



BIOFIL CHEMICALS & PHARMACEUTICALS LIMITED

Regd. Office : 11/12, Sector-E, Sanwer Road, Industrial Area, Indore - 452 015.
Tel. : 0731-2723016 E-mail : biofilchemicals@yahoo.com / bcplcompliance@gmail.com
Factory : Plot No. 8, Sector - III, Kheda Industrial Area, Pithampur Distt. Dhar (M.P.) PIN - 454 775

Admn. Office : B-12/B, Industrial Estate, Pologround, Indore - 452 015 (M.P.)
Tel. : 0731-2426700, 2426718 • CIN : L24233MP1985PLC002709

Date: 24th December, 2022

To,
Ms. Shweta Verma
ACS: 70184
32-D, Slice-4, Scheme No. 78,
Vijay Nagar, Indore (M.P.) 452010

SUBJECT: APPOINTMENT AS A COMPANY SECRETARY (CS) AND COMPLIANCE OFFICER (KMP) OF THE COMPANY.

Dear Madam,

We are pleased to inform you that you have been appointed as the Company Secretary (CS) & Compliance Officer (KMP) of the Company w.e.f. 24th December, 2022 on a monthly remuneration of Rs. 28,000/- (Rupees Twenty Eight Thousand Only). The detailed terms and conditions shall be provided on your joining to the position as the Company Secretary & Compliance officer (KMP) of the Company and you shall look after Compliance of the Companies Act, 2013 and other allied laws and rules made there under.

Your appointment is made on the general terms and Conditions for all the employees of the Company and you will be required to comply with all such rules and regulations as the Company may frame from time to time.

You will be required to maintain utmost secrecy in respect of Company's business, operations and policies and any of our technical or other important information which might come into your possession during the continuance of your assignment with us shall not be disclosed, divulged or made public by you even thereafter.

If you accept the terms and conditions above mentioned, please sign the declaration the duplicate and return to us. The original shall be retained by you.

Thanking you,

Yours Faithfully

FOR BIOFIL CHEMICALS AND PHARMACEUTICALS LIMITED



RAMESH SHAH
(DIN: 00028819)
CHAIRMAN & MANAGING DIRECTOR



I accept the Appointment and agree to join my duties as Company Secretary, Compliance officer & Key Managerial Personnel of the company w.e.f. 24th December, 2022 and authorize the Management to file Form MGT-14 and DIR-12 to the Registrar to that effect.



SHWETA VERMA
COMPANY SECRETARY
& COMPLIANCE OFFICER
ACS: 70184

ECSIN: EA070184D000083978