**APPOINTMENT OF COMPANY SECRETARY**

"RESOLVED THAT pursuant to section 383A and other applicable provision of the Companies Act, 1956, this meeting approves the appointment of Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as Secretary of the Company on the terms and conditions set out in the letter/agreement dated the \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_\_\_ (a copy of which tabled at the meeting being authenticated under the signature of the Chairman hereof for the purpose of identification) with effect from the \_\_\_\_\_\_\_\_\_\_\_\_\_”.