

MS.MEGHNA S. MISTRY

CAREER CONTOUR / WORK EXPOSURE

- ❖ Tokyo Finance Limited,
Designation: Company Secretary & Compliance officer (18th March, 2017 to 11th August, 2017)
- ❖ Mr. Virendra Bhatt, Practicing Company Secretary
Designation: Associate since 1st December, 2015 – 10th March, 2017
- ❖ Virendra Bhatt, Practicing Company Secretary – Internship (Period: 29th November, 2014 to 30th November, 2015)

Key tasks & Responsibilities handled:

- Secretarial Audit of Listed Companies as per the provisions of Companies Act, 2013;
- Compliance Certificate U/S 383A of Companies Act, 1956;
- Preparation of annual reports of public & private Limited Companies;
- Preparation and certification of Annual Return of Listed & Private Companies under Companies Act, 2013 / 1956;
- Shifting of Registered office from one state to another state;
- XBRL filing of Listed Companies;
- Preparation of Scrutinizer's Report as per the provisions of the Companies Act, 2013;
- Increase in authorized share capital & Allotment of shares;
- Reduction of share capital of private Companies;
- Registration, modification & satisfaction of charges with the registrar of companies including preparation of search report;
- Drafting of Memorandum and Articles of Association;
- Share Reconciliation Audit;
- Transfer & transmission of shares including Share Transfer Audit;
- Conversion of Public Limited Company into Private Limited Company;
- Drafting of Notices, Minutes & Agenda of Various Meetings;

- Corporate Governance Audit under Listing obligations & Disclosure Requirements, 2015;
- Due Diligence of Listed Companies;
- Appointment and resignation of directors including Managing director and whole time director;
- Appointment and resignation of auditors;
- Maintenance and Updation of various statutory register and secretarial records
- Change of name and object clause of the company;
- Drafted various certificates & documents as per companies act 1956 / 2013;
- Assisted in opinion writing;
- Condonation of delay of charges filed by the Company
- Liaisoning with clients and various Authorities including office of Registrar of Companies and Registrar & share transfer agents.

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge.

(Meghna Suresh Mistry)