



Date: 24 Jan 2019

To

The Listing Department,
National Stock Exchange of India Ltd,
Exchange Plaza, C-1, Block – G,
Bandra - Kurla Complex,
Bandra (E),
Mumbai – 400051

REPLY TO CLARIFICATION SOUGHT

Dear Sir/Ma'am,

This is in response to the clarification sought for the appointment of Mr. Vijay Kumar Jonnada as Company Secretary & Compliance Officer of RKEC Projects Limited with effect from 1st March 019.

Enclosed herewith Brief Profile of Mr. Vijay Kumar Jonnada for your reference, please.

Kindly take the same on the record.

Thanking you

Yours faithfully

For RKEC Projects Limited


Swapna Bansode
Company Secretary and Compliance Officer

PROFILE



CS VIJAY KUMAR JONNADA
MEMBERSHIP NO. A41810

WORK EXPERIENCE

- **Toyotsu Rare Earths India Private Limited** – Previously Worked as Company Secretary from 2nd January 2018 to 31st December 2018. It's an Japanese MNC, TTC Group Company and it's in the business of manufacture of Rare Earths Oxides.
- **Kanakadurga Finance Limited** – As Company Secretary from January 2017 to December 2017. It is an NBFC, headquartered at Vijayawada.
- **MaaMahamaya Industries Limited** – As Company Secretary from March 2016 to January 2017. It's the First Integrated Steel Plant in Andhra Pradesh.
- **SS Organics Limited** - As Company Secretary & Compliance Officer. A BSE Listed Company, carrying on the business of manufacture of all classes and kinds of Drugs including Pharmaceutical preparation, and Organic Fine Chemicals.
- **Response Informatics Limited** – As an Asst. Company Secretary from January 2014 to May 2015. It's a BSE Listed Company.
- **AMR India Limited** – As an Asst. Company Secretary from August 2012 to November 2013. AMR Group is a fast growing business conglomerate with focus on business in core sectors such as Mining, Constructions, Infrastructure and Energy.
- **S&P Capital IQ** – As an Analyst in Business Intelligence Division from 22 March 2003 to 16th September 2010 (**7 & ½ Years**). Itoperates as a subsidiary of Capital IQ, Inc., New York, A Division of Standard & Poor's, McGraw-Hill Companies.

WORK EXPOSURE:

- Responsible for all Company Secretarial Functions, Duties and Responsibilities.
- Drafting of Notices, Directors' Report, Resolutions & Minutes of AGM, EGM, Board and Committees Meeting.
- Convening and Conducting of Board and General Meetings of Shareholders (AGMs & EGMs).
- Filing of Various Statutory e-Forms, Annual Returns, Return on Allotments, Charges prescribed under Companies (Central Government's) General Rules and Forms, 2013.
- Preparation and submission of necessary documents (Quarterly, Half Yearly and Annual) for Disclosures under Listing Agreement and SEBI LODR, 2015 as well Preparation of Search and Status Report.
- Maintenance of all Statutory Records and Registers as required under the Provisions of Companies Act, 2013 and Other Applicable Laws.
- Coordination with Registrar and Transfer Agent (RTA) and Depository Participants.
- Real Time Exposure for Demat & Pledging of Shares at NSDL & SHCIL, Mumbai.
- Maintenance and Assistance in Preparation of Secretarial Audit and Due Diligence Reports.
- Liaisoning with Registrar of Companies, Regional Director, NCLT, Consultants and Legal Counsels.
- Compliances Reporting under Various Laws like Labour Laws, Taxation Laws from the Respective Departments.
- XBRL documentation for Annual Filing and Quarterly Compliances as well Secretarial Audit of Listed Companies
- FIRC, ARF, FCGPR, FC-TRS, through e-Bizportal with RBI where Foreign Direct Investments (FDI) Involved (Now Single Master Firm through FIRMS)
- External Commercial Borrowings and filing returns Form ECB-2 with Authorized Dealer.

Achievements:

- Best Participant in 8th Batch Executive Development Programme (EDP), Hyderabad Chapter, ICSI
- Long Service Appreciation Award for Dedicated Service at S&P Capital IQ, Hyderabad

Educational Qualification:

- Qualified Company Secretary, Membership No. A41810 from the Institute of Company Secretaries of India (ICSI), New Delhi
- Bachelor of Commerce (Honors) with Distinction from Khallikote (Autonomous) College under Berhampur University, Orissa

Technical Qualification:

- Honors Diploma in Software Management (HDISM) from Aptech Computer Education, Berhampur Centre, Orissa
- Computer Education from NIIT (ICSI Course), Ameerpet Centre, Hyderabad
- SQL Server from Peers Technologies Pvt. Ltd., Hyderabad

Interests and Activities:

- Sports
- Reading Books
- Traveling
- Collection of Old Songs

Personal Details

Name : Vijay Kumar Jonnada
Date of Birth : 04-06-1977
Father's Name : Jonnada Kalidas
Sex : Male
Marital Status : Married
Nationality : Indian
Languages Known : English, Hindi, Telugu (Mother Tongue) and Oriya

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Vijay Kumar Jonnada

Visakhapatnam