

10003582 Dipti Todkar

Employee Name : Dipti TodkarManager's Name : Mohan Sonar

Goalsheet Approval Date : 19-Apr-2017

KRA Category : Process

KRA Weightage : 15 _

| Key Performance Indicator (KPI) description | Unit | KPI Weightage | Value | (1) Unsatisfactory Performance | (2) Needs Improvement | (3) Good Solid Performance | (4) Superior Performance | (5) Outstanding Performance | Actual achievement of year end | Appraisee comment on actual achievement |
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| 1. Secretarial support for Company formation in India & Foreign company and related work | Text | | 55 | no support. | no support | providing support and completing the job | .providing support and completing the job | providing support and completing the job. | Incorporated Green Sciences Private Limited, an Indian Company and Supported Green Sciences FZCO, Dubai company for incorporation and for change in shareholders of Green Sciences FZCO | Indian company was incorporated within 7 days of filing the papers with ROC and with extensive follow up with ROC. Dubai Company incorporation, documents like Power of Attorney, Resolutions were duly drafted, executed, notary, attestation by Home Department, attestation by Asschem and attestation by UAE consulate. Shareholders of Dubai Company were changed from RF Exports Pvt. Ltd. to VVF Life Sciences Private Limited, for which necessary resolutions, POA were drafted, arranged for signature and attestation by notary, asschem, home department in mantralaya and UAE consulate |
| 2. Preparation of quarterly compliance report of VVF Limited & VVF India and group companies | Text | | 25 | no report given | no report given | report given within 15 days from end of quarter | report given before 15 days from the end of quarter | .providing support and completing the job | Compliance reports with actual status was prepared and shared with management for all 4 quarters within due date | Necessary changes were recommended in the format of compliance report was done which resulted in more transparency in reporting which made reporting in more detailed manner. |
| 3. Coordinating , monitoring CSR activities, compliances | Text | | 20 | no corordination | no coordination | legal documentation and assistance | legal documentation and assistance | legal documentation and assistance | CSR activities under project named VVF's clean and hygienic India Mission" was successfully carried out by the Company along with Need assesment study at village Baddi was carried out through Habitat for humanity, an NGO engaged in CSR activities. The Campaign named "Children for change" was started by the Company through Society for empowerment and social, an NGO engaged in CSR activities | Extensive follow up with management for CSR spend and explaining the consequences of not complying with the same. Redrafted & redrafted the MOU with Habitat for Humanity Trust and Society for social empowerment and training, assisting in speedy payment to the above NGOs CSR contribution, complying with CSR rules by arranging CSR meetings and Board meetings for approval of project and expenses, Necessary declarations in the Directors Report about the nature and activities details along with CSR expenditure |

KRA Category : People
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| 1. Lisioning with various Govt. officials like ROC, RD | Text | | | - | - | - | - | - | ROC approval / coordinating with ROC officials for incorporation of Company, change in Name, Change in object Clause, rectification of Company Master data. Liasion with UAE consulate for attestation of documents like resolutions, power of attorneys which are to be spent to Dubai, liason with notary, Asschem, Mantralaya officials for getting the documents notarised and attested. Liason with stamp office officials for getting the share certificates, transfer deeds franked | Coordinate & obtained speedy approval after extensive follow up & personal visits to ROC office for matters: Incorporation of New company named Green Sciences Pvt. Ltd., Change in main object clause of cos Vitavon Life, VVF Life Sciences, Name availability & name change approval of VVF Life Sciences, master data of Softsens Consumer products was rectified with correct paid up share capital details. Documents like resolutions, power of attorneys got attested with UAE consulate on own without broker, broker role was stopped which saved brokerage charged by the broker & good rapport with consulate officials was built which makes all attestation smoothly. Same case with notary & asschem, personal contacts are built which makes the work smooth. Online Stamp duty payment on the share certificates of Green Sciences, VVF Life Sciences, VVF (India), Vitavon Life. Share Transfer Deeds of Navsari Oil, RF Exports, VVF Life Sciences, VVF (India), Godsil got franked from stamp office. |
| 2. Checking of all Foreign Companies documentation resolutions, agreements etc. | Text | | | - | - | - | - | - | Foreign Companies Resolution w.r.t. change in share holders, bank account opening, transfer of shares, Power of attorney's given for registration of company, change in share holding, amending MOA of foreign company were check | Resolutions drafted and rechecked for change in shareholding, opening of bank account for Green Sciences FZCO, POA issued by Green Sciences for change in shareholding, amend of MOA, transfer of shares. Board Resolution for transfer of shares by Green Planet Industries, POA and resolution by Green Planet Industries for increase in share capital |
| 3. Coordination and managing of Statutory Auditors, Internal Auditors and Secretarial Auditor | Text | | | - | - | - | - | - | Statutory Audit of total 12 Indian companies, Secretarial audit of VVF (India), Internal Audit of VVF (India) | Timely coordination for completing the statutory audit of 12 Indian companies single handed. Providing all the necessary documents minutes , registers, supporting for achieving clean |

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| | | | | | | | | | | audit report. Providing all the secretarial data for secretarial audit. resolve all the concerns, implemented the suggestions given by statutory auditor eg: no. of sexual harassment cases filed with the company were reported in audit committee, Internal audit on the review of board policies, items which need board approval, SOPs of Board, process of Board were reviewed by the Internal audit Committee and report on the same was obtained for audit committee approval. |
| 4. Support on Completion of audit process - Statutory, Secretarial and Internal | Text | | | - | - | - | - | - | Interdepartmental support for completion of audit | Providing all the details, documents, minutes, registers, policies related to every transaction. Assisting the accounts and finance team for providing audit related data ensuring clear audit report. Foreign Transaction related mid year audit for VVF Life Sciences and Green Sciences |

KRA Category : Business

KRA Weightage : 15 _

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| Effective time management and execution | Text | | | - | - | - | - | - | Unable to attend the session due to preoccupation in work | Had registered for 16th September, 2016 session. Had to leave session in first 30 minutes as some urgent work came for the ensuing board meetings scheduled on 26th September, 2016 and 27th September, 2016. Could not attend the November, 2016 session as was busy preparing the ensuing Board meeting for December, 2016 |
| Influencing skills | Text | | | - | - | - | - | - | Unable to attend the session due to preoccupation in work | One session was conducted by Mr. Ananat Pednekar on 23rd Feb, 2017. Was involved in work of Joshi Trust, Green Sciences FZCO, transfer of funds to Green Sciences FZCO and the related work |
| CSR Project of VVF | Text | | | - | - | - | - | - | CSR project of the Company VVF Clean and | Through check on the project activity which should fall in |

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| | | | | | | | | | Hygienic India | schedule VII of the CA act, 2013, Rs. 50 lacs were spent out of funds earmarked for CSR expenditure. Support provided for making payments on time to trust, Recommended to management to involve the employees for CSR campaign at various places so there is more involvement of employees. Finalising the MOU with trust for CSR activities. Reminding the management on the outstanding amount to be spent on CSR. |

KRA Category : Customer

KRA Weightage : 15 _

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| Support on drafting and vetting of various legal documents as requested by HOD / Functional Head | Text | | | | | | | | Vetted , reviewed, drafted various NDAs, Service Agreements, Bank Guarantees under guidance of Mr. Sanjay Sharma, | Various documents for VVF and group companies were reviewed. List is attached. This has helped me to improve by analytical and drafting skills. |

KRA Category : Business

KRA Weightage : 40 _

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| 1. Preparation of Minutes, Notices, Agendas for Board, Committees, General Meetings of VVF India ,VVF Limited and Group Companies | Text | | 20 | agenda to be sent atleast 7 days before meeting. Minutes to be recorded with 30 days of the meeting in minutes book | agenda to be sent atleast 7 days before meeting. Minutes to be recorded with 30 days of the meeting in minutes book | agenda to be sent atleast 7 days before meeting. Minutes to be recorded with 30 days of the meeting in minutes book | agenda to be sent atleast 7 days before meeting | agenda to be sent atleast 7 days before meeting. Minutes to be recorded with 30 days of the meeting in minutes book | All the minutes are well maintained in minutes file. Separate files are maintained for Board / Committee agenda papers and its supporting papers in hard copy as well as in soft copy. | Minutes of Group Company's got delayed in signing due to preoccupation in other urgent work. However the soft copies of minutes were prepared the time resolution was given |
| 2 Updating the Statutory Registers of VVF India, VVF Limited and its group companies | Text | | 5 | not completeing | not completing | on due date precribed by the act | within due date precribed by the act | within due date precribed by the act | All the statutory registers are maintained as per the provisions of Companies Act, 2013 | The statutory Registers were prepared from scratch as per the Act. With every corporate action, necessary amendments were |

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| | | | | | | | | | | done in the registers. The registers are updated from the audit purpose |
| 3. Filing of various forms with ROC for VVF and Group Companies | Text | | 30 | not filing | late filings | within due date | within due date | within due date | All forms of all VVF and group companies are filed successfully with NO additional fees. | Various Forms like Form MGT 14 DIR 12 CHG-1 PAS-3 PAS 4 MGT4 MGT 5 MGT 6 DIR 2 ADT -1 AOC 4 MGT 7 etc. There is no single late filing by paying additional fees in any company. However due to delay in preparing the consolidated balance sheet of VVF India and VVF Ltd. by the accounts team the additional fees were incurred for filing the balance sheet with ROC. |
| 4. Coordination with the Directors for arranging Board, Committee and General Meeting | Text | | 5 | not coordination | rarely coordinating | coordinating | proactively coordinating | proactively coordinating | The Board Committee meetings were held as per the requirements of the Act with adequate intervals between two meetings. Approvals of Board Committee members were obtained wherever necessary by passing all the necessary resolutions in the meeting. | All the Board Meetings committee meetings were planned properly with due convenience of all the Directors so that there is no leave of absence and in compliance of act. Proper notice and agenda papers sent within 7 days before the date of the meeting. Management was informed about the due date of scheduling the meetings to avoid the non-compliance of the Companies Act, 2013. |
| 5. Necessary Compliance and Corporate Actions under Companies Act, 2013 for VVF and group companies | Text | | 25 | not completion | non completion and payment of additional fees | within prescribed due date as per the act | within prescribed due date as per act | within prescribed due date as per the act | compliances based on events were accomplished without delay in filing, maintaining proper records in hard and soft copies. | As per attached sheet |
| 6. Providing legal support, documents, advice and guidance on the Companies Act aspect to management and interdepartment | Text | | 10 | not completing | within 10 days on receipt of documents | within 7 days of receipt of documents | within 3 days of receipt of documents | within 3 days of receipt of documents | Informed guided the management about the necessary compliances and corporate actions need to be taken during the various occurrences of events. | 1. Re-structuring of group companies RF exports, Green Sciences, VVF Life Sciences etc. w.r.t to change in directors/ members. 2. Loan to be given by holding company to its wholly owned subsidiary/ subsidiary 3. Declaration in respect of beneficial interest in any share 4. Applicability of Core Investment Guidelines (CIC) for Vitavon Life, Green Sciences 5. Related Party Transactions for arm's length 6. Compliance w.r.t. CSR spending 7. Compliance as per secretarial standards |
| 7. Assist for interdepartmental work , provide legal and secretarial advice, opinion | Text | | 5 | not assiting | depends on the urgency of the matter but within 3 days | depends on the urgency of the matter but within 3 days | depends on the urgency of the matter but within 3 days | providing immediate assistance as per urgency | Adequate support was provided to Finance, Treasury, Taxation team for any transaction related matter or any knowledge related to the Secretarial domain. Updating the management on any amendments modifications in current law | Assisted treasury team for updating the signatories in various bank accounts Vitavon Life, Green Sciences, VVF (India), VVF Limited, Opened Share Application money bank account for Vitavon Life, Softsens Consumer Products, VVF (India) with complete documentation Opened new |

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| | | | | | | | | | | current accounts for Green Sciences, VVF Life Sciences with complete documentation NOCs provided to Excise/ marketing team as per requirement. Assisted in Registration of company in GST portal and provided adequate documents, identity proofs, resolutions, NOCs. Updating of Related Party list quarterly basis with accounts team. Updating the management and interdepartment with any amendment or modification in the current law or rules |