



Shentracon Chemicals Limited

CIN: L24299WB1993PLC059449

Regd. Office 6A, Kiran Sankar Roy Road, 3rd Floor, Kolkata- 700 001

Phone: 2248-9731, Fax 2248 4000

Email: investor@shentracon.com, Website: www.shentracon.com

Dated 03rd June 2025

To,
Ms. Vandana Gupta
D/o. Hari Prasad Gupta
R/o. B-594 Murlipura Scheme,
Sikar Road, Jaipur,
Rajasthan - 302013

Dear Ms. Vandana Gupta

Sub: Approval of the Board – Appointment of Company Secretary and Compliance officer of the Company – Reg.,

Ref: Your offer letter dated 02nd June 2025

We are pleased to inform you that in accordance with the provision of Section 203 of the Companies Act, 2013 and resolution passed by the Board of Directors of the Company in their meeting held on 02nd June 2025, you are hereby appointed as whole time Company Secretary of the Company for a period of 5 years to perform the duties of a Company Secretary as required under the Companies Act, 2013 and such other duties that may be assigned by the Directors from time to time.

You are requested to join the service of the Company immediately.

Your remuneration will be mutually decided by the Board of Directors.

You will be on probation for a period of 6 months and on your services during the said probation period found satisfactory, the Company may consider you for confirmation in the said post and you will be absorbed in the regular pay scale of the Company.

During the period of your probation, your services may be terminated by the Company without any prior notice and you may also leave the service of the Company with written notice. On confirmation, however, the contract of employment may be terminated by either party by giving the other, thirty day written notice or paying thirty-day salary in lieu thereof.

As company secretary you shall be exclusively responsible:

- (1) For complying with all the provisions of Companies Act and the various Rule framed thereunder;
- (2) Maintaining all the statutory and non-statutory essential registers, books, files, records, papers etc;



- (3) Preparing and filing with the Registrar of Companies, Stock Exchange, SEBI and other concerned authorities the required reports, returns, documents, paper etc. complete in all respect and within the prescribed period of time; and
- (4) For carrying out the instructions, directions and advise of the Directors of the Company given to you from time to time.


You shall devote your time and attention to the work of the Company during your tenure as Company Secretary and shall work due diligence and using your abilities to your best. You shall obey the order of Board of Directors of the Company. You shall do your best to promote the interest of the Company and shall faithfully serve the Company.

You shall not disclose to any unauthorised person during your employment as Secretary of the Company any information obtained by you in relation to the business and corporate policies of the Company.

Please convey your acceptance for this letter of appointment and the terms and condition contained herein by signing the second copy of this letter and returning the same to the Company.

Wish you all the best.

For **Shentracon Chemicals Limited**


Sanjay Sureka
Director
DIN: 00491454



I accept the above offer of appointment for the post of Company Secretary with all the terms and conditions contained herein and join the service of the Company.

Company Secretary
M. No. 54141

To,
The Board of Directors
Shentracon Chemicals Limited
6A Kiran Shankar Roy Road,
Kolkata, West Bengal,
India, 700001

Date: 2nd June, 2025

**Subject: Consent to Act as Company Secretary and Compliance Officer of
Shentracon Chemicals Limited**

I, **Ms. Vandana Gupta**, D/o Mr. Hari Prasad Gupta R/o B-594 Murlipura Scheme, Sikar road, Jaipur, Rajasthan 302013 hereby give my consent to act as the Company Secretary and Compliance Officer of **Shentracon Chemicals Limited** subject to the approval of the Board of Directors of the Company on such terms and conditions as may be mutually agreed according to Section 203 of the Companies Act, 2013 and Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014.

Thanking you,

Yours faithfully,



Signature:

Name: CS Vandana Gupta

Membership No: A54141

Address: B-594 Murlipura Scheme, Sikar road, Jaipur, Rajasthan 302013