



**KERALA LIVESTOCK  
DEVELOPMENT BOARD Ltd.**  
(A Government of Kerala Undertaking)  
An ISO 9001-2008 Certified Company



No. PMB/1706/2013

Dated: 11/04/2023

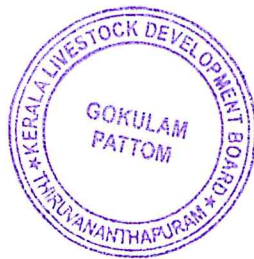
### NOTIFICATION

KLD Board urgently requires service of a consultant Company Secretary in order to provide following Secretarial Services under Companies Act.

1. Conducting Board Meeting and General Meeting including finalization of agenda notes, preparation of notices, recording minutes of the meeting etc, as and when required.
2. Updation of Statutory registers to be maintained under the Companies Act, 2013
3. Preparation, certification and uploading of e-forms which may arise from time to time based on items discussed in Board meetings and also for mandatory items.
4. Preparation of declaration to be given by each director at the beginning of the year and at such times as and when there is change in directorship.
5. Advisory Services on Companies under Companies Act, from time to time.
6. Coordination with the Regulator from time to time based on the needs of the company

Interested parties/firms are requested to offer service wise rates along with terms & conditions in a sealed cover super scribing “Engagement of Consultant Company Secretary” addressed to the **Managing Director, KLD Board Ltd, Gokulam, Pattom, Thiruvananthapuram-695001** for finalizing a suitable hand as Consultant Company Secretary for a period of one year (extendable).

The offer should be received at this office **on or before 27/04/2023**.



Sd/-

Managing Director

//Approved for issue//

Manager (Personnel)