AJOONI BIOTECH LIMITED
Regd. Office: D-118, Industrial Area, Phase VII, Mohali-160055 (Pb.)
Phone: 0172-5020758-69 Website: www.ajoonibiotech.com
E-mail: ajooni.biotech@gmail.com / info@ajoonibiotech.com

CIN: L85190PB2010PLC040162

April 21, 2023

To,
National Stock Exchange of India Ltd
Exchange Plaza, Plot no. C/1, G Block,
Bandra-Kurla Complex, Bandra (E)
Mumbai - 400051

Subject: Intimation as per Regulation 30 of SEBI (LODR) Regulations, 2015

SYMBOL: AJOONI

Dear Sir,

With reference to the above captioned subject, we hereby inform you that the Board of Directors in their meeting held on Friday, the April 21, 2023, has appointed:

1. M/s. N. Kumar & Company, Chartered Accountants, Punjab as Internal Auditors of the company for F.Y. 2022-23, and
2. M/s. M R Chechi & Associates, Company Secretaries, Chandigarh as Secretarial Auditors of the company for F.Y. 2022-23.

Attaching herewith brief profiles of internal and secretarial auditors. You are requested to kindly take the same on your record and acknowledge receipt.

Thanking You,
Yours Truly,
For Ajooni Biotech Limited
SWATI VIJAN Digitally signed by SWATI VIJAN Date: 2023.04.21 14:17:48 +05'30'
Swati Vijan
Company Secretary
ACS 39179

N. KUMAR & COMPANY
Chartered Accountants

Office : 202, AJK Complex, Samrala Road, Khanna-141401 Distt: Ludhiana
Phone: 01628-6432543, E-mail: anil_kapila@yahoo.co.in

Profile

N. Kumar & Company is a **Chartered Accountant** firm and we offer speedy and accurate services in **Direct Taxation, Indirect taxation**, **Legal Advisory**, Statutory Compliance Audit, **Strategies and Advisory**.

We take pride in the professional and customer-centric approach towards our clients. We work on the philosophy of making Accounting easy and accessible for everyone.

All clients, irrespective of the turnover or type, are guaranteed transparent, efficient and diligent service by our well qualified and trained employees and associates.

We specialize in:

- **Statutory Audits under Companies Act**
- **Tax Audits under Income Tax Act**
- **GST Compliances**
- **Tax Planning and compliances**
- **Legal Advisory Services**
- **Internal audit and Risk Assessment**
- **Assessment of Internal Controls**
- **Assessment of Income Tax matters and GST matters**
- **Developing management information system.**
- **Designing budgetary and control system.**
- **Determining measures of the effective utilisation of capital.**
- **Installing cost accounting system.**
- **Assisting the management in the efficient use of working capital as an aid to improve productivity**
- **Advising management on principles of organization and methods for effective delegation and planning of work.**
- **Rendering advice on international taxation matters, foreign collaborations, joint ventures, double taxation agreements etc.,**
- **Reviewing procedures and equipment for operational control.**
- **Review of financial planning and policies for effective utilisation of resources.**

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- **Rendering secretarial services and advice on Corporate Law matters.**
- **Advising management on amalgamations, reconstructions, takeovers and expansion schemes.**
- **Assist in the preparation of feasibility studies of new project and expansion schemes.**
- **Advise on the system analysis and design, including selection of hard work and development of software and feasibility of incorporating computer applications for accounting and commercial activities.**
- **Assist in finding solutions for specific business problems such as product mix decisions, pricing decisions, making representation to Government on various matters etc.**
- **Appraisal of personnel policies and practices.**
- **Assist in the selection of executive personnel in the areas of production, marketing, accounts, data processing, personnel, general administration etc.**

M. R. Chechi & Associates
COMPANY SECRETARIES

Mast Ram
M.A. (Eco) MIR & PM, DIR & PM.
DME, DMSM, FCS, Practicing Company Secretary
Registered Insolvency Professional with IBBI

SCO: 35, 1st Floor
Sector 20C
Chandigarh – 160020
Phone: 0172-4347638
Cell: 94172-64876
Email :- mrchechi@yahoo.com

Profile

M. R. Chechi & Associates is a Practicing **Company Secretaries** firm. At the helm is Mr. Mast Ram Chechi who has more than a decade's managerial experience at the corporate managerial level, in addition of a registered Company Secretary.

Backed by an efficient team and network of associates like Mr. Nitin Kumar, FCS the firm, M. R. Chechi & Associates offers speedy and accurate services in **Corporate Laws**, Intellectual Property Rights, **Legal Advisory**, Statutory Compliance Audit, **Strategies and Advisory** for setting up of Inbound & Outbound Joint Ventures / Subsidiaries and Legal advisory.

MAST RAM CHECHI, FCS

M. R. Chechi & Associates is a proprietary firm, under the stewardship of Mr. Mast Ram Chechi, who holds a professional degree of Company Secretary from Institute of Companies Secretaries of India, Masters in Economics, Masters in Industrial Relations and Personnel Management, Degree in Mechanical Engineering, Diploma in Sales and Marketing Management, duly registered as a **Fellow Member** from the **Institute of Company Secretaries of India** and also **Registered Insolvency Professional** with the **Insolvency & Bankruptcy Board of India**.

Mast Ram 's experience spans around **25 years** in the **corporate legal field**. He has worked in organizations with business interests as diverse as Non-Banking, banking and manufacturing, most of which are listed on the Bombay Stock Exchange.

During his corporate executive career, Mast Ram Chechi was responsible for major breakthroughs. He effected public/ right issue and mergers/de-mergers in India.

M R Chechi & Associates specializes in:

A. **Company Law & Securities Related Laws**

B. **Foreign Direct Investments – Inbound and Outbound**

c. **Intellectual Property Rights**

D. **Legal Compliance Audit**

E. **Legal Advisory Services**

A. Company Laws and Securities Related Laws

I. Basic Services

a) Practicing before National Company Law Tribunal and National Company Law Appellate Tribunal in all matters falling under the Companies Act, Insolvency and Bankruptcy Code and LLP Act. Regional Directors, Ministry of Corporate Affairs and Ministry of Corporate Affairs, Reserve Bank of India (RBI).

b) Registered Insolvency Resolution Professional.
c) Incorporation of New Company in India / Overseas
d) Liaison and co-ordination with the Registrar and Share Transfer Agents, Stock Exchange(s), Depositories and the Securities and Exchange Board of India
e) Merger / Amalgamation / Demerger
f) Secretarial Compliance Audit
g) Company Law issues relating to – holding of meetings, maintenance / filing of records / returns, Corporate Governance, ESOP, Buy back, Takeover, Insider Trading etc.
h) Drafting of Director's Report, Corporate Governance Report, Annual Report presentation Periodical advisory and / or retainer basis for Private Company / Closely held Company / Listed Company / Joint Venture Company / Section 25/Section 8 Company for Company law related matters
i) Matters related to Investor Grievances

II. Statutory Certification

a) Statutory Declaration for Incorporation of new company in India
b) Verification of declaration for compliances to commencement of

business/es

c) Signing of Annual Return of Private / Public / Listed companies

d) Certify compliance of requirement under the various schedules

e) Certify all documents to be filed with Registrar of Companies to take on record within the prescribed period

f) Issue of Compliance Certificate as to whether the company has complied with all the provisions of Companies Act for all types of companies.

g) Declaration for registration of Memorandum and Articles of Section 25/8 Companies

h) Certification under issue of share certificates Rules

i) Certification under Investor Education and Protection Fund Rules

j) Certification under Stock Exchange Listing regulations

k) Certify issue of certificates within one month of lodgment.

III. Procedural Compliance relating to Securities laws i.e. Stock Exchange / SEBI requirements

Liaison and co-ordinate with the Registrar and Share Transfer Agents, stock exchange, Depositories and the Securities and Exchange Board of India including the following:

a) Listing of Securities – Equity or Debt Instrument

b) Monthly submission of details of dematerialisation of securities

c) Co-ordination and submission of the quarterly certificate relating to Secretarial Audit relating to dematerialization

d) Co-ordination and Submission of Certificate relating to transfer-cum-demat of shares as required under NSDL / CDSL Bye laws

e) Submission of quarterly shareholding pattern

f) Submission of Distribution Schedule

g) Submission of information under Regulation 8 of the SEBI (Substantial Acquisition of Shares & Transfers) Regulations

h) Managing the formalities related to Book Closure

i) Preparation of Annual Report incorporating the necessary requirements of Corporate Governance

j) Certificate relating to the quarterly Secretarial Audit for reconciliation as required under notification issued by SEBI

k) Certificate as required for transfer-cum-demat of Shares as required under the NSDL / CDSL Bye laws

l) Certificate as required for completion of the transfers as required under Listing Regulations

IV. Preparation of the Status and Search Report from Registrar of Companies for Banks / Financial Institutions

V. Services for specific assignments like obtaining Central Government Approval, SEBI Approval, ROC Approval, Written opinion, Certification

etc.

VI. Advisory & co-ordination on Forms /Return and Registers

a) Return of Allotment (intimation of issue of Shares)
b) Yearly Annual Return
c) Return of Change of Directorship
d) Intimation to R.O.C. of any Special Resolution passed by the company
e) Return of Increase in the Authorized Share Capital
f) Return for registration of creation / modification / satisfaction of Charges on the Assets of the company
g) Return of intimation of having beneficial interest in the shares not held in the company's name
h) Return of appointment of Managing Director / Whole time Director / Manager etc.
i) Register of Members
j) Register of Directors, Manager, Managing Director and Secretary
k) Register of Directors' Shareholdings
l) Register of Charges
m) Register of Investments not held in Company's name
n) Register of Contracts and Arrangements in which the Directors are interested
o) Register of Applications and Allotments
p) Register of Transfers
q) Register of Attendance of Board and General Meetings
r) Minutes Books of Board and General Meetings etc.

B. Foreign Direct Investment–Inbound and Outbound

Advisory on followings based on Govt. of India Policy on Foreign Exchange, Foreign Exchange Management Act (FEMA), Import & Export Policies (EXIM), Notifications, Circulars, Guidelines issued by Reserve Bank of India from time to time

a) Advisory on Entry strategies into India
b) Establishment of Wholly Owned Subsidiary in India
c) Establishment of Branch, Liaison Office, Representative Office in India
d) Drafting of Shareholders Agreement for Joint Ventures
e) Drafting of Articles of Association for JV Companies
f) Drafting of Technology Transfer Agreement
g) Formation of Company outside India
h) Advisory on making application to Govt. of India (FIPB or concerned Ministries) or Regulatory Authorities (RBI) for Projects, Company Formation, Technology Transfers
i) Remuneration to Foreign Technicians & Foreign Directors

C. Intellectual Property Rights

- **A)** Search Reports
- **B)** Due diligence
- **C)** Assignment related
- **D)** Royalty Agreements
- **E)** Licensing Agreements
- **F)** Enforcement of IPR
- **G)** Opposition to conflicting marks, passing-off, infringements etc.
- **H)** Action against spurious goods manufacturers/marketers

D. Legal Compliance Audit

Periodical Audit to verify, check and confirm compliance by corporate on statutory laws including bare acts, rules, guidelines, circulars, notifications and any amendments, if any,:

- a) Company Laws
- b) Securities Laws
- c) Commercial laws
- d) Banking Laws
- e) Fiscal Laws – Direct and Indirect Taxes
- f) IPR Laws
- g) Arbitration Laws
- h) Insolvency and Bankruptcy Code

Detail Coverage of Compliance Audit of all applicable laws to a unit.

E. Legal Advisory

Vetting of commercial, employment or labour related, property related, finance documents, legal documents to verify applicability and compliance of various applicable laws in India

- a) Legal Audit for existing commercial arrangements/documentations
- b) Advisory legal compliance of various commercial documents like Periodical Schemes, Notices, MOU etc.
- c) Drafting of Contracts, Agreements, Legal Documents, Notices, bank Documents etc.
- d) Matters relating to recovery of rightful dues and related legal actions through fastest legal recourse
- e) Advisory on Arbitration matters
- f) Winding-up cases
- g) Any other legal matters relating to Partnership Firm, personal matters including wills, succession certificate, LOA, Letter of Probate etc.