



GOLDEN CREST
Education & Services Ltd.

CIN: L51109WB1982PLC035565

Regd. Office: 62A, Dr. Meghnad Shah Sarani, Room No. 2,
2nd Floor, Southern Avenue, Kolkata - 700 029
Tel: 033-31909010, Email: info@goldencrest.in

12th February, 2016

To,
Ms. Drishti Agarwal
C-6, Basant Vihar,
KanchanRaj,
Bhilwara – 311001

Sub: Your Appointment as Company Secretary

Dear Madam,

We are pleased to inform you that the Board of Directors of the Company at their meeting held on 12.02.2016, have decided to appoint you as Company Secretary cum Compliance Officer of the company with effect from 12/02/2016 pursuant to provisions of section 203 of Companies Act, 2013 read with the rule 8 of the Companies (Appointment and Remuneration of Managerial personnel) Rules 2014.

With reference our discussion, we are pleased to inform you that you shall be appointed as Company Secretary.

1. You are expected to provide best of your services to the Company from time to time by advising the Management. You are expected to remain honest, diligent and shall maintain discipline, and shall observe all the rules & regulations as laid by the Management.
2. That the grant of any benefit or facility will be at the sole discretion of the Management.
3. You are required to abide to the rules & regulations of the Company and those that may be announced from time to time.
4. If you commit breach of any of the terms and conditions of this letter of appointment or found guilty of any misconduct or insubordination or disobedience, the Company will be at sole liberty to terminate your services without any notice or compensation, thereof.
5. You shall always be compliant with the provisions of the Companies Act, 2013 and the Listing Agreement with the Stock Exchanges.
6. You may be required to serve on the various committees.



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7. If you are found indulging in any misconduct, trend & other activity, which is harmful to the Company, Society or Nation, your services will be terminated immediately without any compensation.
8. During the continuance of your association and thereafter, you will keep all the information the secrets and will not divulge to any person, firm or Company whatsoever as such secrets or confidential information of any description of the Company and its clients, the affairs of the Company or any of its associates or branches, their customers or suppliers.
9. You may resign from your position at any time and should you wish to do so, you are requested to serve a reasonable written notice on the Board. The company can also terminate your employment as laid down in the Companies Act.
10. Upon the completion/ termination of your appointment, you will return to the Company, all the papers and documents etc. which may at the time of your association are in your possession relating to the business or affairs of the Company or any of its associates or branches you will not retain any copies or extracts there from.
11. You shall be paid a consolidated remuneration of Rs.15000/- (Rupees Fifteen thousand Only) per month and shall get reimbursement of the expenses as per the company policies.
12. Any changes in your residential address should be notified in writing forthwith to the Company.

We request you to kindly confirm your acceptance of the appointment by signing and returning the duplicate copy of the enclosed letter herewith.

Thanking You,

Your's faithfully
For Golden Crest Education & Services Limited

Kashi Nath Chakraborty
Whole Time Director
DIN : 06992257



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I Agree and Accept

I have read and understood the terms of my appointment as Company Secretary of the Company as contained in this letter and I hereby affirm my acceptance to the same.


Drishti Agarwal