



MITESH RANA & CO.,

**Company Secretaries
(M) + 91 97374 61233
Email: csmiteshrana@gmail.com**

**Address: 605, 6th Floor Bluechip Complex, Near Vadodara Stock Exchange, Sayajigunj,
Vadodara – 390 005**

PROFILE

OBJECTIVES

To provide seamless services of the highest calibre in time and to the satisfaction of client

OUR MISSION

To provide efficient services to our valuable clients and assist clients in making decisions in furtherance of business growth and to promote a better understanding of the business and legal environment facilitating Good Corporate Governance

OUR VISION

Our Vision is to be a leader in providing best and comprehensive professional services in recognition of dedication, drive and superior performance

OUR TEAM

Mr. Mitesh Rana is a B.Com, M.Com, qualified Company Secretary and having good experience of independently handling Company Law compliance of internationally reputed listed Company & also of unlisted Companies. He deals with corporate laws, legal compliances, Income Tax/TDS, looks after ROC/RD/CLB and is responsible for Indirect Taxation Matters relating to Excise, Customs & Service tax. Besides this, He also looks after new client coordination, VAT, Sales Tax, Accounting, FEMA etc. and assisting in retainership assignments for company law matters and other assignments.



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AREAS OF PRACTICE

SECRETARIAL PRACTICES

Company Law

- Incorporation of Companies i.e Limited, Private Limited, Section 25, and Producer Company etc.
- Incorporation of Special Object Companies
- Alteration of MOA and AOA
- Change of Name of Companies
- Conversion of Companies
- Annual return Certification and Compliance Certificate under section 383A
- Filing and filing of various forms, returns etc. with ROC including XBRL Filing
- Search from ROC Records and Preparation of Search Reports & Status reports of the Company
- Preparation of Notice, Agenda Papers, Minutes for Board Meeting, AGM, EGM & other Committee of Board and drafting Board Resolution, Board of Directors Report, Corporate Governance Report etc.
- Preparing & Maintaining various Statutory Registers & Records under Companies Act, 1956
- Issue of Shares/debentures, Transfer/Transmission of Share, Forfeiture of Shares, Buy Back of Shares, Increase in Capital, Reduction of Share Capital, etc
- Appointment/Reappointment of Director, Managing Director including payment of Remuneration, Increase in Remuneration etc
- Creation / Modification / Satisfaction of Charge and its Registration, Filing Petition for condonation of delay for filing of Charge u/s 141
- ROC / Regional Director / Central Government & other Regulatory Authority Approvals such as Approval u/s 297, u/s 295, u/s 372A, Approval for payment Managerial Remuneration etc
- Filing of Petition and Applications (including but not limited to) including Compounding Application u/s 621A
- Oppressions and Mismanagement u/s 397 & 398
- Petition for revival of order under u/s 18 & 19
- Petition for rectification of register of members u/s 111 or 111A
- Drafting of reply letters, correspondence
- Struck Off under section 560 of the Companies Act, 1956
- Voluntary winding up/Compulsory winding up of the Company
- Handling AGM, EGM, Board Meeting
- Annual Retainership Service for day to day routine work
- Opinion Drafting
- Others



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SEBI Laws & Matters Concerning Listed Companies

- Listing of Securities at BSE / NSE & Compliances under Listing Agreements
- Compliance under Corporate Governance & Drafting of MDAR, Corporate Governance Report
- Postal Ballet Assignments
- Secretarial Audit, Reconciliation of Secretarial Audit, Clause 47(c) Certificate
- AGM Proceedings and related issues
- SEBI Takeover Regulation Compliance
- Insider trading Compliances
- Delisting of Securities
- To work as Independent Director on the Board of Company
- Retainership Services for observing day to day regular compliances

Other Corporate Affairs

- Compliance with transition provisions of New Companies Bill, 2012 as and when enacted & implemented
- Incorporation of Limited Liability Partnership & its routine compliance
- Certification under FEMA and filing of various form such as FC-GPR, FC-TRC and RBI Rules
- Procedural formalities in relation to various Commodity Exchanges i.e NCDEX, MCX
- Depository Participants Audit of various Stock Broking Companies
- Joint Ventures, Takeover, Amalgamation, Demerger, Slump Sale etc
- Drafting and Vetting of Agreements, MOU, BPA & Contracts etc
- Certification of Borrower Companies for Consortium Lending
- Drafting of reply letters, correspondence
- To carry out work of Secretarial Audit on assignment basis
- Opinion Drafting
- Appearance & Representation before the Regulatory Authorities such as RD, CLB, RBI, NSDL, CDSL, SEBI etc
- Others

LEGAL/IPRs (Intellectual Properties Rights)

- Consulting and Compliance with applicable Industrial and Corporate Laws
- Property related issues like Title Clearance, Registration, etc.
- Registration of Trademark, Design, Copyrights etc and related issues
- Filing petitions & applications etc
- Appearance & Representation before the Regulatory Authorities including Courts in India
- Opinion Drafting
- Others



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INCOME TAX/TDS

- PAN, Filing IT Returns
- TDS Compliance
- Tax Planning in consultation with professional colleague
- Appearance & Representation before regulatory authorities
- Opinion Drafting
- Others

EXCISE & CUSTOMS

- Excise Registration
- Adhering to various compliance & returns
- Import Export Code Registration
- Consulting in Excise, Customs related issues
- Appearance & Representation before regulatory authorities
- Opinion Drafting
- Others

SERVICE TAX

- Registration of Service Tax
- Returns of Service Tax and Compliance related to.
- Appearance & Representation before regulatory authorities
- Opinion Drafting
- Others

FEMA

- Consultancy Services on legal provisions of Foreign Exchange Management Act, Regulations and notifications
- Foreign Investment in India
- FDI/ Overseas Direct Investment and approvals
- External Commercial Borrowings
- Joint Venture /Branch/Subsidiary/Liaising office outside India
- Establishment of Joint venture/Branch/Liaising office in India
- Filing of APR, other Returns and related compliances
- Appearance & Representation before regulatory authorities
- Guidance in Issue of GDR/ADR/IDR
- Others



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Sales Tax/ VAT

- Sales Tax/ VAT Registration
- Returns and compliances related thereto.
- Others including representation and opinion drafting

ACCOUNTS AND FINANCE

We are maintaining financial accounts of various Companies, Firms etc.

We also carry out work of coordination and liaising of project financing in coordination with professional colleague.

OTHER SERVICES

- License of import/export
- Regulatory approval from DGFT on Foreign Trade Matters
- Regulatory approval on FEMA related matters
- Regulatory approvals from Foreign Investments Promotion Board
- Approval for Small Scale Industrial Status
- Registration of Societies
- Registration of Trust
- Issue of Commercial Papers
- Commercial Arbitration
- Formation of NBFCs
- others

We assure you of our best services in time always.

CS MITESH RANA
COMPANY SECRETARY