



Ladderup

Engineering Growth

To,
BSE Limited,
Phiroze Jeejeebhoy Towers,
Dalal Street, Mumbai- 400001

Scrip Code- 530577

Sub: Disclosure under Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 - Appointment of Secretarial Auditor

Dear Sir/ Ma'am,

The Members of the Company have, at Thirty-second Annual General Meeting held on Wednesday, 24th September 2025, on the basis of recommendation of the Board of Directors, approved the appointment of M/s. Jajodia & Associates, Practicing Company Secretaries, a Peer Reviewed Firm of Company Secretaries, as Secretarial Auditor of the Company, for a term of 5 (five) consecutive financial years, commencing from the financial year 2025-26 to the financial year 2029-30.

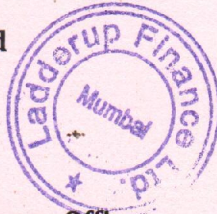
Brief profile of M/s. Jajodia & Associates, Practicing Company Secretaries is enclosed herewith.

Thanking you,

Yours faithfully

For Ladderup Finance Limited

Garima Sarda
Company Secretary & Compliance Officer



Date: 24th September 2025

Place: Mumbai

Encl: As Above

Ladderup Finance Limited

Regd. Office: 102 - A, 1st Floor,
Hallmark Business Plaza,
Sant Dyaneshwar Marg,
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Website: www.ladderup.com
CIN: L67120MH1993PLC074278



JAJODIA AND ASSOCIATES

*Office No: 30, Laxmi Niwas,
1st Floor, 2nd Panjrapole Lane, C.P.Tank,
Mumbai – 400004.*

Phone No: 022-22426755

PROFILE FOR SECRETARIAL WORK



❖ Introduction:

We, Jajodia and Associates, a Company Secretarial firm handling compliances of listed as well as unlisted Companies including consultation on various company law matters.

❖ Services Offered:

➤ Matters related to Incorporation of Companies/LLPs :

1. Obtaining Director Identification Number (DIN)
2. Incorporation of a One Person Company, Private Limited Company, Part IX Company, Public Limited Company and Limited Liability Partnership (LLP).

3. Drafting Memorandum and Articles of Association of a Private Limited, Public Limited and Listed Company.
4. Consultation on Company Incorporation.

➤ **Annual Compliances:**

1. Annual Filing of Balance Sheet, Profit & Loss Account and Annual Return i.e. MGT - 7 with ROC along with the required documents through prescribed e-forms;
2. Providing Secretarial Audit under Companies Act, 2013.
3. Annual filing of LLP (Form 8 & Form 11)
4. Preparation of Notice of AGM.
5. Preparation of Directors' Report under Section 134 of the Companies Act, 2013. (Public, Private & Listed Company and Section 8 Company)
6. Extension of Annual General Meeting of the Company under section 96 of the Companies Act, 2013 (Listed & Unlisted Company).

➤ **Maintenance and Updation of Secretarial Records:**

1. Maintenance of Statutory Registers, Minutes Books and Attendance Register as per format prescribed under new Companies Act, 2013.
2. Drafting of Notices and Agenda of Board Meetings of Private and Public Companies, Section 8 Company not having Share Capital and conducting Board Meeting through video conferencing.
3. Drafting of Minutes of Board Meetings, Extra-Ordinary General Meetings, Annual General Meetings of Private and Public Companies, Section 8 Company not having Share Capital
4. Drafting of Minutes of Audit Committee Meetings, Shareholders Grievance Committee Meetings, Remuneration Committee Meetings of Listed Company.
5. Issue and Splitting of Share Certificates, Transfer of Shares.
6. Drafting of various letters /correspondences associated with the regulatory filings to Stock Exchanges and ROC.
7. Transfer of unpaid/unclaimed Dividend/matured deposits to Investor Protection Fund.
8. Preparing Form MBP - 1 and recording of yearly disclosures received from Directors.
9. Preparation and submission of various intimations, notices, quarterly/half yearly/yearly reports with BSE, RBI & SEBI.

➤ **Compliance Services related to Listed Company:**

1. Preparation and submission of Corporate Governance Report on quarterly basis.

2. Preparation and submission of a Statement giving number of Investor complaints on quarterly basis.
3. Preparation and submission of Shareholding Pattern on quarterly basis.
4. Conducting Board Meetings and preparing and submitting relevant papers including intimation, outcome to Stock Exchange.
5. Preparation and submission of Annual information Memorandum.
6. Conducting Secretarial Audit.
7. Acting as Scrutinizer for Postal Ballot as well as Annual General Meeting.
8. Preparation of Annual Report including Directors' Report, Corporate Governance Report.
9. Issuing Certificate under Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements), 2015.
10. Preparation of various policies as prescribed under the Companies Act, 2013 & SEBI Regulations.
11. Reviewing website of the Company and keeping the same updated.
12. Consultation on constitution of Board and various Committees of Board.
13. Bonus Issue, Sub-division of shares and completing corporate action related to the same.
14. Disclosures under SEBI (SAST) Regulations, 2011 & SEBI (PIT) Regulations, 2015.

➤ **Regulatory Services:**

1. Increase, re-classification and consolidation of Share Capital.
2. Change in name and object of Private Limited, Public Limited and Section 8 Company.
3. Vetting Articles of Association of the Joint Venture Public Company incorporating relevant clauses of Shareholder purchase Agreement.
4. Adoption of New Set of Articles of Association by the Company and alteration in the Articles of Association and Memorandum of Association of Private and Public Limited Company.
5. Appointment and Change in Statutory Auditors of the Company.
6. Appointment, Re - appointment of Director, Additional Director & Remuneration of Managing Director, Whole-Time Director & its procedural aspects.
7. Allotment of Equity, Preference, Bonus or Sweat Equity Shares and filing of appropriate form for the same.
8. Buy back, Forfeiture and Redemption of Shares.
9. Drafting of various letters /correspondences associated with the regulatory filings to Stock Exchanges and ROC.
10. Drafting of various resolutions for Private, Public and Section 25 Company.

11. Executing the procedure of shifting of Registered Office within City, State and from one State to another.
12. Filing of various petitions with Regional Director and CLB.
13. Liaisoning with various government authorities like SEBI, Stock Exchanges, ROC, CLB, etc.
14. Application for obtaining and renewing Digital Signature (DSC).
15. Postal Ballot under Section 110 of the Companies Act, 2013 and Declaration of Results.(Listed and Unlisted Companies)
16. Conducting and Preparing Due Diligence Report of a Private Limited Company.
17. Taking ROC search (online & physical), issuing of Search Report, Obtaining Certified True Copies of the available documents registered with the ROC.
18. Filing of various e-forms with ROC.

➤ **FEMA Compliances:**

1. Issue of Certificate under compliance with Paragraph 9 (1) (B) of Schedule 1 to Notification no. FEMA 20/2000-RB dated May 3, 2000.
2. Preparing and filing of Report on FIRC with the Authorised Dealer for allotment of shares to foreign investors.
3. Liaisoning with the Authorised Dealer for submission of KYC and obtaining UNI.
4. Preparing and filing of Form FC-GPR (Part A) with its requisite annexures with the Reserve Bank of India for allotment of shares to foreign investors.
5. Filing of Form ODI with RBI.

➤ **FIPB approval:**

1. Preparation and Filing FIPB Application.
2. Liaisoning with the FIPB Board for obtaining the FIPB approval.

➤ **Foreign Contribution (Regulation) Act, 1976 (FCRA):**

1. Preparation and Filing of application for obtaining prior permission of the Central Government under the FCRA for accepting Foreign Contribution by an Association having a definite cultural, economic, educational, religious or social programme.
2. Preparation and Filing of annual returns of the Foreign Contribution received during the year with the Central Government in Form FC-3.

➤ **Charge related matters :**

1. Registration of Creation, Modification and Satisfaction of Charges with the ROC and complying with all related procedures.
2. Liasioning with the ROC with respect to the deletion of the satisfied charges.
3. Preparing and filing petition under Section 87 for delay in registration of creation, modification and satisfaction of charge with the ROC.
4. Liasioning with Regional Director for obtaining the order under Section 87.

We further assure that best services shall be provided to you.
