

Addendum-I

To, the NOTICE INVITING EXPRESSION OF INTEREST IFCI Infrastructure Development Limited (IIDL), New Delhi, invites short term notice for monthly retainer ship for Secretarial Work from Practicing Company Secretaries Firms, having offices in New Delhi dated, 29/08/2016.

Scope of Secretarial Services

1. Support Services

- a. The firm shall be responsible for preparing all the necessary notices, agendas and other related documents related to Company Secretary work.
- b. The firm shall also give inputs for transacting any business or matter required to be transacted under the provisions of Companies Act or any other applicable, if any required.
- c. Attending & recording proceedings of various Board Meeting, Committees and / or General Meetings.

2. a) Preparation & Filing of e-forms regarding secretarial work.

b) **XBRL conversion:** - The firm will be responsible for the services for converting financial data into XBRL format and also filing of same.

3. Certification

The practicing firm shall check and certify all the form by affixing the digital signatures

4. Review of Compliances

The firm shall review the compliances made in the company on quarterly basis and confirm that all the compliances required for Secretarial Work of IIDL are complied with and up to date.

Note: On account the addendum the last date of submission has been revised from 07/09/2016 to 09/09/2016. This is an addition and the information in the main notice stands unchanged.