

<u>Appointing Trainee</u>	
Name of the Company	ZIM Laboratories Limited
Address of work location	Sadoday Gyan(Ground Floor), Opp. NADT, Nelson Square, Nagpur-440013
Contact person	Mr. Piyush Nikhade
Nodal Contact person	NA
Contact numbers	9766171518
COP Number , if applicable	NA
Email id	cs@zimlab.in
Job Description	<p>The trainee will get the exposure in the following areas during training:</p> <ol style="list-style-type: none"> a) Compliances applicable to Company and its Foreign subsidiaries. b) Compliances applicable to Listed Companies including SEBI Regulations i.e. SEBI (LODR) Regulations, 2015; SEBI(SAST) Regulations; SEBI (ICDR) Regulations , etc. c) Companies Act, 2013 compliances; d) FEMA Regulations; e) Drafting of resolutions, agreements, agenda, notices, Minutes of the meeting etc. f) Maintaining Statutory registers, forms, Certificates as required under the applicable corporate laws. g) Board and Shareholders meetings. h) Tracking and ensuring compliance under applicable laws. i) Preparation of Annual Report, Directors Report and filing with ROC.
Number of Vacancies	01
Job/Work Location	CS Trainee/Nagpur
Level of Examination passed (Executive/ Professional)	Executive Passed/Professional Passed