

ANNEXURE I

Format to be submitted by listed entity on quarterly basis

1. Name of Listed Entity - **Suvidhaa Infoserve Limited**
 2. Quarter ending - **31st March, 2021**

i. Composition Of Board Of Director

Title (Mr./Ms)	Name of the Director	DIN	PAN	Category (Chairperson /Executive/Non-Executive / Independent/ Nominee)	Sub Category	Initial Date of Appointment	Date of Appointment	Date of cessation	Tenure	Date of Birth	Whether special resolution passed?	Date of passing special resolution	No. of Directorship in listed entities including this listed entity	No of Independent Directorship in listed entities including this listed entity	No of memberships in Audit/ Stakeholder Committee(s) including this listed entity	No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity	Membership in Committees of the Company	Remarks
Mr.	Tanuj Rajde	09066867	BTCPR0034D	C, NED		17-Feb-2021	17-Feb-2021			28-Dec-1994	NA		1	0	1	0	SC, NRC	
Mr.	Naresh Sharma	09071085	AABPS5158C	ED	MD	17-Feb-2021	17-Feb-2021			25-Sep-1956	NA		1	0	0	0		
Mr.	Prashant Thakar	03179115	ACVPT6034E	ED		20-Aug-2010	11-Mar-2018			22-Jul-1977	NA		1	0	2	0	AC, SC	
Mr.	Shail Shah	06432640	BECP51067L	ID		17-Feb-2021	17-Feb-2021		60	25-Dec-1987	NA		1	1	1	1	AC, NRC	
Mr.	Ritesh Chothani	09070982	ADXPC2525Q	ID		17-Feb-2021	17-Feb-2021		60	11-May-1979	NA		1	1	2	1	AC, SC	
Ms.	Jyoti Malhotra	02780029	AGNPM9429N	ID		17-Feb-2021	17-Feb-2021		60	17-Jun-1973	NA		1	1	0	0	NRC	
Mr.	Sanjay Goel	00191575	ADYPG0120G	ID		23-Sep-2020	23-Sep-2020	15-Feb-2021	5	03-Aug-1968	NA		0	0	0	0		
Mr.	Vinayak Jadhav	02312072	ABAPJ2076N	ID		23-Sep-2020	23-Sep-2020	15-Feb-2021	5	27-Aug-1959	NA		0	0	0	0		
Ms.	Richa Mehta	08976531	ASIPM2302D	ID		04-Dec-2020	04-Dec-2020	15-Feb-2021	3	20-Nov-1982	NA		0	0	0	0		
Mr.	Nilesh Gor	07768798	ACRPG0639G	ED		03-Mar-2017	29-Sep-2017	18-Feb-2021	41	30-Sep-1973	NA		0	0	0	0		

Company Remarks	
Whether Permanent chairperson appointed	Yes
Whether Chairperson is related to MD or CEO	No

ii. **Composition of Committees**

a. **Audit Committee**

Sr. No.	Name of the Director	Category	Chairperson/Membership	Appointment Date	Cessation Date
1	Shail Shah	ID	Chairperson	17-Feb-2021	
2	Ritesh Chothani	ID	Member	17-Feb-2021	
3	Prashant Thakar	ED	Member	04-Dec-2020	

Company Remarks	
Whether Permanent chairperson appointed	Yes

b. **Stakeholders Relationship Committee**

Sr. No.	Name of the Director	Category	Chairperson/Membership	Appointment Date	Cessation Date
1	Ritesh Chothani	ID	Chairperson	17-Feb-2021	
2	Prashant Thakar	ED	Member	17-Feb-2021	
3	Tanuj Rajde	C,NED	Member	17-Feb-2021	

Company Remarks	
Whether Permanent chairperson appointed	Yes

c. **Risk Management Committee**

Sr. No.	Name of the Director	Category	Chairperson/Membership	Appointment Date	Cessation Date
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Company Remarks	
Whether Permanent chairperson appointed	

d. **Nomination and Remuneration Committee**

Sr. No.	Name of the Director	Category	Chairperson/Membership	Appointment Date	Cessation Date
1	Jyoti Malhotra	ID	Chairperson	17-Feb-2021	
2	Shail Shah	ID	Member	17-Feb-2021	
3	Tanuj Rajde	C,NED	Member	17-Feb-2021	

Company Remarks	
Whether Permanent chairperson appointed	Yes

iii. **Meeting of Board of Directors**

Date(s) of Meeting (if any) in the previous quarter	Date(s) of Meeting (if any) in the relevant quarter	Whether requirement of Quorum met	Number of Directors present	Number of Independent Directors present
04-Dec-2020	12-Jan-2021	Yes	6	3
	17-Feb-2021	Yes	2	0
	30-Mar-2021	Yes	6	3

Company Remarks	
Maximum gap between any two consecutive (in number of days)	40

iv. **Meeting of Committees**

Name of the Committee	Date(s) of meeting during of the committee in the previous quarter	Date(s) of meeting of the committee in the relevant quarter	Whether requirement of Quorum met (Yes/No)	Number of Directors present	Number of independent directors present
Audit Committee		12-Jan-2021	Yes	3	2
Audit Committee		30-Mar-2021	Yes	3	2

Company Remarks	
Maximum gap between any two consecutive (in number of days) [Only for Audit Committee]	0

v. **Related Party Transactions**

<i>Subject</i>	<i>Compliance status (Yes/No/NA)</i>	<i>Remark</i>
Whether prior approval of audit committee obtained	Not Applicable	
Whether shareholder approval obtained for material RPT	Not Applicable	
Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee	Not Applicable	

Disclosure of notes on related party transactions and Disclosure of notes of material related party transactions	
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VI. **Affirmations**

1. The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015. - **Yes**
2. The composition of the following committees is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015
 - a. Audit Committee - **Yes**
 - b. Nomination & remuneration committee - **Yes**
 - c. Stakeholders relationship committee - **Yes**
 - d. Risk management committee (applicable to the top 500 listed entities) - **Not applicable**
3. The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015. - **Yes**
4. The meetings of the board of directors and the above committees have been conducted in the manner as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015. - **Yes**
5.
 - a. This report and/or the report submitted in the previous quarter has been placed before Board of Directors. - **No**
 - b. Any comments/observations/advice of Board of Directors may be mentioned here:

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Name : **Prachi Vijay Jain**
Designation : **Company Secretary & Compliance Officer**

ANNEXURE II

Format to be submitted by listed entity at the end of the financial year (for the whole of financial year)

I. Disclosure on website in terms of Listing Regulations			
<i>Item</i>	<i>Compliance status (Yes/No/NA)</i>	Company Remark	Website
As per regulation 46(2) of the LODR:			
Details of business	Yes		https://www.suvidhaa.com/about
Terms and conditions of appointment of independent	Yes		https://www.suvidhaa.com/code
Composition of various committees of board of directors	Yes		https://www.suvidhaa.com/board
Code of conduct of board of directors and senior	Yes		https://www.suvidhaa.com/code
Details of establishment of vigil mechanism/ Whistle Blower	Yes		https://www.suvidhaa.com/code
Criteria of making payments to non-executive directors	Not Applicable		
Policy on dealing with related party transactions	Yes		https://www.suvidhaa.com/code
Policy for determining 'material' subsidiaries	No	Kindly note that, since the	
Details of familiarization programs imparted to independent	Yes		https://www.suvidhaa.com/code
Email address for grievance redressal and other relevant details entity who are responsible for assisting and handling	Yes		https://www.suvidhaa.com/investor-contact.html
Contact information of the designated officials of the listed	Yes		https://www.suvidhaa.com/investor
Financial results	Yes		https://www.suvidhaa.com/financi
Shareholding pattern	Yes		https://www.suvidhaa.com/shareho
Details of agreements entered into with the media companies and/or their associates	Not Applicable		
Schedule of analyst or institutional investor meet and presentations made by the listed entity to analysts or	Not Applicable		
New name and the old name of the listed entity	Not Applicable		
Advertisements as per regulation 47 (1)	Not Applicable		
Credit rating or revision in credit rating obtained by the	Not Applicable		
Separate audited financial statements of each subsidiary of	Not Applicable		
As per other regulations of the LODR:			
Whether company has provided information under separate section on its website as per Regulation 46(2)	Yes		https://www.suvidhaa.com/about-us.html
Materiality Policy as per Regulation 30	Yes		https://www.suvidhaa.com/code
Dividend Distribution policy as per Regulation 43A (as	Not Applicable		
It is certified that these contents on the website of the listed	Not Applicable		
II Annual Affirmations			
<i>Particulars</i>	<i>Regulation Number</i>	<i>Compliance status (Yes/No/NA)</i>	Company Remark
<i>Independent director(s) have been appointed in terms of specified criteria of 'independence' and/or 'eligibility'</i>	<i>16(1)(b) & 25(6)</i>	Yes	
<i>Board composition</i>	<i>17(1), 17(1A) & 17(1B)</i>	Yes	
<i>Meeting of Board of directors</i>	<i>17(2)</i>	Yes	
<i>Quorum of Board meeting</i>	<i>17(2A)</i>	Yes	
<i>Review of Compliance Reports</i>	<i>17(3)</i>	Yes	
<i>Plans for orderly succession for appointments</i>	<i>17(4)</i>	Yes	
<i>Code of Conduct</i>	<i>17(5)</i>	Yes	
<i>Fees/compensation</i>	<i>17(6)</i>	Not Applicable	
<i>Minimum Information</i>	<i>17(7)</i>	Yes	
<i>Compliance Certificate</i>	<i>17(8)</i>	Yes	
<i>Risk Assessment & Management</i>	<i>17(9)</i>	Yes	

<i>Performance Evaluation of Independent Directors</i>	17(10)	Yes	
<i>Recommendation of Board</i>	17(11)	Not Applicable	
<i>Maximum number of directorship</i>	17A	Yes	
<i>Composition of Audit Committee</i>	18(1)	Yes	
<i>Meeting of Audit Committee</i>	18(2)	Yes	
<i>Composition of nomination & remuneration committee</i>	19(1) & (2)	Yes	
<i>Quorum of Nomination and Remuneration Committee meeting</i>	19(2A)	Yes	
<i>Meeting of nomination & remuneration committee</i>	19(3A)	Yes	
<i>Composition of Stakeholder Relationship Committee</i>	20(1), 20(2) and 20(2A)	Yes	
<i>Meeting of stakeholder relationship committee</i>	20(3A)	Yes	
<i>Composition and role of risk management committee</i>	21(1),(2),(3),(4)	Not Applicable	
<i>Meeting of Risk Management Committee</i>	22	Not Applicable	
<i>Vigil Mechanism</i>	22	Yes	
<i>Policy for related party Transaction</i>	23(1),(1A),(5),(6),(7)	Yes	
<i>Prior or Omnibus approval of Audit Committee for all related party transactions</i>	23(2), (3)	Not Applicable	
<i>Approval for material related party transactions</i>	23(4)	Not Applicable	
<i>Disclosure of related party transactions on consolidated basis</i>	23(9)	Not Applicable	
<i>Composition of Board of Directors of unlisted material Subsidiary</i>	24(1)	Not Applicable	
<i>Other Corporate Governance requirements with respect to subsidiary of listed entity</i>	24(2),(3),(4),(5) & (6)	Not Applicable	
<i>Annual Secretarial Compliance Report</i>	24(A)	Yes	
<i>Alternate Director to Independent Director</i>	25(1)	Not Applicable	
<i>Maximum Tenure</i>	25(2)	Yes	
<i>Meeting of independent directors</i>	25(3) & (4)	Yes	
<i>Familiarization of independent directors</i>	25(7)	Yes	
<i>Declaration from Independent Director</i>	25(8) & (9)	Yes	
<i>D & O Insurance for Independent Directors</i>	25(10)	Not Applicable	
<i>Memberships in Committees</i>	26(1)	Yes	
<i>Affirmation with compliance to code of conduct from members of Board of Directors and Senior management personnel</i>	26(3)	Yes	
<i>Disclosure of Shareholding by Non- Executive Directors</i>	26(4)	Yes	
<i>Policy with respect to Obligations of directors and senior management</i>	26(2) & 26(5)	Yes	

Other Information	
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III Affirmations:

The Listed Entity has approved Material Subsidiary Policy and the Corporate Governance requirements with respect to subsidiary of Listed Entity have been complied. - **No**

Other Information	Kindly note that, sincethe Company has listed on 31st March, 2021 we are unable to comply with the abovementioned Regulation 24 of SEBI (LODR) Regulation, 2015. The Company is under the process of complying with the same.
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Name : **Prachi Vijay Jain**
Designation : **Company Secretary & Compliance Officer**