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| Profile of  **K. S. Shah & Co.**  Practicing Company Secretary  Kinjal S. Shah,  Proprietor |

**About the proprietor:-**

* **Kinjal S. Shah**, *Proprietor*

K. S. Shah & Co. is a proprietary firm headed by Kinjal S. Shah.

An Associate Member of the Institute of Company Secretaries of India, Kinjal S. Shah, has over 16 years of total experience with specialization in Corporate Law, Corporate Restructuring, SEBI Regulations & Rules, FEMA provisions, Documentation and Agreements, Compliance of various law and Accounts & Audit.

Her career spans consultancy as well as corporate sector. She was associated with organizations like Varun Industries Limited, AurionPro Solutions Limited, Networth Stock Broking Limited, Dr. Batras’ Positive Health Clinic Private Limited, Mehta & Mehta etc. She has handled various assignments, apart from day-to-day compliance under the Companies Act, 1956, Compliance under the listing Agreement, SEBI Agreement, FEMA provisions. She has experience in handling of Initial Public Offer, Merger & Acquisition, Incorporation of the Company abroad, Setting-up of business abroad, Joint Venture in India and aboard, Audit & Accounts and Intellectual Property Rights.

*We provide the complete secretarial & legal solutions on retainer-ship basis and on contractual basis.*

**Nature of Services Offered:-**

1. **Setting-up of business and services for on-going business in India:-**

* Formation / Incorporation of the Company under the Companies Act, 1956/2013
* Conversion of Partnership firm into the Company under Part IX of the Companies Act, 1956/2013
* Formation of Limited Liability Partnership Act, 2008
* Conversion of Firm, Private Company, Public Company into LLP
* Setting-up / Opening branch office(s) of foreign companies in India
* FEMA Compliances
* Obtaining license(s) from the concerned authorities
* Maintenance and assistance in preparation of Secretarial records and registers as per Companies Act, 1956/2013
* Periodical Compliances

1. **Formation/ Incorporation of Company outside India.**
2. **Compliances:-**

* Company Law compliance
* Stock Exchange(s) Listing Agreement compliance
* SEBI Compliance
* FEMA Compliance
* NBFC Compliance
* Labour Law Compliance
* Drafting of Compliance Manual

1. **Certification and Audit:-**
2. **Certification:-**

* Secretarial Compliance Certificate
* Annual Return Certification
* e-Forms Certification
* Quarterly certification under Regulation 55A of SEBI (Depository Participation) Regulation, 1996
* Certification under various Acts

1. **Audit:-**

* Transfer and Demat Audit (clause 47(c) of the Listing Agreement)
* Depository Participant Audit (DP Audit)
* Stock Broker Compliance Audit

1. **Charges:-**

* Creation/Modification/Satisfaction of Charges viz preparation and filing with the Registrar of Companies and obtaining the charge registration certificate from the same.
* Search Report

1. **Approvals:-**
2. **Ministry of Corporate Affairs:-**

* Appointment of Managing Director / Manager under Section 196/197 of the Companies Act, 2013, read with Schedule V of the Act.
* Increase in Managerial remuneration beyond the limits specified
* Waiver of recovery of excess remuneration

Such other applications as may be required

1. **Company Law Board Petitions (CLB) & Regional Director (RD) :-**

* Petition for the change of Registered Office of the Company from one state to another by alteration of the Memorandum of Association of the Company
* Application for extension of time for filing documents for registration of alteration of the Memorandum of Association
* Petition for extension of time or condonation of delay in filing of the particulars of the Creation/ Modification/Satisfaction of Charges with the Registrar of Companies

1. **Corporate Restructuring:-**

* Merger & Amalgamation
* De-Merger
* Spin off
* Reduction of Capital

1. **Advisory Services:-**

* Public Issue – Initial, Rights and Bonus Issue
* Preferential Issue
* Buy-back of Securities
* Implementation of ESOP
* Listing / De-listing of Shares/Securities with the Stock Exchanges

1. **Winding-up of Company/Firm:-**

* Striking-off of name under Section 560 of the Companies Act, 1956 (FTEC)
* Voluntary winding-up
* Winding-up by creditors
* Act as a voluntary liquidator
* Winding-up of LLP

1. **Due-diligence for:-**

* Takeover
* Joint Venture in India/Abroad
* Foreign Equity Participation
* Long term finance
* Initial Public Offering
* Merger & Amalgamation and De-Merger

1. **Legal Matters:-**
2. **Drafting of Agreements**
3. **Legal opinion on various Corporate Law matters**

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