



Date: 13<sup>th</sup> November, 2017

To,  
Dept. of Corporate Services,  
Bombay Stock Exchange Limited,  
Phiroze Jeejeebhoy Towers,  
Dalal Street, Mumbai – 400001

Company Code: 512443

Dear Sir / Madam,

**Subject: Revised Intimation regarding Appointment of Company Secretary cum Compliance Officer of the Company.**

In terms of Regulation 30(2) read with Para A of Part A of Schedule III of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, we hereby inform you that the Board of Directors in their Board Meeting held on Tuesday, 31<sup>st</sup> October, 2017 at 10:30 am at the Registered Office of the Company appointed Mr. Jay Sanghvi, Associate Member of Institute of Company Secretaries of India (Membership No. A52223) as Company Secretary cum Compliance officer, Key Managerial Personnel of the Company u/s. 203 of Companies Act, 2013 with effect from November 01, 2017.

A Brief Profile of Mr. Jay Sanghvi along with offer letter containing terms and condition of appointment has been enclosed to this letter.

This is for your information and records.

Thanking you,

Yours faithfully,  
For Ganon Trading and Finance Company Limited

Jay Sanghvi  
Company Secretary  
A 52223  
Encl: as above



**Ganon Trading and Finance Co. Limited**

Registered Office: G-2, Ground Floor, Prabha CHS, R. B. Mehta Marg,  
Near Canara Bank, Ghatkopar(E), Mumbai - 400 077 • +91 022 25010506 / 508  
Email: ganontrading@gmail.com • Website: www.ganontrading.com  
S.N. NO. P5190/MH1985PLCO36708



## JAY SANGHVI

Mobile No.: +91 7698144516

+91 9892556928

ACS: 52223

Email ID: [csjaysanghvi2016@gmail.com](mailto:csjaysanghvi2016@gmail.com)

### PROFILE SUMMARY

- Passed 10<sup>th</sup> from Gujarat Board with 86.52 %
- Passed 10<sup>th</sup>+2 from Gujarat Board with 97.58 Pr (Percentile)
- Graduate in the field of Management (BBA) from Saurashtra University with 8.25 CGPA/Cumulative Grade Performance Average)
- Passed CS Foundation Programme with 290 Marks (AIR 19)
- Passed CS Executive Programme with 417 Marks
- Passed CS Professional Programme with 502 Marks

### PROFESSIONAL EXPERIENCE

#### Working Experience:

<b>Organization</b>	Sanjay Dholakia & Associates, Practicing Company Secretaries
<b>Designation</b>	Assistant Company Secretary
<b>Reporting to</b>	Mr. Sanjay Dholakia
<b>Tenure</b>	June 01, 2017 to October 31, 2017.

#### Management Training of Company Secretary at:

<b>Organization</b>	Aditya Birla Capital Advisors Private Limited
<b>Designation</b>	Management Trainee - Secretarial & Legal
<b>Reporting to</b>	Mr. Piyush Shah, Company Secretary
<b>Tenure</b>	15 Months

### DECLARATION

I hereby declare that Above Mentioned Information is True and Accurate to the Best of My Knowledge.

Yours Sincerely,

Jay Sanghvi



Date: 31<sup>th</sup> October 2017.

**Mr. Jay Sanghvi,**  
Block No 19, Kandivali Indralok CHS,  
Next to Jamnadas Adukiya School,  
Ram Gali, Kandivali (W)  
Mumbai – 400 067.

**Sub : Offer Letter for the post of Company Secretary.**

Dear Mr Jay,

This is in reference to your application and subsequent interview you had with us, we are pleased to inform you that you are selected for the post of Company Secretary. Following are the terms and conditions for your appointment:

**1. Date of appointment and Reporting Authority:**

Your are to report to our CEO, Mr. Prince Goyal at " Ganon Trading & Finance Co. Limited, Unit No 1207, One BKC, Opp Bank of Baroda, Bandra (E) Mumbai , on 01<sup>st</sup> November 2017 or any other date which will be communicated to you in writing by Ganon Trading & Finance Co. Limited. Thus your date of reporting as mentioned above will be your date of joining.

**2. Remuneration:**

- a) Your monthly salary will be as per the salary sheet attached as Annexure-1



**Ganon Trading and Finance Co. Limited**

Unit No. 1207, B-Wing, One BKC, Plot No. C-66,  
Bandra Kurla Complex, Bandra (E), Mumbai-400 051. • +91 61340923 / 900  
Email : ganontrading@gmail.com • Website : www.ganontrading.com  
CIN NO. L51900MH1985PLCO36708

- b) **Increment:** Increment will be based upon your performance and you will be entitled for increment based upon your performance in terms of discipline, efficiency, performance.

**3. Leave Entitlement:**

- a) You will be entitled for leave as per the leave rule and regulations of Ganon Trading & Finance Co. Ltd.

**4. Probation:**

- a) You will be on probation for a period of 1 Year from the date of joining. Post one year if your services are found satisfactory you will be confirmed in the service of Ganon Trading & Finance Co. Limited. The probation may be extended for a further period of another 1 year at the discretion of Ganon Trading & Finance Co. Ltd.

**5. Termination:**

- a) During probation your services can be terminated by Ganon Trading & Finance Co.ltd. by giving 15 days notice to you by way of a written letter or E-mail or by any other mode. Ganon Trading & Finance Co.ltd may relieve you any time during the notice period and without any compensation other than the payment of salary in lieu of the remaining notice period.
- b) After confirmation, Ganon Trading & Finance Co. Ltd can terminate your services by giving 1 month notice by way of a written letter or E-mail or by any other mode. Ganon Trading & Finance Co.ltd. may relieve you any time during the notice period and without any compensation other than the payment of salary in lieu of the remaining notice period.



- c) After confirmation you may resign from service by giving one month written notice to Ganon Trading & Finance Co.ltd. or payment of salary in lieu of the notice period. However, if the exigencies of the work so required Ganon Trading & Finance Co. ltd may not relieve you earlier than the expiry of the entire notice period or a part of it.
- d) Ganon Trading & Finance Co.ltd has the right to terminate your services without notice or payment of salary in lieu thereof if you commit breach of your duties and responsibilities under this contract of service or are found guilty of any gross negligence or misconduct which contravenes the express or implied conditions of your service.

**6) General conditions:**

- a) You will not engaged in any trade or profession or undertake any employment full or part-time, honorary or seek membership of any local public body while in the services of Ganon Trading & Finance Co. ltd without prior written approval of management of Ganon Trading & Finance Co. Ltd.
- b) You will not be involved in any unethical practice while working in Ganon Trading & Finance Co.
- c) You will be responsible to comply with rules and regulations of Government, Tax authority or any other statutory authority.



d) Should you remain absent from duty for more than two days without prior approval of your supervisor that will be presumed that you are not interested in working with the company and your absence will be considered as notice of termination of contract. In such case you will not be entitled for any for any compensation from the company.

**7) Non Disclosure Agreement:**

You will not disclose by word of mouth or in any other manner details, modalities, secrets, administration, business structure, knowhow and any other information of Ganon Trading & Finance Co. Ltd business to anybody.

**Acceptance:**

If above terms and conditions are acceptable to you then signify your acceptance on the copy of this offer letter within 7 days from the date of this letter otherwise this offer will be deemed cancelled.

**For Ganon Trading & Finance Co. Limited,**



Authorized Signatory.



**Acceptance:**

I certify having read and understood all the terms and conditions stated above and hereby confirm my acceptance of the same.

Signature.....*Jay. Sanghvi*  
Date:.....31-10-2017.....

Name: **Mr. Jay Sanghvi,**  
Block No 19, Kandivali Indralok CHS,  
Next to Jamnadas Adukiya School,  
Ram Gali, Kandivali (W)  
Mumbai – 400 067.

Email ID: csjaysanghvi2016@gmail.com

Mobile No: 9892556928



**Annexure I**

**Salary Sheet:**

Name: Mr. Jay Sanghvi

**Designation: Company Secretary**

Rs. 4,00,000/- Annual CTC (Rupee Four Lac) post deduction of TDS which will be keep on changing as per policy of Ganon Trading & Finance Co. Ltd.

**Acceptance:**

I certify having read and understood all the terms and conditions stated above and hereby confirm my acceptance of the same.

Signature.....*Jay Sanghvi*  
Date:.....*31-10-2017*.....

Name: *Jay Sanghvi.*

