

# HDFC Recurring Deposits Plan

For Resident Individuals Only



## HIGHEST SAFETY

CRISIL has reaffirmed “CRISIL AAA/Stable” rating & ICRA has reaffirmed “[ICRA]AAA(Stable)” rating for twenty seventh consecutive year.

### RECURRING DEPOSITS (RD) PLAN

#### (Fixed Rate Option)

Period	Rate of Interest (p.a.)
12 - 23 Months	5.65%
24 - 35 Months	6.15%
36 - 60 Months	6.30%

Minimum Monthly Savings Amount - ₹ 2000/-

Interest is compounded annually.

Subject to TDS.

Additional ROI of 0.05% p.a. will be applicable on Individual deposits placed/renewed through our Online system and auto-renewed deposits.

Interest Rates are subject to change and the rate applicable would be the rate prevalent on the date of deposit.

#### Product Features:

- **Monthly Savings Plan:** RD is a monthly savings plan where one can save as little as ₹ 2000 per month and accumulate a larger capital for future needs.
- **Convenience:** RD provides the convenience of ACH (Debit clearing) facility where the monthly savings amount is automatically transferred from the depositor's bank account to the RD account every month on pre-determined dates.
- **Flexibility:** Depositor has the flexibility to choose any deposit period between 12 and 60 months to plan the future needs.
- **Accumulation of interest:** Interest will be accrued and credited (net of TDS) on 31<sup>st</sup> March every year.

### HOW TO OPEN THE ACCOUNT

To open the account, one needs to submit the following

- Deposit application form, along with KYC documents
- Account Payee cheque for the initial monthly savings amount drawn in favour of HDFC Ltd.
- ACH (debit clearing) Mandate for the subsequent deposit installments.

RATES EFFECTIVE FROM  
JUNE 27, 2022



HOUSING DEVELOPMENT FINANCE CORPORATION LIMITED

Regd. Office: Ramon House, H T Parekh Marg, 169, Backbay Reclamation, Churchgate, Mumbai 400 020.

Phones: 022-67546060 (for Deposits only) Email: [deposits@hdfc.com](mailto:deposits@hdfc.com) Website: [www.hdfc.com](http://www.hdfc.com)

CIN: L70100MH1977PLC019916

Our loan facilities : Housing Loans, House Renovation Loans, Home Extension Loans, Loans to Professionals and much more

## Terms & Conditions

### DEPOSIT CAN BE PLACED BY

Resident Individual (who is not a tax-resident of any country other than India).

### MODE OF ACCEPTANCE

Resident Individuals can open the RD account by remitting the first month's savings amount through following modes using our online platform or submitting duly filled-in application form and ACH (debit clearing) Mandate. The subsequent month's savings installments will be directly transferred through the ACH (debit clearing) system on pre-determined dates every month as indicated in the application form/mandate. HDFC will issue a Deposit Receipt for the initial deposit amount at the time of opening the account indicating terms of the deposit. A consolidated statement of account giving details of all transactions will be sent annually as of 31st March.

**(a) RTGS/NEFT/FUND TRANSFER:** Remittance can be made in Beneficiary Name - "HDFC Ltd." to our following account on any working day (other than Saturday & holiday).

Customer's Bank	Beneficiary A/c No.	Beneficiary Bank and Branch	IFSC	Online application processing
HDFC Bank	00600350003778	HDFC Bank, Fort, Mumbai.	N.A.	After 3 working hours
State Bank of India	00000035454570940	State Bank of India, Capital Market, Mumbai	N.A.	
Punjab National Bank	0061002101613975	Punjab National Bank, Fort, Mumbai	N.A.	Next working day
Axis Bank	920020055982206	AXIS Bank, Fort, Mumbai	N.A.	
All other Banks	00600350003778	HDFC Bank, Fort, Mumbai.	HDFC0000060	After 3 working hours

**Effective Deposit Date:** Same day if amount is credited to our account before the cut off time (currently 1 p.m.); else next working day. For amount upto ₹ 10 lakh, cut off time is 4 p.m.

**(b) Cheques:**

Cheque drawn on	Beneficiary Name	Pay-in-slip to be used	Online application processing
HDFC Bank	HDFC Ltd. - A/c 00600350003778	Deposit cheque favouring 'HDFC Ltd.' (marked account payee) in the home branch of the respective bank. Customer can use the regular pay-in-slip available at the bank branch to deposit the cheque. (Please check the limit with respective bank for depositing cheque at Non home branch).	After 3 working hours (Cheque copy to be uploaded)
State Bank of India	HDFC Ltd. - A/c 00000035454570940		Next working day (Cheque copy to be uploaded)
Punjab National Bank	HDFC Ltd. - A/c 0061002101613975		
AXIS Bank	HDFC Ltd. - A/c 920020055982206		Next working day after debit to customer's bank account (Cheque copy to be uploaded)
All other Banks	HDFC Ltd. - A/c 00600350003778	Deposit cheque favouring 'HDFC Ltd.' (marked account payee) at any branch of HDFC Bank using the specially designed CMS Payslip (available at our office or generated through the Key Partner Portal). Prefilled CMS Payslip can also be obtained by emailing a copy of duly filled & signed cheque at deposit.cms@hdfc.com with subject line as 'CMS Payslip - (Depositor's PAN)'.	

**Effective Deposit date:** Date of realisation of cheques excluding Saturdays & holidays. For cheques drawn on HDFC Bank/SBI/PNB/Axis Bank, effective deposit date will be similar to RTGS/NEFT/Fund Transfer.

Post Office Savings Bank cheques: We do not accept cheques drawn on Post Office Savings Bank as POSB does not participate in electronic payment systems (RTGS/NEFT/NACH).

**Positive Pay System (PPS):** Please ensure that you send **advance intimation to your bank** as required under their guidelines before issuing the cheque.

**(c) PAYMENT GATEWAY:** Currently 18 banks are available in the Payment Gateway integrated to our ONLINE Deposits System.

**Effective Deposit date:** For HDFC Bank/SBI/ICICI Bank/Axis Bank/IDBI Bank - same as RTGS/NEFT/Fund Transfer. For other banks, T+2 working days (excluding Saturdays & holidays). For these banks, it's advisable to remit funds online using RTGS/NEFT/Fund Transfer.

**Note :** (1) Please ensure that customer KYC is complied before remittance of funds. Deposit application has to be submitted immediately on credit of the amount to our bank account. If the deposit application is not submitted within 1 month of remittance, the effective deposit date will be from the date of submission of the application form. (2) Pre-determined date for installment payment 1st, 11th, 21st of every calendar month or next working day in case the date falls on any bank holiday or Sunday. (3) **The first account holder in the bank account from where the remittance is made must be the sole/first depositor in HDFC Deposit.** (4) Interest rate prevalent on the effective deposit date will be applicable.

### INTEREST

Fixed rate option: Interest rate under this plan would be fixed for the entire period of the deposit.

Interest will be computed on each installment amount from the respective deposit date until March 31<sup>st</sup> / maturity date and credited (net of TDS, if any) to the deposit account. Interest for the subsequent year/s would be computed on the accumulated balance (principal and interest) as of March 31<sup>st</sup> until the next March 31<sup>st</sup> or maturity date whichever is earlier.

### DEDUCTION OF INCOME TAX AT SOURCE (TDS)

Income tax will be deducted at source under Section 194A of the Income Tax Act, 1961, at the rates in force. If the depositor is not liable to pay income tax and the interest to be paid/credited in a financial year does not exceed the maximum amount which is not chargeable to income tax, the depositor may submit a declaration in Form No. 15G so that income tax is not deducted at source. In such cases, PAN (Permanent Account Number) must be quoted in Form 15G, else the form is invalid. Senior Citizens (60 years and above) may submit a declaration in Form No. 15H.

Sub-section 5A of Section 139A of the Income Tax Act, 1961 requires every person receiving any sum or income from which tax has been deducted to intimate his PAN to the person responsible for deducting such tax. Further, 139A(5B) requires the person deducting such tax to indicate the PAN on the TDS certificate.

In case PAN is not mentioned, the rate of TDS would be 20% as per section 206AA(1) of the Income-Tax Act, 1961. TDS will be deducted at twice the rate in force if a person is specified under section 206AB of the Income Tax Act 1961.

### PREMATURE WITHDRAWAL

**Request for premature withdrawal may be permitted at the sole discretion of the Corporation, subject to the Non-Banking Financial Company – Housing Finance Company (Reserve Bank) Directions, 2021, as applicable from time to time.**

Premature withdrawal will not be allowed before completion of 3 months from the date of acceptance. In case of request for premature withdrawal after the expiry of three months, the rates given in the following table shall apply.

Months completed from the date of deposit	Rate of Interest Payable
Minimum lock in period	3 months
After 3 months but before 6 months	The interest payable shall be 3% per annum for individual depositor, and no interest in case of other category of depositors.
After 6 months but before the date of maturity	The interest payable shall be 1% lower than the interest rate applicable for the period for which the deposit has run or if no rate has been specified for that period, then 2% lower than the minimum rate at which the public deposits are accepted by HDFC.

Commission is paid upfront for the entire period of deposit to our authorised agents. In case of premature withdrawal of deposit, commission is payable for the period completed and proportionate commission from the date of premature withdrawal upto maturity date will be recovered from the depositor or authorised agent.

### RENEWAL / REPAYMENT OF DEPOSIT

For renewal or repayment of deposit, the discharged deposit receipt must be surrendered to HDFC. In case of renewal of deposit, the prescribed application form signed by all depositors is also required to be submitted. Deposit period would commence from the maturity date of the renewed deposit and the interest rate prevailing on the date of maturity will be applicable. Maturity date of the renewed deposit should be at least 1 week beyond the actual date of renewal of such overdue deposits and premature withdrawal will not be permitted for 3 months from the actual date of renewal.

Interest will accrue after the maturity date only if the deposit is renewed.

If the date of maturity falls on any day on which HDFC's office remains closed, repayment will be made on the next working day. Repayment amount is remitted to depositor's bank account directly through NEFT/RTGS/FT or paid through account payee cheque favouring the first depositor.

### NOMINATION FACILITY

As per Section 36B of the National Housing Bank Act, 1987 & Rule 2(1) of the Banking Companies (Nomination) Rule, 1985, only individual depositor/s, singly or jointly, can nominate a single person under this facility. In case the deposit is placed in the name of a minor, nomination can be made only by a person lawfully entitled to act on behalf of the minor. Power of attorney holder or any person acting in representative capacity as holder of an office or otherwise cannot nominate. In the event of the death of the sole depositor or the death of all the depositors, the nominee shall have the right to receive the amount due in respect of the deposit and payment by HDFC to the nominee shall constitute full discharge to HDFC of its liability in respect of the deposit. Nominee's name will be printed on the Deposit Receipt, unless mentioned otherwise. In case of thumb impression of the depositor/s, nomination has to be attested by two witnesses. In such cases, separate form DA-1 may be furnished. The cancellation of nomination shall be made by the depositor along with joint depositors, if any, by submission of Form DA-2.

A variation in the said nomination shall be made by the depositor along with joint depositors, if any, by submission of Form DA-3. A nomination or cancellation of nomination or variation of nomination shall not cease to be in force merely by reason of the renewal of the deposit.

### KNOW YOUR CUSTOMER (KYC)

In terms of the Prevention of Money Laundering Act, 2002, the rules notified thereunder and Reserve Bank of India (Know Your Customer (KYC)) Directions, 2016, every depositor is required to comply with the KYC requirements by submitting the following documents: a) Latest Photograph b) Self-certified copy of the proof of identity & address, and comply with the Customer Due Diligence (CDD) Procedure stipulated thereunder, and providing any other additional information sought to comply with the reporting requirements under Section 285 BA of the Income-Tax Act, 1961. Depositor shall submit his Permanent Account Number to the Corporation. In case the depositor has already submitted the above documents in his earlier deposit, then he need not submit the above documents again, but has to provide the reference of his customer number.

### GENERAL

In the event of death of the first / sole depositor, repayment of deposit and payment of interest will be made to the joint depositor first in order of survivor/s / nominee on submission of death certificate without reference to the heirs and/or legal representatives of the deceased.

Any discharge given by the first-named depositor for principal and/or interest will be valid and binding on all joint depositors. Deposits with HDFC are not transferable. Applications should be complete in all respects and HDFC has a right to accept or reject any application without notice, subject to the Non-Banking Financial Company – Housing Finance Company (Reserve Bank) Directions, 2021.

Employees, Shareholders, Home Loan customers, customers referred by staff and high value depositors may be offered an additional interest rate as decided by management from time to time. In case such deposits are generated through our authorised agents, commission on such deposits would be adjusted appropriately.

All remittances by HDFC (towards interest, repayment, etc.) shall be made to the bank account from where the funds were received by HDFC. Change in bank account may be permitted only in bonafide cases (such as where the account has been closed, etc.) at the sole discretion of the Corporation.

CRISIL has reaffirmed "CRISIL AAA/Stable" rating to our Fixed Deposits Programme. This rating indicates that the degree of safety regarding timely payment of interest and principal is very strong.

ICRA has reaffirmed "[ICRA]AAA(Stable)" rating to our Fixed Deposit Programme. This rating is the highest credit quality rating assigned by ICRA. The rated deposits programme carries the lowest credit risk.

The aggregate dues from the facilities, both fund and non-fund based, extended to, and the aggregate dues from companies in the same group or other entities or business ventures in which the directors and/or the Corporation are/is holding substantial interest is ₹ 977.12 crore (Total exposure less equity investments) and the total amount of exposure to such entities is ₹ 20,098.48 crore.

The deposits solicited by the Corporation are not insured.

HDFC has a right to change, amend, add or delete the terms and conditions without notice, subject to the Non-Banking Financial Company – Housing Finance Company (Reserve Bank) Directions, 2021, as applicable, from time to time.

In case of any deficiency of the Corporation in servicing its deposits, the depositor may approach NHB, the National Consumers Disputes Redressal Forum, the State Level Consumers Disputes Redressal Forum or the District Level Consumers Dispute Redressal Forum for relief.

In case of non-repayment of the deposit or part thereof in accordance with the terms and conditions of the deposit, the depositor may make an application to an authorised officer of the National Housing Bank.

The financial position of the Corporation as disclosed and the representations made in the application form are true and correct and that the Corporation and its Board of Directors are responsible for the correctness and veracity thereof.

The housing finance company is within the regulatory framework of the Reserve Bank of India. It must, however, be distinctly understood that the Reserve Bank of India or National Housing Bank does not undertake any responsibility for the financial soundness of the Corporation or for the correctness of any of the statements or the representations made or opinions expressed by the Corporation, and for repayment of deposit/discharge of liabilities by the Corporation. HDFC Deposits programme is designed in accordance with Non-Banking Financial Company – Housing Finance Company (Reserve Bank) Directions, 2021 with the objective to channelise resources for housing.

### FOR AUTHORISED AGENTS

Agents are not authorised to accept cash from depositors or issue receipt on behalf of HDFC for deposits. Please ensure that your name and code number is clearly mentioned in the box provided in the application form to enable payment of commission. Application forms received without your name and code number will not be considered for payment of commission. Commission will be paid to authorised agents at the rate decided by the management, from time to time.



WITH YOU, RIGHT THROUGH

www.hdfc.com

## PROVISIONAL RECEIPT

Date: \_\_/\_\_/\_\_

Received from \_\_\_\_\_ cheque / HDFC Deposit Receipt No. \_\_\_\_\_ for ₹ \_\_\_\_\_ dated \_\_\_\_\_  
drawn on \_\_\_\_\_ Bank \_\_\_\_\_ Branch for **HDFC Recurring Deposits Plan (RDP)** for a period of \_\_\_\_\_ months @ \_\_\_\_\_% per annum

For HOUSING DEVELOPMENT FINANCE CORPORATION LIMITED

VALID SUBJECT TO REALISATION OF CHEQUE Phone: 022-67546060

Authorised Signatory \_\_\_\_\_

**We also accept Deposits from Religious Trusts, Educational Institutions & Charitable Trusts**

**"A LITTLE SAVING TODAY FOR A SECURE TOMORROW"**



HOUSING DEVELOPMENT FINANCE CORPORATION LIMITED  
Regd. Office: Ramon House, H T Parekh Marg, 169, Backbay Reclamation, Churchgate, Mumbai 400 020.  
Phones: 022-67546060 (for Deposits only) Email: deposits@hdfc.com Website: www.hdfc.com  
CIN: L70100MH1977PLC019916

Agent's Name: **IIFL Securities Ltd**  
Code No.: **BM/52459**

## APPLICATION FORM FOR RECURRING DEPOSITS (RD) PLAN

PLEASE USE BLOCK LETTERS AND TICK ☒ IN APPROPRIATE PLACES

Agents are not permitted to accept cash with application form and issue receipt. HDFC will in no way be responsible for such or other wrong tenders.

Date : \_\_\_\_\_

I/We apply for opening a deposit account under Recurring Deposits Plan for a period of \_\_\_\_\_ months and will earn interest @ \_\_\_\_\_ % p.a.

### PAYMENT DETAILS

Amount ₹ \_\_\_\_\_ Cheque No. \_\_\_\_\_ Date:

Bank Name \_\_\_\_\_ Branch \_\_\_\_\_

Bank Account No. \_\_\_\_\_ MICR Code: \_\_\_\_\_ IFSC Code: \_\_\_\_\_

Redemption proceeds may be credited to above bank account directly through NEFT/RTGS/direct credit facility.

### STATUS :

☒ Resident Individual

### CATEGORY :

☐ Member of Public ☐ Director/Relative of a Director

☐ Shareholder (DP/Client ID \_\_\_\_\_)

☐ Employee

### DEPOSIT REPAYABLE TO :

☐ First Depositor

☐ First Depositor or Survivor/s

### First / Sole Depositor's Details

Name \_\_\_\_\_

Guardian's Name (in case of Minor) \_\_\_\_\_

Customer No. \_\_\_\_\_ PAN \_\_\_\_\_

### Second Depositor's Details

Name \_\_\_\_\_

Customer No. \_\_\_\_\_ PAN \_\_\_\_\_

### Third Depositor's Details

Name \_\_\_\_\_

Customer No. \_\_\_\_\_ PAN \_\_\_\_\_

I/We hereby declare that the first named depositor mentioned in my/our application is the beneficial owner of this deposit and as such he/she should be treated as the payee for the purpose of tax deduction under Section 194A of the Income Tax Act, 1961. I/We hereby agree to abide by the attached terms and conditions governing the deposit.

I/We certify that the information provided above is in accordance with section 285BA of the Income Tax Act, 1961 read with Rules 114F to 114H of the Income Tax Rules, 1962. I/We also certify that I/we am/are not a tax-resident of any country other than India. I/We have not withheld any material information that may affect the assessment/categorization of the account as a Reportable account or otherwise. I/We permit/authorise HDFC Ltd. to collect, store, communicate and process information relating to the Account and all transactions therein, by HDFC Ltd. and any of its affiliates wherever situated including sharing, transfer and disclosure between them and to the authorities in and/or outside India of any confidential information for compliance with any law or regulation whether domestic or foreign. It shall be my/our responsibility to educate myself/ourselves and to comply at all times with all relevant laws relating to reporting under section 285BA of the Act read with the Rules thereunder.

I/We further declare that, I/We am/are authorized to make this deposit in the above-mentioned scheme (HDFC Deposit) and that the amount kept in the deposit is through legitimate source and does not involve directly or indirectly any proceeds of schedule of offence and/or is not designed for the purpose of any contravention or evasion of the provisions of the Prevention of Money Laundering Act, 2002 and any Rules, Regulations, Notifications, Guidelines or Directions thereunder, as amended from time to time. I/We shall provide any further information and fully co-operate in any investigation as and when required by HDFC Ltd. in accordance with the applicable Law. I/We further affirm that the information/details provided by me/us is/ are true and correct in all respect and nothing has been concealed. I/we hereby authorise HDFC Ltd. to send Email/SMS alerts for all transactions relating to my/our deposits. I/We hereby give my/our consent to HDFC Ltd. for sending OTP (One Time Password) on my/our mobile number and email id to facilitate processing of my/our deposit transactions using OTP authentication. I/We also agree to furnish such information and/or documents as HDFC Ltd. may require from time to time to comply with regulations.

I/We have gone through the financial and other statements/particulars/representations furnished/made by HDFC Ltd. and after careful consideration, I/we am/are making the deposit with HDFC Ltd. at my/our own risk and volition.

On Maturity of the deposit, I/We hereby give my/our explicit consent to HDFC Limited to

☐ Renew principal and interest (Recommended)

☐ Renew principal

☐ Pay the principal and interest to my/our designated Bank Account mentioned herein.

### SIGNATURE OF DEPOSITOR(S)

First/Sole : \_\_\_\_\_

Second : \_\_\_\_\_

Third : \_\_\_\_\_



UMRN

F o r O f f i c e u s e o n l y

Date

Sponsor Bank Code

HDFC0000060

Utility Code

NACH00000000001446

Tick (✓)

CREATE ☒

MODIFY

CANCEL

I/We hereby authorize

H D F C L T D .

to debit (tick ✓)

SB/CA/CC/SB-NRE / SB-NRO /Other

Bank a/c number

\_\_\_\_\_

with Bank

Name of bank

IFSC

\_\_\_\_\_

or MICR

\_\_\_\_\_

an amount of Rupees

Monthly Savings Installment

₹ Amount (in Figures)

FREQUENCY ☒ Mthly ☒ Qtly ☒ H-Yrly ☒ Yrly ☒ As & when presented

DEBIT TYPE ☒ Fixed Amount ☒ Maximum Amount

Reference 1 Deposit No.

Phone No. Mobile No.

Reference 2 Scan Sr No.

Email ID Email ID

PERIOD

From

To ☒ ☒ ☒ ☒ ☒ ☒

Or ☒ Until Cancelled

Signature/s \_\_\_\_\_

1. Name as in bank records 2. Name as in bank records 3. Name as in bank records

\* This is to confirm that the declaration has been carefully read, understood & made by me / us. I am authorising the user entity/ corporate to debit my account.

\* I have understood that I am authorised to cancel/ amend this mandate by appropriately communicating the cancellation/ amendment request to the User entity/ corporate or the bank where I have authorised the debit

\* I/We hereby declare that the above information is true and correct and that the mobile number listed above is registered in my/our name(s) and/or is the number that I/we use in the ordinary course. I/We hereby declare that, irrespective of my/our registration of the above mobile in the provider customer preference register, or in any similar register maintained under applicable laws, now or subsequent to the date hereof, I/We consent to the Bank communicating to me/us about the transactions carried out in my/our aforesaid account(s).

## FORM DA 1 : NOMINATION

Nomination under Section 36B of the National Housing Bank Act, 1987 and Rule 2(1) of the Banking Companies (Nomination) Rule, 1985 in respect of HDFC deposits.

I/We \_\_\_\_\_

nominate the following person to whom in the event of my / our / minor's death the amount of this deposit may be returned by HDFC Ltd.

Name & Address of Nominee

Pin Code

Email ID

Customer No. (If KYC is already complied)

PAN

Mobile

Relationship with Depositor (If any)

Gender

Age

Date of Birth of Nominee

D D M M Y Y

As the nominee is a minor on this date, I/We appoint (Name, address & date of birth)\* \_\_\_\_\_

to receive the amount of the deposit on behalf of the nominee in the event of my / our / minor's death during the minority of the nominee.

\* Leave out if nominee is not a minor.

# Where deposit is made in the name of a minor, the nomination should be signed by a person lawfully entitled to act on behalf of the minor.

# Thumb impression shall be attested by 2 witnesses. (use separate form DA 1)

☐ Please tick if nominee's name should not be printed on Deposit Receipt.

### SIGNATURE OF DEPOSITOR(S)#

FIRST/SOLE : \_\_\_\_\_

SECOND : \_\_\_\_\_

THIRD : \_\_\_\_\_

G146/06/2022/----

### FOR OFFICE USE ONLY

Document Reference No.	Date of Receipt	Verified by	Remarks

### Instructions to fill Mandate

- Kindly attach a photocopy/cancelled cheque along with this mandate form.
- UMRN is a reference number given by National Payments Corporation of India Ltd. (NPCI) and is auto generated during mandate creation. Please keep it blank.
- Bank A/c Number should be exactly as per the bank records with leading Zeros if any eg. 00501103000047
- IFSC and MICR should be as printed on Cheque leaf.
- PERIOD FROM: First strike date of the Installment. Available strike dates during the month - 1st, 11th and 21st of the month.
- Mandate will be presented on or after the strike date.
- Please maintain at least 20 days between the date of ACH mandate and the first strike date.
- Mention your Mobile No. and Email ID to receive timely communications.
- Please fill up the mandate in black or blue ball point pen WITHOUT ANY ALTERATION/CORRECTION.
- Please write in CAPITAL letters and within the BLOCKS, as banks accept or reject mandates based on scan image.



By Order of the Board  
Sd/-  
**AJAY AGARWAL**  
Company Secretary