



Chetan Khapale

Company Secretary

Contact

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Skills

Company Law Expertise

Corporate Governance

Legal Compliance

Minute Taking

Meeting Management

Statutory Registers Maintenance

Languages

English
Advanced (C1)

Hindi
Advanced (C1)

A hardworking Company Secretary with full knowledge of Board Meetings and legal documentation ethics. I have served companies almost for a decade and have always been organized and result-driven. I wish to work for bigger companies in order to learn further. Apart from this, i also want to challenge my abilities further while contributing positively to the business. Organized office professional with experience with various administrative tasks such as preparing agendas, scheduling meetings , timely compliances with regulatory requirements..

Work History

2023-10 -
Current

Company Secretary

KSIIIDC, Bengaluru, India

- Enhanced corporate governance by implementing efficient board meeting procedures and documentation practices.
- Successfully handling Board Meetings chaired by Minister of the Karnataka State and attended by the IAS and Secretaries of the Govt.
- Successfully conducting CSR Committee, NRC Committee, Audit Committee Dis-Investment Committee, OTS Committee Meetings
- Drafting of agendas, Board Notes, Minutes of the Board, Committees and Shareholders Meeting
- Compliance of Statutory reporting under the Companies act, 2013
- Assisting & Coordination with CAG's, Statutory Auditor, Internal Auditors in successfully completion of the various Audits.
- Filing of various forms and returns under the Company Law.
- Updation of Statutory registers.
- Timely compliances under FEMA & RBI regulations.

2019-06 -
2023-09

Company Secretary

Doga India Private Limited, Bengaluru, India

- Improved efficiency in filing statutory reports with regulatory bodies by implementing an organized system for tracking deadlines.
- Successfully maintained a positive relationship between the Board of Directors and Shareholders

through transparent communication efforts.

- Drafting of Shareholder's agreement and Deed of adherences.
- Drafting and Compliances in relation to the Incorporate Loans.
- Drafting of documents relating to appointment, change in designation and cessation of Directors and Key Managerial Personnel (KMP) as per the provisions of the Act;
- Further Issue of Shares through Right Issue and Private Placement and Preferential Allotment as per the provisions of the Act;
- Updation of various Statutory Registers and records as per the Companies Act, 2013;
- Coordinated seamless annual general meetings by meticulously organizing logistical details, preparing necessary documentation, and communicating effectively with stakeholders.
- Assisted finance team in compliance with MSME Act
- Successfully handled fund raising and compliance with the FEMA Act.
- Reduced legal risks by proactively monitoring changes in laws and regulations applicable to the company's operations.

2018-05 -
2019-05

Company Secretary

Rathna Packaging India Private Limited, Bengaluru, India

- Reduced legal risks by proactively monitoring changes in laws and regulations applicable to the company's operations.
- Handled merger of holding and subsidiary Companies
- Co-ordinated with the Cost Auditor during Cost Audit
- Successfully completed XBRL filing , Annual reporting
- Assisted Internal Auditors during the Audit period
- Drafting of CSR policy, identification of projects and implementation of CSR fund and reporting of the same.
- Assisted in the successful completion of legal compliance audits by maintaining accurate

records and providing timely information.

- Facilitated efficient collaboration among board members by coordinating meeting schedules, agendas, and materials in advance.
- Supported management decision-making processes with thorough research and analysis of relevant industry trends and regulations.

2016-04 -
2018-05

Company Secretary, Consultant

BVC & CO, Chartered Accountants, Bengaluru, India

- Incorporation of Private Limited Companies/ LLP's/OPC's under the Companies, Act 2013
- Conversion of Companies into LLP's and LLP's into Companies.
- Drafting of agendas, minutes in relation to Board and Shareholders Meeting.
- Convening of Board, shareholders and committee meetings.
- Due diligence in respect of Compliances under the various statutes
- Successfully handled Change of names of the Companies, Director appointments, Charge Creation, Share Transfer, Annual returns.
- Successfully handled fund raising under section 62 and 42 of the Companies Act, 2013.
- Compliances in respect of CSR provisions.
- Improved efficiency in filing statutory reports with regulatory bodies by implementing an organized system for tracking deadlines.
- Successfully maintained a positive relationship between the Board of Directors and Shareholders through transparent communication efforts.
- Enhanced corporate governance by implementing efficient board meeting procedures and documentation practices.
- Coordinated seamless annual general meetings by meticulously organizing logistical details, preparing necessary documentation, and communicating effectively with stakeholders.
- Reporting and compliances of Appointment and cessation of Statutory Auditor, Internal & Secretarial Auditor.
- Drafting of Shareholder's agreement and Deed of

adherences.

- Compliances under the Companies Act, 2013 in relation to ESOPS.
- Filing of Form FC-GPR and drafting of other related documents in E-biz portal for Issue of Shares to a person not being a Resident of India.
- Handled Start-up registration for start-ups and MSME (Udyam) Registration
- Handled FSSI registrations.
- Handled IEC Code Registrations and Updatons
- Handled GST Registrations and amendments
- Registrations and compliances under Shops and Establishment, Professional Tax in the state of Karnataka.

2015-02 -
2016-03

Company Secretary Trainee

Heeravathi Bhat & Co, Bengaluru, India

- Obtaining Director Identification Number (DIN), Filing of eForm DIR 3KYC, Incorporation of a Private Company, Public Company, Foreign subsidiary Company, One Person Company
- Supported senior Company Secretaries in conducting thorough due diligence for potential mergers and acquisitions.
- Alteration of Memorandum of Association and Articles of Association of the Company under the Act
- Shifting of Registered Office of a Company from one state to another state as per the provisions of the Act;
- Application to the Regional Director for condonation of delay in creation and satisfaction of Charges under the provisions of the Act
- Drafting of Board Meeting and General Meeting Notice, Notes to Agenda and Minutes of Meeting of Board of Directors, Annual/Extraordinary General Meeting and Committee Meetings of Public and Private Limited Companies as per the provisions of the Act;
- Updation of various Statutory Registers and records as per the Companies Act, 2013
- Preparation and filing of all kind of e Forms relating to the above stated transaction in MCA Portal and drafting of Business Take over Agreements

Education

2023-04

LLB: Law

*Karnataka State Law University - Arunodaya Collage
For Legal Studies*

2016-04

Company Secretary: Corporate Laws, Tax, Accounting

*Institute of Company Secretaries of India (ICSI) -
Belagavi*

- Professional Development Studies: Impact of corporate social responsibility
- Won the prize for Best participant award in management Orientation programme conducted by ICSI

2012-05

Bachelor of Commerce: Financial Accounting, Tax, Financial Management

KLE's College - Belagavi

2009-04

Pre University Course: Commerce

Karnataka State Board - Belagavi