

CHANDRASHEKHAR S. KELKAR

Practicing Company Secretary

Firm : C. S. Kelkar & Associates.

Address of the Firm : 102 Manikprabhu Apartment, 40/3 Bhonde Colony,
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Qualifications : BSc, LLB, CAIIB (Part I), MDBA (Fin), FCS.

Work Experience :

As a practicing Company Secretary since 1992, in the following areas:

- The Companies Act, 1956.
- Foreign Exchange Management Act, 1999.
- Procedures under the Exchange Control Manual.
- Trade & Merchandise Marks Act.
- Drafting of various collaboration agreements and Memorandum of Understanding.
- Preparation of Schemes under Employees Stock Option Plan (ESOP), Buy Back of Shares, take over of proprietary and partnership concerns in the Company etc.
- Liaison with Registrar of Companies' office, Maharashtra Industrial Development Corporation, Maratha Chamber of Commerce Industries & Agriculture etc.
- Conducting meetings with foreign collaborators.
- Schemes of restructuring, amalgamation, merger, demerger.

As a private sector employee - Poonawala Group of Companies, Pune, from 1986 to 1992 - in the following areas:

- Preparation of applications for credit limits.
- Compliances under Bank rules and regulations.
- Loan documentation.
- Handling collaborations.
- Incorporation of Companies & maintenance of Company Law records, issue of securities.
- Legal planning.

As a banking sector employee - United Western Bank Limited, Pune, from 1979 to 1986 - in the following areas:

- All the main functions of the bank.

Other Information :

Courses undergone:

- Certificate course in International Trade held by MCCIA, Pune.
- Certificate Course in Sustainable Management of Natural Resources and Conservation - Ecological Management - conducted by Ecological Society, Pune.
- Participative certificate course organized by Institute of Company Secretaries of India on Intellectual Property Rights and Alternate Dispute Resolution.
- Currently undergoing Post Graduate Certificate Course in Business Management from XLRI, Jamshedpur, a premier management institute.
- Attended and Completed Certificate Course at National Level on the topic "Diligence Report for Banks" conducted by Institute of Company Secretaries of India.

Posts held:

- Past Management Committee Member of the Pune Chapter of the Institute of Company Secretaries of India for 9 years and Chairman of the Pune Chapter in the year 2001.
- Past President and Member of Rotary Club of Pune, Sinhagad Road, Pune.
- Participating as faculty in various seminars and symposiums.