

ABHINAV MATHUR

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Around 14 years of experience in Companies Act 2013, Listing Regulations ,Conducting Board Meetings and AGM, e-voting, CSR, SAST ,Insider Trading, Corporate Restructuring ,Mergers, buy back of shares, Legal and Insurance management

Well conversant with provisions of Companies Act 2013 and allied rules along with Listing Regulations (LODR).

ACADEMIC CREDENTIALS

Qualifications	Institution
Associate member of Institute of Company Secretaries of India-2008	Institute of Company Secretaries of India
LLB.(A-)-2006	Rajasthan University
MBA (Finance)-2006	IGNOU
B.Com-1998	Rajasthan University
Diploma in Banking and Finance(JAIIB)-2009	IIBF(Indian Institute of Banking and Finance)

CAREER HIGHLIGHTS

- 1. From August 2019 till present working in Gokul group as Head Company Secretary looking after secretarial compliances of various listed and unlisted Companies and LLP.**
- 2. From August 2014 to July 2019, worked as Company Secretary in 'Torrent Group', Ahmedabad looking after secretarial compliances of various listed and unlisted Companies and LLP.**
- 3.From December 2010 to July 2014 , worked in 'Parijat Group', Mumbai. Also independently handled Company Secretarial functions of 'Kopran Limited', a Listed Praijat Group Pharmaceutical company as Company Secretary and Compliance Officer.**
- 4 . From March 2006 to November 2010, worked with Pasupati Spinning and Weaving Mills Ltd., a listed company with BSE near Gurgaon as an Assistant Company Secretary.**

OVERALL EXPERIENCE /KNOWLEDGE GAINED

In relation to Companies Act 2013 and Listing Regulations

- ◆ Well versed with requirements of Companies Act 2013 and allied rules along with various circulars and notifications under Companies Act 2013
- ◆ Well versed with Listing Regulations and its compliance
- ◆ Providing guidance to company and management regarding Companies Act 2013
- ◆ Compliance of provisions regarding Related Party Transactions, both according to Companies Act 2013 and Listing Regulations
- ◆ Providing guidance to management regarding conducting of various audits.
- ◆ Providing guidance to management regarding composition of the Board according to Companies Act 2013.
- ◆ Providing guidance to the management for provisions regarding appointment and duties of Independent Directors
- ◆ Compliance of provisions regarding loans and investments including its inference to deposits
- ◆ Providing guidance to management on CSR provisions
- ◆ Conducted e-voting and postal ballot as under Companies Act 2013
- ◆ Establishing internal control systems as per Companies Act 2013
- ◆ Constituted and renamed various Committees according to the Act
- ◆ Maintenance of various Registers under Companies Act 2013
- ◆ Compliance of various disclosure requirements under Companies Act 2013
- ◆ Established various policies as per Companies Act 2013 and Listing Regulations
- ◆ Compliance with Listing Regulations
- ◆ Compliance of Secretarial Standards for conducting Board and General Meetings
- ◆ Preparation and vetting of Share Purchase Agreements
- ◆ Issuing Optionally Convertible Debentures
- ◆ Reclassification of promoters as per Listing Regulations

In relation to Corporate Restructuring

- Gained knowledge of scheme preparation of merger between listed and unlisted
- companies including wholly owned subsidiary.
- Stock Exchange compliances regarding corporate restructuring including filing of scheme. Filing of applications in court including affidavits regarding merger and amalgamations
- Conducting court convened Meetings regarding merger and amalgamation
- Court proceedings regarding merger
- Compliance of SEBI, Listing Regulations and ROC compliances post sanction of scheme
- Compliances relating to fractional entitlements
- Various compliances regarding buyback including that of SEBI, Stock Exchanges and ROC.

Other Responsibilities Handled

- ↪ Worked as main co-ordinator for the company with E&Y for establishing compliance management system within the company.
- ↪ Worked with KPMG in establishing internal control systems for the company.
- ↪ Worked as main coordinator in establishing Environment, Health & Safety systems for the company

In relation to legal matters

- ◆ Drafting of commercial and legal documents.
- ◆ Preparation of various agreements.
- ◆ Liaison with Advocates and consultants regarding corporate matters.
- ◆ Handling Insurance matters
- ◆ IPR Matters

Other activities under Company Law

- ◆ Incorporation of Limited and Private Limited Companies.
- ◆ Conducting all kind of Meetings.
- ◆ Compliance with Insider trading Regulations.
- ◆ Compliance with SAST Regulations.
- ◆ FEMA Procedures
- ◆ Quarterly, Yearly and General Compliances of Stock Exchanges.
- ◆ Statutory Filings with ROC.
- ◆ Preferential issue of shares/warrants.
- ◆ Corporate Restructuring
- ◆ Conversion of warrants into shares.
- ◆ Splitting /sub division of shares/ issue of duplicate shares
- ◆ Liaison with Banks, Stock exchanges, RBI, RTA, ROC etc.
- ◆ Liaison with SEBI, NSDL, CDSL.
- ◆ Liaison with lawyers regarding corporate matters.
- ◆ Correspondence with investors and Handling investor grievances.
- ◆ Compounding of offences applications
- ◆ Provisions relating to loans and deposits
- ◆ Issue and Listing of NCD

Other Accomplishments

1. Received appreciation letter and cash reward for excellent work done in case of a complex merger/corporate restructuring.
2. Received cash reward for excellent work done conducting buyback
3. Unqualified Secretarial Audit Reports in all Financial Years.

Personal Information

Father's name : Mr. Mahesh Chandra Mathur

Age as on 1.1.2023 : 44 years.

Present Address : A-204, Divyajivan Residency ,New CG Road, Chandkheda, Ahmedabad-382424