

ketan Vyas & Co., Company Secretaries

KETAN VYAS

(FCS, LL.B., B.COM.)



Your Virtual Compliance Manager

www.csketanvyas.in

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ABOUT ME

KETAN VYAS



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I am qualified as a fellow member of The Institute of Company Secretaries of India (ICSI). My other qualifications are B.COM., LL.B., Certified Independent Director from Indian Institute of Corporate Affairs (IICA).

I am having more than 8+ years of experience in the field of Secretarial, legal, SEBI listing regulations, IPR protections and corporate governance. Currently practicing as Company Secretary. My firm's name is Ketan Vyas & Co., Company Secretaries.

My Firm is Peer Reviewed Firm registered with the Institute of Company Secretaries of India (ICSI), certified under its Peer Review Guidelines. This recognition reflects our commitment to maintaining the highest standards of professional excellence, ethical conduct, and quality control in all our assignments. Our firm is eligible to undertake regulatory and compliance-related work including Secretarial Audits for listed companies, corporate governance advisory, and other assignments where peer review certification is a prerequisite.

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What i'm doing

Company Law Compliances (ROC/MCA)

- Incorporation of companies (Private /Public /LLP /OPC);
- Filing statutory returns and documents with the ROC
- Annual filings and compliance calendar.
- Striking off (Removal) of Companies/LLP;
- XBRLs filings of AS/IND AS Companies.

Certifications & Registrations

- Trademark Registration;
- Digital Signature Creation (DSC);
- Goods & Service tax (GST) Registration and filing;
- Provident Fund (PF), ESIC Registration & Monthly filing;
- Import Export Code (IEC) Registration;
- MSME Certificate;
- LEI Certificate.



StartUp & Advisory

- Start-up India recognition, DPIIT certificate;
- RBI Due Diligence;
- ROC Search Reports;
- Compliance support to new ventures.
- Business restructuring & M&A facilitation

IPO & Listing Services (BSE/NSE)

- IPO readiness assessment, roadmap planning & Listing.
- SEBI, ROC & stock exchange liaison.
- Draft Red Herring Prospectus (DRHP) preparation.
- Corporate restructuring for listing compliance.
- Investor presentation & roadshow support.
- Post-listing regulatory filings & disclosures.
- Manage quarterly compliances & Oversee yearly compliances

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What i'm doing

Other Compliances & Audits

- RBI Compliances for NBFC Companies;
- Secretarial Audits;
- Share Transfer Audit under SEBI (LODR) Regulation 40(9);
- FEMA Compliances;
- Income Tax Returns of Individuals;
- TDS/ TCS Quarterly filing.

Other Legal & Business Support

- Drafting shareholder agreements, NDAs, MOUs, POAs;
- CCDs Issue (Debt);
- Raising of funds through rights issue, private placements;
- Convening and conducting of Board and Shareholder Meetings;
- Event-based compliances (allotment, share transfer, appointment, resignation).



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Profile



Education

- Kendriya Vidhyalaya (HSS) (2009-2012)
- Indore Indira Business School, Indore (B.COM.) (June 2011-June 2014)
- Maharshi Dayanand Saraswati University, Jaipur (Bachelors of LAWS-LL.B.) (June 2014-June 2017)



Professional Qualifications

- The Institute of Company Secretaries of India (ICSI) Associate Company Secretary (Issued Dec. 2016)
- The Indian Institute of Corporate affairs (IICAs) (Certified Independent Director) (Issued July 2020)
- The Institute of Company Secretaries of India (ICSI) Fellow Company Secretary (Issued July. 2022)



Experience

- M/s Ketan Vyas & Co., Company Secretaries Practicing Company Secretary (PCS) (June 2022 to present)
- World Class Services Limited, Indore & Other Co., (Professional Freelancer- Secretarial Dept.) (January 2019 to present)
- Toyam Industries Limited, Mumbai MH (BSE Listed) (Full time Job-Secretarial Head) (January 2016-Oct. 2018)
- Flexituff International Limited, Pithampur (BSE, NSE) Company Secretary Trainee (April 2015 to Sept. 2016)



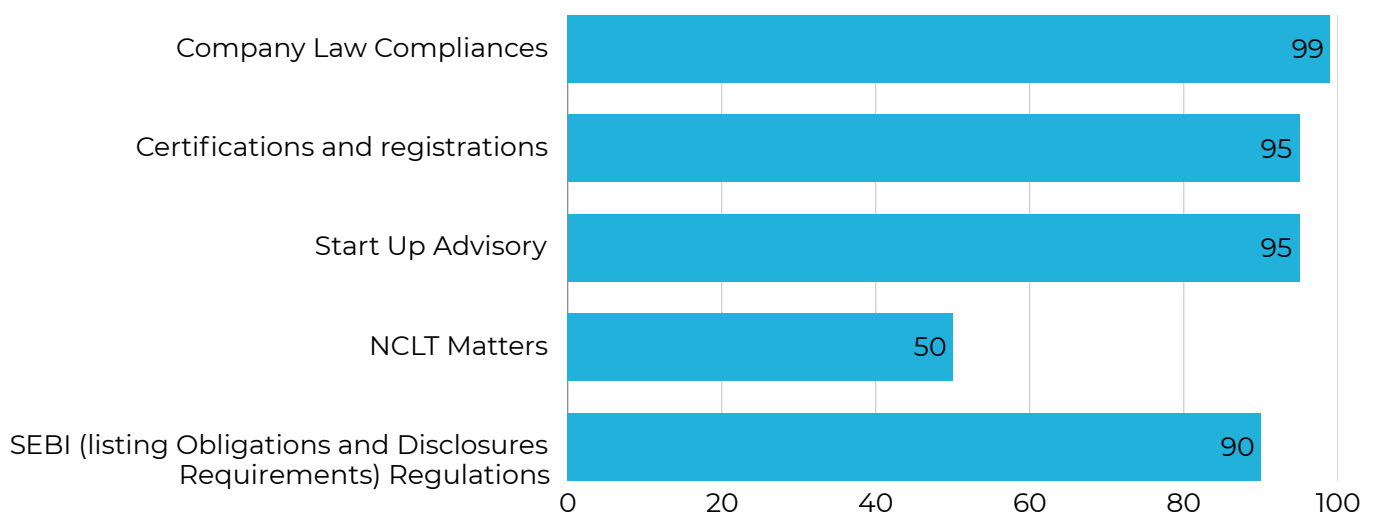
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My Skills

- Company Law Compliances -99%
- Certifications and registrations-95%
- Start Up Advisory-95%
- NCLT Matters-50%
- SEBI (listing Obligations and Disclosures Requirements) Regulations, 2015-90%



Description Here



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Catalog

Digital Signature

1. Individual (Signing Only)
2. Individual (Signing & Encryption)
3. Corporate (Signing & Encryption)
4. Foreign Individual



Certification & Registrations

1. Trademark Registration;
2. Goods & Service tax (GST) Registration and filing;
3. Provident Fund Registration and Filing;
4. ESIC Registration & Filing;
5. Import Export Code (IEC) Registration;
6. MSME Certificate;
7. LEI Certificate.

Incorporations & Closures

1. Private Limited Company
2. Public Limited Company
3. One Person Company (OPC)
4. Section 8 Company (NGOs)
5. Striking of Companies/LLPs

StartUp & Advisory

1. Start-up India recognition, DPIIT certificate;
2. RBI Due Diligence;
3. ROC Search Reports;

Legal Agreements

1. Shareholder agreements (Equity)
2. CCDs Subscription Agreement (Debt)
3. NDAs,
4. MOUs,
5. POAs;

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Our Courses

Secretarial Class

Duration: 2 Days

Comprehensive training on company law compliances, board meetings, and secretarial practices.

- Trademark Search
- Application Filing
- Opposition Handling
- Brand Protection

Income Tax Class

Duration: 1 Day

Understand income tax basics, filing procedures, and tax planning strategies.

- Tax Calculation
- Return Filing
- Deductions & Exemptions
- Tax Planning

PF ESI Class

Duration: 2 Days

Master Provident Fund and Employee State Insurance compliances and procedures.

- PF Registration Process
- ESI Compliance
- Monthly Returns Filing
- Employee Benefits

LinkedIn Class

Duration: 1 Day

Build your professional network and optimize your LinkedIn profile for career growth.

- Profile Optimization
- Networking Strategies
- Content Creation
- Professional Branding

Trademark Class

Duration: 2 Days

Learn trademark registration, filing procedures, and intellectual property protection.

- Trademark Search
- Application Filing
- Opposition Handling
- Brand Protection

TDS/TCS Class

Duration: 2 Days

Master Tax Deducted at Source and Tax Collected at Source compliances and procedures.

- TDS Provisions
- TCS Compliance
- Quarterly Returns
- Certificate Issuance

[Enroll Now](#)

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More Inquiries And Information About Us

At Ketan Vyas & Co., we believe in building trusted relationships through professionalism, transparency, and timely compliance. Whether you are a startup taking your first step, an established business navigating complex regulations, or an individual seeking expert certification services — we are here to guide you with clarity and confidence.

Our approach combines deep technical expertise with a client-first philosophy, ensuring that every solution we provide is practical, compliant, and tailored to your needs.

THANK YOU!

Your Virtual Compliance Manager

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