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

- Company Secretary
 qualified from
 Institute of Company
 Secretaries of India.
- On going US Diploma in Corporate Compliance, Tax Compliances, Book Keeping
- Eligible to Appoint as Independent Director (Registered in ID Database)

- Certified Course in Foreign
 Exchange Management from ICSI
- Certification Course in Human Resource Management

Prinsale India

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



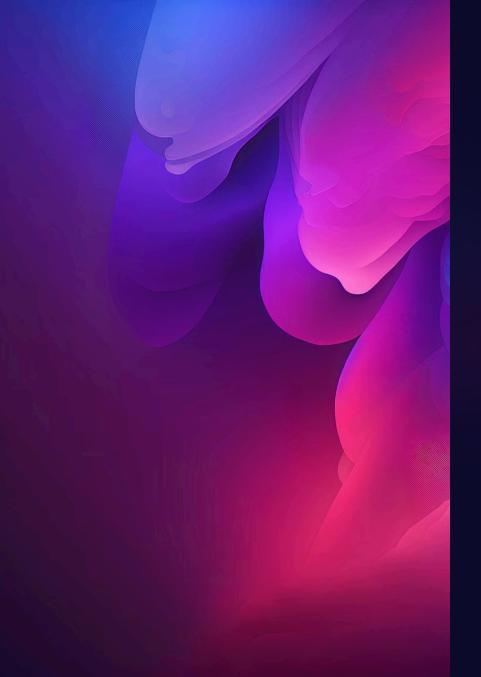
Due Diligence

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 ACHEIVEMENTS

- 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.