



PROFILE

Pratik K. Shah FCS, LL.B, B.Com

Practicing Company Secretary

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SYNOPSIS OF PROFILE:

I am working independently as **Practicing Company Secretary** and handling work related to Compliances of Corporate Laws. I am having **post-qualification experience of more than 8 years** in the field of corporate secretarial and legal compliances.

I started my career in 2011 working with **Reliance Brands Ltd** (Reliance Industries Group – India's Largest Private Sector Organization) as a Senior Executive (Secretarial & Legal) & **Company Secretary of Diesel Fashion India Reliance Pvt. Ltd.** (Reliance-Diesel JV) and was handling Legal compliance of Reliance Brands Ltd., its Joint Ventures and subsidiaries. It also included interaction with Board Members, Senior Management Personnel, Auditors, Bankers and Statutory Authorities.

EXPERIENCE AND SERVICES RENDERING:

✦ **Experience & Services Rendering as PCS (started from 01st September, 2013)**

Experience as PCS

a. Incorporation of Companies

- Private Limited Companies
- 'Section 8' Companies as per Companies Act, 2013
- One Person Company
- 100% subsidiary of Indian as well as Foreign Company

b. Conversion

- Conversion of Partnership Firm into LLP
- Conversion of Company into LLP

c. Handling Corporate Compliance of SBM Bank India Limited

- Arranging / coordinating board meetings of the Board of Directors
- Attending meetings and recording the proceedings thereof
- Managing ROC compliance and FEMA compliance

d. Handling Corporate Compliances of a Company on Retainership basis

Including One Banking Company and Two Private Limited Companies which are 100% Subsidiary of Foreign Entities

e. Incorporation of Limited Liability Partnership (LLPs)

f. Changes in Details of Companies

- Increase in Authorised Capital and Issue of Shares
- Alteration of Memorandum and Article of Association of the Company
- Shifting of Registered Office of a Company within local limit of city, from one city to another city and from one state to another
- Changes in Directors of the Companies (Appointment/Resignation)
- Change in Name and Object of Company
- Change in Auditors of Company (Appointment / Re-appointment / Resignation)

g. Changes in Details of LLPs

- Shifting of Registered Office of LLP
- Changes in Partners of LLP (Appointment / Cessation / Designation)
- Change in Name of LLP

h. Drafting Work

- Redevelopment Agreement for Client
- Agreement for Share Broking Company
- Agreement with PR Agency for PR Services
- Agreement with Event Management Firm for Entertainment Services

- Book Publishing Agreement
 - Tie-up Agreement between Two Professional Firms
 - Agreement for Outsourcing of work on Assignment basis
 - Sale Purchase Agreement
 - Car Rental Agreement
 - Employment Agreement for Company
 - Agreement for Organizing an Event on behalf of another
 - Non-Disclosure Agreement
 - Service Agreement with Consultant to provide Consultancy Services
 - Leave & License Agreement
 - Agreement for renting movable Assets (Car/Yoat)
 - Resource Sharing Agreement
 - Appointment Letter / Offer Letter for Company
 - Fee Sharing Agreement
 - Exclusive Manufacturing Agreement
 - Shareholders' Agreement
- i. Registration of Partnership Firms**
- j. Advised the Company for compliances on Joint Venture transaction**
- k. Annual Filings of Companies**
- Filing of Annual Return and Audited Financial Statements for various companies with ROC
 - Issuing Compliance Certificate to various companies
 - Issuing Form MGT-8 to Companies
- l. Annual Filings of LLPs**
- Filing Financial Statements (Form 8)
 - Filing Annual Return (Form 11)
- m. Striking-off of Companies under Section 248 of Companies (FTE, as per old act)**
- n. Filing of Return of Foreign Liabilities and Assets**
- o. Filing of all reporting required for FDI under FEMA**
- p. Quarterly Due Diligence of Listed Company as per RBI Circular**
- q. Goods and Service Tax (GST)**
- GST Registration
 - GST Return Filings
- r. Income Tax Filings**
- s. Book Keeping and Accountancy for few clients**

Services Rendering

- a. Services for Incorporation and setting-up of business entity**
- Advising on best and suitable option for setting-up of Business entity (choice of type of entity, Availability of Name, investment structure etc.)
 - Incorporation of Private Ltd Co, Public Ltd Co, NBFCs, Section 8 Company, One Person Company (OPC), Foreign Company, Limited Liabilities Partnership (LLP) etc.
 - Acquiring DINS/Digital Signatures
 - Drafting of Memorandum and Articles of Association and other relevant documents
 - Drafting of LLP Agreement and other relevant documents
- b. Services for Compliances on Periodic Basis**

- Filing Audited Financials alongwith other required documents with ROC for Company as well as LLP
- Preparing and filing Annual Return with ROC
- Issue/Transfer of Shares and Share Certificates
- Conducting board meetings /general meetings, preparing documents for such meetings
- Preparing/Filing e-forms with ROC pursuant to provisions of the Companies Act
- Preparing and maintaining statutory records, registers of the entity
- Registration/Modification/Satisfaction of Charges of Companies and LLPs
- Acting as Scrutinizer for Postal Ballot process

c. Services for restructuring existing business entity

- Conversion of Private Ltd Co into Public Ltd Co and vice versa
- Converting a Company into a LLP
- Converting a Partnership Firm into a LLP
- Change in Name of Company and LLP
- Appointment/Resignation of Directors and other managerial personnel of Company
- Appointment/Resignation of Designated Partners/Partners of LLP
- Changing the business, Name, Share Capital/Contribution of the Company/LLP
- Shifting of Registered office of the Company/LLP

d. Certification and Attestation

- Issuing Certificates as required from PCS under the provisions of the Companies Act/SEBI Act etc.
- Certifying, Attesting or verifying any document including forms, returns and applications by or on behalf of the Company/LLP as an authorized representative with ROC.
- Issuing Search reports / Status reports for Companies, LLPs, Banks and Financial Institution
- Issuing Corporate Governance Certificate
- Certification of capital structure and pattern of shareholding in respect of allotment made to the Non Resident Indians or Foreign Nationals or Redemption of Bonds under FEMA regulations
- Certification under FEMA Regulation

e. Due Diligence and Audit

- Secretarial Due Diligence for different processes which includes IPOs, Prospectus, Buyback, Bonus Issue, Preferential Issue, Private Placement etc.
- Legal Due Diligence for specific transaction like Joint Venture, Takeover, New Business deal, Merger, Amalgamation
- Secretarial Audit
- Share Transfer Audit
- Internal Audit for stock brokers/trading members/clearing members

f. Special Arrangements

- Shifting of Registered Office from one state to another state
- Employee Stock Option schemes
- Joint Venture
- Merger and Amalgamation

g. Winding-up and Dissolution Services

- Winding up of a Company (Voluntary and Compulsory)
- Winding up of LLP under provisions of LLP Act
- Striking off the name of Company under Section 248 of Companies Act, 2013
- Acting as Liquidator for winding-up

h. FEMA Compliance Services

- Infusing Foreign Direct Investment in India
- Conversion of External Commercial Bonds into Share Capital
- Setting-up of Branch offices, Liaison Offices and Project offices in India
- Transfer of shares from Indian resident to non-residents and vice versa
- Other Advisory Services on FEMA / RBI

i. Legal Services

- Drafting of Various Commercial Agreements like Agency Agreement, Sale Deed for Properties, Sale Purchase Agreement etc.
- Drafting of Business Agreement like Tie-up Agreement, Joint Venture Agreement, Agreement for Taking over of Business etc.
- Drafting of Services Agreements like PR Services Agreement, Consultancy Agreement, Book Publishing Agreement, Outsourcing Agreement etc.
- Other required Agreements like Leave & License Agreement, Power of Attorney, Indemnity Agreement, Non-disclosure Agreement etc.
- Drafting Petitions/ Applications and appearance before Company Law Board / National Company Law Tribunal under various provisions of the Companies Act
- Appearing as an authorized representative before the Company Law Board, NCLT, the Central Government, the Regional Director, the Registrar of Companies

j. Other Services

- GST Registration and returns filings
- Income Tax Return filings
- Gumasta License
- Book keeping and Accountancy
- PAN and TAN Applications

✦ Reliance Brands Ltd. (Reliance Industries Group – India’s Largest Private Sector Organization)

I was working as Senior Executive (Secretarial & Legal) & Company Secretary of **Diesel Fashion India Reliance Pvt. Ltd.** (Reliance-Diesel JV) for more than 2 years (From July 6, 2011 to August 31, 2013) and was Reporting to Chief Financial Officer.

- Secretarial and Legal compliance of Reliance Brands Ltd., its Joint Ventures and subsidiaries.
- Assisting in Due Diligence of Joint Venture and work related therewith
- Drafting of Agreements, Letters and other Documents
- Custodian of all the original legal agreements and documents
- Co-ordination of Legal Matters of the Company
- VAT Registration
- Assisting in Financial MIS and Budgeting

PROFESSIONAL QUALIFICATION:

- ✦ **Fellow Member** of the Institute of Company Secretaries of India (ICSI)
- ✦ Completed **LL.B.**, from Government Law College, Mumbai

INITIATIVE – WWW.CORPRODOC.COM

I am owner of the blog related to Corporate Laws i.e. www.corprodoc.com which is created and updated for the people. **CorProDoc** is an informative web tool wherein one can find everything about Corporate Laws of India viz. Updates, Procedures, Documents, Resolutions, Agreements, Main Objects etc. These contents are relevant to Companies Act, LLP Act, FEMA, Partnership Act etc. My only intention to create this tool is to help concerned people by sharing what I have.

I have also designed a tool wherein a person just needs to fill up few details in the form and documents will be filled-up automatically and the user will get such editable documents on email. You can have look and try at <http://www.corprodoc.com/p/company-incorporation-documents.html>

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