

SAPAN SMITESH DALAL

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QUALIFICATIONS

- **Company Secretary in October 2021– The Institute of Company Secretaries of India.**
- **Bachelor's in Law (LL.B) in June 2016 from D.T. Law College - Gujarat University.**
- **Bachelor's in Commerce (B.COM) in 2012 from R.J. Tibrewal College - Gujarat University.**

PROFESSIONAL EXPERIENCE

A: Legal Executive – Adani Total Gas Limited (Formerly known as Adani Gas Limited) (Ahmedabad) – (August 2016 to Present) – Reporting to Head – Legal

Organization's brief profile: Adani Total Gas Limited is developing City Gas Distribution (CGD) Networks to supply the Piped Natural Gas (PNG) to the Industrial, Commercial, Domestic (residential) and Compressed Natural Gas (CNG) to the transport sector. The company has already set up city gas distribution networks in Ahmedabad and Vadodara in Gujarat, Faridabad in Haryana, and Khurja in Uttar Pradesh.

Job Profile: To ensure safeguard of the organisation from legal perspective by providing sound legal advises and managing litigation and non-litigation affairs of organisation.

Job responsibilities:

- Liaison with Penal Advocates for filing and handling Cheque Bounce Complaints u/s 138 of Negotiable Instruments Act, 1881, against those customers whose Cheque/s has been dishonored.
- Liaison with Penal Advocates for filing and handling Summary Suits against the customers for recovering Outstanding Dues (Other than Cheque bounce customers).
- Handling Consumer Cases filed against Company which includes obtaining parawise comments from the Customer Care Department for the complaint filed, preparing Affidavit-in-Reply to defend the complaints, and liaising with Advocates.
- Helping Head – Legal in preparing and vetting various documents such as Affidavit, Compliance Policies, Leave and License agreements, Lease Agreements, confidentiality agreements, CNG Operating agreements, etc., also to keep updating with the dates of important matters to be listed in Gujarat high Court, Supreme Court, Delhi High Court, etc.
- Attending the hearing in the High Court of Gujarat for the matters of ATGL and reporting to Head – Legal and briefing the same about it.
- Legal Support to Internal teams/ departments including Commercial, Operations and Corporate functions.
- During litigation process support Advocates/Counsels by way of assisting and conducting factual investigations, document collection, review, etc.
- Manage and co-ordinate the approach towards litigation/ other proceedings to which the organisation is party or potentially party.
- Maintain various database information, such as contracts, litigation documents, Lease Agreements, etc.

- Processing Payment to be made to Advocates through SAP.
- Preparing Note for Approval for each case and getting approval of higher authorities through which payment is to be made to Advocates.
- Monitoring, Tracking, and making Updation on day-to-day basis of the Cases of Company in the Litigation Software (Provakil).

B: Company Secretary Management Trainee at Dave Patel and Associates - Ahmedabad) – (Tenure: 15 Months):

I was working there as a trainee under Practicing Company Secretary Mr. Lokesh Dave for 15 Months as per the requirement of The Institute of Company Secretaries of India. During my tenure, I have worked and got an exposure in the following areas:

- * Preparing the minutes of the Board Meeting and General Meeting.
- * Drafting of Agenda and Notice of Board Meeting
- * Incorporation of Private Companies
- * Preparing the Directors Report.
- * Filing forms of Companies as provided on MCA Website.
- * Conducting the visits to ROC for inspection of documents.
- * Filing of Annual Return forms.

Training Undergone Under Course of Company Secretary

- Professional Development Programme (PDP) organized by Surat Chapter and Ahmedabad Chapter of ICSI in 2012-2013.
- Executive Development Programme (EDP) organized by A'bad Chapter of ICSI in 2012.
- Student Induction Programme (SIP) organized by A'bad Chapter of ICSI in 2011.
- Computer Training on "Understanding Information Technology in the Corporate Environment" at APTECH Computer Education in 2012 as per guidelines issued by ICSI.

Personal Details

Name:	Sapan Dalal
Father name:	Smitesh Dalal
Marital Status:	Unmarried
Languages:	English, Hindi, and Gujarati
Date of Birth:	13 th January, 1992

Date: 22.10.2021

Place: Ahmedabad

Sapan Smitesh Dalal