

We help you
focus on the
core of your
business

Leave the rest to us

We are
Mehta & Mehta

About the firm

CS ATUL MEHTA - Founding Partner

One half of Mehta & Mehta, CS Atul Mehta comes with an experience of over 25 years in the field of corporate law, capital market and human resource. He has served the industry as a company secretary and compliance head for 5 years soon after which he took his pioneering step towards consulting and practicing as a company secretary full time.

Currently, he is a secretary of International Association of a Company Secretaries which comprises of 42 countries as members.

His strong associations with ICSI in the past are listed here:

- President, The ICSI, 2015
- Central Council Member of the ICSI from 2011
- Chairman of Capital Market Committee at ICSI
- Member, Secretarial Standard Board at ICSI
- Member, Finance Committee at ICSI
- Member, Corporate Laws and Governance Committee at ICSI
- Member, Practicing Company Secretaries Committee at ICSI
- Member, Information Technology Committee at ICSI
- Co-chairman of Centre for Corporate Governance, Research, and Training
- Ex-officio member of WIRC (Western India Regional Council)
- Chairman of WIRC of ICSI in the year 2009

He was also a member of Company Law Committee (6 members), Ministry of Corporate Affairs.

<http://www.linkedin.com/in/atul-mehta-96bb1b12/>

About the firm

CS DIPTI MEHTA - Founding Partner

The other pillar of the firm, Dipti Mehta brings in her expertise of over 24 years.

Having Bachelors in Commerce as well as Law, her career started with being a CFO, Administrative Manager and Company Secretary of The Thane Electric Supply Company Limited, a listed company for four years. She then went on to fill the roles of Company Secretary, Compliance Head, and Finance Manager in the corporate world for 5 years.

Her knowledge expands from corporate legal consultancy, companies act, FEMA, SEBI regulations, listing agreements, ESOP, buybacks, restructuring, due diligence, to winding up or closure of business, service taxes, labor laws and Intellectual Property rights including trademarks, patents, copyrights etc.

She is a member of Law Committee and Arbitration Committee of Indian Merchant Chamber (IMC) as well as the Maharashtra State Council and National SME Council of CII.

She is Certified Insolvency Professional. She is acting as Resolution Professional to conduct corporate insolvency resolution process.

<http://www.linkedin.com/in/dipti-mehta-63255713/>

About the firm

CS DIPALI SHAH - Associate Partner

Company Secretary & Legal Professional with 10 plus years of experience in the fields of Compliance, Secretarial, Administrative and Legal. Possesses professional qualifications in Secretarial and Law and expertise in Windows office. She has the perfect balance of knowledge and passion to work with professionals to mutually achieve great heights.

A people's person, she enjoys interacting with professionals. Her varied experience puts her in the right position to guide and work in the right direction.

<https://www.linkedin.com/in/dipali-shah-7987782b/>



Vision

We strive for quality and excellence in legal and secretarial consultancy which covers varied areas of the corporate field and diverse avenues of Corporate Laws & other related areas.

Our Motto is to be your
“In-house business mentors.”

We believe in
Imagination-Innovation-Expertise-Commitment

Our services

Business set up services

- o Incorporation of-
 - Companies
 - Trusts
 - LLP
 - Partnership Firms
 - Co-operative society
 - Foreign Companies
- o Obtaining licenses of section 8 companies (for promoting commerce, art, science, etc.).
- o Obtaining Broking licenses with Exchanges; BSE Ltd, NSE and Depository Participating (DP) licenses with Depository Participants; NSDL, CDSL.
- o Conversion of existing business entities into company /LLP.
- o Registration of foreign companies in India (Branch offices/ Liaison offices/ Project offices).
- o Registration of a wholly owned subsidiaries outside India.
- o Registration of company with RBI as NBFC, Primary dealers, Assets Reconstruction Companies, etc.
- o Registration of company with SEBI as the Mutual fund, Stock and sub-brokers, Portfolio managers, Venture capital funds, Merchant bankers and other Intermediaries.
- o Obtaining license and formation of a company/unit in SEZ's/ EOU's/ STPI.
- o Joint ventures/Foreign collaborations.
- o Registration of business entities under central/ state / local authorities
- o Registration as financial intermediaries' inter-alia including distribution, financial advisors.
- o Registration of a company with NHB as Housing Finance Company.

Company law management services

- o Assisting in preparation of notices, agenda, minutes and resolutions for Board Meetings, Committees thereof, AGM, EGM, Statutory Meetings & reports thereof.
- o Maintenance and assistance for the preparation of secretarial and statutory / non- statutory records including statutory registers.
- o Secretarial compliance certificate for public, private & listed companies.
- o Preparation and alteration of MOA and AOA
- o Issue and compliance of various kinds of securities including shares, debentures etc.
- o Remuneration to directors, their relatives and persons holding office or place of profit.
- o Compounding of various offenses under Companies act.
- o Appointment / resignation / removal of auditors.
- o Obtaining DIN / DSC (including PAN encrypted) for directors and professionals.
- o Preparation, certification and filling of various e-forms on MCAPortal.
- o Liaison with the offices of the Registrar of companies, Regional director, National company law tribunal, Ministry of corporate affairs.
- o Various other compliances of corporate laws.



Corporate restructuring services

- o Amalgamation / merger / takeover / compromise / arrangement.
- o De-merger / split/spin-off or hive off - of division or business into the separate company.
- o Slump Sale.
- o The revival of defunct/sick companies.
- o Joint venture / foreign collaborations / alliances.

Financial restructuring services

- o Issue and allotment of securities for cash/consideration other than cash carrying voting rights and/or differential voting rights.
- o Transfer of controlling stake.
- o An issue of share warrants.
- o Rights Issue / Bonus Issue / Sweat Equity / Preferential Issue / Private placement of securities.
- o Reclassification / consolidation / sub division / cancellation of share capital.
- o Employees stock option scheme / Employees stock purchase scheme.
- o Buyback of securities.
- o Reduction of share capital.
- o Conversion of shares into stock and vice versa.



Audit, Due diligence and Certification

- o Secretarial audit of Corporates, Factories, Hotels and Hospitals under various Acts
- o Secretarial compliance certificate
- o Corporate governance
- o Legal due diligence
- o Due diligence of companies for various compliances
- o Reconciliation of share capital
- o Securities audit
- o Depository participant audit
- o Stock broker compliance audit
- o Annual return certifications
- o Stock audit on behalf of banks
- o Bank due diligence audit
- o Certificate for preferential issue of shares, buyback, FC – GPR, etc
- o Compliance audit of mutual funds
- o Internal audit of investment advisors



SEBI & Listing

- o Assistance in managing Initial Public Offer (IPO) / Right issue of shares.
- o Listing/ delisting/ relisting of Securities.
- o Registration of intermediaries with SEBI (Mutual Fund, stock and sub-brokers, portfolio managers, venture capital funds, merchant bankers, FIIs and other intermediaries).
- o Audits and certification under listing regulations.
- o Assistance in compliance with provisions of listing agreement.
- o Assistance in compliance with various guidelines, rules, and regulations issued by SEBI.
- o Liaison with the office of stock exchanges.
- o Other allied services.

Applications & Approvals

- o Central government
- o National Company Law Tribunal
- o Regional director
- o Registrar of companies
- o Reserve Bank of India
- o Securities and Exchange Board of India
- o Stock exchanges
- o Depositories



Foreign exchange management

- o External Commercial Borrowings,
- o Acquisition / Transfer of immovable property in India
- o Compounding of the various offense under FEMA and FCRA
- o Various other Applications to RBI
- o All services relating to inbound and outbound investments

Closure of business

- o Winding up of companies
- o Liaison with the office of official liquidator
- o Striking off the name of inactive companies / LLPs
- o Closure of branch office/ Liaison office /Project office
- o Sale of existing business to other entities
- o Other allied services
- o Fast track exit



Bankruptcy and Insolvency Services

- o Filing Insolvency Petitions on behalf of Corporate Debtors, Financial Creditors, and Operation Creditors
- o Advisers to & Insolvency Resolution Professionals & Insolvency Professionals
- o Help creditor to file claims with Insolvency Resolutions Professionals & Insolvency Professionals
- o Provide opinions on Bankruptcy & Insolvency



Services provided under IP rights

- o Application preparatory, submission and follow-up of for:
 - Trademarks and certification mark registration.
 - Copyright registration.
 - Design registration.
 - Patent and PCT registration.
- o Drafting and vetting of license/assignment agreement for Trade Mark, Copyright, and Patent.
- o Serving legal notice:
 - The legal notice in case of Infringement/Passing off of Trademark, Copyright, Patent, and Design.
- o Representation:
 - Appearance during the opposition proceedings in respect of Trademark, Copyright, Patent and Design in India at the respective regional offices of Intellectual Property.
 - In cases of Infringement/Passing - Off litigation, in the court of law.
- o Services in the case of Passing –off goods in India:
 - Trace the location of the activity.
 - Seizure of the Passing-off goods.
 - Withheld the person responsible for such activity.
 - Taking legal action against the person responsible.
- o Foreign filing:
 - Registering the trademark in the United States of America with USPTO.
- o Providing assistance to Indian applicants in search of the filing of the application and towards the period of Registration for Trademark, Copyright and Design applications for international countries.
- o Conduct of IPR Due diligence and administration
- o IPR watch services
- o We screen Official Gazettes, Trademark Journal, Newspaper, Business Magazines, Billboards etc, and any potential conflict will be reported together with our opinion on legal strategies to be followed.



Legal services

- o Drafting of agreements and petitions
- o Litigation representations to:
 - NCLT
 - Regional director.
 - Special courts, etc.

 - DRT
- o Arbitration.
- o Labor laws.
- o Contract laws.
- o Income tax laws.
- o Registration of Trademark, Copyright and Design Patent.
- o Legal search for banks.



Financial services

As part of our Financial Services, we assist our clients in obtaining the following funds:

- o Loan against property
- o Working capital loan
- o Unsecured loans
- o Housing loans
- o Project finance
- o Funds for SMEs
- o Private equity

We also assist our clients with:

- o Restructuring of funds
- o Dealing with NBFCs



Secondment services

We provide secondment services (temporary placement of officer/professionals for some specific assignment or period basis)

Other services

- o Registration of PAN
- o Registration of TAN
- o Registration of service tax
- o Registration of Value added tax
- o Registration of Goods and Service tax
- o Registration of Shop & Establishment
- o Registration of Import export code
- o Registrations and Search Reports for Banks and Financial Institutions



Hiring for our corporate clients of:

- o Chartered Accountants
- o Company secretaries
- o Lawyers
- o CFO



Industries served

- o Venture Capital
- o Media services
- o Pesticides
- o Logistic
- o Pharmaceuticals
- o Software
- o Distribution & Marketing
- o NBFC
- o FMCG
- o Retail
- o Property management
- o Textile Industries
- o Properties/Mall management
- o Broking and Depository Participants
- o Telecommunication
- o Oil Industry
- o Hotel & Hospitality Industry
- o Banking
- o Mutual Fund
- o Steel
- o Stock Exchange
- o Shipping and Maritime
- o Insurance



Mehta & Mehta

COMPANY SECRETARIES

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