



Sheril Jain

Associate - Company Secretary

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Professional Summary

Sheril Jain is a dedicated Company Secretary with extensive experience in corporate compliance, legal documentation, and regulatory filings. She possesses a sound understanding of Company Law, FEMA regulations, SEBI guidelines, and RBI regulations. She has successfully managed Board and General Meetings, prepared annual reports, and overseen filings with the Registrar of Companies (ROC). Her expertise spans PF and ESI returns, post-incorporation compliance, RBI filings under FEMA, share transfers, and various secretarial tasks, including company incorporation, statutory compliance, and the preparation of documentation for Business and Shareholders Agreements.

Areas of Practice:

General Corporate &
Advisory

Corporate Secretarial
Compliances

Education:

Company Secretary, Institute
of Company Secretaries of
India

B.com (Hons), Delhi
University

Representative Clients:

Some of the clients that Sheril advises include Next Silicon, NTT Global Data Centers, Nanofilms Advance Technologies, Unifi Manufacturing, Tylok International, Snam Energy, etc.

Relevant Recent Experience :

- Handled the incorporation of Foreign subsidiaries.
- Prepared Board Meeting & General Meeting minutes & maintained statutory registers to ensure compliance with Company Law.
- Maintained statutory registers such as the Register of Members, Register of Directors, and others to ensure ongoing compliance with Company Law.
- Managed the filing of FC-TRS & FLA under FEMA to ensure compliance with RBI guidelines.
- Handled the filing of various statutory forms and returns with the Registrar of Companies (ROC), including annual filings (e.g., Form AOC-4, MGT-7), ensuring timely submission and adherence to all legal requirements.
- Prepared key sections of the Annual Report, including the Notice, Directors' Report, and its annexures, ensuring that the report was comprehensive, accurate, and compliant with the Companies Act.

Affiliations:

ICSI

- Managed the end-to-end process of incorporating new companies, from name approval to the filing of incorporation documents with the ROC, ensuring the process was smooth and in compliance with statutory requirements.
- Facilitated the alteration of the Memorandum of Association (MOA) and Articles of Association (AOA) to reflect changes in the company's objectives, share capital, or governance structure, in line with shareholder resolutions
- Oversaw the creation, modification, and satisfaction of charges on company assets, ensuring proper documentation was filed with the ROC to reflect the financial obligations and security interests.
- Managed the process for the appointment, resignation, and removal of directors, including board resolutions, filing necessary forms (DIR-12) with the ROC, and maintaining up-to-date director records in statutory registers.
- Assisted in the allotment process for Bonus Shares, Right Issue, and Private Placement, including preparing resolutions, filing necessary forms (e.g., PAS-3, SH-7), and ensuring proper documentation and compliance with SEBI and the Companies Act.
- Provided assistance in drafting and reviewing key corporate agreements, such as Business Transfer Agreements, Shareholders' Agreements, and Family Trust Deeds, ensuring that all terms were legally sound and aligned with business objectives.