



Ref: SEC/MVFL/BSE/2024/8

February 09, 2024

**Department of Corporate Services  
BSE Limited,  
P.J. Towers, Dalal Street,  
Mumbai – 400 001**

Company Code: 12281

Dear Sir/ Madam,

**Sub: Disclosure under Regulation 51 read with Schedule III Part B and other applicable regulations of the Securities and Exchange Board of India (“Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended (“the Listing Regulations”)**

**Re: Intimation of Appointment of Company Secretary and Compliance Officer.**

Pursuant to Regulation 51 of the Listing Regulations, we hereby inform you that the Board of Directors of the Company at its meeting held on February 09, 2024 have, inter-alia, approved the appointment of Ms. Nrithya Anand S.N as the Company Secretary and Compliance Officer and Key Managerial Personnel (‘KMP’) of the Company with effect from February 09, 2024.

The particulars required as per the Listing Regulations are given below:

Reason for change	Appointment
Date of appointment	February 09, 2024
Brief profile	Attached below.
Disclosure of relationships between directors (in case of appointment of a director).	N.A

Request you to kindly take the same on record.

Thank You,

**For Muthoot Vehicle & Asset Finance Limited**

**George Muthoot Jacob  
Whole Time Director  
DIN: 00018955**

Registered Office: Muthoot Chambers, Opp Saritha Theatre, Banerji Road, Cochin,  
Ernakulam, Kerala, India – 682 018 Phone: +91 75938 64417, 75938 64418  
mvflcoadmin@muthootgroup.com | www.mvaf.com | CIN: U65910KL1992PLC006544

Corporate Office: 5<sup>th</sup> & 6<sup>th</sup> Floor, Midhun Tower, K.P. Vallon Road, Kadavanthra, Cochin, Kerala – 682 020

**The Muthoot Group - 20 Diversified Business Divisions**

Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance  
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality  
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

**Muthoot Family - 800 years of Business Legacy**

# NRITHYA ANAND S N

## Qualified Company Secretary

Sreyas (H), Karuvambram West (PO), Manjeri, Malappuram - PIN 676123,

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### WORK EXPERIENCE:

#### Gopimohan Satheesan & Associates, Ernakulam.

- Conducted Secretarial Audit of Listed and Unlisted Companies.
- Assisted in the Issue & Allotment of shares through Private Placement, ESOP and Right Issue, Preferential Allotment and also the buyback of shares of Companies
- Assisted & Conducted Board and Shareholders Meetings of Client Companies including video conferencing meeting, in accordance with governing regulations and company's own secretarial practices, processes;
- Drafting of various agreements such as Management Agreement, Share purchase Agreement, Joint Venture agreement, Partnership Deed, LLP Agreement etc.
- Drafting of various Board/ Committees and General Meetings documents such as notices, agenda papers, resolutions including post meeting compliances/ follow up matters.
- Conducted Due Diligence of companies for merger amalgamation transactions and also for providing half yearly Due Diligence to Banks.
- XBRL filing of listed and unlisted companies
- Conversion of Public into Private Company and vice-versa, and partnership Firm/ LLP into company and vice-versa under Companies Act 2013
- Conducted Due Diligence of companies for merger amalgamation transactions and also for providing half yearly Due Diligence to Banks

### EDUCATION:

- **The Institute of Company Secretaries of India**

Cleared CS Professional (2017 Syllabus) 2022

Cleared CS Executive (2017 Syllabus) 2019

Cleared CS Foundation (2016 Syllabus) – 2016

- **NSS College Manjeri, Malappuram, Kerala**

Bachelors in Commerce- Finance (2015-2018) - Cleared with 85.50%

- **Kendriya Vidyalaya, Malappuram, Kerala**

Senior School Certificate Examination - Cleared with 96.40%

- **Nazareth School Manjeri, Kerala – CBSE**

Secondary School Examination - Cleared with 10.00 CGPA

## **ACHIEVEMENTS:**

- Secured Kendriya Vidyalaya Sangathan Certificate of Merit 2014-2015, for being positioned in the top 1.5% of K.V.S students in All India Senior School Certificate Examination.
- Secured CBSE Certificate of Merit for being among the top 0.1% of successful candidates in 'Business Studies'
- Qualified the Professional Diploma in Computerized Financial Accounting First Class with Distinction, 2016
- Received many scholarships during primary education held by Progressive Curriculum Management [PCM] Council
- Did a research study on the spending pattern of college students (Under the guidance of Majusha .R, Assistant Professor Department of Commerce).

## **PERSONAL INFORMATION:**

- Date of Birth: 21st April 1997
- Languages known: English (RWC), Hindi (RWC), Malayalam (RWC), Tamil (C).
- Permanent Address: Sreyas (H), Karuvambram West (PO), Manjeri, Malappuram PIN 676123, Kerala, India