

NEW ERA LEASING AND FINANCE LIMITED

Regd. Office: 23, Motia Khan, Rani Jhansi Road, New Delhi- 110055

CIN: L67120DL1984PLC018800; Tel No.: 011-69999350;

Email ID: neweraleasingfinance@gmail.com; Website: www.neweraleasingfinance.com

LETTER OF APPOINTMENT

Date: 26th December, 2022

To,
Ms. Mamta Goyal
105, Near L.S.R. College, Zamrudpur,
Greater Kailash Part-1, New Delhi-110048

Subject: Appointment as Company Secretary and Compliance Officer of New Era Leasing and Finance Limited ("the Company")

Kind Attention: Ms. Mamta Goyal

We are pleased to inform you that the Board of Directors of the Company have appointed you as the Whole-Time Company Secretary and Compliance Officer of the Company w.e.f., 19th December, 2022. You are requested to join the service of the Company and contact the undersigned so that you may be introduced to the concerned persons before you start functioning.

With reference to your application and the subsequent personal interview you had with us, we hereby appoint you as the Company Secretary and Compliance Officer of 'New Era Leasing and Finance Limited' on the following terms and conditions:

1. You will be entitled to remuneration of Rs. 32,000 p.m./- (Rupees Thirty-Two Thousand only).
2. You shall be allowed casual leave/sick leave/festival holidays, weekly off days and earned leave as per rules of the Company.
3. There will be a probation period of 3 (Three) months. During the probation period if your performance is not found satisfactory, the Company shall have the option to terminate your services without serving any notice and you may also leave the service of the Company in twenty-four hours' notice.
4. As a Company Secretary, you shall be responsible for:
 - a) complying with all the provisions of the Companies Act, 2013 and the various Rules framed made there under;
 - b) maintaining all the statutory and non-statutory essential registers, books, files, records, papers etc.;
 - c) preparing and filing with the Registrar of Companies and other concerned authorities the required forms, reports, returns, documents, papers etc. complete in all respects and within the prescribed periods of time; and



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- d) For carrying out the instructions, directions and advice of the Board of Directors of the Company given to you from time to time.
5. You shall devote your whole time and attention to the work of the Company during your tenure as Company Secretary and shall work with due diligence and using your abilities to the best. You shall obey to the orders of the Board of Directors of the Company. You shall promote the interest of the Company and shall faithfully serve the Company.
6. You shall not disclose to any unauthorized person during your employment as Company Secretary of the Company, any information obtained by you in relation to the business and corporate policies, with special reference to the Company's policy regarding the issue of rights shares, bonus shares, time and quantum of payment and/or declaration and payment of dividends from time to time.



We look forward to your association with us for our collective future growth.

You are requested to sign the appointment letter in acknowledgment of your having accepted the said terms and conditions.

Further, we request you to produce a proof of identity and address for our records on the day of your joining.

Thanking you,

For New Era Leasing and Finance Limited

ROHTASH SHARMA
(Managing Director)

DIN: 06804507

Address: 23, Motia Khan, Rani

Jhansi Road, New Delhi- 110055

I have read, understood and has agreed to the above terms and conditions of employment and as desired, I shall join the service as a Company Secretary and Compliance Officer w.e.f, 19th December, 2022.



Ms. Mamta Goyal

Membership No.: A70472

Address: 105, Near L.S.R. College, Zamrudpur,

Greater Kailash Part-1, New Delhi-110048