

Arman Holdings Limited

Registered Office : 419, Rajhans Heights, Mini Bazar, Varachha Road, Surat- 395006.
Tel : 9586006569. Email ID : armanholdingsltd@gmail.com. Website : www.armanholdings.in
CIN : L65993GJ1982PLC082961

8th April, 2016

To,
Mr Altamish
UG-2, Vedansh Apartment,
India House, Neb Sarai,
IGNOU Road, Near HDFC Bank,
New Delhi-110068

Subject: Appointment of Company Secretary

Dear Sir,

With reference our discussion, we are pleased to inform you that you are hereby be appointed as Company Secretary as per the approval in the Meeting of Board of Directors held on 08/04/2016.

1. You are expected to provide best of your services to the Company from time to time by advising the Board. You are expected to remain honest, diligent and shall maintain discipline, and shall observe all the rules & regulations as laid by the Management.
2. That the grant of any benefit or facility will be at the sole discretion of the Management.
3. You are required to abide to the rules & regulations of the Company and those that may be announced from time to time.
4. If you commit breach of any of the terms and conditions of this letter of appointment or found guilty of any misconduct or insubordination or disobedience, the Company will be at sole liberty to terminate your services without any notice or compensation, thereof.
5. You shall ensure compliance of the Company with all the legal and regulatory compliances including provisions of the Companies Act, 2013, the Listing Regulations of SEBI and legal requirements of the Stock Exchanges.
6. You may be required to serve on the various committees of the Board.
7. During the continuance of your association and thereafter, you will keep all the information the secrets and will not divulge to any person, firm or Company whatsoever as such secrets or confidential information of any description of the Company and its clients, the affairs of the Company or any of its associates or branches, their customers or suppliers.
8. You may resign from your position by giving at least one month written notice or pay one month salary in lieu of notice to the Board. The company can also terminate your

Deepa  Babu

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employment by giving one month written notice or one month salary in lieu of notice or as per provisions laid down in the Companies Act.

9. Upon the completion/ termination of your appointment, you will return to the Company, all the papers and documents etc. which may at the time of your association are in your possession relating to the business or affairs of the Company or any of its associates or branches you will not retain any copies or extracts therefrom.
10. You shall be paid a consolidated remuneration of Rs.13,000/- (Rupees Thirteen Thousand Only) per month and shall get reimbursement of the expenses as per the company policies.
11. Any changes in your residential address should be notified in writing forthwith to the Company.

We request you to kindly confirm your acceptance of the appointment by signing and returning the duplicate copy of the enclosed letter herewith.

Thanking You,

Yours faithfully

For Arman Holdings Limited



Deepak Kumar Babel

Managing Director

DIN: 05200110

