

RESUME

Ajay Kumar Siwach

(FCS,LL.B, MBA& Insolvency Professional, Registered Valuer,
Certified Independent Director)

RV Registration No. : IBBI/RV/05/2019/11412

IP Registration No: IBBI/IPA-002/IP-N00668/2018-2019/ 12214

Flat No. 504, Rama Krishna Society, Sector – 2, Faridabad – 121 004

Date of Birth: January 02, 1977; Father's Name: Sh. Kali Ram

Mobile: +91 95608 86303; +91 96435 66303

A Dynamic Legal, Registered Valuer, Certified Independent Director & Insolvency Professional with over 18 years of Industry, Law & Consultancy experience.

Core Competency

❖ Corporate Law ❖ IBC ❖ Labour Laws ❖ Export Incentives ❖ Secretarial & Legal ❖ Compliances of all Industrial & Commercial laws ❖ Commercial Matters ❖ Handling of Legal Matter at various forums up to Apex Court ❖ New Project Licensing

More than 15 Years of working experience in various aspects of **Legal, Management, Finance, Secretarial, Labour Laws, Insolvency Matters and Export Incentives**. ♦ Qualified Insolvency Professional ♦ Certified Independent Director ♦ Registered Valuer in Securities or Financial Assets ♦ Fellow member of The Institute of Company Secretaries of India, MBA (Finance) and The Law Graduate. ♦ Self- motivated Legal professional having multi-functional exposure.

Core Capability

- ☞ Formation of appropriate strategies for dealing with future with a total business approach and a bottom-line orientation;
- ☞ Valuations of various nature Like Business Valuation, TEV, Valuation under IBC, Merger/ Amalgamation etc.
- ☞ Developing governance mechanism ensuring compliance Management with transparency;
- ☞ Prioritization and crisis management;
- ☞ Strong connect with Legal Professionals;
- ☞ Compliance management, Export Incentives and New Project Licensing;
- ☞ Monitoring and managing the value of a business including intangibles;
- ☞ Developing synergy and coordination amongst various functions;

Career Growth

Insolvency Professional, Registered Valuer
Advocate

Practice

Currently

Insolvency Professional
Partner

Practice
Practice - M/S P. C. Jain & Co.
Company Secretaries

April 2018 to March 2019

Director
Company Secretary & Head Legal
Company Secretary, Practice
Company Secretary & Head Legal
Company Secretary

Apex Agri Solutions Pvt. Ltd.
ILPEA Paramount Ltd.
Ajay K. Siwach & Associates
ILPEA Paramount Ltd.
KUMA Stainless Tubes Ltd.
Imperial Auto Industries Ltd.

May 2015 to Apr. 2018
Oct. 2014 to May 2015
Jul. 2012 to Oct. 2014
Aug. 2006 to June 2012
Mar. 2006 to Aug. 2006
Jul. 2004 to Mar. 2006

Asst. Company Secretary
As a Lawyer

S. K. Bakshi & Associates, Faridabad

Feb. 2002 to May 2004

Work Experience

P. C. Jain & Co. (Partner)

April 2018 to March 2019

Joined Delhi Office of Faridabad based Company Secretaries Firm as Partner. The firm has specialization in Corporate & Insolvency Advisory Services.
Register Insolvency Professional.

Functional Areas

- ✓ To act as IRP/ RP being an Insolvency Professional.
- ✓ Preparation of Evaluation Matrix.
- ✓ Preparation of Resolution Plans, Information Memorandum.
- ✓ Preparation of various reports during CIRP/Liquidation required as per Insolvency and Bankruptcy Code, 2016 as Status Report, Preliminary Report, and Minutes etc.
- ✓ Presentation before NCLT.
- ✓ Publication of public announcement in various Newspapers
- ✓ Verification and Assessment of Claims
- ✓ Drafting Agenda of the Meeting
- ✓ Notice of Meeting
- ✓ Arrangement of video conferencing and e-voting.
- ✓ Drafting and circulation of minutes of the meeting
- ✓ Preparation of Action Taken Report
- ✓ Assistance in managing the operations of Corporate Debtor as going concern.
- ✓ Other Administrative and secretarial work related to Corporate Insolvency Resolution Process.

Apex Agri Solution Pvt. Ltd, Faridabad
Director

May 2015 to April 2018

One of the Promoter of the company engaged in the installation of new techniques in Agricultural sector (Protected Cultivation). Responsible for Overall Management of the Company along with Commercial, Finance, Legal and Administration functions. Responsible for Secretarial Functions of the Company with Regd. and Head Office at Faridabad.

Job Profile & functional areas

Management: Responsible of over all management of the company.

Finance: Arranging of Finance for Farmers, Preparation of Project Reports, sanctioning the Farmer's loans up to 1.5 Crore which are back ended supported by NHB Subsidies.

Commercial, Legal & Taxation: All Commercial matters, Legal Matters & Taxation - both Direct & Indirect. Handling of all Legal Cases for and against the Company.

Projects: Was instrumental in setting up the projects at Farmer fields, Project implementation, Managing Subsidies etc.

Liaison & PR: Liaison with external agencies like banks, government agencies, statutory bodies, consultants etc.

Human Resource: Building a team of motivated performers, Keeping high morale and team spirit, Pacifying deadlocks in relationship by counseling and by giving patient hearing. Providing people the confidence to delegate and to develop subordinates.

Notable Achievements

- Management of Project Financing for Farmer (10 Projects are got financed from various Banks).
- All projects are duly completed within time and subsidized by Government by 50% successfully.

ILPEA Paramount Ltd.
Company Secretary & Head Legal

**August 2006 to June 2012 &
October 2014 to May 2015**

- ILPEA Paramount is subsidiary of ILPEA B.V. , Netherland having turnover of around 150 Cr. For Indian operations
- Product: Its product range covers White Goods Industries Gaskets, PVC hoses and rigids, plastic moulded parts etc,
- Major Clients: Whirlpool, Samsung, LG , Hindustan Liver Limited, TVS Electronics etc.

Job Profile & functional areas

- ✓ Looking after legal Compliance of the Group Companies including public limited and private limited companies under Companies Act, 1956 , Industrial Development and Regulation Act etc.
- ✓ To proceed for licenses for the new projects of the group from DOI, Labor Department, pollution department, other government authorities and to co-ordinate with the Project head
- ✓ Carry out the work relating to Board/AGM/EGM like preparation of Notice, conducting meetings, drafting minutes etc.
- ✓ Looking after the preparation of annual returns, Directors reports, Compliances and filing of them to the ROC and also liaison with the RBI, ROC relating to secretarial matters.
- ✓ Maintaining the statutory records and act as a compliance officer of the Company.
- ✓ Taxation matters like calculation of TDS of employees, Filing of Quarterly TDS Returns, Issuing of Form -16, 16A, E-Filing of IT Returns of all group companies.
- ✓ E-Filing of Annual Return, Various forms, Approval of Name, Incorporation of Companies, Change in name, Registered office to the Ministry of Corporate Affairs etc.
- ✓ Maintaining of secretarial records of the group Companies.
- ✓ Compliance with FEMA and RBI regulation with regards to issue of capital and others.
- ✓ Conduct meeting of Shareholder and Board, Preparation of Agenda, Recording of Minutes etc.
- ✓ Insurance of the group companies.
- ✓ Legal matters of the group companies like vetting of the agreement, co -ordinating with advocates to file/defend cases at district courts, high courts and supreme court level, all other legal issues as and when arises.
- ✓ To look after the Export incentive section of the Company and took benefit like DEPB etc.

Notable Achievements

- Successfully taken subsidy of Rs. 30.00 lacs for the one of Group Company in Uttaranchal.
- Get approved the '*deferral scheme*' from DOI Maharashtra for the company's branch situated at Pune, which give a sales tax duty in loan format for 10 years without interest of Rs. 3.10 Crores.

In Practice as Company Secretary

July 2012 to October 2014

Practiced as Company Secretary in the field of Company Secretary, Company Law Matters, etc. in Faridabad and major functional areas are:

- ✓ Looking after legal Compliance of the clients including public limited and private limited companies under Companies Act, 1956 , Industrial Development and Regulation Act etc.
- ✓ Carry out the work relating to Board/AGM/EGM like preparation of Notice, conducting meetings, drafting minutes etc.

- ✓ Looking after the preparation of annual returns, Directors reports, Compliances and filing of them to the ROC and also liaison with the RBI, ROC relating to secretarial matters.
- ✓ E-Filing of Annual Return, Various forms, Approval of Name, Incorporation of Companies, Change in name, registered office to the Ministry of Corporate Affairs etc.
- ✓ Maintaining of secretarial records of the clients.
- ✓ Conduct meeting of Shareholder and Board, Preparation of Agenda, Recording of Minutes etc.
- ✓ Legal matters of the clients like vetting of the agreement, co -ordinating with advocates to file/defend cases at district courts, high courts and supreme court level, all other legal issues as and when arises.

KUMA Stainless Tubes Ltd, Gurgaon
Company Secretary

March 2006 to August 2006

Joined as Company Secretary of KUMA Stainless Tubes Limited a Joint Venture Company of Krishna Maruti & Suzuki.

Job Profile & functional areas

- ✓ Looking after legal Compliance of the Group Companies including public limited and private limited companies under Companies Act, 1956 , Industrial Development and Regulation Act etc.
- ✓ Carry out the work relating to Board/AGM/EGM like preparation of Notice, conducting meetings, drafting minutes etc.
- ✓ Looking after the preparation of annual returns, Directors reports, Compliances and filing of them to the ROC and also liaison with the RBI, ROC relating to secretarial matters.
- ✓ Maintaining the statutory records and act as a compliance officer of the Company.
- ✓ E-Filing of Annual Return, Various forms, Approval of Name, Incorporation of Companies, Change in name, registered office to the Ministry of Corporate Affairs etc.
- ✓ Maintaining of secretarial records of the group Companies.

Imperial Auto Industries Ltd., Faridabad
Asst. Company Secretary

July 2004 to February 2006

A Imperial Group of Company is a manufacturing company of Automobile parts (Brake Hoses, Fuel Hoses, Oil Hoses, Hydraulic Hoses, FIP) supplies mainly in India to Tata Motors, Tata Cummins, Mahindra & Mahindra, Maruti Udyog, JCB, Hindustan Motors, Hero Honda, Eicher etc. with a annual Turnover of Rs. 250 Crores Approximately in the Financial Year 2004-2005 including Export Turnover of Rs. 32.00 Crores Approximately in Financial Year 2004-05 functional areas

Job Responsibilities:-

- ✓ Looking after Legal compliance of the Group Companies comprising of three Public Companies as well as a Private Limited Company under Companies Act, 1956, Industrial Development & Regulation Act and other related Laws.
- ✓ Prepared and maintains Secretarial records of the Group Companies
- ✓ E-Filing of weekly and monthly returns of excise
- ✓ Maintaining records of Goods Transport Agency and compliance of Service Tax in this regard
- ✓ Taking of Export benefits from time to time as DEPB, Advance License, EPCG License, Target plus Scheme, Status House Certificate.

S. K. Bakshi & Associates
Lawyer

February 2002 to May 2004

Job Responsibilities:-

Handled Drafting of Cases, Notices and Liasioning with Labor officers & assisted in handling of Industrial Enquiries from time to time.

Academic and Professional Education

Academic

- Matriculation: Passed in 1992, Bhiwani Board Haryana.
- 10+2of Commerce: Passed in 1994, Bhiwani Board Haryana.
- B.Com: Passed in 1997 from Maharishi Dayanand University.

Professional

- Fellow Member of The Institute of Company Secretaries of India (Passed in June, 2005). (FCS 6479)
- Passed LL.B. in 2001 from MDSU, Ajmer.
- PGDBA (Finance) From Symbiosis University, Pune.
- Passed Limited Insolvency Examination (June 2018) & registered with Insolvency & Bankruptcy Board of India (IBBI/IPA-002/IP-N00668/2018-2019/12214)
- Passed Registered Valuation on 18th March 2019 & Registered with Insolvency & Bankruptcy Board of India (IBBI/RV/05/2019/11412)

Others

- Undergone a Training Programme 'Blue Print for Success' conducted by Shri Shiv Khera.
- Undergone a Training Programme 'of 07 days from Insolvency and Bankruptcy Board of India.

Social Affiliations

- Life Member of 'Haryana Sevak Dal,' a voluntary organization engaged in running various social & Cultural activities in Faridabad.