



Snehal Shah

B.Com., FCS, LL.B.
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Snehal Shah & Associates

COMPANY SECRETARIES

501, Shreeji Arcade Premises, Jn. of S. V. Road & M. G. Road, Kandivali (West), Mumbai 400067
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Presence of SSA:

A firm of Company secretaries providing complete secretarial, legal and compliance solutions to individuals and Corporates for more than 15 years with a team consisting of experienced, dynamic and enthusiastic company secretaries and apprentices with a commitment of timely services and research.

Services provided to clients with presence in PAN India - 8 cities including Mumbai, Pune, Chennai, Bangaluru, Indore, Delhi, Kolkata and Hyderabad.

Profile of Services

Company Law Administration:

- Incorporation of various types of companies under the Companies Act, 1956:
 - Private and Public Limited Companies.
 - Unlimited liability companies.
 - Section 25 (not for profit) companies - limited by share capital/ guarantee.
 - Chapter IX (on conversion of partnership) companies.
- Registration of place of business in India of Foreign Companies not having an incorporated subsidiary in India.
- Conversion of a company from Private Limited to Public Limited and vice versa and Change of name of the Company.
- Alteration of the Main Objects, ancillary and other Objects in the Memorandum of Association.
- Preparation, maintenance and updation of Statutory Registers.
- Preparation, maintenance and updation of minutes of the Board of Directors and General Body Meetings.
- Conducting search and issue of search reports based on the information available with the Registrar of Companies.
- Preparation of documentation in relation to creation, modification and satisfaction of Charges.



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- Assisting in Due Diligence of companies for private equity fund infusion by Indian and overseas investors.
- Preparation of applications/petitions before the Department of Company Affairs/Regional Director/ Registrar of Companies seeking specific approvals, condonation, etc.
- Preparation of documentation in relation to shifting the registered office of the Company inter-State and from one State to another State, including appearing before the Company Law Board to make representations.
- Preparation of application for obtaining approval of the Regional Director for companies entering into related party contracts, appointment of managing director outside the purview of schedule XIII, etc.
- Preparation of documentation and assistance in filing of compliance documents with the office of the Registrar of Companies.
- Preparation of documentation in relation to striking off of the Company's name under section 560 of the Companies Act, 1956.
- Preparation of documentation and assistance in voluntary winding up of the Company.
- Preparation of documentation to be filed in relation to registration/winding-up of liaison, branch, project office of a foreign company with the Registrar of Companies.
- Assistance with processing DIN and DSC applications and related compliances on amendments thereto.
- Preparation of documentation relating to variation of rights of shareholders of the Company and related formalities.
- Liaison for obtaining approvals for Mergers, Amalgamation and Scheme of Arrangement from the Registrar of Companies/Regional Directors.
- Preparation of documentation relating to buyback of shares of private and unlisted public companies.
- Drafting the partnership agreement and formation of LLP under the LLP Act, 2008.



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- Conversion of a Private Limited Company to LLP and partnership firm into LLP.
- Application to Registrar of Companies/Regional Directors for compounding of offences under various provisions of the Companies Act, 1956.
- Consent Order Application to be made to SEBI for listed Company non compliances.
- Listed Company compliances. It includes retainership and certification work. Work relating to the Secretarial Audit of Limited and Listed Companies.
- Assisting in clients to list on SME segment of BSE and NSE and compliances thereof.
- Work relating to amalgamation of the Companies and post amalgamation work.
- Assistance for registration of Trademark, Copyright applications.

Foreign Exchange Laws:

- Preparation of application for obtaining approval of the Reserve Bank of India in relation to setting up of liaison, branch, project office in India for foreign companies.
- Preparation of application for obtaining approval of the Reserve Bank of India in relation to winding up/closure of liaison, branch, project office in India.
- Preparation of documentation to be filed with the Reserve Bank of India by Indian companies in relation to allotment of shares to foreign companies, foreign nationals and non resident Indians.
- Preparation of documentation to be filed with an authorized dealer/Reserve Bank of India in relation to acquisition of shares of an Indian company by a non-resident investor from residents and vice versa.
- Preparation of applications to be filed with the Reserve Bank of India seeking specific approvals/clarifications under the regulations.
- Preparation of applications for compounding of various offences under the regulations.
- Preparation of documentation to be filed by an Indian company with an authorized dealer/ Reserve Bank of India in relation to procuring loans from overseas shareholders.
- Work relating to ECB and related compliances.



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Legal Assistance:

- Vetting of various agreements and supporting for litigation and non litigation matters with Associates.
- Due Diligence for corporate clients.
- Consultancy for complicated transactions for mergers, amalgamations, JVs, Demergers and cross holding transactions.

Thank you,

For **Snehal Shah & Associates,**
Company Secretaries

CS Snehal Shah
Proprietor