



# **DIPESH JAIN & CO COMPANY SECRETARIES**

**DIPESH JAIN  
B.COM,A.C.S**

166/9-10, Jawahar Nagar, Road No. 2,  
Goregaon (West), Mumbai - 400104

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# ABOUT

## WHO WE ARE

- Mr. Dipesh Jain is the proprietor of M/s Dipesh Jain & Co.
- Registered as a Practicing Company Secretary Firm with the Institute of Company Secretaries of India, Dipesh Jain & Co. is a corporate secretarial services firm offering solutions for corporate compliances.

## OBJECTIVE

- To provide equal services to all the clients irrespective of the size of client's business.
- To provide high quality services which help the clients to meet their need.
- To provide value for money in the services we provide.

# PROFILE

DIPESH JAIN  
BCOM, ACS

## WE

**EMAIL ID:** dipesh@dipeshjainco.in.

CS Dipesh Jain is the founder of the firm and an Associate Member of the Institute of Company Secretaries of India.

## AREA OF EXPERTIZE

He specializes in the field of providing various company secretarial services such as Incorporation, Filings with Ministry of Corporate Affairs, Secretarial Audit, Closure of Company under FTE Mode etc.



# EXPERIENCE

India Infoline Asset Management Company Limited – 10 months (As a CS Management Trainee)

URJA V SHAH & ASSOCIATES – 5 months (As a CS Apprenticeship Trainee)

## Particulars of assignments handled:

### SECRETARIAL

1. Company/LLP Incorporation
2. Minutes Preparation
3. ROC Form Filing
4. Maintenance of Statutory Registers
5. Assisted in Secretarial Audit
6. Assisted in Board Meetings

### LEGAL

1. Agreements - Initial drafting & related changes (Nondisclosure Agreement, Referral Agreement)

### COMPLIANCE

1. Mutual Fund(MF) - Compliances & Reporting (Monthly, Quarterly, Half Yearly & Annually) with Securities & Exchange Board of India (SEBI), Association of Mutual Funds in India (AMFI), Reserve Bank of India(RBI) & Financial Intelligence Unit(FIU-India)
2. Alternative Investment Fund(AIF) - Reporting with FIU India
3. Portfolio Management Services - Compliances & Reporting (Quarterly, Half Yearly & Annually) with SEBI, FIU India
4. Distributor Services - Compliances with SEBI

# COMPANY SECRETARIAL SERVICES

- Obtaining DIN & DSC of Directors
- Incorporation of Private/Public/One Person Company/LLP
- Filings with Ministry of Corporate Affairs(MCA)
- Appointment/Resignation of Directors/Auditors
- Preparation & Alteration of Memorandum of Association(MOA) & Articles of Association(AOA)
- Issue and Allotment of Shares – Further Issue/ Rights Issue/ Bonus Issue/ Private Placement/ Preferential Allotment
- Drafting & Updating of Secretarial Records
- Conducting Secretarial Audit
- Closure of Company under FTE Mode etc.

