



Introduction:

Ours is a firm of Practicing Company Secretaries, headed me, proprietor **Sudhir Vishnupant Hulyalkar**, a fellow Member of the Institute of Company Secretaries of India, New Delhi. As a proprietor I am into practice for a period more than 15 years now. Since then I have been providing the quality services in this area of this profession to many Companies and Limited Liability Partnerships as listed below.

Membership details:	Fellow member of Institute of Company Secretaries of India. FCS: 6040, COP No. 6137
Office Address:	No. 16/8, Ground Floor, 2nd Cross, Gupta Layout, South End Road, Basavangudi, Bangalore- 560004
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Educational Qualification:	B. Sc. (Science Graduate from Karnataka University) LL. B (Law Graduate from Karnataka University) F C S (Fellow Member of the Institute of Company Secretaries)

The Key Areas of profession we handle:

We handle all type of core secretarial services as permitted by the ICSI under the Company Secretaries Act, 1980. To mention the key areas among them as below:

1. Incorporation of Companies and Limited Liability Partnerships (LLPs).
2. Conversion of Partnership firms, LLPs and Joint Stock Companies into Limited Companies
3. Conversion of Private Limited to Public Limited and vice versa
4. Shifting of registered office from one state to another
5. Mergers, take over and amalgamations
6. Public Issue and Private Placement of Securities
7. Change in Capital structure, including reduction and Buyback and transfers of shares
8. Issues relating to management, board powers, board and shareholders relationships



9. Winding up and closure of companies
10. Up-dation of statutory registers (under Companies Act)
11. Assisting in conducting board and general meetings and recording the Minutes of board and general meetings.
12. ROC filings of various periodical returns, - change in directors, allotment of shares, filing resolutions, change of registered office within city limits
13. Registration of charge on the assets of the Company (security for borrowings)
14. Certification of e- forms
15. Complying with various provisions of the Companies Act.
16. Communicating with the office of ROC.
17. Appearance and representation before National Company Law Tribunal and other tribunals
18. Representing company before the Central Government, Regional Directors, Liquidators, SEBI, etc.
19. FEMA matters and representation services with RBI
20. Any amendments in MOA & AOA e.g. alteration of name clause, situation clause (Shifting of Registered office from one state to another), objects clause, capital clause
21. Handling of board meeting and related documentation works, minutes etc.
22. Work relating to share transfers and issue of share certificates (stamping etc)
23. Other certification of documents
24. Due Diligence, Bank Due Diligence and Issue of search reports
25. Annual returns filings
26. Issue of compliance certificate
27. Annual Return Certifications
28. Consultancy services
29. Secretarial Audit under Companies Act, 2013
30. Secretarial Compliance Report under SEBI Regulation
31. Services of scrutinizers for general meetings and court convened meetings
32. XBRL Conversion of financials/ cost records
33. provide opinion on the matters relating to Companies Act and other corporate laws.

Clients:



We render our services to more than 200 regular client companies and major clients include

- Listed Companies:

Tata Coffee Limited, United Spirits Limited & Pioneer Distilleries Limited (Diageo Group Companies), United Breweries Limited, Security and Intelligence Services (India) Limited and other SiS Group Companies, TD Power Systems Limited, McDowell Holdings Limited, Mangalore Chemicals and Fertilizers Limited (Adventz group), Britannia Industries Limited.

- Other Major Public Limited Companies: ZuariInfraworld India Limited, unlisted Britannia group companies, Unlisted SIS group companies, Diageo group companies, Mulberry Silks Limited and its group Companies, VSN Pan Products Limited

- Government Companies:

Karnataka Power Corporation Limited, Mangalore Electricity Supply Company Limited, Gulbarga Electricity Supply Company Limited, Chamundeshwari Electricity Supply Company Limited, Karnataka State Beverages Corporation Limited, Raichur Power Corporation Limited.

- Companies with Foreign promoters (Indian Subsidiaries of Foreign Companies):

Alstom Transport India Limited, Alstom Systems India Private Limited, Alstom Manufacturing India Private Limited, Madhepura Electric Locomotive Private Limited, Volvo Financial Services (India) Private Limited, Spirent Communications India Private Limited, Belgaum Wind Farms Private Limited. Ienergy Renewables Private Limited, Ienergy Wind Farms (Theni) Private Limited, Streparava India Private Limited. VF Sourcing India Private Limited, SocieteGenerale Global Solution Centre Private Limited and A. O. Smith India Water Products Pvt Ltd.

- Private Companies:



Unified Electro-tech Private Limited, Khykha group companies, Royal Challenger Sports Private Limited, Tern Distilleries Private Limited, Lunker Agencies Private Limited, Basant Floorings Private Limited, Subsidiaries of Graymatter Software Services Pvt Ltd., Energywin Technologies Pvt Ltd, First Steps Babywear Private Limited, PasoliteElecectriclas Pvt Ltd, Pooja Footwear Pvt Ltd, Khykha Enterprises Pvt Ltd, LeapFrog Engineering Services Pvt. Ltd, Sushruta Multi Speciality Hospital and Research Centre Pvt Ltd. Leapfrog Engineering Services Pvt Ltd. Dynpro India Pvt Ltd. VSN Pan Products Pvt Ltd (Vimal), Invents Technologies Private Limited, Parity Technologies Pvt Ltd.

The other clientele includes companies with major activities of sugar industry, power generation, software, garment, beverages, food, recruitment, trading activities, real estate, finance, investment consultants, biotechnology, pharmaceuticals, Agro products, Chemicals etc.

- LLPs – Mulberry Textiles LLP, VS Tobacco Products LLP, Micron Technology Operations India LLP, Sugi Electronics LLP, Alph@linxTechnologies LLP, Khykha Engineering and Services LLP etc

Resources:

We have a team of qualified company secretaries and semi qualified and trainees (undergoing training as per ICSI guidelines and other employees to provide timely and quality services to the clients. Since we provide time bound compliance related services, its our priority to provide the services with utmost care and in accordance with the provisions of the law.

OtherFirms:

I am also promoter director of Akshaya Corporate Solutions Pvt Ltd. engaged in corporate consultancy services and have branches at Bangalore and Chennai and associate office at various parts of the Country. Mr. I B Harikrishna, Practicing Company Secretary, Chennai heads the Chennai office and we both together provide services of consultancy in the filed of corporate laws. In both the



offices we have qualified company secretaries and other professionals and associates, who strive to provide quality professional services.

Associates:

We have association with various legal firms, legal consultants, Advocates, Company Secretaries, Chartered Accountants, Cost Accountants, consultancy firms, tax and vat consultants and other associates at various parts of country making us to take any Secretarial Work done efficiently at any part of the Country.

Timeline:

Providing timely services is the utmost priority as the certification and filing of forms and other documents within statutory time line is very important. However, we need all time support from clients by providing all information in time for us to judge the accuracy of compliance.

Confidentiality and Ethics:

As professional member of ICSI, we are bound by the standards and ethics set out by the ICSI. In the process of rendering of our services, we come across various confidential information of our clients. We hereby undertake to keep the confidentiality of such matters and information, except for the statutory disclosures and statutory filings.

Thank you for your consideration,

SUDHIR V HULYALKAR
Company Secretary in Practice
FCS: 6040 CP No. 6137