

# PRIMA INDUSTRIES LTD.



CORPORATE & REGD. OFFICE  
Industrial Development Area  
Muppathadam P. O., Edayar, Cochin - 683 110  
Kerala State, India  
Tel: 91-484-2551533 (4 Lines)  
CIN: L15142KL 1994PLC008368  
E-mail: [primagroupcompanies@gmail.com](mailto:primagroupcompanies@gmail.com)  
[www.primaindustries.in](http://www.primaindustries.in)

**Ref: PIL/SEC/2025-26/27**

04<sup>th</sup> August, 2025

To  
BSE Limited  
Phiroze Jeejeebhoy Towers,  
Dalal Street, Fort,  
Mumbai-400 001

**Stock Code: BSE: 531246**  
**ISIN: INE723N01012**

Dear Sir/Madam,

**Subject: Intimation pertaining to the Appointment of Company Secretary and Compliance Officer**

This is to inform you that pursuant to the provisions of Section 203 of the Companies Act, 2013 read with Rule 8 of Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and Regulation 6 and Regulation 30 of SEBI (LODR) Regulations, 2015, we hereby inform that the Board of Directors of the Company at its meeting held today, 04<sup>th</sup> August 2025, has appointed Ms. Nayana V B (ACS:76822) an Associate Member of the Institute of Company Secretaries of India, as the Company Secretary & Compliance Officer of the Company with effect from 01<sup>st</sup> August 2025.

The details required under Regulation 30 of the SEBI (LODR) Regulations, 2015 read with SEBI Circular No. CIR / CFD / CMD / 4 / 2015, dated September 09, 2015, are enclosed as **Annexure 1**.

The meeting commenced at 03:00 PM and concluded at 4:00 PM.

This disclosure is made in compliance with Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the SEBI Circular No. SEBI/HO/CFD/CFD-PoD-1/P/CIR/2023/123 dated July 13, 2023.

Request you to kindly take the above information on record.



Thanking You,

Yours faithfully  
For **Prima Industries Limited**

S.K. Gupta  
**Chairman & Managing Director**  
**(DIN:00248760)**

**Annexure-1**

Details required under Regulation 30 of SEBI (LODR) Regulations, 2015 read along with SEBI Circular CIR/CFD/CMD/4/2015 dated September 09, 2015.

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
<b>1</b>	<b>Name</b>	Ms. Nayana V B
<b>2</b>	<b>Reason for change viz. appointment, resignation, removal, death or otherwise</b>	Due to resignation of Mrs. Malavika S Kumar w.e.f., 30.07.2025 from the post of Company Secretary and Compliance Officer.
<b>3</b>	<b>Date of appointment/ cessation and term of appointment</b>	Appointment effective from 01.08.2025.
<b>4</b>	<b>Brief Profile (in case of appointment)</b>	Ms. Nayana V B is a qualified Company Secretary from the Institute of Company Secretaries of India (ICSI).  She has an experience in handling Secretarial and Compliance matters.
<b>5</b>	<b>Disclosure of Relationships between Directors (in case of appointment of Director)</b>	NA

Thanking You,

Yours faithfully  
For **Prima Industries Limited**

S.K. Gupta  
**Chairman & Managing Director**  
**(DIN:00248760)**

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01.08.2025

To

CS Nayana V B,  
Vettath House,  
Thiruvankulam  
Ernakulam,  
Kerala-682305

Dear Nayana,

## **Subject: Offer of Appointment as Company Secretary**

We are pleased to offer you the position of **Company Secretary** at M/s Prima Industries Limited at its Registered Office at Door No V/679C, Industrial Development Area, Edayar, Muppathadam, a company listed on Bombay Stock Exchange, subject to the terms and conditions outlined below and applicable provisions of the Companies Act, 2013, SEBI (LODR) Regulations, 2015 and other applicable laws.

### **1. Designation and Reporting**

You will be designated as **Company Secretary & Compliance Officer** and shall report to the **Managing Director**, as per the company's structure and requirements.

### **2. Date of Joining**

You have to join for duty on or before 1<sup>st</sup> August, 2025 or such other date as may be mutually agreed upon.

### **3. Compensation**

Your gross annual remuneration will be **Rs. 6.29 Lakhs** per annum, subject to applicable deductions. A detailed breakup will be provided in the annexure to this letter.

### **4. Duties and Responsibilities**

You will be responsible for:

- Ensuring compliance with the Companies Act, 2013, SEBI Regulations, and other applicable corporate laws;
- Organizing Board and General Meetings and maintaining statutory records;
- Filing of statutory returns and disclosures to stock exchanges;
- Advising the Board on governance and regulatory issues;
- Acting as the nodal officer for investor grievances and liaising with regulators;





- Any other responsibilities assigned by the Board or senior management from time to time.

You will also act as the **Compliance Officer** under Regulation 6 of SEBI (LODR) Regulations, 2015.

## 5. Terms of Employment

Your employment is full-time and subject to the company's HR policies and code of conduct. A formal employment agreement will follow this letter.

## 6. Confidentiality

You shall not disclose any confidential information pertaining to the company to any third party during or after the term of your employment, without prior written consent.

## 7. Duration & Termination

You have to work for the Company at least for a minimum period of Two Years. However either party may terminate this employment by giving 45 **days** written notice or salary in lieu thereof, subject to compliance with legal and regulatory requirements.

## 8. Other Terms

- Your appointment is subject to verification of credentials and documents.
- You are required to maintain the highest standards of integrity, ethics, and compliance in all your professional dealings.

We look forward to your acceptance of this offer. Kindly sign and return the duplicate copy of this letter as a token of your acceptance.

Warm regards,  
For Prima Industries Limited

  
Authorised Signatory.



## Acknowledgement and Acceptance

I, CS Nayana V B, accept the above offer and agree to the terms and conditions stated herein.

Signature:  \_\_\_\_\_

Date : 01-08-2025