



Rahul Umbarkar & Associates

Company Secretaries

Corporate Profile

Who We Are

Rahul Umbarkar & Associates is an integrated practicing company secretary firm rendering specialized services in area of Corporate Laws, IPR'S, Corporate Governance issues, Legal drafting of agreements, Corporate Restructuring, Listings and Capital Market Transactions etc. and registered as a practicing company secretaries firm with the Institute of Company Secretaries of India (ICSI).

Founder

Mr. Rahul Umbarkar is a founder proprietor of the firm. He is an Associate member of the Institute of Company Secretaries of India, Bachelor of Law (LLB), Bachelor of Commerce and he has done Diploma in finance Management from welingkar Institute of Management studies. He is handling vast areas under Companies Act, 2013 other corporate, secretarial, FEMA matters and providing advisory services by thoroughly following good corporate governance practices.

Associate Partners

M/s. KRS & Co. (Practicing Company Secretaries)

M/s. Mayuresh Gawade & Associates (Practicing Company Secretaries)

Services

Formation/Incorporation

- Formation of Private limited Companies.
- Formation of Public limited Companies.
- Formation of non-profit association/ Sec.8 companies.
- Conversion of Proprietorship concern, Partnership firm into Private or Public limited Companies.
- Conversion of Private limited into Public Limited and vice versa.
- Formation of Limited Liability Partnership (LLP).
- Formation of One Person Company (OPC).

Company Law and Secretarial Compliances

- Compliance relating to the meetings of Board of Directors, Shareholders, Creditors etc.,
- Filing of Annual returns (Including XBRL) with the Ministry of Corporate Affairs and related legal documentation.
- Maintenance of Minutes books, statutory registers and other support services.
- Compliances relating to statutory meeting and statutory report.
- Changing/alteration in the name of company.
- Changing the Authorized Capital and paid up capital.
- Issue / allotment of shares and related compliances.
- Transfer of Shares.
- Change of registered office within the same city, from one city to another and one state to another.
- Alteration of main object of the company.

- Inclusion of new business in the memorandum of the company.
- Appointment & Resignation of Directors.
- Inter corporate investments and loans.
- Advising on creation, satisfaction and registration of charges.
- Drafting of Director's Report, Corporate Governance Report and Annual Report.
- Matters related to Investor Grievances.
- Payment of dividend and related compliances.
- Change of management, take-over of management and related due diligence services.
- Winding-up of companies / Striking off of the companies.
- Director Identification Number (DIN) Compliance process as per DIN Rules.
- Company and Secretarial law issues relating to holding of meetings, maintenance / filing of records, returns, corporate governance, ESOP, Buy Back of securities, Take-over regulations and Insider Regulations.
- Inspection of various Documents at the Office of the Registrar of Companies as well as online inspection on the MCA Portal.
- Procedure for Issue of Preferential Shares / Private Placement.
- Procedure for passing resolutions by postal ballot & providing scrutinizers' report.
- Procedures for appointment / resignation / removal of Auditors.

Statutory Certification

- Signing of Annual Return of Private / Public / Listed companies.
- Issue of Certificate (in Form MGT-8) with regards to whether the company has complied with all the provisions of Companies Act, 2013.
- Certificate under Regulation 40(9) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Compliance Relating to Securities Laws

- Certificate relating to the quarterly Secretarial Audit for reconciliation as required under notification issued by SEBI.
- Advising on all securities laws including Securities Contract Regulation Act, Securities and Exchange Board of India Act, Takeover Regulations, Insider Regulations etc.
- Liaison and co-ordinate with the Registrar and Share Transfer Agents, Stock Exchange, Depositories and the Securities and Exchange Board of India.
- Scrutinizer for e-voting.

Services to Banks

- Issue of search and status reports.
- Opinion on various company law matters.
- Advising on creation and registration of charges.

Secretarial audits

We conduct secretarial audit defined in section 204 of the Companies Act, 2013 of the Bigger/Listed Companies.

Secretarial Audit is a process to check compliance with – the provisions of various laws and Rules/Regulations/Procedures, maintenance of books, records etc, by an independent professional to ensure that the company has complied with the legal and procedural requirements and also followed due processes.

We take utmost care to issue secretarial audit report as we believe it is a very important tool for identifying and prioritizing controls and establishing risk appetite while also being an important way to extend confidence to various stakeholders including Investors, Management.

RBI and FEMA Compliance

Reserve Bank of India and Foreign Exchange Laws Compliance

- FDI (Foreign Direct Investment) compliances.
- NRI (Non-Resident Indian) investment and compliances.
- Preparation and filing of Annual Return under the act required to be filed by every corporate having foreign assets & Liabilities (FLA Return).

Corporate Advisory

We advise clients on the following:

- Legal and regulatory aspects of doing business in India.
- Structuring the investment for the operations.
- Corporate governance thereby enhancing shareholder value and bringing greater transparency in the day-to-day operations of a company.
- Transaction documents and agreements such as employment, consultancy, confidentiality, joint ventures, shareholders and subscription agreements, strategic alliance etc.

Other Services

- Digital signature Certificate (DSC).

Contact Information

For more information, kindly contact us at:

CS. Rahul Umbarkar

Proprietor

**Rahul Umbarkar & Associates,
Practicing Company Secretaries**

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