

MAYUR FLOORINGS LIMITED

RegdOffice : 4 & 5, Near AdvaniOeirlicion,LBSMarg, Bhandup (West) , Mumbai 400078 Phone
No : 022-25968006, 25964268. Email:mayurflooringslimited@rediffmail.com. CIN
L99999MH1992PLC064993

18.02.2019 Web Upload / Listing Centre

To,
The Assistant Manager,
The Stock Exchange, Mumbai,
Department of Corporate Affairs, Jeegebhoy Towers, Dalal Street, Fort, Mumbai
Email:corp.relations@bseindia.com

Re: Terms of Appointment & Brief profile of Company Secretary.
Ref: BSE Listing Code No 531221

Dear Sir/ Madam,

In total compliance of the provisions of Regulation 30 and SEBI circular dated September 09, 2015 terms of Appointment and brief profile of Company Secretary is enclosed.

Please take the same on records.
Thanking You,

Yours faithfully,
For: Mayur Floorings Limited



Managing Director

DIN: 01928303

Encl: a/a: Terms of appointment
: Brief profile

MAYUR FLOORINGS LIMITED

REGD. OFFICE: 4 & 5, NEAR ADVANI OEIRLICON, L B S MARG, BHANDUP (W),
MUMBAI 400078. 022-25964268, 25968006. CIN No L99999MH1992PLC064993
Email: mayurflooringslimited@rediffmail.com.

Date: 18.02.2019

To,

Ms. Deepali Totawat, (CS-Compliance Officer) -ACS 51616
35 Ridhi Sidhi Villa, Shantiniketan Colony,
Bedla Badgaon Link Road, Udaipur, Rajasthan

Dear Madam,

We are pleased to intimate you that you have been appointed as Company Secretary cum Compliance Officer of the company upon such terms and conditions as discussed as approved by you. You are advised to report for joining from 16th day of February, 2019 to take up the assignment.

1. The company shall pay to you a monthly basic salary of Rs. 17000/- with other allowances as are applicable to other employees of the company in the same time scale to pay.
2. You will enjoy other benefit like the leave travel allowances, bonus etc. as may be permissible under the company service rule.
3. You shall be allowed casual leave/ sick leave/ festival holidays, weekly off days and earned leave as per rule of the company.
4. The company will expect you to work with high standard of integrity, initiative and efficiency and you are expected to observe company's code of conduct. Your appointment will be governed as per the Rules and Regulation of the company, which may be in force from time to time including any amendments or variations thereof as applicable.
5. You are allowed to operate offline/ online from the location of your choice.
6. If you agree with the above conditions, please indicate your acceptance by signing a copy of this letter as a token of your acceptance.

We welcome you in our Organization and look forward to having a mutually rewarding association.

Admin and Fac: Plot No 5 & 6 (A), Road No 4, Dahod Road, Inds Area Banswara Raj
327001

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Email: mayurflooringslimited@rediffmail.com.

Thanking You,
Yours sincerely,
For and on behalf of
MAYUR FLOORINGS LIMITED



MAHAVIR N SUNDRAWAT
MANAGING DIRECTOR
DIN: 01928303

Accepted as above.



DeepaliTotawat

Admin and Fac: Plot No 5 & 6 (A), Road No 4, Dahod Road, Inds Area Banswara Raj
327001

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MUMBAI 400078. 022-25964268, 25968006. CIN No L99999MH1992PLC064993
Email: mayurflooringslimited@rediffmail.com.

(Brief Profile)

Date: 18.02.2019

To,
M/s Mayur Floorings Limited,
Factory 5/6A, Road No. 4, dahod Road, Inds Area,
Banswara, Rajasthan

Dear Sir,

Reg: Proposed appointment of Compliance Officer.

Ref: Discussions undersigned held with your representative.

In the matter as mentioned herein above and further to discussions held brief profile of undersigned is as follows;

Brief Profile:

Name: Deepali Totawat

Father: Rajesh Totawat

Address: 35, Ridhi Sidhi Villa, Shantiniketen Colony, Bedla Badgaon Link Road, Udaipur 313001.

Date of Birth: 13.06.1993

Gender: Female

Assignment Held: Fresher

Experience: Fresher

Undersigned has graduated as CS in the exams held for the month of December 2015. Thereafter undersigned has completed post internship of one year at Bohra Industries Limited followed by other work carried out in capacity of Freelancer in and around Udaipur, Rajasthan through online/offline. Present assignment is my first assignment in capacity of Compliance Officer cum Company Secretary.

Please acknowledge the same.



Deepali Totawat

ACS No. 51616

Address: 35, Ridhi Sidhi Villa, Shantiniketen Colony, Bedla Badgaon Link Road, Udaipur 313001.

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