



SHIVAM SHARMA & ASSOCIATES

COMPANY SECRETARIES

We are pleased to inform you that we have inaugurated our firm as **M/s Shivam Sharma & Associates, Practicing Company Secretary at Borivali (E) Mumbai.**

Our main object is to provide various value added services to corporate sector under one roof that includes handling all Secretarial matters relating to **Public & Private Companies and Limited Liability Partnerships, Company Law Board (NCLT) matters, Compliances of Rules & Regulations of SEBI & Corporate Advisory services.** The firm assures a stable and continuing relationship with its clients.

Detail of Professional Activities:

◆ BUSINESS PLANNING & INITIATION:

Promotion, Formation & Incorporation of Companies {LLP / Private / Public / Section 8 Company} and matters related therewith including Obtaining DSC & DIN, choice of type of Company, availability of name, drafting of Memorandum and Articles of Association and other documents, their stamping and registration with the Registrar of Companies.

◆ FINANCIAL SERVICES & RAISING OF RESOURCES:

- i. Changes in Capital Structure (Increase in Authorized & Issued Capital).
- ii. Loan documentation, Registration of charge & Satisfaction thereof, Search & status report.
- iii. Private Placement of Shares & Securities.
- iv. Right Issue of Shares & Securities.
- v. Buy Back of shares.

◆ CORPORATE RESTRUCTURING:

- i. Planning strategies of amalgamation/merger, acquisition, takeover, reconstruction and winding-up of companies.
- ii. Change of name, Change of object and shifting of registered office of the company.
- iii. Drafting scheme of amalgamation or arrangement, public offer for acquisition or takeover and promoter agreement.
- iv. Conversion of Private Company into Public Company and vice-versa.
- v. Conversion of Limited Liability Partnership into Company and vice-versa.

◆ VARIOUS CERTIFICATIONS:

- i. Issuance of various certificates (quarterly/half yearly) to Listed Companies under the provisions of Listing Agreement (LODR) and Rules & Regulations of SEBI.
- ii. Making a statutory declaration that all the requirements of the Companies Act and the rules thereunder have been complied with in respect of registration of a company.
- iii. Certification of Annual Return.
- iv. Issue Certificate in form MGT-8.
- v. Also other Certifications which is required under Companies Act & SEBI.

◆ **CORPORATE LEGAL & ADVISORY SERVICES:**

- i. Filing, registering, attesting or verifying any document including forms, returns and application by or on behalf of the Company as an authorized representative.
- ii. Compilation of status/search reports for Companies, Banks and Financial Institutions.
- iii. Certification of other documents and returns required to be filed with the Registrar of Companies.
- iv. Preparation of statutory records and registers, drafting minutes of board and shareholders meetings.
- v. Due Diligence for Banks & Secretarial Audit.
- vi. Preparation of Annual Report (Notice, Directors' Report, Corporate Governance Report, MDAR & Other documents) of Private & Public Companies.
- vii. Annual Filing of Private & Public Companies and Limited Liability Partnerships, Filing of Financial Statements in Extensible Business Reporting Language (XBRL).
- viii. Compliances under Listing Agreement (LODR) and SEBI Rules & Regulations.
- ix. Compliances of various provisions of LLP Act.
- x. Compounding of Offences
- xi. Approvals of RD/ROC/NCLT
- xii. Central Government approvals
- xiii. Winding up/ Fast Track Exit of Company and LLP.

◆ **OTHER SERVICES:**

- Under FEMA:
- i. Allotment of Shares to Non-Resident.
 - ii. Transfer of Shares to Non-Resident or vice versa.
 - iii. Branch/Liaison/Project office of Foreign Entity.
 - iv. ECB Certificate
 - v. FIPB approvals
- Intellectual Property Rights (IPR):
- i. Trade Mark
 - ii. Copy Right
 - iii. Patent
 - iv. Design
- Digital Signature Certificates

◆ **OUR CURRENT CLIENTS:**

1. CENTRUM GROUP (CONSULTANCY)
2. JAIN JAGAWAT KAMDAR & CO., CHARTERED ACCOUNTANTS
3. KRIDHAN INFRA LIMITED (LISTED CO.)
4. LASA SUPERGENERICS LIMITED (LISTED CO.)
5. STERLING POWERGENSYS LIMITED (LISTED CO.)
6. AMARNATH SECURITIES LIMITED (LISTED CO.)
7. KSHITIJ POLYLINE LIMITED (LISTED CO.)
8. RELSTRUCT GROUP
9. MILESTONE FURNITURE LIMITED (LISTED CO.)
10. TREC GROUP

CONTACT US

SHIVAM SHARMA & ASSOCIATES

CS Shivam Sharma (Proprietor)

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