

SMT. DURGA DEVI SHARMA CHARITABLE TRUST

3rd Floor, Millennium Tower, Behind IOC Petrol Pump, Powai, Mumbai - 400 076. • Tel.: 022 - 4247 9999
A Charitable Trust Registered Under No. E - 4999 (Mumbai)

Ref.

Date 13 - 2 - 22

To,
Pravin Manudhane & Co.
Chartered Accountants,
19, Vijprabha Complex,
Patkar Road,
Nr. Kamat Medical,
Dombivli (E)-421201.

Subject: Appointment as Internal Auditor

Dear Sir,

We are delighted to offer you the position of Internal Auditor at Durgadevi Sharma Charitable Trust (GHP Group). After carefully reviewing your qualifications, skills, and experience, we believe that you possess the necessary expertise to contribute significantly to our organization.

We are confident that your analytical abilities, attention to detail, and strong understanding of financial processes will make you an invaluable asset to our internal audit team. Your role will involve examining our company's internal controls, financial statements, and risk management procedures to ensure compliance with regulatory standards and identify areas for improvement.

Position Details:

- Job Title: Internal Auditor
- Department: Audit and Compliance
- Reporting to: Management Trustee/Principal
- Start Date: 1st April 2022
- Compensation: will be according to mutual discussion/negotiable

Your main responsibilities will include but are not limited to:

- Conducting comprehensive audits of internal systems, processes, and financial data.
- Assessing risks, identifying control gaps, and providing recommendations for improvement.
- Performing detailed testing and verification of financial records, transactions, and reports.
- Preparing audit reports summarizing findings and presenting them to management.

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- Collaborating with cross-functional teams to develop and implement effective controls.
- Staying up-to-date with relevant laws, regulations, and industry best practices.

We have full confidence in your abilities to perform the duties associated with this position and look forward to your contribution in maintaining and enhancing our internal audit function.

Please confirm your acceptance of this appointment by signing the enclosed copy of this letter and returning it to us at your earliest convenience.

We look forward to welcoming you to the GHP Group.

**FOR SMT. DURGADEVI SHARMA
CHARITABLE TRUST**

Yours sincerely,

Managing Trustee / Trustee

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3rd Floor, Millennium Tower, Behind IOC Petrol Pump, Powai, Mumbai - 400 076. • Tel.: 022 - 4247 9999
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Date: 15th February 2022

Date _____

Ref.

To,
S.NAGWEKAR & CO.
Chartered Accountants
Bungalow No.3,
Harsh Kaushal Chs.Ltd.
Shiv Vallabh Road,
Ashok Van,Dahisar (East),
Mumbai-400068.

Dear Sir ,

Subject: Appointment as External Auditor

We are pleased to inform you that Durgadevi Sharma Charitable Trust (GHP Group) has appointed your firm, as our external auditor for the financial year 2022-23. This appointment is effective from 1st April 2022 and is subject to the terms and conditions outlined in this letter.

Responsibilities and Scope of Work- As our external auditor, your responsibilities will include conducting an independent examination and audit of our financial statements for concerned financial year .You will be required to express an opinion on the fairness and accuracy of these financial statements in accordance with generally accepted accounting principles (GAAP) or applicable accounting standards.

In addition, you will be responsible for reviewing our internal controls, assessing risks, and providing recommendations to strengthen our control environment. Your audit procedures will be designed to detect any material misstatements, errors, or irregularities, and you will be expected to communicate any significant findings to the Board of Directors and management.

Confidentiality and Independence: As our external auditor, you are required to maintain the highest levels of confidentiality, integrity, and independence throughout the engagement. You will be expected to adhere to professional standards and ethical guidelines, ensuring that your audit opinions and recommendations are objective and unbiased.

Remuneration and Terms: The remuneration for your services as our external auditor will be as per the mutually agreed terms and conditions set forth in the engagement letter, which will be provided separately. Any additional expenses incurred during the audit process will be reimbursed in accordance with our company policies.



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Audit Timelines: We expect the audit fieldwork to be completed according to standard timeline.. We kindly request that you provide us with a detailed audit plan, including key areas and timelines, within 15 of accepting this appointment.

Communication and Reporting: During the course of the audit, regular communication and reporting are essential. We expect you to provide periodic updates on the progress of the audit, address any significant issues or concerns promptly, and deliver the final audit report within the stipulated time .

Acceptance: Please confirm your acceptance of this appointment by signing the enclosed copy of this letter and returning it to us at your earliest convenience. Your acceptance will serve as an acknowledgment of your understanding of the terms and conditions outlined herein.

We appreciate your willingness to undertake this important role as our external auditor. We believe that your expertise, professionalism, and commitment to quality will add significant value to our organization.

Thank you for your cooperation, and we look forward to a successful working relationship.

Sincerely,
FOR SMT. DURGADEVI SHARMA
CHARITABLE TRUST


Managing Trustee / Trustee

I hereby confirm that I have read and understood the terms of my appointment as the external auditor for Durgadevi Sharma Charitable Trust (GHP Group) and I accept this appointment.

Signature: S.C. Nagwekar

Name: CA Sandesh C. Nagwekar

Date: _____