Company
- Preparing and filing all SEBI (LODR) Regulation Compliances and Stock Exchange Compliance on Quarterly/Annual basis
- Maintaining Statutory Registers and applicable Secretarial Records
- Preparing a wide variety of minutes, resolutions and associated documentation relating to share transfers, approval of accounts, etc.
- Maintaining and filing all necessary statutory and regulatory returns and records with the SEBI, BSE and ROC

Senior Company Secretary | Rare Asset Reconstruction Limited

SEPTEMBER, 2019 – JUNE, 2021

- Secretarial compliance and procedural documentation for Acquisition of non-performing assets (NPA) including offer document, trust deed, assignment agreement, intimation letters
- Charge modification on ROC pursuant to the assignment of debt in favour of ARC
- Security Interest and Asset Id updation on CERSAI post acquisition of NPA
- Reporting of Willful defaulters to CIBIL on Quarterly Basis
- Preparation and filing of Quarterly XBRL DNBS07 Return (return for Asset Reconstruction Company) with RBI
- Generation of ISIN and Allotment/ Redemption of Security Receipts
- Maintaining Statutory Registers and applicable Secretarial Records

Senior Company Secretary | Kaushik Nahar & Associates

JULY, 2016 – MARCH, 2019

- Supervising a team of 3 Company Secretaries and 2 Trainees
- Ensuring high standard of corporate governance, conducting board and committee meetings for Listed Companies, post and pre-meeting documentation, ensure necessary filing, monitoring compliances, record keeping, provide relevant corporate secretarial support
- Conducting Annual and Extra-Ordinary General Meeting for 3 Listed Companies and 1 Section 8 Company
- Conducting Poll Process for Section 8 Companies, Private and Listed Companies
- Application and Representation for Compounding of Offence and Condonation of Delay under various Sections of Companies Act, 2013
- Drafting and vetting of Memorandum and Articles, Shareholder Agreement, MOU, Directors Agreement, LLP Agreement etc
- Handling Secretarial Audit for 3 Listed Companies and 1 Government Company
- SEBI (LODR) Regulation Compliances and Stock Exchange Quarterly/Annual Compliance
- Support Services for IPO
- Revival of Strike Off Company
- Registration & Modification of IEC Code

Company Secretary Trainee | Kaushik Nahar & Associates

OCTOBER 2013 – SEPTEMBER 2015

- Incorporated over 10 companies and 5 LLPs.
- Compliance of Related Party Transactions Under Section 188.
- Planning and execution of compliances under Section 180, 185 and 186.
- Compounding of Offences for 2 Companies.
- Transfer, transmission and gifting of shares for more than 20 Companies.
- Conversion of limited Companies into LLP and vice versa.
- Assisting Seniors for conducting Clause 49 Corporate Governance Audit.
- Registration of charge for more than 20 Companies.
- Assisting for preparing Scheme of Merger.
- Drafting petitions for shifting of Registered Offices for 3 Companies.
- Maintaining statutory books, including registers of members and directors.
- Drafting minutes, drafting resolutions, lodging required forms and annual returns.
- Preparing agendas and papers for board meetings, committees and shareholder meetings.



SKILLS

- Time Management
- Negotiation skills
- Confident and Energetic
- Excellent presentation skills
- Versatility
- Enthusiastic and Attention to detail



ACTIVITIES

- Conducted a field survey for launch of a new product/service as part of marketing project in the year 2010-2011.
- Organized an Anti-Trespassing Movement with Western Railway as part of leadership project in the year 2009-2010.
- Active Public Speaker for past 13 years.
- Core Committee member of Organization Department for inter College Festival.
- Associated as Volunteer with Divine Jyot Foundation.