



## **DARSHAK THAKER** **(CS, LL.B, B.COM)**

### **CARRER OBJECTIVE**

"To work in a dynamic environment that provides me a vide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency"



C-6-3, Parth Indraprasth Tower,  
Near Government Colony, Opp.  
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Road, Ahmedabad, Gujarat-380015



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darshakthakerdk@yahoo.in

### **PROFESSIONAL EXPERIENCE**

**DURATION: 2.3 YEAR**

#### **SYNOPSIS**

- ❖ Presently working as a Company Secretary & Compliance Officer in Goldstar Power Limited (Listed Company) from March, 2017.
- ❖ Qualified Company Secretary from Institute of Company Secretaries of India (ICSI).
- ❖ Did LLB from Siddharth Law College, Gujarat University, Gandhinagar in the year 2017.
- ❖ Core competencies in Companies Act, 2013, Security Law, Corporate Governance and SEBI (LODR) 2015.
- ❖ A team player with a propitious attitude, who believes in achieving excellence through innovation, learning and mental ability.





### PROFESSIONAL QUALIFICATION

COURSE	INSTITUTE/BOARD	YEAR
Company Secretary	ICSI	2015

### EDUCATIONAL CREDENTIALS

EXAMINATION	BOARD/UNIVERSITY	YEAR
LL.B (Bachelor of Law)	Gujarat University	2017
B.COM (Bachelor of Commerce)	Gujarat University	2013
12th	Gujarat Board	2010
10th	Gujarat Board	2008

### TRAINING EXPERIENCE

TRAINING	ORGANIZATION	DURATION
Management Training	Manish Buchasia & Associates	6 Months
Management Training	Gujarat State Seeds Corporation Limited, Gandhinagar	12 Months
Certificate Course on Intellectual Property Rights & Competition Law	Federation of Indian Chambers of Commerce & Industry (FICCI)	2 Months

### KEY ASSIGNMENTS HANDLED

Done all work relating (IPO) Listing of company on NSE Emerge Platform and Coordinating with NSE, CDSL, NSDL, Merchant Banker, R.T.A, Bankers to the Issue Etc., regarding listing of the company;

Change of share capital such as increase in authorized capital, allotment of shares, transfer of shares Etc.;



## ROLES & RESPONSIBILITY IN GOLDSTAR POWER LIMITED

### COMPLIANCES UNDER SEBI LODR REGULATIONS, 2015

- Complying with various compliances under SEBI LODR, 2015;
- Drafting of Prospectus/DRHP/other documents related to issue of securities and obtain various approvals in association of Lead Managers;
- Intimation and filings from time to time of various compliances to Stock Exchange;
- Filing of Financial Results, Reconciliation of Share Capital Audit Report, Limited Review Report, Shareholding Pattern, Compliance Certificate under Regulation 7(3) and 40(9), Statement of Investors Complaints under Regulation 13(3) under SEBI (LODR) Regulations, 2015 on NSE;
- Intimation of Insider Trading transactions, maintenance of records and ensuring the compliance by insiders and filing of transaction detail with Stock Exchange;
- Filing of Annual Report, Financial Results, etc.;
- Intimation of Outcome of Board Meeting;
- Prepare quarterly, Half yearly, Yearly Financial Statement etc;
- Update and maintenance of Company Website in compliance of SEBI Listing Regulation;
- Advise in relation to Issue of shares and prepare Shareholding Pattern of the company;

### SECRETARIAL & COMPLIANCES

- **Annual Report:** preparing and finalization of Quarterly and Annual Report i.e., Directors Report, Corporate Governance Report, Compliance Report and finalization of notes and other information;
- Liaising with Independent Directors, Conduct Independent Directors Meeting and Preparation and Maintenance of Minutes;
- **Company Law and other Compliances:** filing of Statutory Forms, Returns and Annual Report with Registrar of Companies (ROC), ensure compliance of various provisions of Company Law E.g. Managerial Remuneration, Director Fees, Postal Ballot, E voting;



## **ROLES & RESPONSIBILITY IN GOLDSTAR POWER LIMITED**

### **SECRETARIAL & COMPLIANCES**

- Annual Filing and Preparation and filing of various e-forms with registrar of companies (ROC)
  - Handling activities relating to Appointment and Resignation of Directors and compliances thereto;
  - Appointment and Ratification of Statutory, Internal and Cost Auditor and other compliance thereto;
  - Co-ordination & Co-operation with Statutory Auditors, submission of information/ documents for the purpose of statutory Audit;
  - Co-ordinating and obtaining relevant documents and application for Digital Signature Certificate
  - Conversion from Private Limited Company to Public Limited and compliance thereto;
  - Prepare Board Resolution for various Board/General Meetings;
  - Work relating to transfer of shares from Physical to Demat of shares;
- Providing the directors of the company collectively and individually with guidance as to their duties, responsibilities and powers;
- Making the directors aware of any law relevant to or affecting the company;
  - Maintenance of all Statutory Registers, documents, forms and other information
  - Creation, Modification and Satisfaction of Charges and filing of forms with ROC;
  - Constitution of Committees, review of inter Company/related Company Transactions;
  - Independently handling the Share department of the Company and monitoring change in share ownership of the company;
  - Resolving Shareholders Query;



## SECRETARIAL & COMPLIANCES

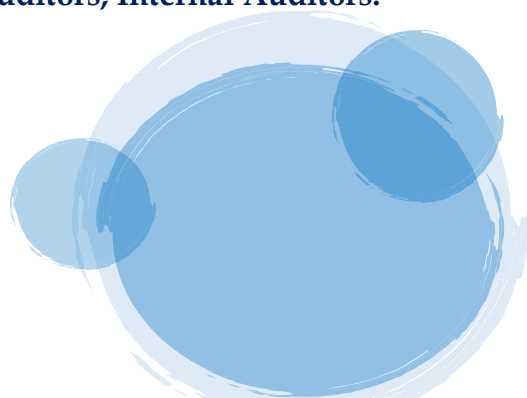
- Ensuring that Minutes of all shareholders meetings, board meetings and the meetings of any committees of the directors, company's audit committee, are properly recorded in accordance with this Act;
- Developing policies e.g. Vigil Mechanism Policy/ Whistle Blower Policy that encourages managers and employees to suspect fraud and other improprieties with the organization without the fear of retaliation;
- Certifying in the company's annual financial statements whether the company has filed required returns and notices in terms of this Act, and whether all such returns and notices appear to be true, correct and up to date.

## PREPARATION AND CONDUCTING OF BOARD & GENERAL

- Convening and Servicing Board, Committees and General Meetings as required under Companies Act, 2013 and other applicable provisions;
- Issuance of Notices;
- Producing Agendas;
- Preparing Resolutions;
- Taking Minutes;
- Conveying Decisions;
- Work Preparation related to Meetings;
- Publishing of results and outcome of Meetings;
- Uploading of Results and other compliances on Stock Exchange site, etc.

## SHAREHOLDER MANAGEMENT

- Handling of transfer & transmission of shares, payment of dividend,
- Demat/ Remat of shares on request of shareholders;
- Resolving Shareholders queries;
- Resolving SCORES complaints;
- Interacting with the shareholders to handle queries and grievances;
- Coordination with RTA (Registrar and Transfer Agent);
- Disclosures / update to SEBI, ROC, Stock Exchanges for Investor related issues
- **Liaising with following: Legal Consultants, Merchant Banker, Registrar of Companies, Ahmedabad, RTA (Link Intime India Private Limited), NSE Limited, SEBI Officials, Statutory Auditors, Secretarial Auditors, Internal Auditors.**





## FEMA & RBI COMPLIANCES

- ❖ Preparation and filing of Advance Reporting form in relation to receipt of money from non-residents towards share capital or debentures;
- ❖ Preparation and filing of form FC-GPR and FC-TRS in relation to allotment and transfer of shares and securities;
- ❖ Co-ordinating and obtaining Share Valuation Certificate from Practicing Chartered Accountant for the purpose of submission of form FC-GPR;

## IT PROFICIENCY

- Conversant with MS-Office,
- Familiar with MCA portal and websites of NSE, BSE, SEBI etc.

## ACHIEVEMENTS

- Successfully got the Skotch Order of Merit Award for qualifying amongst Top 100 SME's in India by Government of India;
- Received Certificate of Excellence from International Business Council on behalf on company by giving successful Investor Presentation;
- Got 1<sup>st</sup> Rank for Handwriting Event from Gujarat;

PERSONAL DETAILS	
Date of Birth	11 <sup>th</sup> January, 1992
Marital Status	Married
Language Known	English, Hindi, Gujarati
Details of CS Membership No.	ACS 46919
Hobbies	Playing Cricket, Reading Books, Travelling
Social Networks	LinkedIn, Twitter, Facebook, Google+
Caste	Hindu Brahmin
Fathers Occupation	Business at Dwarka (Gujarat)