

A portrait of a woman with long dark hair, smiling, wearing a pink shirt and a dark blazer. The image is overlaid with a dark blue gradient.

CS Chaitra Keshava, Founder

M/s. CK & Associates, Practicing Company Secretaries

OFFICE ADDRESS

3374, 2nd Floor, 80ft Road, Hoskerehalli Cross, Girinagar, 4th Phase, BSK 3rd Stage, Bangalore 560085

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Chaitra Keshava is a passionate Company Secretary based in Bengaluru, Karnataka. With extensive experience in technology and manufacturing industries, Foreign Exchange Management, HR, Finance etc., she offers comprehensive corporate compliance services.

Educational Background

1

Company Secretary qualified from Institute of Company Secretaries of India.

2

On going US Diploma in Corporate Compliance, Tax Compliances, Book Keeping

3

Eligible to Appoint as Independent Director (Registered in ID Database)

4

Certified Course in Foreign Exchange Management from ICSI

5

Certification Course in Human Resource Management

Professional Experience



2007-2011

Assistant Company
Secretary cum Internal
Auditor at Distribution
Logistics Pvt Ltd



2011-2013

Deputy Company Secretary
at Jindal Aluminium Ltd



2013-2014

Compliance Officer at
Mynah Industries Limited



2014-Present

Practicing Company
Secretary

Core Competencies

Company Incorporation

Private, WOS, LLP, Section 8, FPO
with complete documentation
aligning with Companies Act 2013/
1956

Corporate Meetings

Conducting
Board/Committees/General
meetings, including documentation
and minutes

Compliance Filings

Annual filings, DPT-3, MSME, LLP
forms and event-based compliance,
Due Diligence, Fund Raising, SHA
etc.,

Specialized Services

Capital Management

Increase of Capital, Rights issue, Bonus issue, Private Placement, preferential allotment

Corporate Restructuring

Conversion of Private Limited into LLP, Voluntary Liquidation

RBI Compliance

FLA filing, FCGPR, FC-TRS, APR, ECB, LRN, Compounding with RBI.

Policy Framing

CSR, POSH, and other company policies

Labour Law Compliances

Shops and Establishment, PF , ESI, FSSAI, IEC, Professional Tax.

Additional Expertise



Legal

Agreements, contracts, MOU, Share Purchase Agreement, Addendum , Term Sheet, MOA, AOA, LOF etc., Dividend



Due Diligence

For share swapping of Shares, Bank Due Diligence Takeovers, Acquisition,



Reporting

Preparation of various reports including R&D, SILA, and FD Returns, OBICUS Returns, Listing Agreement related to SEBI, ECOVADIS



BUSINESS ACHIEVEMENTS

1. Appeared Before RBI for Compounding of FCGPR
2. Appeared before ROC for Adjudications etc.,
3. FDI Transactions completed more than 500 Crores for Foreign Subsidiaries, SHA, MOU etc.,
4. Handled More than 100 FCGPR cases
5. Handled More than 100 FCTRS Cases
6. Handled Swaping of Shares between India and US
7. Worked closely with STATE BANK OF INDIA various branches in Bangalore by issuing more than 1000 search reports.
8. Worked closely with STATE BANK OF INDIA various branches in Bangalore by issuing DUE DILIGENCE report.