



## CS REEMA BAJAJ (ACS, BCOM, LL.B)

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### Qualification Synopsis

- Associate Member (ACS) of Institute of Companies Secretaries of India (ICSI) qualified in August 2014
- Bcom Graduate passed in 2014 from Kurukshetra University
- LL.B passed in 2019 from Krishna Institute of Law (Affiliated from CCS University)

### Key Strengths

- Proactive Professional
- Independent Handling of work
- Leadership Qualities
- Result Oriented
- Quick Learner
- Team Player
- Inter Personal Skills
- Able to manage workload efficiently
- To recognize and set priorities to meet deadlines

### Computer Skills and Competencies

- MS Office (MS-WORD, MS-EXCEL, MS-Powerpoint)
- Compliance Softwares

### Personal Summary

Result oriented and competent professional with an ability to ensure that a company complies and operates in accordance with statutory and legal laws which ensures and strives Corporate Governance in its operations and workings. **6 years of experience (Listed Companies, Private/ Public Companies, LLP, Foreign Subsidiary)** in handling Corporate Secretarial Compliances as Company Secretary/ Assistant Company Secretary. I'm a self-driven and goal-oriented individual with inter-personal skills coupled with leadership qualities and have a good experience in handling legal & statutory compliance assignments. I am a skill oriented professional who has zeal to grow by learning, excellence and expertise.

Keen to find a challenging company secretarial position that offers opportunities for career development, advancement which encourages growth and serve organization, using my skills, sincere and continuous efforts to achieve the best with great enthusiasm.

### Work Experience (6 years)

- 3 years 8 months with **Jamna Auto Industries Ltd. as Assistant Manager-Legal & Secretarial** (From 27 March 2017 to 30 November 2020).
- 2 years 4 months with **Fedders Lloyd Corporation Limited as Assistant Company Secretary** (From 01 November 2014 to 24 March 2017) (This includes 1 year of CS Management Mandatorily Training)

### Work Exposure and Key Skills

- Board Meetings/ Shareholders' Meetings (AGM Compliances)/ Committee Meetings
- Company Law (ROC Compliances and filings, XBRL Filings, Directors Disclosures & Compliances preferential allotment, share allotment, fund raising, MOA & AOA Alteration, Board Report/ Annual Report working, change of registered office, Loans & investments, Related party Transactions etc.)
- SEBI Laws (Listing Regulations, Insider Trading Regulations, Takeover Code, Security Laws, Listing of Securities, Stock Split, Approvals from Stock Exchanges etc.)
- Corporate Governance Matters
- Due Diligence
- Statutory Reportings and MIS Preparation(s)
- Statutory Registers and Record Maintenance
- IEPF Related matters
- RBI and FEMA Compliances
- Investor Grievances/ Shareholders' Grievances, Complaints including Dividend matters
- Assistance in various Audits such as Statutory Audit, Secretarial Audit, Internal Audit etc.
- Regulatory Policies and Procedural matters
- Legal Drafting (Special Power of attorneys, legal replies, drafting of authorizations, indemnity bond, affidavits, drafting of Lease Deeds, Rent agreements, Non Disclosure agreements etc.)
- Liasoning with MCA, Stock Exchanges, Auditors, Bankers, Registrar & Share Transfer Agent, Custodians, depositories (NSDL, CDSL) etc.
- Foreign Subsidiary License renewals

## **Company Law & Secretarial Work**

- Preparing Agendas, Notices and other necessary documents for Board Meetings, Committee Meetings (Audit Committee Meeting, Nomination & Remuneration Committee Meetings, Stakeholders Relationship Committee Meetings, CSR Committee Meetings, Risk Management Committee Annual General Meeting etc.
- Assisted in Conducting Board Meetings, Committee Meetings, General Meetings of the Company/ Shareholders Meetings (AGM, EGM )
- Conducting Postal Ballot, e-voting for General Meetings
- Drafting of Minutes, Board Resolutions, Shareholders 'Resolutions
- Handled compliances related to preferential issue of warrants to promoter group, share allotments on preferential basis, allotment of preference shares in a Private Group Company
- Conversion of Warrants into equity shares issued on preferential basis
- Sub division (stock-split) of Equity Share Capital
- Listing of Securities on Stock Exchanges (BSE, NSE)
- Handled Compliances related to SEBI Listing Regulations (Quarter, Half yearly and yearly compliances)
- XBRL Filings with ROC and Stock Exchanges
- Compliances of SEBI Takeover Code and Insider Trading disclosures to stock exchanges
- Ensuring Corporate Governance norms and practices in the organization
- Reply of SEBI notices and handled Investor Grievances, Complaints for transfer, transmission, transposition of shares, issuance of Duplicate Share Certificates and all shareholders related issues and concerns, Dividend related queries
- Transfer of Funds and securities to IEPF Authority with respect to Unpaid Dividend and release of shares from IEPF Authority
- Initiation of various corporate actions with Depositories, Custodians (NSDL, CDSL)
- Compliances of Private Limited Companies and other group companies
- Drafting and Dispatching of Annual Report of the Company
- Drafting of Business Responsibility Report for the Company
- Assistance in Audits such as Statutory Audit, Internal Audit, Cost Audit, Secretarial Audit, Due Diligence etc
- Drafting of various policies and amendments thereto as may be required in pursuance with Companies Act, 2013 and Listing Regulations.
- Ensuring compliance requirements related to related party transactions, intercorporate loans and investments, Corporate Guarantees etc.
- Preparation of various statutory registers and records of company as required to be maintained under the Companies Act, 1956/ 2013.
- Preparation and filing of different E-forms/ Annual filing with Registrar of Companies (ROC), Stock Exchanges and other Statutory Authorities
- Incorporation of Companies and ancillary matters
- Change of name of Company with Registrar of Companies and Stock Exchanges
- Change of Registered Office of the Company within the local limits
- Compliances pertaining to appointment of Statutory Auditors, Cost Auditors, Secretarial Auditor, Internal Auditor etc.
- Updation of website as per the requirement of Companies Act and SEBI Listing Regulations.
- Increase in Authorised share Capital of the Company

- Dealing with matters related to Directors appointment, cessation, regularization, re-appointment etc. and their KYC updations in statutory records etc.
- Stamping of Share Certificates
- Alteration of Memorandum and Articles of Association of the Company Increase in Authorised share Capital of the Company
- Obtaining disclosures from Directors, KMPs as may be required from time to time under the various statutory Act.
- Handling process for Distribution of Dividend
- All day-to-day Secretarial Activities & Compliances.
- Listing of Employee Stock Options with Stock Exchanges
- Liasoning with Registrar & Share Transfer Agent, SEBI, Stock Exchanges, RBI, Ministry of Corporate Affairs, IEPF Authority, Auditors, Bankers, various consultants, Government Authorities, Statutory bodies etc.
- Online Inspection of documents through ROC
- Drafting of various statutory policies and implementation of the policies.
- Ensuring compliance to internal processes & statutory requirements
- Implementation of Automated Software for Data and Records
- Maintenance, Insider Trading Compliances, Paper Less Board Meetings, Investors Grievances and Reportings and related matters thereto

#### **Legal Work**

- Drafting of Special Power of Attorneys, Affidavits and various authority letters, Indemnity Bond, General Agreements, Declarations, Lease Deeds, Rent Agreements, Non Disclosure Agreements etc.
- Obtaining of IEC Code in the name of the Company
- Drafting of replies of show cause notices/ legal notices received from ROC, stock Exchanges
- Application drafting for condonation of delay with ROC/• CLB/RD/ NCLT.

#### **RBI Matters & Other overseas works**

- Annual Submission of Foreign Asset and Liability Return (FLA) with RBI
- Compliances of Subsidiary Company in U.A.E. and liasoning with Ras-Al Khaimah Authority in U.A.E.
- Filing of forms such as form ODI for Overseas Direct Investment and Annual Performance Report (APR) as an Annual Compliance for wholly owned subsidiary situated outside India, filing of FC-GPR, obtaining FIRC from Authorised Dealers for inward remittance
- Renewal of Trade License of Subsidiary Company situated in U.A.E.

#### **LLP Compliances**

- Filling of Form 8 (Statement of Annual Accounts), Form 11(Annual Return)
- Change in LLP Agreement and Designated Partners
- Change of Registered office and All other compliances under LLP Act.

#### **Miscellaneous**

- MIS Reporting
- Research work for day to day amendments enforced by statutory authorities
- Coordination with Printers and Printing Agencies for Annual Report Designing & Printing, Newspaper Advertisements etc.
- Modification on PAN
- Obtaining of Police Clearance Certificate in the name of Director for his representation overseas
- Opening of Corporate Bank Accounts
- Clearance of Cashier Order issued by Standard Chartered Bank, Dubai
- Arrangement of Documents for obtaining visa for Domestic Worker in USA