

(printed on corporate letterhead)

Resolution for Appointment of Company Secretary

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED BY THE BOARD OF DIRECTORS OF -----
HELD ON ----- AT THE REGISTERED OFFICE OF THE COMPANY AT ---- A. M. /P.M

RESOLVED THAT pursuant to Section 2(24) & Section 203 read with rule made there under and other applicable provisions of the Companies Act, 2013 (including any statutory modification(s) or re-enactment thereof for the time being in force Mr./Ms. _____ an Associate/Fellow Member of the Institute of Company Secretaries of India, be and is hereby appointed as Company Secretary w.e.f. _____ to perform the duties of a Secretary as required under the Companies Act, 2013 and any other duties assigned by the Board of Directors from time to time, at a monthly remuneration of Rs. _____ which may be revised from time to time by the Board of Directors or any Remuneration Committee that may be formed for this purpose.

FURTHER RESOLVED THAT Mr. _____ be and is hereby authorized to filing the Forms as may be required with the Registrar of Companies and to do all such acts, deed, things etc. as may be required to implement the above resolution.