

Andhra Pradesh Urban Infrastructure Asset Management Limited
Reg. Off: 4th Floor, NTR Administrative Block, Pandit Nehru Bus Station
Vijayawada - 520 013
CIN: U65999AP2016PLC103663

NOTIFICATION
FOR ENGAGEMENT OF PRACTISING COMPANY SECRETARY FOR
SECRETARIAL ACTIVITIES FOR THE FINANCIAL YEAR 2026-27

Andhra Pradesh Urban Infrastructure Asset Management Limited (the Company) invites applications from eligible **Practising Company Secretaries (PCS)** for engagement to undertake Secretarial and Compliance-related activities for the **Financial Year 2026-27**, in accordance with the provisions of the Companies Act, 2013 and other applicable laws.

Scope of Work

The scope of services shall include, but not be limited to, the following:

1. Conducting Secretarial Audit and issuance of Secretarial Audit Report in Form MR-3
2. Issuance of Compliance Certificate in Form MGT-8
3. Conversion of Financial Statements into XBRL format in accordance with applicable provisions, including:
 - Companies (Filing of Documents and Forms in Extensible Business Reporting Language) Rules, 2015
 - Indian Accounting Standards (IND AS) Rules, 2015
 - The conversion shall cover:
 - Director's Report along with annexures
 - Auditor's Report along with annexures
 - Balance Sheet
 - Statement of Profit and Loss
 - Cash Flow Statement
 - Notes to Accounts
4. Verification and Certification of Form AOC-4 / AOC-4 XBRL
5. Verification and Certification of Form MGT-7
6. Verification and Certification of any other e-forms (e.g., DIR-12, MGT-14, etc.) required to be filed with the Registrar of Companies (ROC)
7. Processing, and coordination for obtaining Digital Signature Certificates (DSC) for Directors and Key Managerial Personnel (KMP), including renewal, if required
8. Overseeing statutory compliance under the Companies Act, 2013, including preparation and timely filing of Annual Returns, Financial Statements, Board Reports and other statutory filings.
9. Drafting, reviewing and maintaining Board and Committee Notices, Agenda Notes, Resolutions and Minutes in accordance with applicable laws and good corporate governance practices.
10. Conducting Secretarial Audit, preparing Compliance Certificates and coordinating with Auditors to ensure adherence to statutory and regulatory requirements.
11. Managing Related Party Transaction compliances, statutory disclosures and corporate filings on MCA and other regulatory portals.
12. Drafting, vetting and reviewing Memoranda of Understanding (MoUs), Service Agreements and other corporate documents to safeguard the interests of APUIAML.
13. Liaising and coordinating with Regulatory Authorities, Statutory Auditors, Government Departments and other stakeholders for approvals, clearances, audits and compliance reporting.
14. Supporting CAG (Comptroller & Auditor General) Audit and facilitating timely replies and responses to audit observations and compliance requirements.
15. Advising the Management on Corporate Governance framework, Board Governance practices, Compliance Risk Mitigation and other secretarial matters.
16. Supporting business diversification initiatives by identifying organizations requiring governance/compliance documentation support and assisting in developing structured service

offerings for APUIAML.

17. Processing, coordination and renewal of Digital Signature Certificates (DSC) and handling related MCA compliance activities for Directors and Key Managerial Personnel (KMP).
18. Maintaining and updating statutory registers, records, minutes books and other secretarial records as required under applicable laws.
19. Undertaking any other responsibilities, assignments or compliance-related activities as may be assigned by the COTO / CEO / Management from time to time.

Other Terms & Conditions

- The engagement shall be for the Financial Year 2026–27.
- The Practising Company Secretary shall ensure timely completion of assignments and compliance with statutory deadlines.
- The professional shall be responsible for accuracy and completeness of filings.

On the basis of the above, please submit your Quotation (exclusive of GST, which should be mentioned separately). No extra charges will be paid if the same is not specified in the quote

GENERAL TERMS & CONDITIONS:

- APUIAML will make payment through RTGS / Cheque against the Invoice(s), and selected Vendor will raise Invoice

Andhra Pradesh Urban Infrastructure Asset Management Limited

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Vijayawada - 520 013

GST No.: 37AAOCA6442P1ZY

Please submit your Quote (on or before 3 pm of May 26, 2026) in a sealed envelope at the address given below or by way of mail to secretarial@apurban.in:

Secretarial Department

Andhra Pradesh Urban Infrastructure Asset Management

Limited 4th Floor, NTR Administrative Block, Pandit Nehru

Bus Station Vijayawada - 520 013

For any clarification on the above, may please be contact to Mr. Sai Rajesh Thota (Mobile No. 8121115967)

-: DISCLAIMER: -

The final decision to award contract shall always reside with APUIAML. APUIAML Management keeps the full right:

- (a) to take all decision in respect of the Bidding Process for selection of the Vendor(s)
- (b) Not to disclose with anyone the reasons for rejection/ selection of any quote(s)