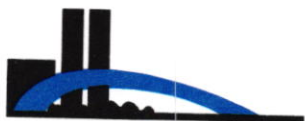


SHELTER INFRA PROJECTS LIMITED

(formerly CCAP Limited)



REGD. AND HEAD OFFICE

ETERNITY, DN - 1, SECTOR - V, SALT LAKE CITY, KOLKATA - 700 091

PH. :4003 2290

E-MAIL : info@ccapltd.in, WEBSITE : www@ccapltd.in, CIN - L45203WB1972PLC028349

Dated: 08.08.2023

To,
The Secretary,
BSE Limited
Phiroze Jeejeebhoy Tower
Dalal Street,
Mumbai-400001

To,
The Secretary
The Calcutta Stock Exchange Limited
7, Lyons Range,
Kolkata- 700 001

Scrip Code: BSE: 526839

Scrip Code: CSE: 13077

Dear Sir,

Sub: Intimation under Regulation 30 (6) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 – Appointment of Company Secretary (CS)

We wish to inform you that in terms of Regulation 30 (6) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, **Miss. Sushmita Neogy**, has been appointed for the position of Company Secretary of the Company with effect from 08th August, 2023 and the same has been taken on record by the Board of Directors of the Company as recommended by the Nomination & Remuneration Committee in the meeting held on today.

Kindly take the same on record.

Thanking You,
Yours faithfully,

For SHELTER INFRA PROJECTS LIMITED

KAMAL KISHORE
CHOWDHURY

Digitally signed by KAMAL
KISHORE CHOWDHURY
Date: 2023.08.02 17:29:51
+05'30'

KAMAL KISHOR CHOWDHURY
(DIRECTOR)
DIN: 06742937

SHELTER INFRA PROJECTS LIMITED

(formerly CCAP Limited)



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PH. : 4003 2290

E-MAIL : info@ccaplttd.in, WEBSITE : www@ccaplttd.in, CIN - L45203WB1972PLC028349

Ref: SIPL/RL/APPT/SN/2023-24/118

Date: 08th August'2023

Ms. Sushmita Neogy
Subhash Pally,
Nimta Bazar,
Belgharia, Kolkata – 700 049

Madam,

Sub: Appointment for the position of Company Secretary-cum-Compliance Officer

Pursuant to the decision of the Board of Directors, you are hereby appointed as **Company Secretary-cum-Compliance Officer** with effect from **08.08.2023** under the same terms and conditions as laid down in your appointment letter dated 22.05.2023 as **Asst. Company Secretary**.

Your total emoluments will be **Rs. 21,500/- (Rupees Twenty One Thousand Five hundred only)** consolidated p.m. The same will be subjected to statutory deductions as per government regulations in force from time to time. You will not be entitled to any other benefit / payment except what is stated in Annexure –A.

Besides what the designation connotes, your job and duties shall include any other job and responsibility as is felt suitable by the management and is assigned to you from time to time.

Please convey your acceptance of the terms and conditions of appointment thereto by signing the duplicate copy of this letter for official record.

We look forward to a productive and successful working relationship.

Thanking you,

Yours faithfully,
For Shelter Infra Projects Limited

KAMAL KISHORE CHOWDHURY
(WHOLE TIME DIRECTOR)
DIN: 06742937



SHELTER INFRA PROJECTS LIMITED

(formerly CCAP Limited)



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ANNEXURE-A

<u>SL. NO.</u>	<u>COMPONENT</u>	<u>MONTHLY</u>	<u>ANNUALLY</u>
1	BASIC SALARY	8600	103200
2	CONVEYANCE ALLOWANCE	2150	25800
3	PF ATTRACTING SALARY	10750	129000
4	HRA	5375	64500
5	SPECIAL ALLOWANCE	5375	64500
6	GROSS SALARY	21500	258000
7	ADD: EMPLOYERS P.F. CONTRIBUTION	1290	15480
8	TOTAL CTC	22790	273480
9	LESS EMPLOYEES' PF CONTRIBUTION	1290	15480
10	LESS: PROFESSIONAL TAX	130	1560
11	TOTAL DEDUCTIONS	1420	17040
	NET SALARY	20080	240960



SUSHMITA NEOGY

Contact No. : 8420749282
E-mail : neogysushmita@gmail.com
Date of Birth : 7th April, 1996
Permanent Address : Amgola , Mushari ,Muzaffarpur,Bihar- 842002.
Present Address : Subhash Pally, Nimta Bazar, Belgharia, Kolkata 700049.

Objective: I aspire to work and get associated with an organization where I can synergetically combine newer skills with my existing professional ones to effectively contribute to the growth and success of organization.

Professional Qualification

Qualification	Term and Year of Passing	Institution
Company Secretary (CS Professional Final)	December, 2020	The Institute of Company Secretaries of India
A Member of The Institute of Company Secretaries of India with effect from 20.07.2023 having Membership No. A72104		

Academic Qualifications

Examination	Year	School/College	Board/ University
L.L.B (3YRS)	2017- 20	JIS UNIVERSITY	JIS UNIVERSITY
B.Com(H)	2016	SETH ANANDRAM JAIPURIA COLLEGE	CALCUTTA UNIVERSITY
Higher Secondary	2013	ST. XAVIERS HIGHER SECONDARY SCHOOL,	CBSE
Secondary	2011	ST. TERESA'S GIRLS SENIOR SECONDARY SCHOOL	BIHAR BOARD OF EXAMINATION

CS Management Training (21 Months)

1. FCS KAMAL KUMAR SHARMA, COMPANY SECRETARIES KOLKATA from period 01/08/2021 to 28/07/2022.
2. BALLY JUTE COMPANY LIMITED (BALLY, HOWRAH) from period 01/08/2022 to 05/05/2023.

Work Experience

SHELTER INFRA PROJECTS LIMITED - Assistant Company Secretary w.e.f 22.05.2023.

Computer Proficiency

- > MS Office applications like MS-Excel, Word ,and PowerPoint
- > Good Typing Speed -42 to45 Words per minute
- > Familiar with internet, email, uploading and downloading Data

Linguistic Proficiency

- > English, Hindi, Bengali.

Area of Knowledge

I have gained a good experience in the Corporate and Allied laws.

- > Conducting Due Diligence of Listed Companies
- > Incorporation of Various Companies and LLPs
- > Buyback of Limited Company
- > Preparation of Scrutinizer's report
- > Conducting Secretarial Audit
- > The preparation and printing of Annual Report of the Company;
- > Conducting of AGM through OAVM/ Video Conferencing;
- > Filling of AGM compliances of Listed and Unlisted Company
- > Shifting of registered office
- > Filing of IEPF-2, IEPF-7
- > Registration in MSME portal
- > Drafting of Notice, Agenda, Minutes etc. for Board/Committee/General Meetings of the Companies;
- > Drafting of Board's Report(along with relevant Annexure) of the Companies
- > Maintenance and updating of Statutory Registers as per the Companies Act, 2013;
- > Compliances relating to transfer, transmission and issue of duplicate shares;
- > Compliances relating to appointment and cessation of Directors and Key Managerial Personnel,
- > E-filing of various forms with Registrar of Companies;
- > Compliances relating to IEPF.
- > Quarterly/Half Yearly/Annual Compliances with the Listing Obligation and Disclosure Requirement (LODR), 2015;
- > Quarterly/Half Yearly Compliance with BSE & CSE including XBRL fillings within Statutory time Limits
- > Filing Returns And Report to RBI(on behalf of NBFCs)
- > Well versed with Recent amendments of Companies Act, 2013 and LODR amendments.
- > Well versed with TALLY and XBRL fillings.

PERSONAL DETAILS

- > **Father's Name:** Mr. Bishow Dev Neogy
- > **Marital Status:** Unmarried
- > **Nationality:** Indian

DECLARATION

I do hereby confirm that the above mentioned information is true and correct to the best of my knowledge and belief.

Place: Kolkata
Date: 08.08.2023

Sushmita Neogy.
SUSHMITA NEOGY

SHELTER INFRA PROJECTS LIMITED

(formerly CCAP Limited)



REGD. AND HEAD OFFICE

ETERNITY, DN - 1, SECTOR -V, SALT LAKE CITY, KOLKATA - 700 091

PH.: 2357 - 6255 / 4003 2290

E-MAIL : info@ccaplttd.in, WEBSITE : www.ccaplttd.in, CIN - L45203WB1972PLC028349

EXTRACT OF THE MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF M/S SHELTER INFRA PROJECTS LIMITED (FORMERLY KNOWN AS CCAP LIMITED) HELD AT ITS REGISTERED OFFICE ETERNITY BUILDING, DN-1, SALT LAKE CITY, SECTOR-V KOLKATA 700 091 ON TUESDAY, 08TH DAY OF AUGUST, 2023 AT 1.00 P.M AND CONCLUDED AT 03.30 PM

AGENDA NO. 7: APPOINTMENT OF MISS. SUSHMITA NEOGY AS COMPANY SECRETARY CUM COMPLIANCE OFFICER

The Chairman informed the Board that the Nomination and Remuneration Committee (NRC) of the company vide its meeting dated 08th August 2023 has recommended Miss. Sushmita Neogy, Membership No. A72104 to the Board, to be appointed as Company Secretary cum Compliance Officer of the Company. The profile of Miss. Sushmita Neogy was placed before the Board and after discussion it was unanimously decided that Miss. Sushmita Neogy, will be appointed as Company Secretary cum Compliance officer of the Company as per Companies Act, SEBI(LODR).

The Board approved the appointment of Miss. Sushmita Neogy, as Company Secretary cum Compliance Officer and passed the necessary Resolution:

“RESOLVED THAT pursuant to the provision of Companies Act, 2013 and other applicable provision (including any modification or re-enactment thereof), if any, the consent of the Board be and is hereby accorded to appoint Miss. Sushmita Neogy as Company Secretary cum Compliance officer with effect from 08th August 2023 in place of Mr. Dharmendra Kumar Singh, the previous Company Secretary.”

“RESOLVED FURTHER THAT Mr. Kamal Kishore Chowdhury, Whole Time Director of the Company be and is hereby authorized to sign and submit e-form DIR-12 with the Registrar of Companies, to intimate the same to the stock exchange(s) and to any other authority/regulatory body as may be required and to do all such acts, deeds and things which are necessary for the purpose of giving full effect to this resolution.”

**CERTIFIED TRUE COPY
For SHELTER INFRA PROJECTS LIMITED**

**KAMAL KISHOR CHOWDHURY
(DIRECTOR)
DIN: 06742937**