



## **PROFESSIONAL PROFILE**

### **ARVIND MEENA AND ASSOCIATES**

#### **ABOUT US:**

We are the proprietorship firm of highly competent Practicing Company Secretaries with a good track record and sound background, engaged in providing corporate law consultancy and related secretarial and compliance services. We focus on rendering quality services to our clients and assist them to achieve their goals in a complied manner by adhering to the best ethical standards and corporate governance practices.

#### **PROPRIETOR:**

**Mr. Arvind Kumar Meena** is an Associate Member of the ICSI, a Commerce graduate and has also completed a Bachelors Degree in Law from University of Rajasthan. He has secured AIR-3 in Company Law Quiz Competition-2014 conducted by ICSI and having Six years experience in the field of corporate law consultancy, secretarial & compliance management services. He is also empanelled with Independent director data bank maintained by Ministry of Corporate Affairs. He has immense knowledge and analytical approach in dealing with matters related to Company Law, Securities Law, RBI Compliances, Secretarial Audit and Due Diligence Services. In Arvind Meena & Associates he has successfully completed assignments of conversion of LLP to Private Limited Company (First in Madhya Pradesh) and has also successfully completed Secretarial Compliance relating to Private Equity and Venture Capitalist Funding from various investors e.g. Info Edge, Siana Capital, Madhya Pradesh Venture Finance Limited (MPVFL) in various Client Companies.

#### **ESTABLISHMENT:**

The Office is situated at 301, Manav Trade Centre, South Tukoganj, Indore with necessary infrastructure and working environment.

## **CLIENT-FOCUSED:**

Our success depends essentially upon providing our clients timely and accurate compliance services to achieve their visions. We build client relationships based on trust, respect and mutual understanding, after all it's our tag line *"DEDICATED TOWARDS YOUR SUCCESS"*

## **AREAS OF PRACTICE:**

- **INCORPORATION OF COMPANIES**
  - Private Limited Companies;
  - Public Limited Companies;
  - Non-Profit making companies under section 8 of the Companies Act, 2013;
  - Producer Companies;
  - State Co-operative Society
  
- **LIMITED LIABILITY PARTNERSHIPS**
  - Incorporation;
  - Conversion of Companies into LLP;
  - Annual Filing of LLP;
  
- **MAINTENANCE OF SECRETARIAL RECORDS AND STATUTORY REGISTERS**
  - Various Statutory Registers such as Register of Members, Directors, Director Shareholdings etc. both, physical and in electronic form;
  - Minute Book (Board Meeting, Annual General Meeting & Extraordinary General Meeting)
  - Preparation of Agenda, Directors report and Notices;
  
- **MCA SERVICES**
  - Filing and Filing of various e-forms such as Annual Filing Forms, Return of Allotment, Name registered office and object Change Forms etc;
  - Updation of Master Data of Companies;
  - Online and Physical Search of different companies for various purposes;
  
- **NCLT SERVICES**
  - Drafting and Filing Petition under various matter

- Appearance in the matters related to The Companies Act, IBC etc.
- **INTELLECTUAL PROPERTY RIGHTS**
  - Trade Marks Registration;
  - Copyright Registration;
- **LISTING COMPLIANCE**
  - Listing on BSE SME, BSE, NSE (IPO)
  - Quarterly, Half yearly compliances;
  - Event Based compliances;
- **RBI COMPLIANCE**
  - Filing of various forms & returns to RBI by NBFCs;
  - Reply to RBI queries/letters;
- **AUDITS**
  - Secretarial Audit under The Companies Act, 2013;
  - Share Transfer Audit under Regulation 40 (9) Of The SEBI (LODR) Regulations 2015;
  - Compliance Certificate under Regulation 7(3) of The SEBI (LODR) Regulations, 2015;
  - FEMA (Foreign Direct Investment) Audit;
  - CDSL (Depository Participant) Audits;
- **BANKING AND FINANCE SECTOR**
  - Registration/Modification and Satisfaction of charge;
  - Preparing petition for condonation of delay in case of delay filing;
  - Preparation of Loan Documents;
  - Liaisoning with bankers for avail finance and other matters;
  - Search/Status Report;
  - Due Diligence Audit under consortium Financing/ Multiple Banking Arrangement (RBI circular no. RBI/2008-09/54/UBD.PCB. No. 36/13.05.000/2008-09 dated January 21, 2009)
  - Certificate with respect to borrowing powers, list of members, resolution etc;

- **EXPERT ADVISORY SERVICES**

- Expert opinion on the matters of ambiguity on procedural (How to do) and legal aspects and drafting of deeds/ agreements

- **LIAISONING WITH ROC/RD/ CENTRAL GOVERNMENT**

- As a next step towards consultancy services we have to liaison with all the regulatory authorities, for aforesaid purpose, relating to which we have associates on PAN India basis.

- **DISCLAIMER**

The Content of this profile are aimed merely at providing more information about are firm to persons who are interested in knowing more about us.

We always endeavour to provide our best services to our clients and interested in long-term association.



**ARVIND MEENA & ASSOCIATES** *For Arvind Meena And Associates*  
Dedicated Towards Your Success



*Arvind Kumar Meena*  
*(Proprietor)*

**CONTACT**

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