

Date: 28.09.2024

To,

The Secretary,
Nagpur Chapter,
Institute of Company Secretaries of India.

Dear Sir,

We are willing to appoint one Trainee who is perusing Company Secretary Course and hence, kindly help us to do the needful by posting the requirement on your portal. The details regarding the same are mentioned below;

<u>Appointing Trainee</u>	
Name of the Company	ZIM Laboratories Limited
Address of work location	Sadoday Gyan (Ground Floor), Opp. NADT, Nelson Square, Nagpur - 440 013
Contact person	Mr. Piyush Nikhade
Contact numbers	9766171518
Email id	cs@zimlab.in
Job Description	The trainee will get the exposure in the following areas during training: a) Compliances applicable to Company and its Foreign subsidiaries. b) Compliances applicable to Listed Companies including SEBI Regulations i.e. SEBI (LODR) Regulations, 2015; SEBI (SAST) Regulations; SEBI (ICDR) Regulations etc. c) Companies Act, 2013 compliances; d) FEMA Regulations; e) Drafting of resolutions, agreements, agenda, notices, Minutes of the Board, Committee and General Meeting etc. f) Maintaining Statutory registers, forms, Certificates as required under the applicable corporate laws. g) Board, Committee and Shareholders meetings. h) Tracking and ensuring compliance under applicable laws. i) Preparation of Annual Report, Directors Report and filings with ROC.
Number of Vacancies	01

Job/Work Location	CS Trainee/Nagpur
Level of Examination passed (Executive/Professional)	Executive Passed/Professional Passed

Thanking you in anticipation of the same,

Yours Truly,

Sign.

Name : Piyush Nikhade

Designation : Company Secretary and Compliance Officer