



Golden Tobacco Limited

(Estd. 1930 • Founder : Late Narsee Monjee • Incorporated 1955)

Manufacturers of Quality Cigarettes / Cigars



To

Date - 18/06/2025

Bombay Stock Exchange Limited
25th Floor, P. J. Towers,
Dalal Street
Mumbai - 400 001

National Stock Exchange of India Limited
Exchange Plaza,
Bandra Kurla Complex,
Bandra (East)
Mumbai - 400 051

Dear Sir/Madam,

Subject: Intimation regarding Appointment and Resignation of Company Secretary cum Compliance Officer of the Company pursuant to Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

In accordance with provision of Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we wish to inform you that **Ms. Sarita Pote**, having **Membership No - A66519**, Company Secretary cum Compliance Officer had resigned from her position due personal reasons effective from 17th June 2025.

Further, the appointment of **Ms. Nisha Mittal** having **Membership No - A49595**, as the newly appointed Company Secretary cum Compliance Officer of the Company effective from 18th June 2025 had also been approved, in accordance with Regulation 6 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

The company is currently undergoing **Corporate Insolvency Resolution Process (CIRP)** under the provisions of the Insolvency and Bankruptcy Code, 2016, and the management of the affairs of the company is vested in the **Resolution Professional, Mr. Vichitra Narayan Pathak IBBI Reg. No: IBBI/IPA-001/IP-P01353/2018-2019/12063**.

You are requested to update your records as follows: -

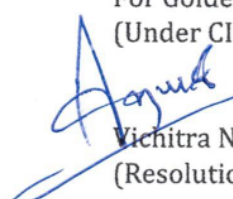
1. Ms. Sarita Pote Resigned from position of Company Secretary cum Compliance Officer due to personal reasons from 17th June 2025.

2. Ms. Nisha Mittal as Company Secretary cum Compliance Officer w.e.f. 18/06/2025. She is an Associate Member of Institute of Company Secretaries of India, having Membership Number: A49595 and PAN: DLMPM3280G.

You are requested to take the above information on record

Yours faithfully

For Golden Tobacco Limited
(Under CIRP Process)


Vichitra Narayan Pathak
(Resolution Professional)



Factory & Registered Office : Darjipura, Post-Amaliyara, Vadodara - 390 022. (Gujarat).

Phone : +91 0265 2540597 Fax : +91 0265 2541025 P.O. BOX : 196, VADODARA

New Delhi Office : Golden Tobacco Limited, 1303-1304, Vijaya Building, 17, Barakhamba Road, New Delhi-110 001.

Phone : +91 011 23314451, 23711531 Fax : +91 011 23314457

Mumbai Office : Golden Tobacco Limited, Tobacco House, S. V. Road, Vile Parle(W), Mumbai-400 056.

Phone : +91 022 26713951 Fax : +91 022 26711784

website : www.goldentobacco.in

To

The Resolution Professional
M/s. Golden Tobacco Limited
Darjipura, Post Amaliya, Vadodara,
Gujarat-390022

Subject: Resignation from the position of Company Secretary and Compliance Officer

Dear Sir,

I hereby tender my resignation from the position of **Company Secretary and Compliance Officer** of *M/s. Golden Tobacco Limited* with effect from 17th June 2025.

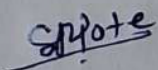
As you are aware, the company is presently under the Corporate Insolvency Resolution Process (CIRP) under the provisions of the Insolvency and Bankruptcy Code, 2016. I am submitting this resignation for personal reasons.

I request you to kindly take this letter on record and arrange to file the necessary forms with the Registrar of Companies and intimate the concerned regulatory authorities as may be required.

Kindly note that my salary has been pending since May 2024 till date. You are requested to release the pending salary at the earliest.

I take this opportunity to express my gratitude for the support extended to me during my tenure.

Thanking You



Sarita Pote
Company Secretary and Compliance Officer
Membership No; A66519

DR. VICHITRA NARAYAN PATHAK

Resolution Professional

In the matter of Golden Tobacco Limited

Address for Communication: 120, Jharneshwar Colony, Madhuban Vihar,
Near International Public School, Hoshangabad Road, Bhopal – 462047, MP.
E-mail: drvnpathak@yahoo.co.in; cirp.goldentobacco@gmail.com

Date: 17th June 2025

To,
Ms. Nisha Mittal
Company Secretary
B-83, surajmal vihar,
Delhi-110092
Ph: +91 82853 61251
Email: csnishamittal@gmail.com

Subject: YOUR ENGAGEMENT AS COMPANY SECRETARY OF THE GOLDEN TOBACCO LIMITED, CORPORATE DEBTOR (UNDER CIRP).

Madam,

This is with reference to the profile submitted by you and subsequent discussions held in relation to your engagement as the Company Secretary of *Golden Tobacco Limited*, Corporate Debtor (under CIRP).

RESPONSIBILITIES

The main responsibilities expected of you, apart from the general duties of a Company Secretary of a public limited company, shall include but not be limited to:

- (a) Preparation of Notice and agenda for Calling a Meeting of the Board of Directors and General meeting of the members of the Company. Preparation of Minutes of the Board Meetings (at least 4 meetings in a year & one in each quarter) and minutes of General Meeting of the Company at least one meeting in a year.
- (b) Preparation and maintenance of Statutory Registers which includes:
 - Register of Members
 - Register of Directors
 - Register of Directors' shareholdings
 - Register of Transfers
 - Register of Charges
 - Printing & issue of Share Certificates
- (c) Filing & Certification of forms with Registrar of Companies which includes forms for:
 - Appointment of Directors
 - Decisions on the Remuneration of Directors of the Company
 - Appointment of Managing / Whole-time Director
 - Approval of Remuneration of Managing / Whole-time Directors
- (d) Filing of Annual Return & Balance Sheet with ROC (form AOC-4, MGT-7 and Compliance Certificate etc.)

Regd. E-Mail with IBBI: drvnpathak@yahoo.co.in Mobile No. 9920166225
Regd. Add. with IBBI: 120, Jharneshwar Colony, Madhuban Vihar, Near International Public School,
Hoshangabad Road, Bhopal-462047(M.P.)



DR. VICHITRA NARAYAN PATHAK

Resolution Professional

In the matter of Golden Tobacco Limited

Address for Communication: 120, Jharneshwar Colony, Madhuban Vihar,
Near International Public School, Hoshangabad Road, Bhopal – 462047, MP.
E-mail: drvnpathak@yahoo.co.in; cirp.goldentobacco@gmail.com

(e) Certification of various forms which are required to be filed with ROC. To carry out the need-based printing of share certificates, procuring Statutory Register, Common Seal, Minutes Book binder and Minutes pages.

(f) Submission of the Compliance Certificate to the Registrar of Companies

(g) Compliances related to statutory bodies including SEBI, BSE and NSE.

(h) Any other responsibilities related to the role of Company Secretary required in a Public Limited Company.

Terms and Conditions

1. This 'Engagement Letter' is being issued to you by the undersigned in the capacity as 'Interim Resolution Professional' / Resolution Professional appointed by Hon'ble NCLT Bench, Ahmedabad vide order dated 07.06.2022, for the Insolvency Resolution process of the said Corporate Debtor Golden Tobacco Limited.
2. **Confidentiality** — You will maintain utmost confidentiality of all the information, papers and documents etc. that get exchanged during your engagement.
3. **Declaration cum Undertaking** —
Your engagement letter is subject to that you are not, namely:
 - (a) A relative of the resolution professional
 - (b) A related party of the corporate debtor
 - (c) A related party to any of the Financial Creditors
 - (d) An auditor of the corporate debtor at any time during the period of five years preceding the Insolvency commencement date
 - (e) A partner or director of the insolvency professional entity of which the resolution professional is a partner or director

Accordingly, you have to submit a 'Declaration cum Undertaking' as above.

4. The amount payable for your above-mentioned engagement shall be Rs. 45,000 (Rupees Forty-Five Thousand only) per month fixed plus applicable taxes plus actual out-of-pocket expenses per month, subject to the approval of the Committee of Creditors (CoC).
5. This engagement letter is applicable from 18.06.2025 or your reporting, whichever is later and may likely continue for the entire CIRP Period at the sole discretion of the RP and may be discontinued at any time as deemed fit by the RP.
6. Please submit self-certified copies of your CS certificate, KYC documents (Aadhaar Card, PAN card, address proof, etc.), and Bank account details for our records and reference.
7. **Acceptance** — You are requested to kindly print this Engagement Letter, execute a copy under your signature and seal/stamp as a token of acceptance of the same, and send us a scanned



Regd. E-Mail with IBBI: drvnpathak@yahoo.co.in Mobile No. 9920166228

Regd. Add. with IBBI: 120, Jharneshwar Colony, Madhuban Vihar, Near International Public School,
Hoshangabad Road, Bhopal-462047(M.P)

DR. VICHITRA NARAYAN PATHAK

Resolution Professional

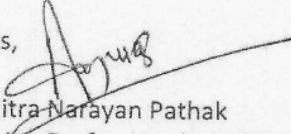
In the matter of Golden Tobacco Limited

Address for Communication: 120, Jharneshwar Colony, Madhuban Vihar,
Near International Public School, Hoshangabad Road, Bhopal - 462047, MP.

E-mail: drvnpathak@yahoo.co.in; cirp.goldentobacco@gmail.com

copy of the same by return email. The hard copy may be sent to us in person/ by
Registered/Speed Post simultaneously.

Regards,



Dr Vichitra Narayan Pathak

Resolution Professional - Golden Tobacco Ltd.

Registration No. IBBI/IPA-001/IP-P01353/2018-2019/12063

(AFA valid through 30.06.2025)

Email: drvnpathak@yahoo.co.in ; cirp.goldentobacco@gmail.com

Phone: 9920166228



Nishu Mittal

Membership no: A49595