



காமராஜர் துறைமுக நிறுவனம்
காமராஜர் போர்ட் லிமிடெட்
Kamarajar Port Limited

(A company of Chennai Port Authority)
(Ministry of Ports, Shipping and Waterways - Government of India)



फाइल संख्या/ File No.: KPL/CS/AS/ 2022-23

10th October 2022

Kumar Naresh Sinha & Associates
Company Secretaries
121, Vinayak Apartments,
C 58/19, Sector 62, NOIDA 201307

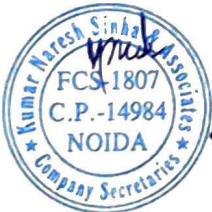
Kind Attn. : Shri N.K. SINHA

विषय/Sub: **Appointment for Advisory services – Reg.**

Sir,

We are pleased to inform that your firm is appointed for providing **Advisory services** for a **period of 1 year from the date of acceptance of the letter of award at a fee of Rs.50,000/- p.m** (excluding taxes). The scope of assignment includes:

- Updating KPL immediately in writing on regular basis / providing consolidated weekly report regarding any notification, circulars, orders, amendments, case laws, judgments under Companies Act, SEBI Act, Secretarial Standards, etc, MCA or other Competent Authority like SEBI, BSE etc, applicable to the Company /Shipping Sector, advising implications for the Company of the same including providing of checklist of activities to be undertaken for compliance.
- To provide/assist in providing clarifications that may be sought by the statutory bodies/Authorities like BSE/SEBI/MCA etc from time to time and, prepare/assist in preparing draft replies to the notices/queries issued by the statutory bodies/Authorities like BSE/SEBI/MCA from time to time, examine any orders/communications that may be received from ROC/BSE and other statutory bodies, or any other competent authority and advise on course of action.
- Drafting/vetting of documents as may be required to be furnished/ filed from time to time with various authorities like BSE/ROC etc and under RTI to ensure it is in line with the latest amendments including drafting of policies /amendment of existing policies to be in line with the amendments/Acts.
- Reviewing of all applicable laws/Acts from time to time and convey the applicability/non applicability of existing law/new laws to ensure there is no lapse in compliance.



Corporate cum Registered Office :
2nd Floor (North Wing) & 3rd Floor,
Jawahar Building, No.17,
Rajaji Salai, Chennai - 600 001.
Phone : 044 - 2525 1666 - 70
Fax : 044 - 2525 1665
CIN : U45203TN1999PLC043322

निगम सह पंजीकृत कार्यालय :
द्वारा मंजिल (उत्तर विंग) & तीसरी मंजिल
जवाहर बिल्डिंग, न.17,
राजाजी साई, चेन्नै - 600 001.
फोन : 044 25251666 - 70 फेक्स : 044 - 2525 1665

Port Office : Vallur Post, Chennai - 600 120
Phone : 044 - 27950030 - 40 Fax : 044 - 27950002
पोर्ट कार्यालय : वल्लूर पोस्ट, चेन्नै - 600 120
फोन : 044 - 27950030 - 40 फॅक्स : 044 - 27950002
टोल फ्री संख्या / TOLL FREE NUMBER : 1800 - 425 - 1203

website : www.kamarajarport.in e-mail : info@kplmail.in

- Assisting in issuance/redemption of securities, pre issue/post issue compliances, providing certificates wherever required including listing/delisting of securities.
- Study the existing system, policies and procedures on Statutory compliances of the KPL and provide advice/action plans for meeting the shortcomings if any.
- To guide/assist/Offer opinions along with the interpretation of necessary provisions of applicable Law/Rules/Regulations, on any matter/transactions/issues, having implications on Corporate Governance/applicable laws/ Acts/ regulations/ Rules/ Secretarial Standards, etc including Related party transactions, RTI.
- Advising/suggesting/providing checklist with timelines on various bond related matters including redemptions of tax free bonds.
- To guide/assist/ providing checklist with timelines every month to ensuring compliance to all the statutory requirements under Companies Act, SEBI Act, all Applicable Laws/Rules and regulations etc.
- To assist and provide necessary support and documentation for secretarial audit.

Kindly forward the enclosed Confidentiality Agreement duly executed on stamp paper of Rs.100/- (copy of Confidentiality Agreement enclosed)

You are requested to send us a duplicate copy of this letter duly signed by the authorized signatory of your firm as a token of your acceptance.

Thanking you,

Yours faithfully,
for **Kamarajar Port Limited**

S. Srinivasan

कंपनी सचिव/ Company Secretary
जयलक्ष्मी श्रीनिवासन/ Jayalakshmi Srinivasan

We accept

Signature

Name & Designation of Signatory

Stamp of PCS / Firm

Date 11-10-2022

NARESH KUMAR SINHA
Proprietor

KUMAR NARESH SINHA & ASSOCIATES

