

Annexure 5A

Suggestive Format of intimation to be given to the previous incumbent (Company Secretary):

Following format may be used by Company Secretaries under Clause 8 of the First Schedule of the Company Secretaries Act, 1980.

CS _____

Address _____

Dear Sir/Madam,

Sub.: Intimation in terms of Clause 8 of the First Schedule to the Company Secretaries Act, 1980

I, CS _____/We, M/s. _____, Company Secretary in Practice/ Firm of Company Secretaries have been approached by the management of M/s. _____ Limited to _____ (list of professional services) for the FY _____ vide their letter No. _____ dated _____ We understand that earlier the abovementioned professional services were being rendered by your goodself/firm to _____ Limited during the Financial Year _____.

I/We request you to kindly take this communication as an intimation to be given to the previous incumbent in terms of Clause 8 of the First Schedule to the Company Secretaries Act, 1980.

Regards,

CS _____

Membership No. ACS _____/FCS _____

CoP No. _____

For _____ & Co./& Associates, Company Secretaries

Firm Unique Code _____

Date: _____

Place: _____