



REGD. OFFICE: CHIKKAKUNTANAHALLI VILLAGE, BIDADI
HOBLI, RAMNAGARAM TALUK BENGALURU -562109
Phone: 080-27204463
E-mail: estaterks@yahoo.com
CIN: L60231KA1963PLC004604

Date: 31/07/2023

To,
Mr. Ronak Jain
(M. No: A62954)
Address: 001 Sipani Classe 154 1 1st A Cross,
Koramangala 8th Block, Bethany High School,
Bengaluru – 560095 Karnataka

Subject: Appointment as whole-time Company Secretary (Key Managerial Personnel)

Dear Sir,

1. It is to inform you that the Board of Directors of the company have appointed you as Company Secretary of the company with effect from 31/07/2023.
2. The company shall pay you an annual salary of INR 20,000/- (Indian Rupees Twenty Thousand only) per month with all inclusive of allowances.
3. As whole-time Company Secretary, you shall be exclusively responsible: (a) for complying with all the provisions of the Companies Act and the various Rules framed there under; (b) maintaining all the statutory and non-statutory essential registers, books, files, records, papers etc; (c) preparing and filing with the Registrar of Companies and other concerned authorities the required reports, returns, documents, papers etc. complete in all respects and within the prescribed periods of time; and (d) for carrying out the instructions, directions and advice of the Board of Directors of the company given to you from time to time.
4. You shall devote your whole time and attention to the work of the company during your tenure as Company Secretary and shall work with due diligence and use your abilities to your best. You shall obey the orders of the Board of Directors of the company. You shall do your best to promote the interest of the company and shall faithfully serve the company.
5. You shall not disclose to any unauthorized person during your employment as Secretary of the company an information obtained by you in relation to the business and corporate policies of the company with special reference to the company's policy regarding the issue of rights shares, bonus shares, time and quantum of payment and/or declaration and payment of dividends from time to time.

For SER INDUSTRIES LIMITED

NARENDRA GOEL
Whole- time Director
DIN: 00327187
Address: 221/222, Kshijij Apts, 47, Nepean Sea Road,
Mumbai – 400036

Date: 31.07.2023
Place: Mumbai