

<u>Appointing Trainee</u>	
Name of the Company	ZIM Laboratories Limited
Address of work location	Sadoday Gyan (Ground Floor), Opp. NADT, Nelson Square, Nagpur - 440 013
Contact person	Mr. Piyush Nikhade
Contact numbers	07118-271370
Email id	corporatesecretarial@zimlab.in
Job Description	<p>The trainee will get the exposure in the following areas during training:</p> <ol style="list-style-type: none"> a) Compliances applicable to Company and its Foreign subsidiaries. b) Compliances applicable to Listed Companies including SEBI Regulations i.e. SEBI (LODR) Regulations,2015; SEBI(SAST) Regulations; SEBI (ICDR) Regulations etc. c) Companies Act, 2013 compliances; d) FEMA Regulations; e) Drafting of resolutions, agreements, agenda, notices, Minutes of the meeting etc. f) Maintaining Statutory registers, forms, Certificates as required under the applicable corporate laws. g) Board and Shareholders meetings. h) Tracking and ensuring compliance under applicable laws. i) Preparation of Annual Report, Directors Report and filings with ROC.
Number of Vacancies	01
Job/Work Location	CS Trainee/Nagpur
Level of Examination passed (Executive/Professional)	Executive Passed/Professional Passed

Thanking you in anticipation of the same,

Yours Truly,

Sign.

Name : Piyush Nikhade
Designation : Head – Corporate Secretarial & Company Secretary
Company name : ZIM Laboratories Limited