

FORM NO. DIR-12

[Pursuant to sections 7(1) (c), 168 & 170 (2) of The Companies Act, 2013 and rule 17 of the Companies (Incorporation) Rules 2014 and 8, 15 & 18 of the Companies (Appointment and Qualification of Directors) Rules, 2014]



Particulars of appointment of directors and the key managerial personnel and the changes among them

Form Language ☒ English ☐ Hindi

Refer the instruction kit for filing the form.

1. *This form is for ☐ New company ☒ existing company

2. (a) * Corporate Identity Number (CIN) of company

U74140HR2013PTC069892

(b) Global location number (GLN) of company

Pre-fill

3. (a) Name of the company

OPPO MOBILES INDIA PRIVATE LIMITED

(b) Address of the
registered office
of the company

05th FLOOR, TOWER B
BUILDING NUMBER 8, DLF CYBER CITY
GURGAON
Gurgaon
Haryana
122002

(c) E-mail ID of the company

legal@oppomobile.in

4. Number of Managing director or director(s) for which the form is being filed

1

5. Details of the Managing Director, directors of the company

1 Details of the Managing Director or Director of the company

i Director Identification Number (DIN)

08742230

Pre-fill

ii Name

SHAN HE

iii Father's name

SHAN QI CHAO

iv Present residential address

ROOM NO.- 09072, ATS GREENS PASADISO, CHI IV, KASNA,
GAUTAM BUDDHA NAGAR
GREATER NOIDA
Uttar Pradesh
India
201310

v Nationality

CN

vi Date of birth

21/08/1987

vii Gender

Male

viii ☐ Appointment ☒ Cessation ☐ Change in designation

x Date of Appointment or
change in designation

ix Designation

Whole-time director

(DD/MM/YYYY)

xi Category

xii Whether Chairman, Executive Director, Non-Executive Director

☐ Chairman ☐ Executive director ☐ Non Executive Director

xiii DIN of such director to whom appointee is alternate

Pre-fill

xiv Name of the director to whom such
appointee is alternate

xv Name of the company or institution whose nominee the
appointee is

xvi E-mail ID of director

shanhe@oppo.com

xvii In case of cessation

Hereby confirmed that the above mentioned ☒ Director ☐ Managing director xviii is not associated with the company
with effect from 02/04/2022 (DD/MM/YYYY) xix due to Resignation u/s 168

xx Interest in other entities

xxi Number of such entities

xxii *CIN/LLPIN/FCRN/Registration number

Pre-fill

xxiii * Name

xxiv * Address

xxv Nature of interest

xxvi * Designation

xxvii Percentage of Shareholding

xxviii Amount

xxix Others (specify)

6. Number of manager(s), secretary(s), Chief Financial Officer or Chief Executive Officer for which the form is being filed

7. Details of manager(s), secretary(s), Chief Financial Officer or Chief Executive Officer of the company

1	i Director Identification Number (DIN), if any	<input type="text" value="07293854"/>	<input type="button" value="Pre-fill"/>
	ii Income Tax permanent account number (PAN)	<input type="text" value="BMBPP8392L"/>	<input type="button" value="Verify Details"/>
	iii <input type="radio"/> Appointment <input checked="" type="radio"/> Cessation		
	iv Membership number of the secretary	<input type="text" value="10837"/>	
	v First Name	<input type="text"/>	
	vi Middle Name	<input type="text"/>	
	vii Last Name	<input type="text" value="PREETI"/>	
	viii Father's name		
	ix First Name	<input type="text" value="OM"/>	
	x Middle Name	<input type="text" value="PARKASH"/>	
	xi Last Name	<input type="text"/>	
	xii Present residential address	xiii Line I	<input type="text" value="H.NO 4841"/>
		xiv Line II	<input type="text" value="MUFTIWARA"/>
	xv City	<input type="text" value="REWARI"/>	
	xvi State	<input type="text" value="Haryana"/>	xvii Pin Code <input type="text" value="123401"/>
	xviii ISO Country Code	<input type="text" value="IN"/>	
	xix Country	<input type="text" value="INDIA"/>	
	xx Phone	<input type="text" value="8295956847"/>	xxi Fax <input type="text"/>
	xxii Date of birth	<input type="text" value="07/05/1990"/>	(DD/MM/YYYY)
	xxiii Designation	<input type="text" value="Secretary"/>	
	xxiv Date of Appointment or cessation	<input type="text" value="30/03/2022"/>	(DD/MM/YYYY)
	xxv E-mail ID	<input type="text" value="preeti@oppo.com"/>	

Attachments

List of attachments

- (1) Declaration by first director
- (2) Declaration of the appointee director
in Form No. DIR-2;
- (3) Notice of resignation;
- (4) Evidence of cessation;
- (6) Optional attachment(s) - if any.

Attach

Attach

Attach

Attach

Attach

Resignation Letter-Shan He-WTD.pdf
Resignation letter- CS PREETI.pdf
Acknowledgement letter_Resignation_WTD_
Acknowledgement of Resignation-CS PREETI.pdf
CTC-BR-Noting of Resignation of WTD- Vier
CTC- BR-Noting of Resignation of CS PREETI.pdf

Remove attachment

Declaration

I * Chao Zhou

- ☐ A person named in the articles as a of the company
(in case if a new company) or
- ☒ authorized by the Board of Directors of the Company vide 11&19
number dated 31/03/2022

to sign this form and declare that all the requirements of Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. I also declare that all the information given herein above is true, correct and complete including the attachments to this form and nothing material has been suppressed.

* To be digitally signed by

CHAO
ZHOU
Digitally signed by CHAO ZHOU
Date: 2022.04.11
18:54:02 +05'30'

* Designation Director

* Director identification number of the director; or DIN or PAN of the manager or CEO or CFO; or Membership number of the secretary

07308481

Certificate by practicing professional

I declare that I have been duly engaged for the purpose of certification of this form. It is hereby certified that I have gone through the provisions of the Companies Act, 2013 and Rules thereunder for the subject matter of this form and matters incidental thereto and I have verified the above particulars (including attachment(s)) from the original/certified records maintained by the Company/applicant which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed. I further certify that:

- ☒ The said records have been properly prepared, signed by the required officers of the Company and maintained as per the relevant provisions of the Companies Act, 2013 and were found to be in order ;
- ☒ All the required attachments have been completely and legibly attached to this form;
- ☒ It is understood that I shall be liable for action under Section 448 of The Companies Act, 2013 for wrong certification, if any found at any stage.

* To be digitally signed by

ANSHUL
JAIN
Digitally signed by ANSHUL JAIN
Date: 2022.04.11
21:29:45 +05'30'

- ☐ Chartered accountant (in whole-time practice) or ☐ Cost accountant (in whole-time practice) or
- ☒ Company secretary (in whole-time practice)

* Whether Associate or fellow ☐ Associate ☒ Fellow

Membership number

11768

Certificate of Practice Number

16118

Modify

Check Form

Prescrutiny

Submit

This eForm has been taken on file maintained by the Registrar of companies through electronic mode and on the basis of statement of correctness given by the filing company.



Acknowledgement of Resignation

Date: 30th March 2022

To,
Mr. Shan He
Whole Time Director (WTD)
(DIN: 08742230)
Building 1, Room No.-09072,
ATS Greens Pasadiso, CHI IV,
Kasna, Greater Noida, Gautam Buddha Nagar,
Uttar Pradesh, India - 201301

Subject: Acknowledgement of resignation from the office of Whole Time Director (WTD) of the Company and as a member of the CSR committee.

Dear Sir,

This has reference to your resignation letter dated **29th March 2022** tendered to the Board of Directors of the Company. In this regard, please be informed that the Board of Directors took note of your resignation w.e.f. **2nd April 2022**, in its duly held Board Meeting dated **31st March 2022**.

The Board sincerely appreciated your association with the Company, the support you have rendered and your invaluable contribution towards the growth during the tenure as the Whole Time Director (WTD) and member of the CSR committee of the Company.

We would like to wish you all the best for your future endeavors.

Thanking you,
Yours faithfully

For and on behalf of OPPO Mobiles India Private Limited

Chao Zhou
(DIN: 07308481)
Managing Director
Address: E1002, The villas, Phase 2, Akashneem Marg, Gurugram – 122002 HR IN

OPPO Mobiles India Private Limited

Registered Office: 5th floor, Tower B, Building no.8, DLF Cyber City,
Gurugram-122002, Haryana, India

CIN No.: U74140HR2013PTC069892

Contact No.: 0124472 7700 | **E-mail:** info@oppomobile.in | **Website:** www.oppo.com/in



Acknowledgement of Resignation

Date: 30th March 2022

**To,
Ms. Preeti
Manager-Legal, Company Secretary and Compliance Officer
H.NO 4841, Muftiwara Rewari, 123401 HR IN**

Subject: Acknowledgement of resignation from the office of Company Secretary of the Company.

Dear Concerned,

This has reference to your resignation letter dated **03rd March 2022**, tendered to the Board of Directors of the Company. In this regard, please be informed that the Board of Directors took note of your resignation w.e.f. **30th March 2022**, in its duly held Board Meeting dated **31st March 2022**.

The Board sincerely appreciated your association with the Company, the support you have rendered and your invaluable contribution towards the growth during the tenure as the Company Secretary of the Company.

We would like to wish you all the best for your future endeavors.

Thanking you,
Yours faithfully

For and on behalf of OPPO Mobiles India Private Limited

**Chao Zhou
(DIN: 07308481)
Managing Director
Address: E1002, The villas, Phase 2, Akashneem Marg, Gurugram – 122002 HR IN**

OPPO Mobiles India Private Limited

Registered Office: 5th floor, Tower B, Building no.8, DLF Cyber City,
Gurugram-122002, Haryana, India

CIN No.:U74140HR2013PTC069892

Contact No.:0124472 7700 | **E-mail:** info@oppomobile.in | **Website:** www.oppo.com/in



CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE 5TH MEETING OF THE BOARD OF DIRECTORS OF OPPO MOBILES INDIA PRIVATE LIMITED FOR THE FINANCIAL YEAR 2021-22, HELD AT SHORTER NOTICE ON THURSDAY, THE 31ST DAY OF MARCH 2022, AT 11:30 A.M., BY WAY OF VIDEO CONFERENCING AT SCHEDULED VENUE (05TH FLOOR, TOWER B, BUILDING NUMBER 8, DLF CYBER CITY, GURUGRAM (GURGAON), HARYANA-122002).

NOTING OF RESIGNATION OF MS. PREETI FROM THE OFFICE OF COMPANY SECRETARY OF THE COMPANY.

“**RESOLVED THAT** the Board do and hereby accept the resignation of Ms. Preeti- Company Secretary of the Company, from the office of Company Secretary with effect from **30th March, 2022** and relieve her from all the responsibilities of the captioned position and has taken on record deep appreciation of her Services during her employment as Company Secretary of the Company.

RESOLVED FURTHER THAT any Director and/or Company Secretary of the Company, be and are/ is hereby authorized to issue acknowledgement of the aforesaid resignation severally/jointly and to sign/file necessary e-forms/intimations including but not limited to DIR-12 with the Registrar of the Companies and do all such acts, deeds as may be necessary, proper, expedient or incidental for giving effect to this resolution and also to make necessary entries in the Register of Directors and Key Managerial Personnel.

RESOLVED FUTHER THAT pursuant to the statutory provision of Rule 8 (12) (a) of Companies (Registration offices and fees) Rules, 2014, CS Anshul Jain of Anshul Jain & Associates (Company Secretaries) having Membership Number A43863 and Certificate of Practice Number 16118 and Firm Registration Number with ICSI: S2016DE374700, be and is hereby authorized to pre-certify all the necessary forms form/s, including but not limited to filling of Form DIR-12 for the above-mentioned purpose, if required.”

//CERTIFIED TRUE COPY//

for and behalf of Board of Directors of
OPPO Mobiles India Private Limited

Chao Zhou

(DIN: 07308481)

Managing Director

Address: E1002, The villas, Phase 2, Akashneem Marg, Gurugram – 122002 HR IN

Date: - 11-04-2022

OPPO Mobiles India Private Limited

Registered Office: 5th floor, Tower B, Building no.8, DLF Cyber City,
Gurugram-122002, Haryana, India

CIN No.:U74140HR2013PTC069892

Contact No.:0124472 7700| **E-mail:** info@oppomobile.in | **Website:** www.oppo.com/in



CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE 5TH MEETING OF THE BOARD OF DIRECTORS OF OPPO MOBILES INDIA PRIVATE LIMITED FOR THE FINANCIAL YEAR 2021-22, HELD AT SHORTER NOTICE ON THURSDAY, THE 31ST DAY OF MARCH 2022, AT 11:30 A.M., BY WAY OF VIDEO CONFERENCING AT SCHEDULED VENUE (05TH FLOOR, TOWER B, BUILDING NUMBER 8, DLF CYBER CITY, GURUGRAM (GURGAON), HARYANA-122002).

NOTING OF RESIGNATION OF MR. SHAN HE FROM THE OFFICE OF WHOLE TIME DIRECTOR (WTD) OF THE COMPANY.

“RESOLVED THAT pursuant to the statutory provisions of Section 168 of Companies Act, 2013 (hereinafter referred to as ‘Act’) read with Rule 15 of Companies (Appointment and Qualifications of Directors) Rules, 2014 and all other applicable provisions, if any, of the Act, including any statutory modification(s) or amendment thereto or re-enactment thereof for the time being in force, and such other rules and regulations, as may be applicable, the Board be and is hereby take note of the resignation of Mr. Shan He (DIN: 08742230), vide letter dated **from 29th March, 2022**, from the office of Whole Time Director (WTD) of the Company with effect from **02nd April, 2022.**”

“RESOLVED FURTHER THAT the Board places on record its appreciation for the invaluable contribution by Mr. Shan He (DIN: 08742230) during his tenure as the Whole Time Director (WTD) of the Company.

“RESOLVED FURTHER THAT any Director and/or Company Secretary of the Company, be and are hereby severally authorized to issue acknowledgement of the aforesaid resignation and to sign and file necessary forms, including but not limited to Form DIR-12, with Registrar of Companies and to do all such other acts, deeds, matters and things as may be necessary, proper, expedient or incidental for giving effect to this resolution and also to make necessary entries in the Register of Directors and Key Managerial Personnel.”

“RESOLVED FURTHER THAT pursuant to the statutory provision of Rule 8 (12) (a) of Companies (Registration offices and fees) Rules, 2014, CS Anshul Jain of Anshul Jain & Associates (Company Secretaries) having Membership Number A43863 and Certificate of Practice Number 16118 and Firm Registration Number with ICSI: S2016DE374700, be and is hereby authorized to pre-certify the necessary form/s, including but not limited to Form DIR-12 for the above-mentioned purpose.”

//CERTIFIED TRUE COPY//

for and behalf of Board of Directors of
OPPO Mobiles India Private Limited

Chao Zhou
(DIN: 07308481)

Managing Director

Address: E1002, The villas, Phase 2, Akashneem Marg, Gurugram – 122002 HR IN

Date: 11-04-2022

OPPO Mobiles India Private Limited

Registered Office: 5th floor, Tower B, Building no.8, DLF Cyber City,
Gurugram-122002, Haryana, India

CIN No.:U74140HR2013PTC069892

Contact No.:0124472 7700| **E-mail:** info@oppomobile.in | **Website:** www.oppo.com/in

Resignation Letter

Date: 03th March 2022

To,
The Board of Directors,
OPPO Mobiles India Private Limited,
(CIN: U74140HR2013PTC069892)
05th Floor, Tower B, Building No. 8,
DLF Cyber City, Gurgaon -122002
Haryana, INDIA

Subject: Resignation from the office of Company Secretary of the Company.

Dear Concerned,

I hereby tender my kind resignation from the position of Company Secretary of the Company with effect from 30th March 2022, due to other official commitments. Kindly take note of this resignation letter at your ensuing Board Meeting and relieve me from my duties as such from the above-mentioned effective date.

Furthermore, I request the Company that my name be removed as Company Secretary, wherever required under the Companies Act, 2013 ('Act') and complete all the necessary formalities under the Act and the rules made thereunder including but not limited to filing the necessary e-Form (Form DIR-12) with the Registrar of Companies, NCT of Delhi and Haryana (RoC), for giving effect to this resignation.

I hereby appreciate and extend my earnest thanks to the Board of Directors and other officials of the Company for their unwavering support and co-operation during my tenure as Company Secretary of the Company.

Kindly accept/take note this letter as my resignation and acknowledge the receipt of the same.

Thanking you,



Preeti

Manager- Legal, Company Secretary and Compliance Officer
Membership Number: F10837
Address: H.No 4841 Muftiwara, Rewari, Haryana-123401

Resignation Letter

Date: 29th March 2022

To,
The Board of Directors,
OPPO Mobiles India Private Limited,
(CIN: U74140HR2013PTC069892)
05th Floor, Tower B, Building No. 8,
DLF Cyber City, Gurgaon -122002
Haryana, INDIA

Subject: Resignation from the office of Whole Time Director (WTD) of the Company.

Dear Concerned,

I hereby tender my kind resignation from the position of Whole Time Director (WTD) of the Company **with effect from 02nd April 2022**, due to other official commitments. Kindly take note of this resignation letter at your ensuing Board Meeting and relieve me from my duties as such from the above-mentioned effective date.


Further, it is reiterated to the Board that necessary formalities pertaining to change in authorised signatories with the judicial/quasi-judicial/statutory authorities including but not limited to Banks must be ensured and taken care of.

Furthermore, I request the Company that my name be removed as Whole Time Director (WTD), wherever required under the Companies Act, 2013 ('Act') and complete all the necessary formalities under the Act and the rules made thereunder including but not limited to filing the necessary e-Form (Form DIR-12) with the Registrar of Companies, NCT of Delhi and Haryana (**RoC**), for giving effect to this resignation. Please take note that Form DIR-11 is optional and may be submitted with the office of (**RoC**), at my end, in due course of time.

I hereby appreciate and extend my earnest thanks to the Board of Directors and other officials of the Company for their unwavering support and co-operation during my tenure as WTD of the Company.

Kindly accept/take note this letter as my resignation and acknowledge the receipt of the same.

Thanking you,

SHAN HE 

Shan He
(DIN: 08742230)
Building 1, Room No.-09072,
ATS Greens Pasadiso, CHI IV,
Kasna, Greater Noida, Gautam Buddha Nagar,
Uttar Pradesh, India - 201308