

### **CODE OF CONDUCT FOR COMPANY SECRETARY**

The duties of Company Secretary shall also discharge, the following duties, namely:-

- (1) To report to the Board about compliance with the provisions of this Act, the rules made thereunder and other laws applicable to the company;
- (2) To ensure that the company complies with the applicable secretarial standards.
- (3) to provide to the directors of the company, collectively and individually, such guidance as they may require, with regard to their duties, responsibilities and powers;
- (4) to facilitate the convening of meetings and attend Board, committee and general meetings and maintain the minutes of these meetings;
- (5) to obtain approvals from the Board, general meeting, the government and such other authorities as required under the provisions of the Act;
- (6) to represent before various regulators, and other authorities under the Act in connection with discharge of various duties under the Act;
- (7) to assist the Board in the conduct of the affairs of the company;
- (8) to assist and advise the Board in ensuring good corporate governance and in complying with the corporate governance requirements and best practices; and
- (9) to discharge such other duties as have been specified under the Act or rules; and
- (10) such other duties as may be assigned by the Board from time to time.

For MACHINO PLASTICS LTD  
  
Managing Director