

AMIT SAVARKAR

Practicing Company Secretary

Firm : C. S. Kelkar & Associates.

Address of the Firm : 102 Manikprabhu Apartment, 40/3 Bhonde Colony,
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Qualifications : B.com, A.C.S.

Work Experience :

Firms & Tenure:

- As Associate Consultant in C. S. Kelkar & Associates, Company Secretaries, Pune. From January 2009 till June 2009.
- As Management Trainee in C S Kelkar & Associates, Company Secretaries, Pune. - *September 2007 to December 2008.*

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 and filing of Industrial Entrepreneurs Memorandum
- Trademarks application
- FEMA procedure with relation to issue and transfer of shares