

RACHIT PRINTS LIMITED

(Formerly known as Rachit Prints Private Limited)

B-9,10,11 UDYOG PURAM, PARTAPUR, MEERUT (U.P.)-250103

EMAIL:- info@rachitprints.co.in, WEBSITE:-

www.rachitprints.co.in

CIN.: L22190UP2003PLC027364

CERTIFIED TRUE COPY OF THE BOARD RESOLUTION PASSED BY CIRCULATION BY THE BOARD OF DIRECTORS OF RACHIT PRINTS LIMITED (FORMERLY KNOWN AS RACHIT PRINTS PRIVATE LIMITED) ON MONDAY THE 25TH MAY, 2026 AT B-9,10,11 UDYOG PURAM, DELHI ROAD, PARTAPUR, MEERUT UP-250103

APPOINTMENT OF MS. ANSHIKA GARG AS WHOLE-TIME COMPANY SECRETARY (CS) & COMPLIANCE OFFICER OF THE COMPANY

The Chairman placed before the Board the proposal for the appointment of Ms. Anshika Garg (ACS: 80560) as the Whole-Time Company Secretary & Compliance Officer of the Company, pursuant to the provisions of Sections 203 and other applicable provisions of the Companies Act, 2013, read with Rule 8 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, as amended, and Regulation 6 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

The Board considered the proposal and, after detailed discussions, passed the following resolution:
Resolution:

"**RESOLVED THAT** pursuant to the provisions of Sections 203 and other applicable provisions of the Companies Act, 2013, read with Rule 8 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, as amended from time to time, and Regulation 6 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the consent of the Board of Directors be and is hereby accorded to appoint Ms. Anshika Garg (ACS: 80560) as the Whole-Time Company Secretary & Compliance Officer of the Company, with immediate effect, on such remuneration and terms as may be decided by the Board of Directors."

RESOLVED FURTHER THAT Ms. Anshika Garg (ACS: 80560) be and is hereby designated as the Compliance Officer of the Company as per Regulation 6 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015."

Certified True Copy

**For RACHIT PRINTS LIMITED
(Formerly Known as Rachit Prints Private Limited)**

ANUPAM Digitally signed by
ANUPAM KANSAL
KANSAL Date: 2026.05.26
14:08:54 +05'30'

**ANUPAM KANSAL
(Director)
(DIN: 01982805)
Address: House No. 7, Tirupati Garden
Mawana Road, Near ICICI Bank, Defence
Colony, Meerut, Uttar Pradesh-250001**

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DISCLOSURE UNDER REGULATION 30 OF THE SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS 2015

S. NO.	PARTICULARS	DETAILS
1.	Reason for Change i.e. appointment	Appointment of Ms. Anshika Garg (M. No. 80560) as Company Secretary of the Company.
2.	Date and Terms of Appointment	Date: 25-05-2026 Terms: Whole Time Employment
3.	Profile	As per Annexure attached
4.	Disclosure of relationship with / between directors and appointee	Not Applicable

CS ANSHIKA GARG

Ghaziabad, Uttar Pradesh -201002 | +91 7011613356 | anshika.garg.937@gmail.com

CAREER OBJECTIVE

To carve out a niche for myself in the corporate world as a Company Secretary, wherein I can prove my abilities and talent and to work in the Secretarial, Legal and other related operations and to contribute towards organizational and personal growth.

EDUCATION

- Company Secretary |Institute of Company Secretaries of India |2026
- Bachelor of Legislative Laws (LL.B)| CCSU |2025
- Bachelor of Commerce| University of Delhi |2020

WORK EXPERIENCE

- Semi Qualified Company Secretary-PCS Arjunn Kumar Tyagi

TRAINING EXPERIENCE

- **Training under Practicing Company Secretary (PCS)-**
PCS Arjunn Kumar Tyagi

WORK EXPERIENCE

SECRETARIAL COMPLIANCES

- Assisted in gathering of information & Drafting of Notices including Agenda, presentations and minutes for various meetings of Board, Committee members;
- Assisted in Secretarial Audit;
- Assisted in compilation of Due Diligence reports;
- Assisted in preparation and compilation of Search Reports;

LEGAL COMPLIANCES

- Assisted in Compounding of AGM
- Assisted in revival/restoration of Struck of Companies
- Assisted in POSH Compliance and awareness training

STATUTORY COMPLIANCES

- Preparation of Annual Report including but not limited to Board's Report, General Meeting notice etc.
- Compilation and e-filing of various e-forms of ROC including but not limited Annual filings, appointment/resignation of director and KMP, KYCs, Deposits, MSME Forms for Public and private companies
- Drafting of various event based/Time based Board Resolutions, Minutes and clarification letters to various authorities.
- Registration/Modification/Satisfaction of Charges for Public and Private Companies.
- Compilation and maintenance of Statutory Records and Registers pursuant to Companies Act 2013.
- Assisting and managing various events like Corporate Action i.e. Issuance of Bonus Issue, Private Placements, Right issue, Conversion of Loan into Equity of Unlisted Company.
- ISIN activation of Companies of Unlisted Company.
- Assisted in drafting policies and documents relating to Audit Committee, Nomination Remuneration Committee,

and Internal Complaints committee

- Shifting of Registered office of the company (within same city, town or village/within the same state but outside local limits of same city/From one state to another state)
- Handled work related to appointment/resignation of Statutory auditor (in first Borad meeting/in casual vacancy/in Annual general meeting).
- Alteration of Memorandum of Association and Article of Association of the Company.
- Increase in Authorized Share capital of the company.
- Incorporation of Company (Private, Public, OPC, Producer) and LLP including name apply.
- Assisted in compliance and documentation for change of company name.
- Strike off of Company and LLP.
- Handled work related to issuance of Share certificates.
- Drafting and preparation of share transfer deeds and maintenance of related statutory records.
- Assisted in compliance and documentation for Buy-back of shares, including drafting resolutions, preparing filings, and maintaining statutory records in accordance with the Companies Act, 2013.
- Supported preparation of board resolutions, agreements, and filings for Takeover process of Section 8 Company.
- Assisted in documentation and compliance related to Employee Stock Option Plan (ESOP) of Private Company.
- Assisted in obtaining Dormant company status with ROC.
- Filing of various E-Forms on MCA Portal such as MGT-14, DIR-12, DIR-6, ADT-1, AOC- 4, MGT-7, DPT-3, MSME-1, DIR-3 KYC, PAS-6 etc.

OTHER ACTIVITIES AND KEY SKILLS

- Well Versed with MS Office, (Command over MS word and MS Excel), etc.
- Efficient Teamwork, Good Communication Skill and Interpretation Skills.
- Strong ability to handle pressure and excel in team coordination.
- Proficient multitasker with a problem-solving mindset.
- Mindful, well-organized, and disciplined approach to work.
- Dedicated, sincere, and flexible in adapting to new challenges.

DECLARATION

I hereby declare that all the above-mentioned information is true and correct to the best of my knowledge and belief.