Raqshanda Niyazi

FCS, LL.B.

Presently, **Legal Counsel & Company Secretary**

**CDPQ India Private Ltd**

*Group Company of second largest Pension Fund in Canada*

(Joined in July 2017)

As a seasoned legal counsel, my career journey of 14 years has been characterized by a diverse array of experiences within both prestigious law firm and renowned multinational corporations. With a solid foundation established in esteemed law firm, I honed my skills in various areas of law, including contract negotiation, litigation strategy, and corporate governance. Transitioning into multinational companies, I seamlessly integrated legal acumen with business objectives, providing strategic counsel on complex regulatory issues, international transactions, and risk management. My tenure in these dynamic environments has equipped me with a unique perspective on legal challenges across different industries, fostering adaptability and innovative problem-solving skills. My extensive background includes a deep understanding of contract law, corporate governance, and regulatory compliance, honed through years of practice in renowned Companies and law firm.

Present profile includes handling corporate and regulatory compliances, reviewing of commercial contracts and managing corporate secretarial vertical of India, Singapore and China. Advising on legal risks and compliance management, representing before regulatory authorities, implementing corporate governance practices. Also responsible for policy implementation and training across different regions globally. Working closely with the Board of Directors and senior management.

**Brief Work Experience**

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| CDPQ India Private Limited  Legal Counsel & Company Secretary | July 2017- Present |
| Vaish Associates Advocates-  Senior Associate | February 2013 to June 2017 |
| ASTI Electronics India Private Limited  Company Secretary | January 2012 to October 2012 |
| Adroitec Information Systems Private Limited-  Company Secretary | January 2011 to December 2011 |
| RKD Financial Services Limited  Company Secretary | June 2009 to December 2010 |

**Work Experience**

**CDPQ India Private Limited**

CDPQ is a Canadian global investment group present in all major markets with 424 billion Canadian dollars in assets and offices in ten countries. The Fund invests constructive capital—in private equity, equity markets, private credit, infrastructure and real estate.

Key responsibilities include:

* 1. **Negotiated and closed high value/long-term contracts for-**
* Share purchase agreements/share sale and transfer agreements.
* Non disclosure Agreements
* High value service agreements
* Non-binding offers and term sheets.
* Real estate management – leases/leave & license/ co-working spaces.
* Employment – employment contracts/non-disclosure/non-solicitation/non-compete.
* Provided guidance on employment law matters, including employee relations, terminations, and compliance with labor standards.
* Managing all legal matters related to licensing, approvals and permissions required for functioning of Companies.
* Finalizing terms & conditions of contracts, settlement agreements; performing analysis to ensure that contracts are finalized within negotiated & agreed-upon parameters.
* Rendering legal advice for planning the business restructuring & supporting with due diligences.
* Analyzing the investigations made by various divisions and suggesting improvements on the basis of loopholes.
* Collaborated with cross-functional teams to assess and mitigate legal risks associated with global operations, including data privacy and anti-corruption.
* Conducted legal research and analysis to support business decisions and ensure legal compliance across multiple jurisdictions.

Good practices introduced to optimize the time spent on handling day to day contracts and agreements

* Compiling a negotiation playbook for the Investment teams to handle first level of negotiation.
* Creating a rich repository of contract ready to use templates to reduce the turnaround time.
* Compliance calendar provided to Investment teams with a view to decentralize the scope of work at local levels.
* Appointing local committees to review compliances at their unit and share the findings in a predefined format with the legal function.
* Dedicated external law firm to support the operations and Human resources in complying with the local requirements.
* Regular update calls with functions on need basis.

**2. Compliance**

* Review of code of ethics and various directives in terms of the local laws requirements.
* Conducting trainings on the Ethics and Compliance structure of the Company.
* Training directors about their roles, duties, and responsibilities under the Indian Companies Act and other applicable Acts.
* Developing and delivering training programs on legal and compliance matters and ensuring employees understand and adhere to relevant laws, regulations, andpolicies in coordination with Global Compliance and the legal team.
* Implementation of policies and procedures in regional teams, ensuring a cohesive approach to compliance.
* Periodically audit of the Compliance program and need based revisions in the compliance structure.
* Developing statutory compliance matrix which highlights the legal compliances required for a company to operate - the process of compliance, compounding procedure and penal provisions.
* In charge of handling and managing compliances of 18 Foreign portfolio investment (FPI) category-1 licenses in India
* In charge of handling and managing compliances of 3 Foreign Venture Capital Investor (FVCI)
* Liaisoning with State Street (USA) and HSBC (India)

**3. Corporate Secretarial**

* Board Governance, handling Board-related matters, regulatory meetings, and providing advisory services on company law matters. finalizing annual and periodic reports, returns, regulatory filings, board resolutions, annual reports, and audits,
* Deployment of business-oriented solutions and advisories on a wide range of legal aspects, including Indian Companies Act, Indian Labor Laws including Prevention of Sexual Harassment at workplace, Corporate Social Responsibility implementation, and other statutory regulations.
* Handling inspection carried out by various Indian Government Departments, presenting the Company before Labour Law authorities and Indirect Tax Department.
* Successfully negotiated and closed inspection under labor law by reducing Companies substantial cost and reducing the demand from 30,095 USD to 250 USD.
* Appearance before SEBI for various representation

**Vaish Associates Advocates**

Established in 1971, VA is a Delhi based leading law firm providing corporate tax and business advisory services to numerous domestic and multinational corporate clients.

* Advised and assisted foreign clients on matters relating to setting up subsidiaries in India, establishing branch/ liaison offices.
* Advised Indian and foreign clients on matters relating to FEMA (FDI Policy), Company Act, Competition Act, Transfer of Property Act, Legal Metrology Act, the Indian Stamp Act, the Registration Act, etc.
* Liasoning with external counsels of the Company, representing the Company before various sectoral regulators, attending court hearings and participating in strategy meetings with business teams.
* End-to-end consultancy for matters under various [Indian] labour laws;
* Assisted in due diligence reviews for corporate transactions, analyzing legal risks and preparing comprehensive reports for clients
* Participated in settlement negotiations and alternative dispute resolution processes, achieving favorable outcomes for clients.

**ASTI Electronics India Pvt Ltd (AEIPL)**

AEIPL is a subsidiary of ASTI Corporation, Japan, into manufacturing of wiring harnesses for vehicles, controllers and related components.

* Head of the compliance function
* Advise on (commercial) plans and proposals, documentation and(potential) disputes in order to prevent or minimize adverse (legal) consequences/ exposure
* Company secretarial function including conduct of board meeting, members’ meeting, maintenance of statutory records and other compliances under the Companies Act2013.
* Assisted in drafting and implementation of the company policies such as those relating to the employee code of conduct, disciplinary policies and department-specific standard operating procedures.

**Adroitec Information Systems Pvt Ltd (AISPL)**

AISPL is an information technology services consulting company with state-of-the-art development centers in India.

Key responsibilities included:

* Independently incorporated private and public limited companies.
* Shifting the registered office of the Company within the State and from one State to another.
* Alteration in name and object clause of Memorandum of Association (MOA).
* Alteration in the Articles of Association.
* Drafting minutes of meetings and keeping various statutory books of the company.

Annual filing along with other filings of the Forms.

**RKD Financial Services Limited**

RKD is a Non-Banking Finance Company (NBFC) providing financial services and loans.

Key responsibilities included:

* Overseeing the compliance function
* Drafting of agenda, notices, directors’ report and minutes of board meetings, audit committee meetings, etc.
* Alteration of Memorandum and Articles of Association of the company

**Professional Qualifications**

* Fellow Member of the Institute of Company Secretaries of India(2009**)**
* Law Graduate(LL.B.) from Chaudhary Charan Singh University(2016**)**
* Master of Commerce (M.Com.)fromAllahabadUniversity(2004)
* Anti-Bribery and Corruption V1 Certification from the Association of Certified Anti-Money Laundering Specialists (ACAMS) UK (2023)
* Diploma in Corporate Laws (IIM Calcutta 2017- 2018)

**Professional Accomplishments**

* Author of the book titled“SecretarialAudit–DimensionsandDeliverables”, published by Wolters Kluwer in 2016.
* Contributed in the Vaish Associates Advocates ‘publication titled ‘India Business Guide-Start-upto Set-up’ published by Wolters Kluwer in 2015.
* Honorary visiting faculty in the Institute of Company Secretaries of India (ICSI) and Institute of Chartered Accountants of India (ICAI) for various training programs.

**Personal Information**

Address- D 213 Jalvayu Vihar Sector 30- Gurugram

Mobile- +91 9953321628

Email- [Rakshanda.niyazi@gmail.com](mailto:Rakshanda.niyazi@gmail.com)

Open to relocation- Yes