



ARVIND MEENA  
AND ASSOCIATES

Dedicated Towards  
Your Success



## About Us



We are the proprietorship firm of highly competent Practicing Company Secretaries with a good track record and sound background, engaged in providing Services related to Corporate law, Startup Funding, Secretarial law, FEMA Compliances, SEBI Compliances, Corporate restructuring matters, and other legal services. We focus on rendering quality services to our clients and assist them to achieve their goals in a complied manner by adhering to the best ethical standards and corporate governance practices.



# PROPRIETOR

## CS Arvind Kumar Meena

CS Arvind Kumar Meena, a Fellow Member of ICSI, holds a commerce and law degree from the University of Rajasthan. He served as Chairman of the Indore Chapter of ICSI in 2022 and secured AIR-3 in the ICSI Company Law Quiz Competition 2014. With over nine years of expertise in corporate law, secretarial, startups and compliance services, He is empanelled with the Independent Director databank by the Ministry of Corporate Affairs. He also holds the position of Independent Director at various companies. He is also registered as a startup mentor with [startupIndia.gov.in](http://startupIndia.gov.in). His firm, Arvind Meena & Associates has notable achievements, including the first LLP-to-Private-Limited conversion in Madhya Pradesh, pre-IPO due diligence, and handling private equity compliance for investors like FK Myntra, Info Edge, LV Angel Fund, Mumbai Angels, MPVFL etc. Secretarial Audit of Listed Companies and Compliances of a Listed Companies Advisory on the SME IPO.

# CLIENT FOCUSED

## Elevating Success with Precision, Trust, and Personalized Service



Our success relies on delivering compliance services that are both timely and precise. We focus on helping our clients achieve their visions with the utmost accuracy.



We value building strong client relationships based on trust, respect, and mutual understanding. These core principles guide our interactions and contribute to our success.



We serve key clients across multiple states, including Madhya Pradesh, Rajasthan, Maharashtra, Haryana and Karnataka. Our extensive national presence supports our comprehensive service delivery.

# AREAS OF PRACTICE

## INCORPORATION



### Companies

- Private Limited Companies
- Public Limited Companies
- Section 8 Companies
- Producer Companies
- Foreign subsidiaries



### Limited Liability Partnerships

- Conversion of Companies into LLP
- Conversion of LLP into a Company



# STARTUP FUNDING



## Registration of Start-ups

- DPIIP Startups
- 80 IAC Tax Exemption
- Tax Exemption under Section 56 of Income Tax act



## Secretarial Services

- Legal Due Diligence
- Conducting Board & General Meetings (w.r.t Fund Raising)
- ESOP Pool Creation



## Compliance

- Reporting to ROC / RBI of Fund Raising
- Issuance of share certificates
- Drafting of pre & post closing document

# SECRETARIAL & STATUTORY RECORDS MAINTENANCE



## Statutory Registers & Secretarial Records

- Board, Annual, and Extraordinary General Meetings
- Members, Directors, Director Shareholdings etc



## Document Preparation

- Preparation of Agenda
- Notices
- Drafting of minutes and various resolutions

## MCA SERVICES



### E-Forms Filing

- Annual Filing, XBRL Filing, Return of Allotment etc.
- Name Change, Capital Restructuring, Object Change etc.



### Registered Office Management

- Shifting of Registered Office (One State to Another)
- Updating Company Master Data

## NCLT SERVICES



### Petition Drafting

- Draft and file petitions for various legal issues.
- Ensure legal compliance and accuracy.



### Companies Act Matters

- Represent clients in Companies Act-related cases.
- Provide expert legal support and guidance.



### IBC Matters

- Manage cases under the Insolvency and Bankruptcy Code.
- Offer strategic solutions and effective representation.





## Trademark Registration

- Register and protect trademarks.
- Conduct searches to avoid conflicts.



## Copyright Registration

- Register and safeguard creative works.
- Ensure protection of intellectual property rights.



## IPR REGISTRATION

## LISTING COMPLIANCE



## IPO & Listing Services

- Listing on BSE SME, BSE, and NSE Emerge (SME Platform).
- Pre-IPO due diligence.



## Compliance Management

- Manage quarterly compliances.
- Oversee yearly compliances.



## Event-Based Compliances

- Handle compliance for specific events.
- Ensure timely and accurate reporting.
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## RBI COMPLIANCE



### NBFC Compliance

- File of various forms and returns for NBFCs with the RBI.
- Reply to RBI Queries and Letters



### FEMA Compliance

- Respond to RBI queries and letters.
- Ensure timely and accurate filings with regulatory compliance.

## AUDITS



### Corporate & Regulatory Audits

- Secretarial Audit under the Companies Act, 2013.
- Share Transfer Audit under SEBI (LODR) Regulation 40(9).



### Specialized Audits

- FEMA (Foreign Direct Investment) Audit.
- Registered Investment Advisor Audit

# BANKING AND FINANCE SECTOR



## Charge Registration & Modification

- Registration, modification, and satisfaction of charge.
- Prepare petitions for condonation of delay in case of late filings.



## Loan Documentation

- Preparation of loan documents.
- Liaise with bankers for finance and other related matters.



## Search & Status Reports

- Prepare search and status reports.
- Provide insights into company financials and obligations.



## Due Diligence Audit

- Conduct due diligence audits under consortium financing/multiple banking arrangements (RBI circular no. RBI/2008-09/54).



## Certification Services

- Issue certificates on borrowing powers, member lists, resolutions, etc.

## EXPERT ADVISORY SERVICES



### Expert Legal Opinions

- Provide expert opinions on procedural ambiguities.
- Clarify legal aspects and how to proceed.



### Drafting & Advisory Services

- Advise on drafting deeds, agreements, and notices.
- Assist with written statements, petitions, and other legal documents.

## LIAISONING WITH ROC/RD/ CENTRAL GOVERNMENT



### Liaison & Regulatory Consultancy

- As a next step towards consultancy services we have to liaison with all the regulatory authorities, for aforesaid purpose, relating to which we have associates on PAN India basis.

The Content of this profile aimed merely at providing more information about our firm to persons who are interested in knowing more about us. “We always endeavour to provide best services to our clients and captivate in long-term association”.

DISCLAIMER

# Arvind Meena & Associates

## (Practicing Company Secretaries)

### Contact

#### Indore Office



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### Contact

#### Mumbai Office



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