

Regd. Office:

2nd Floor, A-3 Shree Ganesh Nagar Housing Society, Ramakaka Temple Road, Chhani, Vadodara-391740

Ph.: 0265 - 2773672, 2773535

Factory:

F-86 to F-90, RIICO Industrial Area,

Swaroopgunj, Dist. Sirohi, Rajasthan - 307023

To,

**Listing Compliance Department** National Stock Exchange of India Limited **Exchange Plaza, Bandra Kurla Complex** Bandra East, Mumbai - 400051

Dear Sir,

TV KNOWN AS KOTYARK INDUSTRIES PRIVATE LIMITED E-mail: info@kotyark.com, kipl7722@gmail.com, Website: www.kotyark.com CIN: U24100GJ2016PLC094939 • GST: 08AAGCK3927K1Z7

Date: - March 07, 2022

Sub: Outcome of Board Meeting held on today i.e. on March 07, 2022 in terms of Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

Ref: Kotyark Industries Limited (Symbol:-KOTYARK, ISIN: - INEOJOB01017)

With reference to the above captioned subject, and pursuant to Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 we would like to inform you that the Board of Directors of the company in their meeting held today i.e. on Monday, March 07, 2022 which was commenced at 03:30 P.M. and closed 4.00 P.M. at its Registered office situated, at A-3, 2<sup>nd</sup> Floor, Shree Ganesh Nagar Housing Society, Ramakaka Temple Road, Chhani, Vadodara-391740, Gujarat, India, have considered and approved the following:

- Appointed M/s. SCS and Co LLP, Practising Company Secretaries, Ahmedabad as Secretarial Auditor for Secretarial Audit of the Company for the F.Y. 2021-22.
- 2. Appointed M/s Ravi Shah & Co, Practising Chartered Accountants, Nadiad, as Internal Auditor for Internal Audit of the Company for the F.Y. 2021-22.

Brief Profile of M/s. SCS and Co LLP and M/s Ravi Shah & Co are enclosed herewith. Kindly take the above on record.

Thanking You, Yours faithfully,

For, Kotyark Industries Limited

**Gaurang Rameshchandra Shah** 

**Managing Director** 

DIN:-03502841

Encl: A/a

Date: 07.03.2022 Place: Vadodara



## Overview

- We provide secretarial and compliance related services applicable to Listed/Unlisted Company's pursuant to Company/Corporate Laws, SEBI Laws, SEBI (LODR)/Listing Regulations, SEBI ICDR Regulations, National Company Law Tribunal services RBI Laws, IBC, Valuation of securities under IBBI/Companies Act/Income Tax Act/ FEMA, IEC, Trademark/Intellectual Property and other allied professional services.
- Besides the firm also offers advisory solutions on partnership and LLP laws, employee benefit regulations especially to IT and IT enabled based Companies. Our advisory services deliverables are based on gaining an understanding of clients' query, thorough analysis on the subject, in-house threadbare discussions on all possible solutions, considering myriad options, application of knowledge and past experience on the respective issues and providing an informed opinion on the query.
- All the designated partners of our LLP were working individually since years. In order to leverage the individually expertise and to strengthen our core competency our firm was constituted to deliver all the services to our clients under one umbrella. We are serving our clients from our two offices located at Ahmedabad and one at Jamnagar.

We commit to our clients "If compliance cost towards appointment of SCS and Co. LLP is considered as your investment, even then if any penalty arises for any non-compliances by chance, it will be our cost". We do not practice or do trials on clients nor we sub contract our services to other professionals; we accept mandate only if we are expert in respective assignments.

# **Industry Experience**

- Manufacturing
- Textile
- Infrastructure
- Banking Services
- Non-Banking finance companies
- Broking Companies
- Capital market intermediaries
- EPC- Power/Energy Sector
- Edible Oil
- Constructions- Real Estate
- Metal
- Home appliances
- IT and IT enables Companies





| Companies Act SEBI Laws Public Offerings LLP & NCLT Other Ancillary |
|---|
|---|

- Incorporation of Companies
- Obtaining License under Section 8 (Non Profit organization)
- Conversion of Private Limited to Public Limited Company and vice versa
- > Shifting of Registered Office within city, state or from one state to another
- Alteration of Share Capital by Right Issue, Preferential Allotment, Buy Back and cancellation of Shares
- Alteration of Memorandum and Article of Association
- Change of Name or Object of the Company
- Creation/Modification and satisfaction of Charges
- Search Reports/Due-Diligence Reports as per Bank requirements
- Secretarial Audit
- Appointment and Resignation of Directors
- Conducting Board Meetings, Annual General Meetings and Extra Ordinary General meeting
- Preparation of Agenda, Minutes and compliances thereof
- > Annual Filing, Preparation of Annual Returns, Notice and Director's Report
- Preparation and maintenance of Statutory registers viz. Register of Members, Register of Transfers, Register of Directors, Register of Directors' Shareholdings, Register of Charges, Register of Allotments, Register of Contracts etc.
- Striking off of Company
- Voluntary Liquidation of Company
- Winding up of Company
- Legal opinions on various aspects of Company Law

# **Companies Act 2013**





| Companies Act SEBI | ws Public Offerings | LLP & NCLT Other Ancillary |
|--------------------|---------------------|----------------------------|
|--------------------|---------------------|----------------------------|

- Secretarial Audit pursuant to Regulation 24A of SEBI (LODR), Regulation 2015 and as per the Section 204 provisions of the Companies Act, 2013;
- Quarterly & Annual Compliance under SEBI (LODR) Regulations, 2015;
- SEBI Takeover Compliances as per SEBI (SAST) Regulations, 2011
- > SEBI (Prohibition of Insider Trading) Regulations, 2015
- ➤ Listing of Securities/Warrants/Debentures through Preferential Allotment and Right Issue in adherence with SEBI (ICDR), Regulation 2018
- ➤ Issuance of Bonus Shares and listing of Bonus Shares in adherence with SEBI (ICDR), Regulation 2018
- Buy-Back of securities
- Approval of Shareholders through Postal Ballots and E-voting
- Scrutinizer for conducting the Annual and Extra Ordinary General Meeting
- Conducting Annual General Meetings;
- > Shifting Registered office of Company within city, state or from one state to another
- Due-Diligence reports for Banks
- Delisting of Securities of Companies;
- Migration of Company from SME to Main Board
- Merger/Amalgamation/Demerger/Arrangement of Company





Companies Act SEBI Laws Public Offerings LLP & NCLT Other Ancillary

# All secretarial work related to ROC required to comply pre IPO. Conducting the Board Meeting and Extra Ordinary General meeting for the following Matters:

- Conversion of Private Limited to Public Limited Company
- Approval for Increase in Authorised Share Capital
- > Approval for Pre IPO placement Right Issue and Preferential Allotment of Shares to Promoter and Promoter Group
- ➤ Allotment of Bonus Shares
- Approval for further issue of Share Capital
- Appointment of MD and WTD
- Appointment of Independent Directors
- Appointment of Peer Review Auditors
- Alteration of Articles as per stock Exchange Requirements
- Formation of Audit Committees, Stakeholders and Nomination Committees
- Getting the NSDL and CDSL connectivity and demating of Shares
- Providing lock-in certificate to be provided to Stock Exchange
- Preparation of Minutes of the Company
- Preparation of Statutory Registers of the Company

# **Removal of Disqualification of Directors**

For all individuals who are directors in companies of Gujarat or any other states can get directors DIN activated by filing Petition with High court via interim order if they are disqualified by MCA on basis of non filing of returns for particular period.





Companies Act SEBI Laws Public Offerings LLP & NCLT Other Ancillary

# **Limited Liability Partnership – (LLP's)**

- Formation of LLP
- Changes in capital contribution
- > Drafting and vetting of various agreements like LLP agreements, Supplementary agreements, Lease agreements, Service agreements, Leave and License agreements etc.
- Drafting of other legal documents like Memorandum of association, Articles of Association, POA, Affidavits, Indemnity Bond, Vakalatnama, Letter of Authority etc.
- Appointment and resignation of designated partners
- Annual filling & Striking off LLP
- Creation, Modification and Satisfaction of Charge
- Change in name and main object of the LLP
- Change in Registered Office of the LLP

## NCLT, ROC, RD

- NCLT Applications and Hearing with regards to Insolvency and Bankruptcy Code 2016, in Voluntary Liquidation matters, Company Law matters and others.
- Consultancy Services.
- Liaison with Lead Manager, SEBI, Stock Exchange, Registrar of Companies, Reserve Bank of India Ministry of Corporate Affairs and other Government authorities.
- Appearance before National Company Law Tribunal (NCLT), Registrar of Companies, Regional Director & other Semi-Judicial Authorities.
- ➤ Liaison and interaction with Company Advocates, Solicitors and Legal Consultants







| Companies Act | SEBI Laws | Public Offerings | LLP & NCLT | Other Ancillary |
|---------------|-----------|------------------|------------|-----------------|
|---------------|-----------|------------------|------------|-----------------|

## NBFC's

- > Application with RBI for Registration of Company as NBFC
- > RBI compliances of NBFC Company Non Systematically important NBFC not accepting or holding public Deposit

#### Valuation of Securities

- ➤ Valuation of Securities in case issuance or transfer of Shares as per IBBI- Registered Valuer & FEMA
- ➤ Valuation of Shares in case of amalgamation/merger Share Exchange ratio
- Valuation of Shares as per Income Tax Rules & Business Valuation

## **IPR SERVICES**

➤ All Trademark Services, all Copyright Services, all Patent and any Other IPR Related Services

# Insolvency and Bankruptcy Code (IBC)

- Drafting and finalizing under section 7 & 9 of IBC
- Drafting and filing of petition under section 10 of IBC
- Filing of petition with NCLT for further proceedings.
- Any other application, replies or rejoinder filing to NCLT with regards to IBC

#### **FEMA**

- Filing APR and FLA with Reserve Bank of India.
- > Annual Filing, Quarterly Filing, Monthly Filing and Event Based Filings.
- Advance Reporting & FC-GPR/FCTRS



# **Our Team**





# CS Anjali Sangtani (ACS, B. Com)

- Designated partner in SCS & Co. LLP and has vast experience of Company/Corporate law & SEBI Laws.
- Completed her commerce graduate from Ahmedabad University and professionally completed her company secretary course from ICSI in the year 2015
- Have worked in various well-known organization like Cargo Motors Limited.
- Industry experience of 7 years
- experience of handing 15+ public issues, compliance of listed companies, listing of securities, migration of Company from SME to Main Board.



# CS & RV Abhishek Chhajed (ACS, LLB)

- Designated partner in SCS & Co. LLP
- Associate member of the Institute of Company Secretaries of India "ICSI" and a Law Graduate and Commerce Post Graduate.
- He is Trademark Agent under the Trademark Registry and also the Registered Valuer for Securities Financial Assets, under ICSI Registered Valuers Organisation
- He was the Chairman of the Management Committee of the (ICSI) at Ahmedabad in the year 2020.
- Expertise in valuation of securities, corporate laws and liaisioning with the authorities, departments
- Industry experience of 20+ years



CS Rupali Sanghi, ACS LLB

- Designated partner in SCS & Co. LLP
- Overall post qualification experience of 8 years in handling Secretarial and Legal matter of various companies.
- Exposure in conducting AGMs, EGMs, Board Meeting, Secretarial Audits, and Financial Audits, well versed with Statutory Compliance under SEBI Regulations, Stock Exchange Listing Agreements, FEMA, RBI, ESI, PF, Company Law and related acts.
- Having experience of 5 years with a Chartered Accountant in Practice

# **Lets Connect!**



# **Anjali Sangtani**



+91 - 8128156833



scsandcollp@gmail.com

Website: www.scsandcollp.com



# Regd. Office:

415, Pushpam Complex, Near Bank of Baroda, Opp. Sima Hall, Satellite Ahmedabad – 380015
T: 079- 40051702

## **Branch Office:**

129, First Floor, Shiv Mahavir cloth Market, Near New cloth market, Kankaria, Ahmedabad

#### **Detailed Firm Profile**

#### PROFILE OF CHARTERED ACCOUNTANTS FIRM

1. Name of the Firm : RAVI SHAH & CO.

CHARTERED ACCOUNTANTS

**2. Constitution** : Partnership Firm

3. Partner Details :

Name Membership No. Qualification

CA. Ravi H. Shah 109945 FCA, M. Com., LLB, DISA

CA. Ketul S. Soni 136117 FCA, M. Com. CA. Mona V. Darji 135136 FCA, M. Com.

4. Associate Chartered Accountants :

Name Membership No. Qualification

CA. Samin Shaikh 197862 ACA, M.Com. CA. Sapan Patel ACA, B.Com.

**5. Qualification of System Audit** : Yes (DISA Qualified)

**Certificate Course on Concurrent** :

**Audit of Bank** 

CA. Ravi H. Shah & CA. Ketul S. Soni

completed certificate course on concurrent

audit of bank conducted by ICAI

6. Address Tel./fax No. & E-mail :

No.

: 1<sup>st</sup> Floor, Basudiwala Building,

B/s. Trimurti Complex,

Station Road, Nadiad-387 001

Dist. Kheda. Gujarat

**7. Tel./fax No.** : 91 0268 2566955,

91 0268 2561482

**8. Mobile No.** : M. No. 91 98252 71171

9. E-mail : ravishah ca@yahoo.com

**10. Website** : www.rsco.in

11. Firm Registration No. (ICAI) : 121394 W

**12. C&AG EMP. NO.** : WR 1371

**13.** Unique Code No. for Bank Audit : 124014 (RBI Category II)

**14. GST No.** : 24AAQFR8087G1ZM

**15.** Date of Establishment : 2001

## **BANK AUDIT EXPERIENCE OF THE FIRM**

## (A) EXPERIENCE OF CONCURRENT/ REVENUE AUDIT OF THE BANKS

| (^) | EXPERIENCE OF CONCORRENTY REVENU                              |                    |                                 |
|-----|---|--------------------|---------------------------------|
| Sr. | BANK NAME   | NATURE OF<br>AUDIT | FROM                            |
| 1   | State Bank of India – TFCPC Vadodara<br>Branch                | Concurrent Audit   | 01-09-2021 to<br>Continue       |
| 2   | Union Bank of India – Nadiad Branch                           | Concurrent Audit   | 01-04-2019 to<br>Continue       |
| 3   | State Bank of India – NRI Nadiad Branch                       | Concurrent Audit   | 01-07-2016 to<br>30-06-2019     |
| 4   | Central Bank of India – Nadiad Main Branch                    | Concurrent Audit   | 01-01-2019 to<br>31-12-2019     |
| 5   | Dena Bank – Dharmaj Branch                                    | Concurrent Audit   | 01-07-2016 to<br>30-06-2018     |
| 6   | Central Bank of India – Pij Branch                            | Concurrent Audit   | 01-02-2015 to<br>31-12-2017     |
| 7   | Uco Bank – Nadiad Branch                                      | Concurrent Audit   | 01-10-2014 to<br>30-09-2015     |
| 8   | Bank Of Baroda – College Road Branch                          | Concurrent Audit   | 01-04-2011<br>31-03-2014        |
| 9   | Uco Bank-Vallabh Vidyanagar Branch                            | Concurrent Audit   | 01-10-2009 to<br>30-09-2011     |
| 10  | Indian Bank-Nadiad Branch                                     | Concurrent Audit   | 01-03-2008 to 28-02-2011        |
| 11  | Bank Of Baroda –College Road Branch                           | Concurrent Audit   | 01-04-06 to<br>30-04-09         |
| 12  | The Thasra Peoples Co-Op. Bank Ltd.                           | Concurrent Audit   | Since 2003-04                   |
| 13  | The Kheda Peoples Co-Op. Bank Ltd.                            | Concurrent Audit   | Since 2007-08                   |
| 14  | The Kheda Dist. Central Co-Op. Bank Ltd. (H.O. & 87 Branches) | Concurrent Audit   | From 2010 to 2017               |
| 15  | Baroda Gujarat Gramin Bank<br>(Timba Branch)                  | Concurrent Audit   | 01-04-2013 to<br>31-03-2015     |
| 16  | Baroda Gujarat Gramin Bank<br>(Chhani, Baroda Branch)         | Concurrent Audit   | 01-04-2016 to<br>31-03-2017     |
| 17  | Union Bank-Radhu & Vaso Branch                                | Revenue Audit      | 2006-07                         |
| 18  | Allahabad Bank-Nadiad Branch                                  | Revenue Audit      | 2009-10,<br>2011-12,<br>2012-13 |
| 19  | Corporation Bank-Nadiad Branch                                | Revenue Audit      | 01-02-2013 to<br>30-09-2014     |
| 20  | Bank of India<br>[Petlad, Samarkha & Pipariya SEZ Branch]     | Revenue Audit      | 01-01-2014 to<br>31-12-2014     |
| 21  | Central Bank of India – Petlad Road Branch<br>Nadiad          | Revenue Audit      | 01-03-2015 to<br>29-02-2016     |

## (B) EXPERIENCE OF <u>STATUTORY BRANCH AUDIT</u> OF THE BANK

| Sr.<br>No. | BANK NAME  | NATURE OF<br>AUDIT            | YEAR      |
|------------|--|-------------------------------|-----------|
| 1          | <b>DENA BANK</b> 1. Dharmaj Branch 2. Ode Branch 3. Napa Br.                             | Statutory Audit<br>(External) | 2002-2003 |
| 2          | <b>DENA BANK</b> 1. Dakor Branch 2. Pariaje Branch                                       | Statutory Audit (External)    | 2003-2004 |
| 3          | <b>DENA BANK</b> 1. Ajarpura Br. 2. Santrampur Br. 3. Sevalia Br.                        | Statutory Audit (External)    | 2004-2005 |
| 4          | <b>DENA BANK</b> 1. Santh Pipli Br. Nadiad 2. Napa 3. Mahisha                            | Statutory Audit (External)    | 2005-2006 |
| 5.         | DENA BANK 1. Lunawala Br. 2. Sevalia Br. 3. Mission Road, Nadiad                         | Statutory Audit (External)    | 2006-2007 |
| 6.         | UNION BANK OF INDIA 1. Rudan Br. 2. Sojitra Br. 3. Sunav Br.                             | Statutory Audit (External)    | 2007-2008 |
| 7          | UNION BANK OF INDIA 1. Uttarsanda Br. 2. Radhu Br. 3. Thasra Br.                         | Statutory Audit (External)    | 2008-2009 |
| 8          | UNION BANK OF INDIA 1. Petlad Br. 2. Vaso Br. 3. Rudan Br.                               | Statutory Audit<br>(External) | 2009-2010 |
| 9          | UNION BANK OF INDIA 1. Kanij Branch 2. Kasor Branch 3. Goblaj Branch                     | Statutory Audit (External)    | 2010-2011 |
| 10         | State Bank of India 1. Kapadwanj, 2. Kheda, 3. Ghodasar                                  | Statutory Audit (External)    | 2011-2012 |
| 11         | State Bank of India 1. Kalwa Chowk, Junagadh, 2. Mendarda, 3. Bantwa (Junagadh District) | Statutory Audit<br>(External) | 2012-2013 |
| 12         | State Bank of India 1. Anand Road Borsad, 2. Matar                                       | Statutory Audit (External)    | 2013-2014 |
| 13         | State Bank of India 1. Halvad, 2. Kharaghoda, 3. Anand Mini Currency Cell                | Statutory Audit<br>(External) | 2014-2015 |

# (C) SPECIAL AUDIT (CLAIM VERIFICATION) ALLOTTED BY RESERVE BANK OF INDIA (RBI)

| Sr. | BANK NAME   | BANK<br>ADDRESS  | YEAR    |
|-----|---|--|---------|
|     | Matar Nagarik Sahakari Mandli Ltd. Nature of Audit: Special Investigation of DICGC Claim Deposit (Work allotted by Reserve Bank of India) | Station Road,<br>At & Post Matar<br>Tal: Matar, Dist.<br>Kheda | 2004-05 |

## (D) EXPERIENCE OF <u>STATUTORY AUDIT</u> OF CO-OPERATIVE BANK

| Sr. | BANK NAME   | YEAR    |
|-----|---|---------|
| 1   | Anand Peoples Co-Op. Bank Ltd.                                    | 2004-05 |
| 2   | The Dharmaj Peoples Co-Op. Bank Ltd.                              | 2005-06 |
| 3   | The Kheda Peoples Co-Op. Bank Ltd.                                | 2006-07 |
| 4   | The Ode Urabn Co-Op. Bank Ltd.                                    | 2007-08 |
| 5   | The Prime Co-Op. Bank Ltd. H.O At Surat (Total 29 Br. In Gujarat) | 2009-10 |
| 6   | The Nadiad Peoples Co-Op. Bank Ltd.                               | 2013-14 |
| 7   | The Financial Co - Op. Bank Ltd, (HO and 3 Branches at Surat)     | 2017-18 |
| 8   | The Godhara City Co-Op. Bank Ltd.                                 | 2018-19 |
| 9   | The Zhalod Urban Co-Op. Bank Ltd.                                 | 2020-21 |

#### (E) EXPERIENCE OF <u>EDP / SYSTEM AUDIT</u> OF BANK

| Sr. | BANK NAME                                     | YEAR               |
|-----|---|--------------------|
| 1   | Uco Bank, Antarsumba Branch (Migration Audit) | 2009-10            |
| 2   | The Thasra Peoples Co-Op. Bank Ltd.           | 2007-08 to 2017-18 |
| 3   | The Kheda People Co-Op Bank Ltd.              | 2015-16 to 2016-17 |
| 3   | The Dakor Urban Co-Op. Bank Ltd.              | 2007-08 to 2009-10 |

## (F) EXPERIENCE OF <u>PSU AUDIT</u>

| Sr. | PSU NAME  | YEAR    |
|-----|---|---------|
| 1   | Oriental Insurance Company Ltd. (DO Nadiad)         | 2020-21 |
| 2   | The Life Insurance Corporation of India (DO Nadiad) | 2020-21 |

## (G) EXPERIENCE OF MAJOR GST AUDIT

| Sr. | CLIENT NAME  | YEAR               |
|-----|--|--------------------|
| 1   | The Kheda District Co Op. Milk Producer Union Ltd.,<br>Gujarat State     | 2018-19, 2019-20   |
| 2   | The Kheda District Co Op. Milk Producer Union Ltd.,<br>Maharashtra State | 2018-19            |
| 3   | The Kheda District Central Co-Op. Bank Ltd.                              | 2017-18 to 2019-20 |
| 4   | Milan Road Buildtech LLP, Gujarat & Maharashtra State                    | 2018-19, 2019-20   |
| 5   | Palghar Road Project Pvt. Ltd., Maharashtra State                        | 2019-20            |
| 6   | AIIPL MU Five Project Pvt. Ltd., Maharashtra State                       | 2018-19, 2019-20   |
| 7   | Shahpur Road Project Pvt. Ltd., Maharashtra State                        | 2018-19, 2019-20   |
| 8   | Shenwa Infrastructure Pvt. Ltd., Maharashtra State                       | 2018-19, 2019-20   |
| 9   | Horizon Motors, Nadiad   | 2017-18 to 2019-20 |
| 10  | Vimal Construction, Kathlal  | 2017-18 to 2019-20 |

# (H) EXPERIENCE OF <u>FILLING OF INCOME TAX RETURN/ CONDUCTING TAX</u> AUDIT AND GST AUDIT IN MILK CO OPERATIVE SOCIETY

| Sr. | MILK CO-OP. SOCIETY NAME                     |
|-----|--|
| 1   | Chalali Dudh Utpadak Sahakari Mandli Ltd.    |
| 2   | Mitral Dudh Utpadak Sahakari Mandli Ltd.     |
| 3   | Dhandholi Dudh Utpadak Sahakari Mandli Ltd.  |
| 4   | Karoli (M) Dudh Utpadak Sahakari Mandli Ltd. |
| 5   | Vadthal Dudh Utpadak Sahakari Mandli Ltd.    |
| 6   | Palana Dudh Utpadak Sahakari Mandli Ltd.     |

#### **EXPERIENCE OF THE FIRM WITH UNIVERSITY/ EDUCATION SOCIETY**

#### (a) Dharmsinh Desai University (DDU), Nadiad.

The firm is associated with Dharmsinh Desai University, Nadiad since last many years as advisor and internal auditor. The scope of the firm is to advise the university on the various legal matters including accounting, income tax, service tax etc. The firm is also advising on the matter of presentation of accounts before various government authorities. The firm quarterly submits the independent audit report on the following matters to University:

- 1. Verification of all Cash Books along with vouchers and their recording in the original books of accounts maintained in the Tally Package.
- 2. Verification of correctness of payments released in all respects and sanctions thereto;
- 3. Scrutinizing the general ledger pertaining to the income, expenditure and Balance Sheet items in order to ascertain the correctness of the entries posted in the Tally.
- 4. Scrutinizing and checking the Bank Reconciliation Statement of all the Bank Accounts of the University and other entities of the University which are in direct control of the University.
- 5. Checking loans and advances sanctioned to the employees, verification of recoveries, and review of outstanding etc.
- 6. Checking periodically physically verify the Instrument of Investment made by the University under different heads from the Investment Register maintained.
- 7. To review and recommend the soundness, adequacy and application of accounting, internal controls and procedure.
- 8. To check deduction of TDS, PF, EPF, Professional tax and remittance thereof to the concerned authorities.

#### (2) Charotar University of Science and Technology (CHARUSAT), Changa.

The firm is also associated with the CHARUSAT. The main partner of the firm is invitee member to the finance committee of the CHARUSAT. The firm is regularly advising the institution on the issues of accounting, taxation, service tax, FCRA etc. The firm is also providing consultancy for obtaining bank finance to the university. The firm and partner are also providing such service to Charusat Healthcare & Research foundation (CHRF) at Changa.

## **EXPERIENCE OF OTHER ASSIGNMENT**

| 1    | Experience of conversion of single entry accounting system in to Double entry accounting System (Accrual Base)   |   |                          |  |
|------|--|---|--------------------------|--|
| Sr.  | Particulars  | Nagarpalikas  | Year                     |  |
| (i)  | Introduction of Accrual Based, Computerised, Double Entry Accounting System in Gujarat Nagarpalikas Gujarat Municipal Accounting Reform Project of Gujarat Municipal Finance Board | Dakor, Umreth,<br>Kheda, Thasra &<br>Kanjari<br>Nagarpalika | 2005-07<br>To<br>2013-14 |  |
| (ii) |  |   |                          |  |
| 2    | The Firm was also appointed by NABARD to conduct special Audit of PACS & DCCB to implement the Vaidynathan Package.  |   |                          |  |
| 3    | The firm was also appointed to conduct Sample Audit of the claim under the Agriculture Debt Waiver and Debt Relief Scheme – 2008   |   |                          |  |
| 4    | The firm was also appointed to conduct special audit of PWCS (Reveal, reform and restruction Package for Handloom Sector)  |   |                          |  |

## **OTHER AUDITS**

| (A) | Internal & Statutory Audit of Public Ltd & Pvt. Ltd. Companies  |
|-----|---|
|     | Experience of Statutory Audit of Dist. Rural Development Agency, Kheda for the year 2007-08 & 2008-09 |
|     | ,   |
|     | Audit of Co-Operative Banks, Housing Societies, Credit Societies & etc.                               |
|     | Audit of Small & medium scale Business Houses & Traders.  |
|     | Audit of Trust & Schools, Colleges & Hospitals.   |
| (F) | Audit of Share Sub Brokers  |
| (G) | Audit u/s. 44AB, 44AF& 44AE of income Tax Act.  |

## OTHER SERVICES PROVIDING BY FIRM

## **Accounting Consultancy Work & Preparation of Documentation work of**

| 1 |           |                    | & | Private  | Ltd.   | 4 | School & Colleges.                                      |
|---|-----------|--------------------|---|----------|--------|---|---|
|   | Companies |                    |   |          |        |   |   |
| 2 |           | & Mediu<br>& Firms |   | Business | units, | 5 | Partnership Firms.                                      |
| 3 | Trust &   | NGO's              |   |          |        | 6 | Contractor, Doctors, Engineering Firms, Architects Etc. |

## Taxation Work (Direct Tax & Indirect Tax-GST) of

| 1 | Public Ltd. & Pvt. Ltd. Companies.                | 4 | Co-Operative Banks, Housing Societies, Credit Societies & etc. |
|---|---|---|--|
| 2 | Small & medium scale Business<br>Houses & Traders | 5 | Salaried Persons.  |
| 3 | Charitable Trust, Schools, Colleges & Hospitals   | 6 | Commission Agent: LIC, Post, GIC.                              |

# Ravi Shah & Co.

**Chartered Accountants** 

# **STRENGTH OF THE FIRM**

#### : Seventeen

| (a) | CA – Partner        | Three                         |
|-----|---------------------|-------------------------------|
| (b) | Associated CA       | Two                           |
| (c) | Qualified Assistant | Six                           |
| (d) | Audit Assistant     | Four                          |
| (e) | Other Staff         | Two                           |
| (f) | Professional Expert | As Required from time to time |