

**October 12, 2018**

**The General Manager**  
Corporate Relations Department  
Bombay Stock Exchange Limited  
1<sup>st</sup> Floor, New Trading Ring  
Rotunda Building, P J Towers  
Dalal Street, Fort  
Mumbai – 400 001

**Mr. K Hari**  
Listing Department  
National Stock Exchange of India Ltd.  
Exchange Plaza, 5<sup>th</sup> Floor  
Plot No. C/1, G Block  
Bandra-Kurla Complex, Bandra (E)  
Mumbai – 400 051

Scrip Code No. 532481

Scrip Code No. NOIDA TOLL EQ

**Re : Intimation for change in Company Secretary and Compliance Officer**

**Dear Sirs,**

This is to inform you that Mr. Dhiraj Gera, has submitted his resignation from the post of Company Secretary and Compliance Officer of the Company w.e.f. November 1, 2018. The Board of Directors of the Company, at their Meeting held on October 11, 2018, has accepted the resignation letter.

Further, we would like to inform you that the Board of Directors has approved the appointment of Mr Gagan Singha (FCS 7525) Company Secretary and Compliance Officer of the Company w.e.f. November 1, 2018.

The brief particulars of the Compliance Officer w.e.f. November 1, 2018 are as under:

Name : Gagan Singhal  
Designation : Company Secretary  
Date of Appointment : November 1, 2018  
Email id : ntbc1@ntbc1.com  
Contact Number : 0120-2516447 / 95

A copy of profile of Mr Gagan Singhal is attached for your records.

Sincerely,



**Ajai Mathur**  
Managing Director

# **PROFILE OF GAGAN SINGHAL**

## **PROFESSIONAL QUALIFICATION:**

- Advance Diploma in Business Management in July, 2009 from The Institute of Chartered Financial Analyst of India (ICFAI), Dehradun.
- Associate Member of The Institute of Company Secretaries of India (ICSI), New Delhi since 2007 (Passed CS Final Examination in August, 2005).
- Completed Graduation in Legislation Law (LL.B.) with first division in 2005 from Dr. B. R. A. University, Agra.

## **ACADEMIC QUALIFICATION:**

<b>Examination Passed</b>	<b>Board/ University</b>	<b>Branch/ Discipline</b>	<b>Year</b>	<b>Percentage</b>	<b>Division</b>
B. Com.	Dr. B. R. A. University	Commerce	2002	67.02%	Ist
Intermediate	U. P. Board	Commerce	1999	61.40%	Ist
High School	U. P. Board	Commerce	1997	60.67%	Ist

## **TRAINING:**

As a part of Company Secretary Course:-

- Completed 13 months CS Internship with "**Delhi Metro Rail Corporation Ltd.**" (DMRC), New Delhi.
- Completed 2 months training with "**Registrar of Companies**" (ROC), New Delhi & Haryana, a specialized Institution and Participated in MCA-21 e-Governance Project.

## **PRESENT EMPLOYMENT (SINCE AUGUST, 2013 TILL DATE)**

Working as Company Secretary in **K. K. MILK FRESH INDIA LIMITED, Gurgaon**. The Company is engaged in Manufacturing of dairy products like skimmed Milk Powder, Whole Milk Powder, White Butter, Dairy Whitener and Ghee. It has an automated dairy plant at Aligarh and Kanpur (Uttar Pradesh). It has its own Milk Collection Centers and is engaged in yield improvement through Artificial Insemination activities in villages in collaboration with BAIF Development Research Foundation (NGO). It produces powders through Nozzle Drying Technology and Butter/ Ghee through Continues Butter Making Machine, Beside Nano Filtration System and pasteurizations/packing facilities from suppliers. Looking after day to day Secretarial affairs of the Company and its group Companies along with convening & conducting Board Meetings, Committee Meetings & Annual General Meeting of the Company and its Subsidiaries, liasioning with legal department, Banking Documentation, Insurance related matters, follow up Internal Audit Report and handling other related assignments as entrusted by the Management from time to time.

## **PREVIOUS EMPLOYMENT (FROM OCTOBER, 2010 TO AUGUST, 2013):**

Worked as Company Secretary in **ATLAS CYCLES (HARYANA) LIMTIED, Sonapat, Haryana** (listed in Bombay Stock Exchange, National Stock Exchange and Delhi Stock

Exchange). Atlas Cycles (Haryana) Limited is one of the India's oldest and most trusted cycling Companies with a turnover of approx Rs. 875 Crore. It is one of the largest manufacturers of Mountain Bikes, ATBs, Roadstars, Children Bikes, with high quality in the world. Atlas bicycles are ridden over 50 countries around the globe. Looked after day to day Secretarial affairs of the Company, Listing Compliances along with Industry related matter (Labour Law), including convening & conducting Board Meetings, Committee Meetings & Annual General Meeting of the Company and its subsidiaries, liaisoning with BSE, NSE, DSE, SEBI, NSDL, CDSL, RTA & Investors, Insurance and legal matters and handled other assignments as entrusted by the Management from time to time.

Having exposure of Non Banking Financial Company engaged in Micro-finance activities with a turnover of about Rs. 250 Crores.

### **PREVIOUS EMPLOYMENT (FROM APRIL 2007 TO JUNE 2010):**

Worked as Company Secretary in **RICHA INDUSTRIES LIMITED, Faridabad, Haryana** (listed in Bombay Stock Exchange). Richa Industries Limited is one of the leading textile Organizations engaged in manufacturing and exports of fabrics and readymade garments with a turnover of about Rs. 350 Crores. Looked after day to day Secretarial affairs of the company, Listing Compliances, Legal Matters, including convening & conducting Board Meetings, Committee Meetings & Annual General Meeting of the Company, liaisoning with BSE, SEBI, NSDL, CDSL, RTA & Investors and handle other related matters thereon.

**Exposure of IPO, Due Diligence** conducted by Legal advisors and solicitors, Liaisoning with Merchant Bankers and Registrar & Transfer Agent.

**Exposure of GDR** up to the filing of Offering Circular with Luxemburg Stock Exchange.

### **AREAS HANDLED:**

- Dealing and liaisoning with Legal advisors, Lead Merchant Bankers and RTA;
- Day to day Secretarial Compliance of a Listed/Unlisted Company;
- Listing Compliance under BSE, NSE, DSE and SEBI (Shareholding pattern, Corporate Governance Report, Reconciliation of Share Capital Audit Report, Publication of Audited/unaudited Financial Result and Half yearly Compliance Certificate, Intimation to stock exchange regarding Board Meeting, Committee Meeting, Annual General Meeting, Book Closure, payment of dividend and others as applicable);
- Compliance of RBI under (Acceptance of Public Deposit) Rules, 1975
- Resolution Passed through Postal Ballot under section 192A and by circulation;
- Compliance of Subsidiary Companies of a listed Company;
- Conducted Due Diligence for IPO and GDR;
- Forfeiture of Equity Shares of Listed Company;
- Issue of Bonus Shares of a Listed Company;
- Sub-Division/Consolidation of share capital;
- Inspection of Books of Accounts etc. under section 209A by Regional Director;
- Declaration and payment of Dividend under section 205;
- Transfer of Unpaid/Unclaimed Dividend to Investor Education and Protection Fund under section 205C;
- Transfer, Transmission and Nomination of shares;
- Issue of Duplicate Share Certificate/ Change of name on Share Certificate
- Dematerialization and Rematerialization of shares and physical transfers;
- Change in the name of Listed/ Unlisted Company;
- Change of Registered Office within a city/state/ and from one State to another;
- Conversion of Private Company into Public Company and vice versa;
- Incorporation of New Company(ies);
- Alteration of Memorandum and Articles of Association;
- Increase Authorised Share Capital

- Further issue of Capital under section 81(1)/81(1A);
- Appointment of Whole Time Director, Managing Director and Manager of the Company under section 269;
- Maintenance of Statutory Registers (Share Application and Allotment Register, Register of Share Transfer, Register of Members, Register of Directors' Shareholding, Register of Directors, Manager and Secretary, Register of Charges, Investment Register, Fixed Assets Register, and other Statutory Registers etc.);
- Drafting and Preparing Agenda and Minutes of Board Meeting, Committee Meeting, Annual General Meeting of Listed and Unlisted Company(ies);
- Filing and Filing of E-form, Annual Return and other Forms as required from time to time with ROC and other concerned authority(ies);
- XBRL filing of Balance Sheet and Cost Audit Report along with Compliance Report of Cost Audit;
- Conducting Board Meetings, Committee Meetings (Audit Committee, Remuneration Committee, Shareholder Grievance Committee) Statutory Meeting, General Meeting, Annual General Meeting of Listed and Unlisted Company(ies);
- Preparation of Annual Report (Including Notice, Directors' Report, Corporate Governance Report, Management Discussion Analysis) of Listed Company;
- Other Secretarial work and Report to Director and Managing Director from time to time;
- Banking Documentation with Bankers regarding mortgage of Immoveable property/ Hypothecation of moveable property and registration of charge with ROC;
- Liaisoning with advocate and Property Valuer for Legal Search and valuation;
- Handled Insurance Matters including claim process;

**September 17, 2018**

**GAGAN SINGHAL**