

## ADITYAVARDHAN SHINDE

*Practicing Company Secretary*

**Firm** : C. S. Kelkar & Associates.

**Address of the Firm** : c/o Dr. Prakash Shinde,  
1182/46KH, Takala,  
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Kolhapur 416008 (Maharashtra State) India.  
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**Qualifications** : Bcom, LLB, ACS.

**Work Experience** :

*Firms & Tenure:*

- As Management Trainee in C S Kelkar & Associates, Company Secretaries, Pune. -  
*January 2008 to May 2009.*

*Areas Worked in:*

**Company Law:**

- Incorporation of private companies.
- Change of name, objects of companies.
- Shifting of registered office of company from one ROC to another.
- Preparing search reports and charge documentation.
- Regional Director (RD) and Company Law Board (CLB) Petitions u/s 141, 297, 621A and other sections of the Companies Act, 1956.
- Pre and Post meeting work relating to Board/Committee/Annual General Meetings.
- Maintenance of Statutory Registers and Minutes Books.
- Drafting and implementation of scheme of Amalgamation/restructuring.

**Other:**

- Liaisoning with RD and CLB office.
- Processing of Various registrations required by the companies such as Shop Act, Profession Tax, Sales Tax, Service Tax, Import Export Code, Factories Act.
- STPI registration and registration for custom bonded warehouse.