

AMRITA ANASPURE

Practicing Company Secretary

Firm : C. S. Kelkar & Associates.

Address of the Firm : 102 Manikprabhu Apartment, 40/3 Bhonde Colony,
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Qualifications : MCom, ACS.

Work Experience :

Firms & Tenure:

- United Professionals Private Limited, Pune - *January 2008 till date*
- C. S. Kelkar & Associates, Company Secretaries, Pune - *September 2006 to January 2008.*

Areas Worked in:

Company Law:

- Incorporation of private and public companies, 100% subsidiaries of foreign companies and JVs.
- 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, 397, 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
- HRD, administration
- Processing of Various registrations required by the companies such as Shop Act, Profession Tax, Sales Tax, Service Tax, Import Export Code, consent from Maharashtra Pollution Control Board, Factories Act, Maintenance of record in Electronic Form
- STPI registration and registration for custom bonded warehouse
- Faculty for DTL course at D.E. Society's Law College, Pune