



GRETEX INDUSTRIES LIMITED

Formerly Known As: **GRETEX INDUSTRIES PRIVATE LIMITED**

90, Phears Lane, 5th Floor, Kolkata-700012

Phone: 033 4006 9278, Mob: 9830025765

Website: www.gretexindustries.com

Email ID: arvind@gretexgroup.com, info@gretexindustries.com

CIN: L17296WB2009PLC136911

May 9, 2020

To,
The Listing Department,
National Stock Exchange of India Limited
Exchange Plaza,
Plot No. C/1, G- Block,
Bandra Kurla Complex, Bandra (East),
Mumbai- 400051

SCRIP SYMBOL: GRETEX

Subject: Outcome of Board Meeting dated May 9, 2020

Dear Sir/Madam,

This is to inform you that pursuant to Regulation 30 of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015, the Board of Directors of the Company at its meeting held on May 9, 2020 through Video Conferencing have approved the following:

1. Opening of a Branch Office at Mumbai.
2. Resignation of Ms. Dipika Singhania (Membership No: A29839) from the position of Company Secretary & Compliance Officer of the Company
3. Appointment of Ms. Dimple Magharam Slun (Membership No: A57403) as Company Secretary & Compliance Officer of the Company

Please note that the meeting commenced at 12:30 p.m. and concluded at 12:45 p.m.

This is for your information and record.

Thanking you,

Yours faithfully,

For Gretex Industries Limited

GRETEX INDUSTRIES LTD.

Arvind Harlalka
Arvind Harlalka **Director**
Managing Director
DIN: 00494136

Place: Kolkata

BRANCH: 19B, B.B Ganguly Street, 2nd Floor, Kolkata - 700 012

BRANCH: Lachit Nagar, S. R. B Road, Guwahati, Assam - 781007

FACTORY: Jalan Industrial Complex, Gate No. 2, Jangalpur, District – Durgam, Howrah – 711 141

CS DIMPLE SLUN

Mobile No.: +91-9920987858
E-mail id: dimpleslun@yahoo.in
Membership No.: A57403

Objective:

Keen to find a challenging opportunity with a company that offers career development and advancement.

Academic Qualification:

Institution	Board/University	Examination	Grade/Percentage	Year
M.K.E.S. College of Law	Mumbai University	LLB (2 nd year)	Pursuing	-
Thakur College of Science & Commerce	Mumbai University	B.Com (BBI)	83.95%	2017
Thakur College of Science & Commerce	Maharashtra Board	HSC (12 th)	86.15%	2014
St. Lawrence High School	Maharashtra Board	SSC (10 th)	85.09%	2012

Professional Qualification:

Examination	Institute	Month & Year of completion
Company Secretary	The Institute of Company Secretaries of India	February, 2017*

Work Experience:

- **Gretex Group**

Worked as Company Secretary of **Gretex Share Broking Private Limited**, from April, 2019 till April, 2020

Job Profile Summary:

- Compliance relating to a Share Broking Company
- Annual filing and various Form filing with Ministry of Corporate Affairs of all Group Companies
- Assisted in Due Diligence of Companies before Initial Public Offering
- Assisted in Initial Public Offerings of the Companies
- Assisted in Drafting of Draft Prospectus / Prospectus
- Assisted in Post- Issue Compliances of the Companies
- Assisted in Business Transfer
- Conversion of Private Limited Company into Limited Liability Partnership and Private Limited Company to Public Limited Company
- Bonus Issue of Companies

- **V.I.P. Industries Limited- Listed on BSE and NSE**

Worked as a Management Trainee in the Legal and Secretarial Department of **V.I.P. Industries Limited** for a period of 12 months from May, 2017 till April, 2018

Job Profile Summary:

- Assisted in conducting Annual General Meeting, Board and Various Committee Meetings and Post Board Meeting and Annual General Meeting Compliances
- Preparation of Agenda and Minutes of Annual General Meeting, Board and Committee Meetings
- Assisted in conducting Postal Ballot
- Change of registered office of the Company from one city to another city
- Incorporation of Section 8 Company
- Quarterly and Half yearly Compliance of National Stock Exchange and BSE
- Annual filing and various Form filing with Ministry of Corporate Affairs

- Assisted in preparation of Director's Report, Corporate Governance Report and Annual Report of VIP Industries Ltd. and Other Group Companies
- Preparation of Annual Disclosures to be given by the Directors
- Preparation of Documents for Incorporation of Company in Bangladesh
- Co-ordination with various authorities such as Registrar and Share Transfer Agent, BSE Ltd., National Stock Exchange Limited, Ministry of Corporate Authorities, SEBI, RBI, etc
- Maintenance and Updating of Statutory Registers
- Compliance under Regulation 7(2)- Insider Trading
- Compliance related to Investor Education and Protection Fund
- Declaration of Dividend and related matters
- Handled and Resolved Shareholder Grievances

Training Undergone:

- "15 Days Academic Program" as organized by ICSI WIRC
- "15 Days Management Skills Orientation Programme" as organized by ICSI WIRC

Extra-Curricular Activities:

- Presented research paper on "E-Marketing" in "International Conference" with ISBN-978-93-83072-64-4 held at Thakur College of Science & Commerce, Kandivali (East)
- Presented research paper on "Skilled Based Education-A Necessity" in "Bhavishya-2016" with ISBN-978-81-922978-6-6 held at Thakur College of Science & Commerce, Kandivali (East)

Personal Details:

- Address: D/404, Bhoomi Valley, Thakur Village, Kandivali (East), Mumbai- 400101
- Date of Birth: 30th March, 1996
- Languages Known: English, Hindi, Marathi, Marwadi and Gujarati

Reference: On request

Sd/-

Dimple Magharam Slun