

DINESH KUMAR DEORA
Company Secretaries

PROFILE

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INTRODUCTION

1. **Shri Dinesh Kumar Deora** – B.Com., ACA, FCS

25 years experience in various areas of Financial, Accounting, Secretarial and Legal departments of reputed Corporates includes, Statutory and Tax Audits of Medium Size Companies, Partnership Firms and Proprietary Concerns Finalization of Financial Statements, Income Tax matters including preparation and filing of Income Tax, TDS and Other Returns and representation before the Tax Authorities, Company Law Matters like incorporation of Companies, incorporation of LLPs, filing of returns with Registrar of Companies, drafting of Notices, Directors Report etc. and Internal Audit with respect to specific areas of both large and Medium sized Corporate Entities etc., all functions relating to Share Transfers, consolidation, splitting, issuance of duplicate share certificates, Dividend Reconciliation etc., Internal audit of the functioning of Share Transfer Department, preparation of Agenda, Notices, Resolutions, Minutes of the Company and its subsidiaries and to inquire into the Company Law and other procedural matters., preparation and finalization of Annual Accounts of various Group companies and was day to day in-charge of Share Accounting of NSE Operations, Tax planning, Looking after the entire procedural matters as required under Companies Act, Income Tax Act, Securities and Exchange Board of India Act, Listing requirements of the Stock Exchange, NBFC guidelines etc., Preparation of Prospectus, Letter of Offer, Fulfillment of procedural and Secretarial requirements for Rights cum Public Issue, Issue of Bonus Shares., Secretarial Matters like Formation of Companies, Change of Name, Change of Status from Private to Public, Change of Objects Clause, Changes in MOA and AOA, preparation of agenda, notices, resolutions and Minutes, conducting Board and General Meeting of the Members, payment of dividend etc..Co-ordination with Share Transfer Agents with respect to investors grievances, stock exchange requirements, SEBI complaints etc., Corporatisation of the Stock Exchange Memberships, Formation of Public Charitable Trusts, Availing of expert opinions on various issues relating to Income Tax and Company Law matters, Financial matters handled includes Leasing Proposals, Bills Discounting,

Other administrative and financial matters

- (1) Conducting Board, Annual General and Extra Ordinary General Meetings and preparation of agenda, notices, circulars etc. required in this regard.
- (2) Maintenance of all statutory Registers as required under the Companies Act, 1956.
- (3) Timely Preparation and filing of the required Returns under the Companies Act, 1956 with the Registrar of Companies.

- (4) Preparation of the Directors' Report in accordance with the requirements of the Companies Act,1956 with regard to disclosure and explanations.
- (5) Preparation of petitions, if any and attending before the Company Law Board.
- (6) Attending before the ROC, Regional Director and Company Law Board.
- (7) Compliances under the Stock Exchange Listing Agreements.
- (8) Incorporation of new Companies.
- (9) Keeping the management informed about compliances required under the Companies Act,1956.

Mr. Dinesh Kumar Deora has been on the panel of Corporation Bank, Canara Bank, The Chembur Nagarik Co-Operative Bank and The Federal Bank Limited for ROC related work like Registration of Charges, Preparation of search report of charges etc.

THE ACTIVITIES

Corporate Advisory Services

Provides various Advisory Services in the filed of:

1. Company Law Matters.
2. Advisor to Public Issue Management of Equity, Preference, Debentures and other debt instruments.
3. SEBI Act and Regulations and Listing Agreements of BSE & NSE
4. Services to Banks: Charge Registration / Charge Modification / Search Report and any specific service as may be required by bank.
5. Amalgamation & Mergers
6. Service Tax
