To
Institute of Company Secretaries of India
No. 5, 1Main Road, KSSIDC Industrial Estate.
6th block, west of chord road, Rajajinar.
Bangalore-560010

Dear Sir/madam,

Re: Opening for the position of "company secretaries"

ForgePro-India private Limited was incorporated in the year 2006, the Company is a Subsidiary of Daifuku Webb, USA, Company is in manufacturing of Forging Components.

In reference to above subject, we have immediate requirement for a full time position for person with the following attributes:

- Membership with ICSI
- 0 -2 years of experience.
- Should be able to handle all secretarial and ROC related work, independently.
- Knowledge about Companies Act, 2014 and its rules.
- Knowledge about FEMA compliance.
- Conducting Meetings and Drafting of resolutions, minutes, agreements.
- Will be in charge of coordinating with various Department of Compliance and account related work.
- Accounting knowledge would be an advantage.
- Weekly reports on all activities of the company to the Board of Directors.
- Good communication and return skill of English
- Salary as per industrial standard.
- Location: Harohalli Industrial, Area, Kanapura Road.

Interested candidates may please contact: mohan@forgepro.net We request you to place this advertisement on ICSI Notice Board and upload on Bangalore chapter website to enable interested candidate to apply.

Thanking you

Yours sincerely

For Forgepro India Pvt. Ltd

[Signature]

Authorised Signatory

[Registered Office & Factory :
ForgePro India Pvt. Ltd.
No. 2, 3 & 4(Part), Harohalli Industrial Area, Kanakapura Taluk,
Ramanagara District, Harohalli - 562 112. Karnataka, India.
Ph : 080-28014220 Fax : 080-28014222
CIN : U28931KA2006PTC040320]