



# *Professional Profile*



**navneet k arora & co LLP**  
COMPANY SECRETARIES



*... Success Lies in Sharing*



## ABOUT US

- ✦ **Navneet K Arora & CO LLP** is a Company Secretary firm which provides comprehensive Legal, Secretarial and Management Advisory Services in the field of Corporate Laws, Business Management, Taxation, Financial Management, Risk Management, Direct & Indirect Taxation, Private Equity, Venture Capital, Mergers & Acquisition, Corporate Finance and Debt recovery, Capital Markets etc.
- ✦ **CS Navneet Arora** having experience of more than two decades established a proprietorship firm in the name and style of "Navneet K Arora & Co". In view to further strengthen and providing core competency in corporate advisory and other services to our esteemed clients the existing sole proprietorship firm has leaped further by reconstituting into a Limited Liability Partnership (LLP) firm in the name & style of "Navneet K Arora & Co LLP".
- ✦ The core management of the firm includes CS Navneet Arora as Managing Partner and two senior seasoned professionals namely **CS Arvinder Singh Kindra** and **CS Raj Narayan Navik** as **Designated Partners**. Both the Designated Partners are having rich experience of more than two decades in providing Corporate Legal, Secretarial & Advisory Services and held senior management positions as Company Secretary in various reputed organizations including Public Listed Companies & Public Sector Undertakings.

## Our Vision, Mission & Policy

- ✦ **VISION**- Our vision is to provide excellence in Professional Services with quality, innovation & the highest standard of client's satisfaction in the field of Legal, Secretarial, Debt Recovery, Insolvency Management and allied Advisory Services.
- ✦ **MISSION**- We believe that Corporate Excellence can be achieved in every field by giving proper Direction, Dedication, Determination, Discipline and completion of all Deadlines. Commitment is a sign of maturity. Commitment means not quitting at the first option or sign or problems. Individuals with strong commitments build strong communities & relations.
- ✦ **POLICY**- Policy of our firm is Desire to Work, Dedication and Commitment, Adhere Responsibility, Hard Work, Moral Character, Positive Believing, Power of Persistence, Pride of Performance, and Great Satisfaction of our valuable Clients.

## Our Specialized Services

- ✓ Corporate Laws, Commercial Law Advisory & Compliance Management Services
- ✓ Secretarial Audit / Due Diligence Audit / Corporate Governance Compliance Audit Services
- ✓ Insolvency Professional Resolution Management Services
- ✓ Capital Market Advisory Services
- ✓ XBRL Conversion & E-filing Compliance Management Services
- ✓ Corporate Restructuring, Mergers, Acquisition, Joint Ventures, Valuation & Strategic Advisory Services
- ✓ Project Management & Business Management Advisory Services
- ✓ Private Equity & Venture Capital Advisory Services
- ✓ India Entry Advisory Services including Foreign Direct Investment Advisory and Compliance Management Services
- ✓ Intellectual Property Right Related Services
- ✓ Scrutinizer (E-voting & Postal ballot) Management Services
- ✓ Arbitration Resolution Management Services
- ✓ Tax (Direct & Indirect Tax) Management Advisory & Compliance Management Services

OUR SERVICES

Services



### Secretarial Audit / Due Diligence Audit / Corporate Governance, CSR, SD and R&D Compliance Certification Services

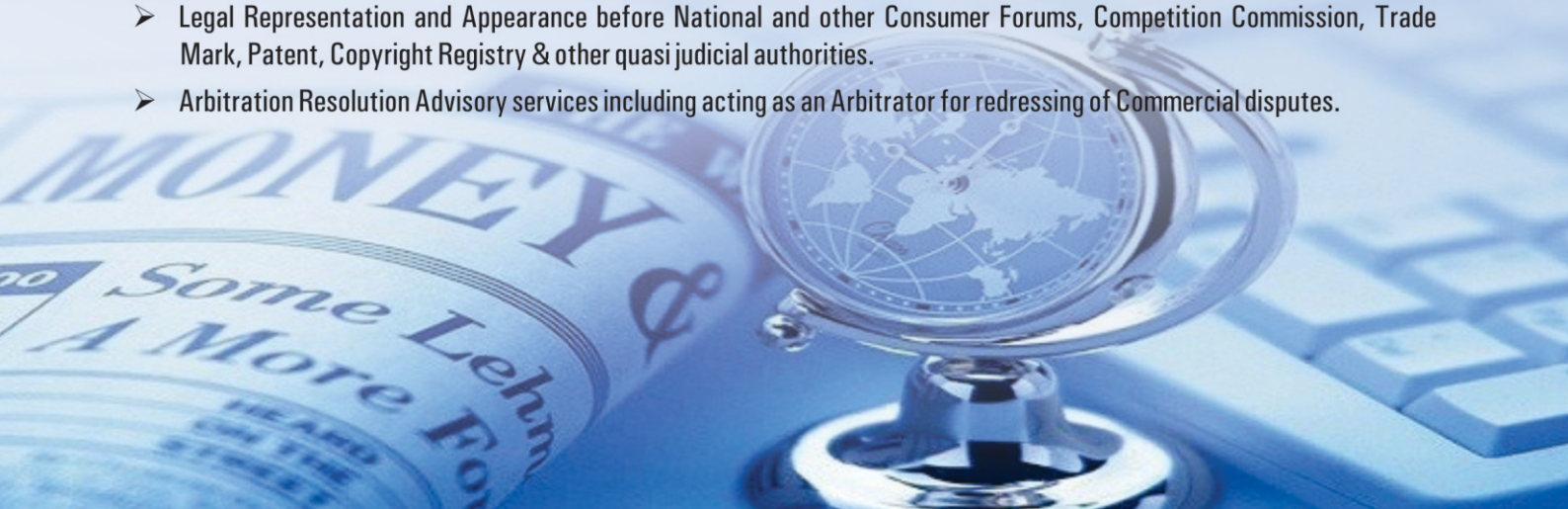
Secretarial Audit / Due Diligence Compliance Management Audit are the most important requirement of a business concern to gain investors' confidence as well as to ensure compliance of legal requirement. We provide complete range of Secretarial Audit, Internal Audit and Due Diligence Management Compliance Audit and undertake specific projects audit and due diligence assignments that require our observations and opinion on a particular assignment / projects which includes:

- Secretarial Audit for Public Sector Undertakings, Public and Private Limited Companies including Domestic & Multinational Corporate Houses.
- Secretarial Compliance Management Audit, Due Diligence Advisory Services of the Corporate to ensure Secretarial / Legal Compliance including Due diligence audit for Merger, Acquisition, Amalgamation, Take over, Private Equity Participation & Bought Out Deals. Also provide Diligence report to Banks for providing various credit facilities to Public and Private Limited Companies in compliance of RBI Guidelines.
- Corporate Governance Compliance & Certification Services to Public Sector Undertaking as per Department of Public Enterprises Guidelines, 2010 and Public & Private Limited Companies including both Domestic & Multinational Corporate Houses as per SEBI (Listing Obligations & Disclosure Requirements) Regulations 2015 Guidelines.
- Corporate Social Responsibility Compliance Certification Services to Public Sector Undertaking, Public and Private Limited Companies including Domestic & Multinational Corporate Houses.
- Sustainable Development Compliance, Research & Development Compliance Certification Services to Public Sector Undertaking, Public and Private Limited Companies including Domestic & Multinational Corporate Houses.

### Insolvency Professional Resolution Management, Legal Advisory, Appearance, Compliance & Arbitration Resolution Services:

Our Partners / Team Members of the firm are also registered as an "Insolvency Professional" with Insolvency and Bankruptcy Board of India under Insolvency and Bankruptcy Code, 2016. The firm also has a strong team in alternate dispute resolution solutions particulars in domestic and international commercial arbitrations. We provide insolvency resolution management and arbitration resolution services relating to commercial contracts dispute, investment disputes, joint ventures etc which includes;

- Insolvency Professional Resolution Advisory, Management and Appearance services before National Company Law Tribunal (NCLT), National Company Law Appellate Tribunal (NCLAT), Insolvency Professionals Agency, Insolvency and Bankruptcy Board of India, Debt Recovery Tribunals and other quasi judicial authorities.
- Appearance before National Company Law Tribunal (NCLT), Regional Director, Registrar of Companies, Official Liquidator in respect of Corporate Restructuring – Merger, Demerger, Amalgamation, Take-over & Bought out deal including Fast Track Merger under the Companies Act, 2013.
- Legal Representation and Appearance before National and other Consumer Forums, Competition Commission, Trade Mark, Patent, Copyright Registry & other quasi judicial authorities.
- Arbitration Resolution Advisory services including acting as an Arbitrator for redressing of Commercial disputes.



### Corporate Restructuring, Mergers, Acquisition, Joint Ventures, Valuation & Strategic Advisory Services

- Corporate Restructuring: Merger, De-Merger, Amalgamation, Acquisition, Take-over & Bought out deals.
- Valuation Advisory Services – Business Valuation [Tangible & Intangible Assets Valuation], Acquisition & Investment Valuation, Valuation of Shares, ESOP Valuation, Merger, Demerger & Amalgamation Valuation & Swap Ratio, Tax Valuation, Valuation of Business Segments for Spin-off & Restructuring and allied services
- Issue Management Services: Public Offer (IPO/FPO), Right Offer, Preferential Offer, Public Offer through Book-Building Process, Capital Restructuring, Public, Private & Preferential offer of Bonds.
- Strategic Management Services: Implementation of strategic issues including preparation of documents, submission thereof before various regulatory authorities such as Registrar of Companies, Regional Director, National Company Law Tribunal etc.
- Profitability Analysis Services: Comparative profitability study, SWOT Analysis and suggestive measures for enhancing profitability. Preparation of Monthly Profitability statement and other relevant report for the Management.
- Corporate Compliance Advisory Services: Corporate Compliance including Company Law & other Corporate Law Compliance, Bank & Financial Institution Search / Charge Advisory Services.
- Scrutinizer for E voting, Postal Ballot and allied services.

### Project Management & Business Management Advisory Services and Private Equity & Venture Capital Advisory Services

- Project Conceptualization Advisory Services :
  - ◆ Project Financial Viability Study
  - ◆ Project Cost Feasibility Study
  - ◆ Project Implementation Stages Study
  - ◆ Project Risk Management & SWOT Analysis Study
- Project Implementation Services :
  - ◆ Project Execution Advisory Services
  - ◆ Project System Management Advisory Services
  - ◆ Project Critical Analytical Management & Project Pro - active Decision Advisory Services
  - ◆ Licensing & Registration Services – Complete solution for all types of licensing & registration for setting up of any Industrial & Commercial Organization including FEMA Compliances, Industrial Licenses, Business Licenses, registration with various government statutory authorities such as VAT, Service tax registration, Obtaining of NOC from various Government Departments.
  - ◆ Issue management advisory services including restructuring of capital and valuation, due diligence, preparation of draft prospectus, tie-up with Merchant Bankers, Market Makers, Registrar, Share Transfer Agents, Bankers, Marketing Strategy, Effective Communication of the Corporate & its Equity Strength.
- Project Fund Sourcing Advisory Services :
  - ◆ Venture Capital Advisory Services
  - ◆ Private Equity Placement Advisory Services
  - ◆ Public Offer (IPO/FPO) through BSE,NSE main or their SME Stock Exchange Advisory Services
- Post – Issue Compliance Advisory Services



### India Entry Advisory Services

India Entry Services are being offered by us to Overseas Corporate World, Trade Association etc seeking to launch their products & services into India. Our offering besides others as under but also includes Incubational Services. Today Business incubational plays a vital role in supporting the new innovational products from the highly talented and promising entrepreneur for successful launching of a company depends upon various factors like sound business ideas, concept planning, thorough market research, financial analysis and risk assessment.

- Project Management Incubational Consultancy Services
- India –Entry Services
  - ◆ Opening of Branch Office
  - ◆ Opening of Liaison Office
- Advisory services for seeking approval from Secretariat for Industrial Assistance (SIA) / Foreign Investment Promotion Board (FIPB)
- Formation of 100% Subsidiary Company, Joint venture Company / LLP in India
- E-Filing of International and Indian Corporate Returns
- Virtual Office Advisory Services

### Intellectual Property Right Related Services

- Trademark Related Services - The objective of the Trade Marks Act, 1999 is to register trade marks applied for in the country and to provide for better protection of trade mark for goods and services and also to prevent fraudulent use of the mark. Our services include:
  - ◆ Public Search of Trademarks
  - ◆ Documentation & E-Filing for Application of Trademark Registration
  - ◆ Appearance on behalf of clients before various statutory Authorities for IPR Registration
- Patent Registration – A patent is a set of exclusive rights granted by a sovereign state to an inventor or their assignee for a limited period of time, in exchange for the public disclosure of the invention. Our gamut of services include:
  - ◆ Public Search of Patents
  - ◆ Documentation & E - Filing for Application of Patent Registration
  - ◆ Appearance on behalf of clients before various statutory Authorities for IPR Registration
- Copyright Services - The Copyright Act, 1957 came into effect from January 1958. This Act has been amended five times since then, i.e., in 1983, 1984, 1992, 1994 and 1999, with the amendment of 1994 being the most substantial. Prior to the Act of 1957, the Law of Copyrights in the country was governed by the Copyright Act of 1914. This Act was essentially the extension of the British Copyright Act, 1911 to India. Our services include Documentation & Filing for Application of Copyright Registration

### Virtual Office, XBRL Conversion, Direct & Indirect Tax Management Advisory & Compliance Services:

- Virtual Office Management Services: Virtual Office is a combination of off-site, live communication, address & compliance services that allow users to reduce traditional office costs while maintaining business professionalism. The Purpose of Virtual Office service in India is to provide a professional business environment for your organization. Our Virtual Office Services include:
  - ◆ Setup / Incorporation of the Organization (Company / Ltd. Liability Partnership)
  - ◆ Part time Directors / Shareholders
  - ◆ Establishment of Registered Office, Representation Services
  - ◆ Compliances with applicable statutory Laws
  - ◆ Maintenance of Statutory Registers & other Records
  - ◆ Remote Receptionist & Virtual Assistant
  - ◆ Business Auxiliary Services – Space Services, Answering Services,
  - ◆ Voicemail, Professional Mailing Address, Business Meeting Space etc.
- XBRL Data Conversion, Accountancy, Taxation and E-filing Consultancy Services
- Direct and Indirect Tax Management advisory & Compliance Management Services including registration, e-filing compliance management, appearance before quasi judicial authorities for Income Tax, Service Tax, VAT, Custom, Central Excise, Goods & Services Tax (GST) & Other applicable laws.

## Major Assignments in Practice



✦ **Involved in Secretarial Audit, Diligence Report, Scrutinizer (E-voting & Postal Ballot) and Secretarial Compliance Certificate / Annual Return (MGT-8) including:**

IFCI Ltd., Indian Railway Finance Corporation Ltd., National Handloom Development Corporation Ltd., Dabur India Ltd. and other associate / sister Concerns of Dabur Group, Advance Metering Technology Ltd., EON Electric Ltd., Salora International Ltd., Modex International Securities Ltd., Teesta Urja Ltd., Teestavalley Power Transmission Ltd., Nalwa Steel & Power Ltd, Jindal Steel & Power Ltd., Jindal Power Ltd., Jindal Fittings Ltd., Jindal Petroleum Ltd., SIEL Ltd, HCL Infosystems Ltd and its subsidiaries Companies., Mawana Sugar Ltd, SBEC Sugar Ltd, SBEC Systems (India) Ltd, SBEC Bioenergy Ltd, Daewoo Motors India Ltd, Caparo Maruti Ltd, Caparo Engineering India Ltd, Woolmark Services India Private Ltd., Blaser Swisslube India Pvt. Ltd.

✦ **Involved in various statutory compliances related with Public Offer of Tax Free bonds of Indian railway Finance Corporation including:**

Advisory services in managing Board Meeting, General Meeting for taking in principal approval for raising funds through Public Offer of Bonds, Preparation of Shelf Prospectus, Tranche Prospectus, seeking approval from Ministry of Corporate Affairs for registration of Shelf & Tranche Prospectus.

✦ **Involved in formation / compliance of various Government Companies / Public Sector Undertakings including:**

National High Speed Rail Corporation Ltd (India's First Bullet Train Project of Ministry of Railways), IFCI Ltd, Dedicated Freight Corridor Corporation of India Ltd, Meghalaya Energy Corporation Ltd, Meghalaya Power Generation Corporation Ltd, Meghalaya Power Transmission Corporation Ltd, Meghalaya Power Distribution Corporation Ltd, Indian Railway Finance Corporation Ltd, State Farms Corporation of India Ltd (Now merged with National Seeds Corporation Ltd). Teesta Urja Ltd, Teestavalley Power Transmission Ltd., National Backward Classes Finance & Development Corporation, Talwandi Sabo Power Ltd (Now Wholly owned subsidiary of Vedanta Ltd), Nabha Power Ltd [Now wholly owned subsidiary of L&T Power Development Ltd].

✦ **Involved in Bid Processing Management in various projects including:**

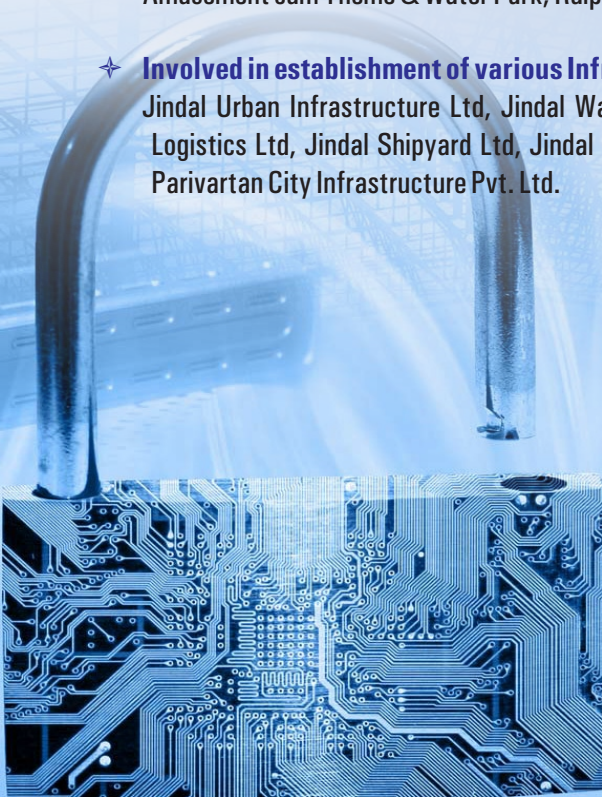
Ultra Mega Power Project of Orissa Integrated Power Ltd. [Subsidiary of Power Finance Corporation Ltd.]- Tariff Based Bidding Process for Procurement of Power on Long Term Basis by way of setting of Power Station in Dist. Sundergarh Orissa to supply 3,650 MW of Power in different states.

✦ **Involved in legal drafting for Bid Processing Management in various projects including:**

Amusement cum Theme & Water Park, Raipur (Chhattisgarh).

✦ **Involved in establishment of various Infrastructure Projects including:**

Jindal Urban Infrastructure Ltd, Jindal Waterways Ltd, Jindal Infrastructure & Utilities Ltd, Jindal Mining Ltd, JSL Logistics Ltd, Jindal Shipyard Ltd, Jindal Architecture Ltd, Jindal Stainless Steelway Ltd. Green Delhi BQS Pvt. Ltd, Parivartan City Infrastructure Pvt. Ltd.







navneet karora & co LLP  
COMPANY SECRETARIES



... Success Lies in Sharing

## Major Assignments in Practice-Contd.,

- ✦ **Involved in formation / compliance of various Joint Venture Companies including:**  
Caparo MI Steel Processing Pvt. Ltd, Caparo Vehicle Products India Pvt Ltd, Modi Illva India Pvt. Ltd., Modi- Mundipharma Healthcare Pvt. Ltd. (Formerly Modi Omega Pharma (India) Pvt. Ltd)., Modi Senator India Pvt. Ltd, Lumata Digital India Private Ltd.
- ✦ **Involved in formation & Compliance of various Foreign / Branch / Liaison / Foreign Subsidiary Companies including:**  
Zyom Inc, Imation Singapore (Pte) Ltd., GN Netcom (Singapore) Ltd, JCMS Inc. Imation India Pvt. Ltd., Blaser Swisslube India Pvt. Ltd., Binatone Telecommunication Pvt. Ltd., Portwin Technologies Pvt. Ltd.
- ✦ **Involved in obtaining Central Govt. Approval for various Listed & other Public Ltd. Companies including:**  
Arshiya International Ltd., Auriopro Solutions Ltd., Brand House Retail Ltd, Brand House Ovisse Ltd., Nitin Fire Protection Systems Ltd, SBEC Sugar Ltd, SBEC Bioenergy Ltd, Indo Asian Fuse gears Ltd. Caparo Maruti Ltd., State Farms Corporation of India Ltd.
- ✦ **Involved in Corporate Restructuring / Merger/ Amalgamation / Voluntary Winding up of various Companies including:**  
ACL Pumps Ltd, Mahabira Export & Import Company Ltd, Jindal Strips Ltd, SBEC Bioenergy Ltd, SBEC Sugar Ltd & SBEC Systems (India) Ltd.
- ✦ **Involved in Capital Reduction of various Companies including:**  
State Farms Corporation of India Ltd, Modi Revlon India Pvt. Ltd.
- ✦ **Involved in Project establishment, Financial tie-up, Franchisee Tie-up of various Companies including:**  
ABZ Frozen Food Private Ltd., BV Motels Private Ltd. & BS Mega Traders Private Ltd..

## Project undertaken for Joint Ventures & Multi National Companies

Sr. No.	Name of the Company	Project Undertaken
1.	Parbati Koldam Transmission Company Ltd. [Joint Venture of Reliance ADAG Group Co. with Power Grid Corporation of India Ltd.]	Advisory Services & all Secretarial Functions
2.	India Steel Summit Private Ltd. (A 100% Wholly Owned Subsidiary of Sumitomo Corporation, Japan)	Advisory Services & all Secretarial Functions including XBRL data conversion of annual accounts.
3.	Woolmark Services India Private Ltd.	Advisory Services & all Secretarial Functions & XBRL data conversion of Financial statements (Annual Accounts of the Company)
4.	Lumata Digital India Private Ltd.	Same as above
5.	Imation India Private Ltd.	Same as above
6.	Caparo Group Companies: Caparo Maruti Ltd. Caparo Engineering India Ltd. Caparo MI Steel Processing India Pvt. Ltd.	Advisory Services & all Secretarial Functions
7.	Blaser Swisslube India Private Ltd.	Advisor Services & all Secretarial Functions
8.	Portwin Technologies Private Ltd.	Advisor Services & all Secretarial Functions

## List of Major Empanelment with Banks / Financial Institutions / Public Sector Undertakings

Sr. No.	Name of the Banks / Financial Institutions	Nature of Industry	Project Undertaken
1.	IFCI Limited	Public Sector Undertaking	Secretarial Audit Advisor for Compliance of Central Public Sector Undertaking Compliances (CPSE) Guidelines consequent upon conversion of Company from "Public Listed Company to "Government Listed Company".
2.	Indian Railways Finance Corporation Limited	Public Sector Undertaking	Secretarial Audit Advisory Services & All Secretarial Functions & E filing Compliance Management Services
3.	National Handloom Development Corporation Limited	Public Sector Undertaking	Secretarial Audit, Corporate Governance Audit and other Compliance Management Services.
4.	Rural Electrification Corporation of India Limited	Public Sector Undertaking	Empaneled as Secretarial Auditor
5.	National Seeds Corporation Limited	Public Sector Undertaking	Appointed as Sole Arbitrator for redressing of Commercial disputes with their vendors.
6.	Teesta Urja Limited & its subsidiary Company Teestavalley Power Transmission Limited	Public Sector Undertaking	Secretarial Audit & other Corporate Laws Advisory Services,
7.	National High Speed Rail Corporation Limited & Dedicated Freight Corridor Corporation of India Ltd.	Public Sector Undertaking	Advisory Services including incorporation of the Company.
8.	Power Grid Corporation of India Ltd. and its subsidiaries	Public Sector Undertaking	E-filing Compliance Services
9.	PFC Consulting Ltd. (Subsidiary of Power Finance Corporation Ltd.)	Public Sector Undertaking	Unbundling of Meghalaya State Electricity Board into Four Companies - Holding, Generation, Distribution & Transmission Companies. Establishment of Two Power Project Company for Punjab State Electricity Board.
10.	National Backward Class Finance & Development Corporation	Public Sector Undertaking	Advisory & E-filing Compliance Management Services
11.	Security Printing & Minting Corporation of India Limited	Public Sector Undertaking	Empaneled to act as Secretarial Auditors & other services including Certification of Annual Return, Corporate Governance Certification, XBRL Conversion & other Compliance.
12.	Central Bank of India, Punjab National Bank & Other Nationalised Banks and The Shamrao Vithal Cooperative Bank Ltd	Indian Nationalised Bank and Scheduled Co-operative Bank	Involved in day to day advisory services for loan syndication, search / status report including day to day e-filing with ROC (MCA). Insolvency Professional Resolution Management and Compliance Services



# Profile of the Managing Partner



**CS Navneet Arora**  
Managing Partner

✦ **Navneet K Arora & Co** Companies Secretaries, a firm established by **CS Navneet Arora** having experience of more than two decades in view to provide Corporate Strategic Advisory Services, Secretarial Audit, Due Diligence, Corporate Governance Compliance Audit, Corporate Restructuring advisory services for Merger, Amalgamation, Take over, Scrutinizer for E-voting, Postal Ballot Process, Internal Audit, India Entry Services, Intellectual Property Rights Compliance advisory, Arbitration Services, Appearance before various regulatory authorities viz Ministry of Corporate Affairs (MCA), National Company Law Tribunal (NCLT), Company Law Board (CLB), Securities & Exchange Board of India (SEBI) Stock Exchanges, National and other Consumer forums, Trade Mark, Patent, Copyright Registry & other Quasi Judicial Authorities for various Corporate Houses and Public Sector Undertakings. Before starting his practice in the year 1998 he was in employment and holding position of Company Secretary with various Corporate Houses including Haryana Petrochemicals Limited, Standard Surfactants Limited, Kailash Auto Finance Limited to handle corporate matters including Public Issue, Right Issue, BIFR matters and Managing Corporate advisory matters.

## EDUCATIONAL QUALIFICATION:

- ✦ Fellow Member of The Institute of Company Secretaries of India.
- ✦ Post Graduate Diploma in Financial Management.
- ✦ Insolvency Professional (Limited Insolvency Examination) from Insolvency & Bankruptcy Board of India
- ✦ Master of Commerce

## PROFESSIONAL ASSOCIATION / RECOGNITION / MEMBERSHIP OF CONFEDERATION BODIES:

- ✦ Member - All India Management Association, New Delhi (AIMA).
- ✦ Professional Member - PHD Chamber of Commerce and Industries, New Delhi.
- ✦ Appointed as Peer Reviewer by ICSI to conduct peer review of Practicing Member of ICSI.
- ✦ ICSI Certified Participant of National Workshop on Diligence Report for Banks.
- ✦ Convener South Delhi Study Group of NIRC of the ICSI - 2011, 2012, 2013 & 2014 as Member. Also Past Governing Body Member of Kanpur Chapter of NIRC of the ICSI & Past Member of various Professional Development Committee of NIRC of ICSI.
- ✦ Regular Participant, Speaker of Seminars / Workshop on the Professional Development Program of various Professional Management Institutes including Institute of Company Secretaries of India (ICSI), Institute of Chartered Accountants of India (ICAI), Asia Pacific Institute of Management (AIM), National Foundation for Corporate Governance (NFCG), Banks etc.

## OTHER DETAILS

- |  |                                |
|--|--------------------------------|
| ✦ Year of Passing of ICSI Final Examination            | June 1990                      |
| ✦ Date of becoming Associate Member of ICSI (ACS-8421) | 3 <sup>rd</sup> March 1992     |
| ✦ Date of becoming Fellow Member of ICSI (FCS-3214)    | 21 <sup>st</sup> July 1997     |
| ✦ Date of holding Certificate of Practice (CP- 3005)   | 20 <sup>th</sup> November 1998 |

**Strategic Consultation**  
**Are you ready for a giant leap...**



# Profile of the Partners



**CS Raj Narayan Navik**  
Designated Partner

## EDUCATIONAL QUALIFICATION:

- ✦ Fellow Member of The Institute of Company Secretaries of India.
- ✦ Master Degree in Psychology

## PROFESSIONAL ASSOCIATION / RECOGNITION / MEMBERSHIP OF CONFEDERATION BODIES:

- ✦ Mr. Navik is having an extensive experience of more than two decades in handling HR, Audit, legal, Secretarial & Company Law matters of State as well as Central Public Sector Undertakings. Expertise in implementation & evaluation of Corporate Governance Guidelines of CPSEs, implementation and monitoring of RTI Act, 2005, implementation of Official Language "Rajbhasha Hindi" and formulation, implementation and monitoring of various programmes and projects being implemented by the Government for the target group and also the weaker section of the society. He has also worked as Chief Vigilance Officer in CPSE appointed by the Chief Vigilance Commission.

He is well aware of the provisions of the DPE guidelines and also expertise in preparation of terms of reference of audit committee, formation of policy on risk management and drafting of code of business conduct and ethics for Board Members and Senior Management in terms of Guidelines on Corporate Governance. He possesses rich knowledge in Secretarial Audit with expertise in compliance of provisions of labour laws, environment law and other industry specific laws.

He superannuated as Senior Company Secretary from National Backward Classes Finance & Development Corporation (NBCFDC) a CPSE under the Ministry of Social Justice & Empowerment, Govt. of India. His past experience includes Company Secretary, U.P. Backward Classes Finance & Development Corporation Limited and Executive (Personnel) & Asstt. Company Secretary of U.P. Export Corporation Limited, Govt. of U.P. Undertakings.

## OTHER DETAILS

- |   |                              |
|---|------------------------------|
| ✦ Year of Passing of ICSI Final Examination             | December 1990                |
| ✦ Date of becoming Associate Member of ICSI (ACS -8099) | 12 <sup>th</sup> August 1991 |
| ✦ Date of becoming Fellow Member of ICSI (FCS-3857)     | 20 <sup>th</sup> June 2000   |
| ✦ Date of holding Certificate of Practice (CP- 10827)   | 04 <sup>th</sup> May 2012    |



**CS Arvinder Singh Kindra**  
Designated Partner

## EDUCATIONAL QUALIFICATION:

- ✦ Fellow Member of The Institute of Company Secretaries of India.
- ✦ Law and Commerce Graduate

## PROFESSIONAL ASSOCIATION / RECOGNITION / MEMBERSHIP OF CONFEDERATION BODIES:

- ✦ Mr. Kindra is having vast and rich experience of more than two decades in handling Corporate Secretarial and legal affairs of Public Limited Companies of Large Corporate Houses with expertise in Corporate Governance, Compliance management, Secretarial Audit and Investor relations in FMCG, Retail, Infrastructure, Real Estate and Power Sectors/ He has worked with various business houses at Senior Positions / Company Secretary including Dabur Group, Jaypee Group and Teesta Urja Limited (1200 MW Hydel Project of Govt. of Sikkim - Public Sector undertaking).

## OTHER DETAILS

- |   |                                |
|---|--------------------------------|
| ✦ Year of Passing of ICSI Final Examination             | December 1990                  |
| ✦ Date of becoming Associate Member of ICSI (ACS -8137) | 3 <sup>rd</sup> Sept 1991      |
| ✦ Date of becoming Fellow Member of ICSI (FCS-3521)     | 11th January 1999              |
| ✦ Date of holding Certificate of Practice (CP- 17737)   | 26 <sup>th</sup> December 2016 |



## Our Associates:



WHITESPAN  
ADVISORY

**WHITESPAN ADVISORY (WsA)** is an interwoven group of highly expert and experienced Chartered Accountants, Lawyers, and Company Secretaries with collective work experience of exceeding 60 years and its presence in NCR of Delhi and Mumbai.

WsA specialises in intelligent solutions to intricate business issues and covers following services:

- ✓ Audit, Assurance, and Compliance (Corporate, Industrial, FEMA, Taxation);
- ✓ Litigation, Arbitration and Representation;
- ✓ Mergers and Acquisition, and Corporate restructuring;
- ✓ Funding (IPO/VC/PE/HNI/Angel/Crowd);
- ✓ India Entry, Over-seas Venture, and Cross border investment;
- ✓ WsA Virtual CFO™ and WsA Virtual CLO™ programs for MSME."



*effects india private limited* established its base in the year 1995 and is engaged in providing a wide range of consultancy services to multifarious clients including: IT, Infrastructure, Power, Steel, Coal, Mining, Fertilizer, Chemicals, Automobiles, Textiles, House Hold Commodities, Finance & Investment Sector.

Effects India is a License Registration Authority of E-Mudhra, A Certifying Authority (CA) under the Controller of Certifying Authorities. Effects India through its Online Portal offers Digital Signatures under the CA E-Mudhra for the Subscribers who intend to file the Income Tax Return, Filing of Documents with Ministry of Corporate Affairs, Tendering and DGFT Filings with a Digital Signature Certificate Signature Planet offers Digital Signature of all Class (Class 2 & Class 3) which is as per the guidelines issued by the CCA (Controllers of Certifying Authorities). They have solutions to further enhance the Digital Signature Security and providing Storage Devices.

Aries Consultants  
... Inspiration becomes Innovation

**Aries Corporate Consultants LLP** specializes in accounting and finance searches at the professional level. They have leverage over thirty years of hands-on experience in a wide range of industries to provide our clients a focused approach to recruiting the best-qualified accounting and financial professionals.

The firm is presently involved in Business Support Services (BSS) and Accounting Outsourcing Services and its main services viz.:

- ✓ **Finance & Accounting Services:** Accounting, Closing & Reporting (ACR), Creditor's / Accounts Payable Reconciliation, Financial Planning & Analysis, Finance & Accounting Tools Product Cost Accounting, Profit Volatility Protector, Debtor's / Accounts Receivable Reconciliation & Collection & Payroll Management System.
- ✓ **Taxation Services:** Income Tax, Service Tax Registration, E-filing & Assessment, Provident Fund, ESI Management, Service Tax, Income Tax, Professional Tax Annual Compliances—E-filing & Assessment, Excise & Import Export Consultancy.





*We value our Professional Commitments,*

hence we shall enter into Non Disclosure Agreement (NDA)  
immediately after getting confirmation of our clients  
by way of assignment letter. The NDA shall bind  
both the parties for execution of the assignment  
as well as not parting any secret / confidential information  
to others without the consent of the other party.



€-8/1, LGF Near Geeta Bhawan Mandir,  
Malviya Nagar, New Delhi-110017

+91 11 26686432, 26684877, 49901507, 9810328141, 8076401996

✉ info@navneetaroracs.com | aroranavneet@rediffmail.com

🌐 www.navneetaroracs.com, LLPIN-AAJ-0972

follow us on:    