



Date: 16th July 2019

Western India Regional council of
The Institute of Company Secretaries of India,
Jolly Maker Chambers II
Nariman Point,
Mumbai 400021

Dear Sirs,

Subject: Vacancy for Company Secretary

We are a group of companies in the business of

- providing infrastructure for event management,
- land ownership and development and
- property developers.

We require for our group of companies- both public companies and private companies a Company Secretary to manage corporate compliance requirements.

The position is suitable for young candidates with experience of filing various forms under Companies Act, 2013 writing and maintaining minutes of board and general meetings, issue of share capital etc. Candidate possessing experience of dealing with banks, NBFCs in addition to company secretarial work will be given preference.

We request you to direct suitable candidates to apply to us.

Our Email ID: kaushik.gandhi@rmbevent.com

Thanking you,

Yours faithfully,

For RMB Event Management Private Limited

Authorized Signatory