Ref. KHDC/SEC/SEC.AUDIT/2015-16/59

DATE: 22.05.2015

The Bangalore Chapter of CSI,
No. 5, 1st Main Road,
KSSIDC Industrial Estate,
6th Block, West of Chord Road,
Rajarajinagar
Bangalore-560010

Sir,

Sub: Inviting Quotations for conducting Secretarial Audit

The Karnataka Handloom Development Corporation Limited is a Government of Karnataka undertaking, incorporated under the Companies Act, 1956 to promote the Handloom Industry in general and which is outside the Co-operative sector in the State of Karnataka.

The provisions of the section 204 of the Companies Act, 2013 read with Rule 9 of the Companies (Appointment and Remuneration of Management Personnel) Rules, 2014 regarding Secretarial Audit is applicable to our Company. Therefore, the Corporation is inviting quotations from Practicing Company Secretaries for conducting Secretarial Audit of KHDC Limited for the Financial Year 2014-15.

In view of the above, interested Practicing Company Secretary or Firm of Practicing Company Secretaries may submit their profile & quotation in the attached format (Annexure-I) to the following address on or before 10.06.2015.

The Managing Director
KHDC Limited
1st Floor, Priyadarshini Nekar Bhavan,
Vidyavanag
Hubli - 580031

We request you to display the same in the institutes website & Notice board.

Thanking you

Yours faithfully,
For KHDC Limited

[Signature]

Company Secretary

Encl: As above
Annexure-I

(On letter head of Practicing Company Secretary/Firm of the Company Secretaries)

QUOTATION FOR SECRETARIAL AUDIT

The Managing Director,
KHDC Limited,
1st Floor Pryadarsini Nilocar Bhavan,
Vidyaraghar,
Hubli – 580031

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Reply</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name &amp; Address of the Practicing Company Secretary (PCS)/Firm of Company Secretaries Firm</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>No. of years of experience</td>
<td></td>
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<tr>
<td>3.</td>
<td>Certificate of Practice (COP) Number/Registration number. (Please Attach Documentary evidence)</td>
<td></td>
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<tr>
<td>4.</td>
<td>Telephone number with STD code</td>
<td></td>
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<tr>
<td>5.</td>
<td>Email Address</td>
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<tr>
<td>6.</td>
<td>PAN No. &amp; Service Tax Regn. No. (Please Attach Documentary evidence)</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Any other relevant information (Please attach Separate sheet, if required)</td>
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### Schedules of Rates

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Description</th>
<th>Lump Sum Price (Rs.)</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Secretarial Audit</td>
<td>Rs.</td>
</tr>
<tr>
<td>B</td>
<td>Service Tax (as applicable)</td>
<td>Rs.</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL AMOUNT PAYABLE</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Amount in words</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Declaration:

1. All the information provided by me/us herein above is correct.
2. Enclosed all the required documentary evidences duly sealed & signed by authorised signatory.
3. If appointed to conduct the Secretarial Audit of RHDC Limited, my Audit team will work in strict confidence and will ensure that the information in respect of the Company is dealt in strict confidence and secrecy.
4. There has not been disciplinary action initiated or contemplated / suspension of Certificate of Practice.

Signature: __________________________

Name & Signature of Authorised Signatory: __________________________

Stamp of the PCS/ Firm: __________________________

Date: __________________________

Place: __________________________