

Kamlesh Patel
(BBA, LLB, FCS)

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Residential Address:

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Ahmedabad- 382 481



Carrier Summary: -

- More than 20 years of experience in handling Corporate Laws, Securities Laws, Corporate Governance, Governance Policies and Legal Issues including litigation and Non-Litigation matters.
- Liaison with the Board of Directors, Ministry of Corporate Affairs, Stock Exchanges, Lawyers, Shareholders, Bankers, Courts, and various Judicial and Non-Judicial bodies.
- Lead multi disciplinary team of Professional independently.
- Excellent organizational skills.

Key Skills: -

- Command over the Companies Act, 2013, SEBI (LODR) Regulations, 2015 and other allied laws governing the Company Secretary & Legal Profession.
- Command over Legal affairs.
- Working Knowledge of Microsoft Office like Word, Excel, Power Point and Internet.
- Excellent Organizational and management skills.
- Posses pleasing personality.

Professional Experience: -

- **Since 22nd May, 2023**

Working with **GSP Crop Science Private Limited (GSP), Ahmedabad as DGM (Legal) & Company Secretary** looking after Group Legal & Company Secretarial matters.

GSP is in the business of manufacturing of technical grade ingredients and formulates insecticides, fungicides and herbicides, intermediates, biopesticides, seed-treatment chemicals and public health products.

- **March, 2019 to May, 2023**

Worked with **Power Build Private Limited, Anand, Gujarat (Elecon Group) as DGM (Company Secretary)** looking after Group Company Secretarial and Legal matters. Group is having around 20 Companies comprising Listed, Unlisted, Overseas Wholly Owned Subsidiaries and NBFC Companies.

Power Build Private Limited is in the business of Manufacturing of Geared Motors and various Transmission Equipment and having International Manufacturing and Marketing network.

- **November, 2014 to September, 2018**

Worked with **Meghmani Organics Limited, Ahmedabad, Gujarat as Manager (Company Affairs)** looking after Company Secretarial and Legal Affairs.

Meghmani Organics Limited is leading Manufacturer of Pigments, Agrochemical & Basic Chemicals and listed at BSE, NSE & Singapore Stock Exchanges.

- **August, 2005 to November, 2014**

Worked with **Elecon EPC Projects Limited, Anand, Gujarat (Elecon Group) as Company Secretary** looking after Company Secretarial and Legal Affairs.

Elecon EPC Projects Limited was in the Business of Manufacturing Material Handling Equipment & related products.

- **July, 2003 to July, 2005**

Worked with **M/s. I. R. Patel Law Associates, Advocate, Ahmedabad as Executive (Company Secretarial & Legal)**.

- Completed **15 months Apprenticeship Training** as required by the Institute of Company Secretaries of India, with a Practicing Company Secretary, Shri I. R. Patel, Ahmedabad **for the period from April, 2002 to June, 2003.**

Key Responsibilities Handled: -
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Legal: -

- In house counsel managing entire Legal function including Litigation and Non-Litigation matters.
- Contract database management, Periodical MIS, review process and providing mitigation plan to the management on all the Legal Matters.

- Drafting and vetting of various agreements like Affidavit, Power of Attorney, Indemnity Bond, Letter of Authority, MOUs, Distributorship Agreement, Service Agreement, Leave and License Agreement, Non-Disclosure Agreement, Supply Agreement, Hypothecation Agreement, Mortgage Deed, Joint Venture Agreement, Share Subscription Agreement, Corporate Guarantee, Lease Deed, Review of Contracts, Agreements with Customers and /or Vendors, Credit Facility Agreement, Plaints, Written Statements, Issuing & Replying statutory /legal notices, Counters, company petitions, complaints etc.
- Co-ordinate with external counsels to file and defend cases, follow up pertaining to litigation by and against the Company.
- Manage legal department providing assurance that all commercial contracts, property contracts and transfers are legally sound.
- Liaoning with Banks & financial Institutions for Security related issues and submitting various Property Documents, Valuation Reports, Title Search Report, Availing 2-R permission from GIDC etc.
- To take care of Indian Stamps Act, Transfer of Property Act, Indian Contract Act, Intellectual Property laws, GIDC Act, Insecticide Act, The Code of Civil Procedure, The Code of Criminal Procedure, The Arbitration Act and other related laws applicable to the Company.
- To provide clarifications on legal issues or specifications to user departments.

Company Secretarial: -

- Handled Scheme of Arrangement in the nature of Merger and Demerger - Process, Court Proceedings and Implementation. In this regard, deal with National Company Law Tribunal (NCLT)/ High Court, Ministry of Corporate Affairs (MCA), Regional Director (RD), Official Liquidator, Stock Exchanges, Superintendent of Stamp Office, Competition Commission of India (CCI), Advocates, Registered valuers etc.
- Ensure Statutory Compliances under the provisions of the Companies Act and Rules thereof including SEBI (LODR), FEMA, IPR and other applicable laws.
- Holding Board/ Committees/ General Meetings through Video Conferencing (VC)/ Physical and Drafting Agendas/ Minutes.
- Conducting Legal Due Diligence for JVs, M & A, Acquisitions, Capital Restructuring including review of the transaction documents and legal repository etc.
- Preparation and dispatch of Annual Reports containing Directors' Report, Notices, Management Discussion & Analysis Report, Corporate Governance Report etc.

- Payment of Dividend - Compliance with listing and Company law requirements.
- Correspondence with MCA/investors/shareholders and Handling the Grievances.
- Dealing with Statutory, Internal and Secretarial Auditors.
- E-filing/upload of various E-forms on MCA21.
- Listing compliances with NSE/BSE as per SEBI (LODR) Regulations, 2015, SEBI Takeover Code, 2011 and SEBI (Insider Trading Regulation), 2015.
- Dealing with Stock Exchanges, SEBI, Share Transfer Agent and Depositories.
- Application/write-off for making overseas investment in WOS, Issuance of Corporate Guarantee to Step Down Subsidiary, Conversion of Loan into Equity and for that purpose filing of Form ODI and other relevant correspondence/approval with Reserve Bank of India/Authorized Dealer.

Educational Qualifications: -

Sr. No	Particulars	University/Board	Year	Remarks
1	Company Secretary	I.C.S.I (The Institute Of Company Secretaries Of India, New Delhi)	2008	Fellow Members of ICSI (FCS)
2	B. Law (LL.B)	Gujarat University, Ahmedabad	2002	Passed with 2 nd class
3	Graduation (B.B.A.)	North Guj. University, Patan	1999	Passed with 60.5%
4	H.S.C	G.S.E.B, Gandhinagar	1996	Passed with 76.16%
5	S.S.C	G.S.E.B, Gandhinagar	1994	Passed with 74.57%

Personal Details: -

Date of Birth : - 26th February, 1979

Marital Status : - Married

Languages Known : - English, Hindi, Gujarati

Present CTC : - Rs. 21.00 Lakhs per annum.

(Kamlesh Patel)