

SHRUTI KANHERE

Practicing Company Secretary

Firm : C. S. Kelkar & Associates.

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

Work Experience :

Firms & Tenure:

- C.S. Kelkar & Associates, Pune - *January 2006 till date*
- Uttam Galva Steels Limited, Mumbai - *June 2001 to April 2003*
- H. M. Damle Consultancy Pvt Ltd., Mumbai - *Sep 2000 to April 2001*

Areas Worked in:

Company Law:

- Incorporation of private and public companies, 100% subsidiaries of foreign companies
- Change of name, objects of companies
- Shifting of registered office of company from one ROC to another/ inter state
- Preparing search reports
- CLB Petition u/s 141 of the Act
- Striking-off a Company as per Section 560 of the Act
- Pre & post meeting work relating to Board/Committee/Annual General Meetings
- Maintenance of Statutory Registers and Minutes Books.
- Amalgamation/restructuring
- Buy back of shares
- Secretarial Audit

SEBI Guidelines / Stock Exchange Compliances:

- Compliances as per Listing Agreement with Stock Exchange
- Listing of Shares/Debentures with Stock Exchanges
- Registration with NSDL / CDSL for Dematerialization
- Delisting from stock exchange

Other:

- Loan documentation
- Liaison with Registrar of Companies, Company Law Board
- HR & administration
- Import - Export Code registration
- STPI registration