

**EktaKumari**

**Practicing Company Secretary**

DC-6, P.C. Colony, Kankarbagh, Patna-800020 [Bihar]

919534719910

[csekta0508@gmail.com](mailto:csekta0508@gmail.com)

## Profile Summary

- An accomplished and performance-driven professional with insightful experience in Company Secretarial functions in medium sized enterprises.
- Competent and efficient in Regulatory Compliances, Secretarial Compliance, Corporate Advisory Services, Corporate Regulatory Compliances, Capital Market & Securities Law, Mergers & Acquisitions, Registrations and Licensing, Intellectual Property Rights, Corporate Litigation, Taxation and Registration.
- Deliver quality service to clients, understating their business and goals and addressing their problems. Key offerings include incorporation of Companies - Public, Private, Non Profit Companies, LLP and NGOs, Preparing documentation and liaising with government departments, Corporate Governance Report NPO / NGO governing laws, obtaining regulatory approvals from the Government, providing secretarial and Industrial Assistance, giving legal advices, handling management work of the Company, Drafting and Preparation of Agenda, Notices, Minutes Books etc., Active role in finalization, Preparation and Maintenance of Statutory Registers, Various forms and other documents as required under Companies Act, Preparation of Annual Report, Annual Returns and other related documents, Preparation of Company Law Compliance Certificate, Preparation of Search Report, Incorporation, formation and conversion of Company
- Associated with competent and proficient Company Secretaries, Chartered Accountants, Cost Accountants and Advocates and having a team of talented trainees.
- Core strength and connection to help clients develop new business, manage them effectively. Our guidance and support remain with the client at all stages of his business, from registration to meeting all the statutory norms and emerging to highly developed entity. We understand the need and all the statutory and legal norms which entity need to accomplish at all its level.

## SCOPE OF SERVICES

### Secretarial Audit/ Due Diligence Audit/ Corporate Governance Compliance Certificate Services

- ⇒ **Secretarial Audit/ Secretarial Compliance Certificate** for public and private limited companies including domestic and Multinational Corporate Houses.
- ⇒ **Due Diligence Advisory Services** of the corporate to ensure secretarial/ legal compliances including due diligence, audit for merger, amalgamation and takeover, private equity participation and brought out deals.
- ⇒ **Corporate Governance Compliance & Certification Services** to the undertakings, ensuring that they meet the listing agreement norms.
- ⇒ **Corporate Social Responsibility and Compliance Certification Services** to all the undertakings including domestic and multinational corporate houses.

### E-Filing&Annual Filing

- ⇒ **Filing of Annual Return and various e-forms on MCA-21-** All the corporates need to comply with the annual compliance of filing annual return to Registrar of Companies. We intimate companies about the due date of annual filing and Filing their annual returns.

