

| Company Secretary Job Description - Nachi Technology India Private Limited | |
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| S.no | Particulars |
| 1 | Annual Filling (AOC-4 XBRL and MGT-7) Compliances of Private limited |
| 2 | Compliances related to Companies Act, FEMA Act, RBI, MSME Act |
| 3 | Conducting Board Meeting, Preparing its notice, Resolution , Minutes and other documents prescribed under the Act. |
| 4 | Conducting Annual General Meeting, Preparation of Notice, Resolutionn, Minutes and other documents prescribed under the Act. |
| 5 | Handling Demat process and its compliances |
| 6 | CSR Compliances its calculation, Policy and spending |
| 7 | Provide documents for Assisting statutory audit, cost audit prescribed under the Act. |
| 8 | Cost Audit compliances - Appointment and Reporting to CG |
| 9 | Execution and verification of Agreements which includes overseas, purchase, supplier, NDA and legal agreements |
| 10 | Provide documents to Bank as and when required |
| 11 | DD report to all the bank |
| 12 | Assisting in drafting replies and documentation of GST & IT litigations |
| 13 | Compliances related to foreign Director and their KYCs |
| 14 | Assist in vendor due deligence |
| 15 | Accounting, vouching, Tally Erp |