



## **Ketul J Shah**

### **PRACTICING COMPANY SECRETARY**

AHMEDABAD, GUJARAT

EMAIL- [ketulshah30@gmail.com](mailto:ketulshah30@gmail.com)

#### **CAREER PROFILE**

Independently practicing as a Company Secretary having wide exposure of Company Secretarial functions in different organisations. Specialised in providing high quality services and solving complexity relating to Various Corporate Laws Matters, Compliance Practice and looking after all the secretarial and corporate legal affairs.

#### **AREAS OF EXPERTISE & KNOWLEDGE**

##### **Special Assignments:**

- LLP Strike Off, Changing LLP Structures and filing its annual forms
- Rights Issue of Shares & payment of consolidated stamp duty
- Buyback of Equity Shares
- Drafting of Lease Agreement and their addendum
- Payment of Interim Dividend
- Handling of Foreign Contribution Regulation Act (FCRA) Matter
- Fast Track Exit (FTE) for company
- Drafting of Corporate Social Responsibility (CSR) Policy
- Applications & Registration of PAN/ TAN/ DSC
- Incorporating private and Section 8 Company
- Registration of VAT & CST for Company
- Labour Laws- Preparation and Payment of PF & Professional Tax
- change of name of company and change of registered office of company
- preparing & filing of Company's financials in XBRL Mode
- Registration, filing and modification of Charges and preparing of search reports
- Formation and Registration of

##### **Partnership Firm Routine Compliances:**

- Agenda, Notices, Various Resolutions & Minutes & Maintenance of Statutory Registers
- Preparation and Filing of various Annual forms and other documents with Registrar of Companies.
- Application of Directors Identification Number (DIN & DPIN)
- Increase in Authorized Share Capital
- Alteration of LLP Deeds
- Appointment & Resignation of Auditor
- Appointment of Cost Auditor & Filing of Cost Audit Report
- Transfer of Shares
- Alteration of Memorandum and Articles of Association of the Company.
- Dealing with ROC Officials

## **CAREER PROGRESSION**

**September 2016- Present - Whole-Time Practicing Company Secretary, Ahmedabad**

**January, 2015 – July, 2016- Company Secretary at Tudor India Private Limited  
(subsidiary of GNB Industrial power (UK) Limited)**

**Completed Internship as a senior intern (15 months) at Amrish Gandhi & Associates,  
Practicing Company Secretaries (COP-5656), in Ahmedabad. (Duration 11-12-2012 to  
12-04-2014)**

## **PROFESSIONAL & ACADEMIC QUALIFICATION**

**Holding Certificate of Practice (COP) of the Institute of Company Secretaries of India  
(ICSI)**

**Associate Member (ACS) of the Institute of Company Secretaries of India (ICSI) –since December,  
2014**

**B.Com, H.S.C. and S.S.C. from Gujarat University & Gujarat Board (Gujarat)**