

Date: 30th August, 2025

To,

B J Duplex Boards Limited

H. No. 54, G/F, New Rajdhani Enclave, Near MCD Park,
Shahdara, East Delhi,
Delhi, India, 110092

Subject: Consent to act as the Company Secretary & Compliance Officer of B J Duplex Boards Limited

I, Pooja (ACS-54271), the undersigned hereby give my consent to act the Company Secretary & Compliance Officer of "B J Duplex Boards Limited", pursuant to Section 203 and any other applicable provisions of the Companies Act, 2013, if any, read with the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and Securities and Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015.

I further declare that I am not disqualified to be appointed as Company Secretary under the provisions of the Companies Act, 2013 and rules made thereunder.

Signature	:	
Name	:	Pooja
Membership No.	:	A54271
Father's Name	:	Mr. Rampreet Mehto
Address	:	H No-23/6 Yogender Vihar Shankar Vihar, Delhi-110010
PAN	:	DJWPP0372J



B J DUPLEX BOARDS LIMITED

Regd. Office: H. No.-54, G/F New Rajdhani Enclave,

Near MCD Park New Delhi – 110092

Ph.: 011-42141100, 011-30251171, cs@prabhatamgroup.com

CIN: L21090DL1995PLC066281

Date: 30th August 2025

To

MS. POOJA

23/6 Yogender Vihar

Shankar Vihar, Delhi-110044

Subject: Appointment as Company Secretary & Compliance Officer

Dear Ms. Pooja,

We are pleased to inform you that the Board of Directors of **B J Duplex Boards Limited**, at its meeting held on **30th August, 2025** has approved your appointment as **Company Secretary & Compliance Officer** of the Company pursuant to the provisions of Section 203 of the Companies Act, 2013 and applicable rules made thereunder.

Your appointment shall be effective from **30th August, 2025**, and you will be designated as a **Key Managerial Personnel (KMP)** of the Company.

Terms of Appointment:

1. **Designation:** Company Secretary
2. **Reporting To:** Managing Director & CFO
3. **Location:** H No.-54, G/F New Rajdhani Enclave, Near MCD Park New Delhi-110092
4. **Remuneration:** Your monthly remuneration will be Rs. 55,000 (Rupees Fifty-Five Thousand) subject to applicable deductions and statutory compliance.
5. **Duties and Responsibilities:** You shall discharge the duties and responsibilities as prescribed under the Companies Act, 2013 and other applicable laws, and as may be assigned by the Board from time to time.
6. **Confidentiality:** You shall maintain the confidentiality of all Company information and records entrusted to you during the course of your employment and thereafter.
7. **Termination:** This appointment may be terminated by either party by giving 1 months' notice or salary in lieu thereof, subject to compliance with applicable laws.



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We welcome you to the leadership team and look forward to your valuable contributions in ensuring sound governance and regulatory compliance for the Company.

Please sign and return the duplicate copy of this letter as a token of your acceptance.

Yours faithfully,

For **B J Duplex Boards Limited**

For B J DUPLEX BOARDS LIMITED

Mayank Gupta

Whole Time Director

DIN: 03601839

Director/ Auth. Sign.