

To,
The Manager-Listing Department,
The National Stock Exchange of India Limited,
Exchange Plaza, NSE Building,
Bandra Kurla Complex,
Bandra East,
Mumbai-400 051
Fax: 022-26598237, 022-26598238

Dated: 20.01.2017

Subject: Clarification to be submitted to "National Stock Exchange of India Limited" for the purpose of appointment of Ms. Gunjan Jain as the Company Secretary cum Compliance Officer of "Nandani Creation Limited" ("Company").

Respected Sir,

With respect to the subject matter, kindly take note that in the Board meeting held on 19.01.2017, Ms. Gunjan Jain is appointed as the Company Secretary cum Compliance Officer of the Company with effect from 19.01.2017, she is an associate member of the Institute of Company Secretaries of India, having **Membership No. ACS 45068** and who possess the requisite qualification as prescribed under the Companies (Appointment and Qualification of Secretary) Rules, 1988.

She has passed her CS Professional examination on 25.02.2015 and has completed her Apprenticeship Training for a period of 12 Months from 01.04.2015 to 31.03.2016 from **M/s V.M. & Associates**, Company Secretaries, Jaipur, Rajasthan and the date of issue of her membership Identity Card was **17.05.2016**.

She has completed her Bachelors of Commerce in the year 2015 from Maharani College, Jaipur and is currently pursuing L.L.B from Rajasthan University.

The Apprenticeship Training Completion certificate issued from **M/s V.M. & Associates**, Company Secretaries, Jaipur, the Membership's Identity Card and detailed resume is herewith attached for your ready reference.

In case if you require any details from our end, let us know.

Thanking You,

Yours faithfully
For Nandani Creation Limited

Anuj Mundhra
Managing Director
DIN: 05202504

Encl.: as stated above

V.M. & ASSOCIATES
COMPANY SECRETARIES

403, 'Royal World'
Sansar Chandra Road, JAIPUR-1
Telefax : 0141-2370954
E-mail : cs.vmanda@gmail.com
Web : www.vmandaonline.com

Date

TO WHOMSOEVER IT MAY CONCERN

COMPLETION CERTIFICATE OF 12 MONTHS TRAINING

I, **CS Manoj Maheshwari, Partner of M/s V. M. & Associates, Company Secretaries, Jaipur** do hereby certify that **Ms. Gunjan Jain** Student Registration No. **250463517/02/2013** has completed the prescribed training as sponsored by the Institute of Company Secretaries of India, vide their letter No.

250463517/02/2013/AT dated 17.04.2015 under our organization for a period of 12 (Twelve) Months from 01st April, 2015 to 31st March, 2016 and her progress was satisfactory.

I further certify that during the above mentioned period she was given leave for 02 days.

Place: Jaipur
Date: 01.04.2016



**FOR V. M. & ASSOCIATES
COMPANY SECRETARIES**

**CS MANOJ MAHESHWARI
PARTNER
FCS 3355**

CERTIFICATE OF PRACTICE NO.-1971



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament



Member's Identity Card

Name : GUNJAN JAIN

Membership No : ACS 45068

Date of Birth : 14/01/1994

Date of Issue : 17/05/2016


Joint Secretary



RESUME

CS GUNJAN JAIN

Contact no: 8385884282

E-mail: jaingunjan20@yahoo.in

OBJECTIVE

To pursue a dynamic & challenging career with an organization of repute and integrating my own goals with the organization's, so as to become a catalyst in each other's growth by providing the quality deliverables on constant basis and focusing on growth at professional & personal level.

PROFESSIONAL QUALIFICATIONS

Examination	Year	Performance	Remarks
CS PROFESSIONAL	DEC -2014	56.67%	Secured exemption in Advance company Law and Practices and International Business Laws and Practices and secured AIR-24 in CS Professional Examination.
CS EXECUTIVE	DEC -2013	58.28%	Secured Exemption in Company Law.
CS FOUNDATION	DEC -2012	81.5%	Secured Exemption in all the 4 Subjects.

ACADEMIC QUALIFICATIONS

Examination	Year	Performance	Remarks
Bachelors of Commerce	2015	77.05%	Maharani College, Jaipur (Rajasthan university)
Senior Secondary School Certificate	2012	90.4%	Gyan Vihar School (CBSE)
Secondary school certificate	2010	9.4(CGPA)	Gyan Vihar School (CBSE)

ARTICLESHP TRAINING

Completed 12 months (April 2015- March 2016) of articleship training from **M/s V.M & Associates, Company Secretaries, Jaipur** an oldest and reputed firm of Jaipur (Rajasthan) under the guidance of **Mr. Manoj Maheshwari**.

WORK EXPOSURE

LISTED COMPANIES	NATURE OF WORK
Banswara Syntex Limited	➤ Secretarial Audit
High Street Filatex Ltd.	➤ Preparation of notice & Agendas of Board Meetings, General Meetings and Committee Meetings
Shree Rajasthan Syntex Ltd.	➤ Preparation of Minutes
Compucom Softwares Ltd.	➤ Preparation of notice of postal ballot/ e-voting, finalization of scrutinizer's report
HRB Floricultures Ltd.	➤ Preparation of Annual reports
Baid Leasing & Finance Co. Ltd.	➤ Quarterly compliances of Listing regulations including corporate governance report, Shareholding pattern, Reconciliation of share capital audit, Financial Results etc.
BFL Developers Ltd.	➤ Preparation and updation of registers and maintenance of statutory records
The Kishore Trading Co. Ltd.	➤ Due compliances of various regulations of MOA & AOA of the Company
The General Investments Co. Ltd.	➤ All other ROC & Stock Exchange Compliances
The Swadeshi Commercials Co. Ltd.	
Ess Kay Auto Finance Pvt. Ltd.	
Banswara Fabrics Ltd.	

OTHER ASSIGNMENTS

- Preparation of Documents along with Scrutinizer's report with respect to Amalgamation of Banswara Syntex Limited (" Listed company") with Banswara Fabrics Ltd. and Banswara Global Ltd.
- Preparation of Documents with respect to Preferential Issue of Baid Leasing & Finance Co. Ltd. ("Listed Company").
- Preparation of Search reports and Status Reports of various companies.
- Internal audit of stock brokers.
- Internal audit of DP Operations.
- Shifting of registered office of Valuable Finvest Ltd.(Public Ltd. Company) from the state of Maharashtra (Mumbai) to the state of Rajasthan (Ajmer).
- Induction of Foreign partner in a LLP.
- Various slides and presentation on Companies act, 2013 (SS-1& SS-2).

COMPUTER SKILLS

- Basic knowledge of Computer application & Internet.
- Well versed with MCA portal & websites of other authorities like SEBI, BSE, NSE, RBI etc.
- Well versed with MS Word, MS Excel.

PROFILE SNAPSHOTS

- Self motivated & confident.
- Attention towards minute details
- Good problem solving ability.
- Mental abilities (ability to deal with multiple issues and details, and learning capacity)
- Time Management, and presentation skills.

PERSONAL DETAILS

Father's Name	:	Mr. Rakesh Godha
Date of Birth	:	14 th January, 1994
Contact Address	:	9-311, Malviya nagar, Jaipur
Marital Status	:	Unmarried
Languages Known	:	English, Hindi
Hobbies	:	Interacting with new people, listening Music

REFERENCES

CS Manoj Maheshwari
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V.M & Associates,
Company Secretaries, Jaipur
(+91-93145-04821)

CA Nupur Jain
Consultant
Advisory Services
Ernst & Young LLP
(+91-7597088200)



CS GUNJAN JAIN