



Annual Performance Review

CS Asheen Benn



Key Achievements - Legal

- ❑ Recognized the need for enhanced organization and efficiency in legal proceedings, I undertook the initiative to formulate **Standard Operating Procedures (SOPs)** for the following:
 - SOP for legal proceedings under **Section 138 of Negotiable Instruments Act**
 - SOP for **Civil Suits in employee cases** for violation of employment agreements
- Inter-departmental google control sheets** are established with **Logistics Team** & **HR Team** enabling better coordination & communication between teams for more transparent and accountable workflow
- ❑ Initiated the creation and utilization of **shared google folders with control sheets** and scan copy of executed agreements with following teams:
 - **Logistics Team** – Branch Office Maintenance Agreement
 - **PD Team** – Agriculture Activity Operation Agreement/ erstwhile Lease Agreements
 - **Institutional Business Team** – Supply & Marketing Agreements
- ❑ Implemented **Google Calendar** as a dynamic tool for managing deadlines and reminders for licensing & registrations. This implementation significantly improved our team's time management, ensuring timely responses and adherence to critical legal timelines.

Key Achievements - Legal

- ❑ Conducted a thorough review of Company Processes to identify employees routinely involved in signing legal and regulatory documents. This involved collaborating with different departments, reviewing contracts and agreements and listing of individuals authorized to sign on behalf of the company. This led to the formulation of a **comprehensive list of authorized signatories** which includes:
 - List of signatories signing Legal & Regulatory documents
 - List of signatories for Treasury Function
 - List of signatories of Legal Proceedings
- ❑ Issued official authorizations: **Authorization Certificates** to individuals listed as authorized signatories, ensuring they were well-informed about their scope of their signing authorities, responsibilities and accountabilities. The certificates are issued for a financial year which help in reviewing list of signatories, updating new authorization and better control.
- ❑ Initiated changes in software **VSeedPro-C** for VC Grower Agreement in CG for better agreement management as well as issued a **Guidance for Printing & Execution of Agreement** with pictorial examples as directive for proper printing and complete execution of agreements.

Key Achievements - Legal

- ❑ Initiated modification in **VnrAgro-Agreement Portal** for streamlining Agricultural Land Lease Agreement generation from the portal. Requested generation of reminders from the portal for expiring lease agreement in authorized mail ids, modification in agreements, master creations etc.
- ❑ Facilitated learning session on **importance of legal documents for strong Civil Suit** with **HR Team** and presentation on **Legal Metrology** implications to our Company for **Management Team**
- ❑ Led a comprehensive **review of agreement templates**, collaborating closely with departments to understand their requirement and documenting accordingly. Agriculture Activity Agreement (R&D Agreements) prepared for Group Companies, to mitigate current as well as historical gaps with complete particulars to ensure compliance.
- ❑ Implemented shared folders to centralize and organize legal documents, enabling seamless collaboration and easy access for all team members. This resulted in improved efficiency and reduced time spent searching for critical information.

Key Achievements – Company Secretarial

- ❑ Conducted a meticulous review of group balance sheets, identifying discrepancies and ensuring the necessary corrections. Managed the **annual filing** process with a keen focus on timelines and accuracy and ensured all regulatory filings of **18 Companies & 3 LLPs** were submitted well within the stipulated deadlines.
- ❑ Implemented a robust system for tracking **MCA filing** deadlines, resulting in the timely submission of over **75 forms**. Collaborated closely with teams across departments to gather necessary information and streamline the filing process
- ❑ Identified **historical compliance gaps** and proactively filed pending forms from previous years, reducing the risk of penalties and ensuring a clean and up-to-date corporate record
- ❑ Ensured mandatory **website disclosures** as per Companies Act with respect to CSR, addition of CIN in landing page, requested creation of Corporate Governance Section on the website
- ❑ Initiated and implemented a comprehensive **Compliance Calendar**, mapping out key regulatory deadlines and ensuring timely adherence. This proactive approach significantly reduced the risk of non-compliance and streamlined our regulatory processes

Key Achievements – Company Secretarial

- Successfully handled **Event Based Compliances**:
 - Loan to Subsidiary Company (Section 185 SR requirement), Investment in Equity Capital of Foreign Subsidiary Company
 - Re-appointment of Managing Director
 - Casual Vacancy of Auditor
 - Blanket approval for intercorporate loans
 - Loan to Director (Section 185 for borrowing between companies with common directorship)
 - Share Transfers
- Control Sheets for meeting dates and resolution passed as well as systematic record keeping for minutes, notices, agendas, annual records.

Key Achievements – VNR Seeds Bangladesh Pvt. Ltd.

- ❑ Assumed accounting supervision portfolio mid-year, tasked with rectifying accounting errors, addressing taxation issues, and resolving incorrect filings. Proactively identified and addressed discrepancies in accounting records, conducting thorough investigations and implementing corrective measures.
- ❑ Successfully finalized financial statements within the deadline and achieved a clean audit opinion and resolved accounting discrepancies.
- ❑ Handled procedure for increase in Authorized Share Capital to Tk. 5 Crore, allotment of share capital of Tk. 2 Crore and repayment of unsecured loan USD 80,000.
- ❑ Established google folders for sharing of accounting records with Consultants, regularized Tax & VAT filings for the current year. Google folders & control sheets for treasury functions, legal records, tax challans, monthly expenditures sheets etc.

Key Achievements – Regulatory Compliances

- ❑ Successfully managed Overseas Direct Investment (ODI) transactions with respect to advancement of Unsecured Loan, investment in Equity Capital to Foreign Subsidiary Company. Coordinated with ODI Cell and AD Bank and made timely compliances and resolved queries related to ODI Transactions.
- ❑ Ensured compliance with RBI regulations by filing **Foreign Liabilities & Assets Return & Annual Performance Report**.
- ❑ Successfully filed plant wise statistical data required for **Annual Survey of Industries Return** for **Gomchi, Deorjhal and Bandamailaram Plant**.
- ❑ Ensured environmental compliances by obtaining a Consent to Operate license for Boriya Plant. Additionally, ensured the timely submission of **plantation reports** and **environmental statements**, contributing to our commitment to environmental sustainability
- ❑ Undertaken filing of Form TM-P for change in name of registered user of VNR TM in name of Mr. Vimal Chawda and updation of name & address in TM records.

Learnings

- Engaging in following training programs has been instrumental in shaping my leadership and team management skills. The application of acquired skills has resulted in more motivated and engaged team members.
 - **Presentation Skills – Mr. Nandkishore Sharma**
 - **Transformational Team Leadership – Mr. Vanraj Jhala**
 - **Creating and Managing High Achieving Self-Motivated Teams – Mr. Vanraj Jhala**
 - **Building Core Leadership Competencies – IIM Raipur**
- Handled newly assigned responsibility of supervising the accounting function of VNR Seeds Bangladesh Pvt. Ltd. and role that has provided me with invaluable insights into the nuances of financial management
- Dealing with agreements and documentation of different departments has enabled me to connect the dots and develop a comprehensive understanding of our company's processes. It has helped me to identify interdependencies and inter-connected compliances within the company and the VNR Group.
- Learned and refined in area of work allocation and delegation, it has enhanced my team efficiency and individual growth. By entrusting team members with tasks that align with their strengths, I have tried to cultivate a culture of trust and empowerment, encouraging a more collaborative and motivated work environment.

Support required

- ❑ Implementing new requirement of dematerialisation of shares and increasing regulatory compliances necessitates requirement of additional manpower resource to strengthen compliance function
- ❑ Legal Team has encountered increased legal proceeding volumes, leading to higher workloads. Despite the team's dedication and efforts, the requirement additional resources is necessary to maintain the quality of work and meet project timelines consistently
- ❑ Allocation of additional storage space for the Legal Team to accommodate safekeeping of legal agreements and regulatory records



Thank You!

