



# JBF Industries Limited

Ref No. : JBF/SECTL/SE/

25<sup>th</sup> April , 2023

The Secretary Bombay Stock Exchange Limited Pheroz Jeejabhoy Towers, Dalal Street, Mumbai, Maharashtra 400 001.	The Secretary National Stock Exchange of India Limited Exchange Plaza, Bandra Kurla Complex, Bandra East Mumbai, Maharashtra 400 051.
---	---

**Sub : Appointment of Additional Independent Director.**

Sir / Madam,

This is to inform you that to comply with Regulation 17(1) we hereby appoint Mrs Bindu Darshan Shah as Additional Independent Director of the Company w.e.f 25<sup>th</sup> April, 2023 by passing circular resolution to hold the office till Annual General Meeting.

This is for your information and record.

Thanking you,

Yours faithfully,

**For JBF INDUSTRIES LIMITED**

**MRS. UJJWALA APTE  
(COMPLIANCE OFFICER)**

**REGD. OFFICE : SURVEY NO. 273, VILLAGE ATHOLA, SILVASSA-396 230. (INDIA)**  
**TEL. : +91-0260-2642745/46, 2643861/62 •FAX : +91-0260-2642297 E-mail : admin@jbfmail.com**  
**(ISO 9001/14001 & 18001 CERTIFIED) CIN : L99999DN1982PLC000128**



Office: Panchsheel 3A/101, Raheja Township, Malad (East), Mumbai - 400097

### **Introduction:**

I, Bindu Darshan Shah, Proprietor of K Bindu & Associates, Practicing Company Secretaries, have been in practice independently as a Whole-time Company Secretary since April, 2007. During this tenure, I have gained wide exposure of Company Secretarial functions in big as well as medium-sized enterprises, whether Public Limited or Private Limited Companies.

### **Areas of Expertise/ Knowledge:**

- 1. Incorporation of Companies** : Obtaining Director's Identification Number for proposed directors, obtaining their digital signatures, filing forms pertaining to name approval, incorporation forms, drafting of memorandum of association and articles of association for the proposed companies and following up with the Registrar of Companies for obtaining the Certificate of Incorporation.
- 2. Handling Compliances of various companies:** This includes maintenance of statutory registers, minutes of Board Meetings, Annual General Meetings, Extra-Ordinary General Meetings, Filing of various e-forms for appointment of directors, increase of authorised capital, change of name, change of objects, annual accounts, annual returns etc.
- 3. Secretarial Audit** : Currently engaged in the Secretarial Audit of two listed and 4 unlisted Public Companies as required under Section 204 of the Companies Act, 2013.
- 4. Issuance of Search report on charges and others**
- 5. Issuance of Due Diligence Certificates on behalf of clients to Banks**
- 6. Conversion of Private Limited Companies into Public Limited Companies and vice versa**
- 7. Issuance of FCGPR certificates under the FEMA guidelines**
- 8. Filing petitions and representing before the Regional Director, Western Region Bench:** Have prepared the following petitions and appeared before the Company Law Board representing the clients :

- a. Shifting of registered office from One State to the other
- b. Condoning of delay in filing form pertaining to registration of charge

**Advisory Services:** We have issued opinions on various compliance matters under the Companies Act, 2013, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 to various companies.

**Professional and Academic Qualifications:**

- a. Company Secretary (June 2005) from the Institute of Company Secretaries of India
- b. Post Graduate Diploma in Business Management (Finance) from Symbiosis, Pune
- c. B.Com (Hons) from Delhi University

**Work Experience :**

- a. Currently positioned as Woman Independent Director in Kamadgiri Fashion Limited and Fineotex Chemicals Limited. **(DIN:07131459)**

**Personal Information :**

- a. Date of Birth : 07<sup>th</sup> June 1975
- b. Marital Status : Married

**List of a few of my valued clients :**

- 1. Prism Johnson Limited
- 2. Montex Group
- 3. Liberty Oil Mills Limited
- 4. Everstone Capital Advisors Private Limited & their group Companies