

Doing Things Right....

(Caesar Pinto) John & Associates LLP **Company Secretaries**

PROFILE

(Caesar Pinto) John & Associates LLP (CPJ) is a peer reviewed Limited Liability Partnership firm of qualified Company Secretaries in Practice since 2016. CPJ is fully equipped with the expertise and knowledge to provide varied professional services to corporate houses, according to their requirements. At CPJ, we ensure proactive and prompt services to bring innovative and comprehensive solutions to the clients. CPJ has a team to facilitate timely execution of assignments with adequate infrastructure facilities.

Contact Information:

Registered Office	: F4, First Floor, LSpace, Logic Square, VIP Road, Near JLN Stadium Metro Station, Kaloor – 682017
E-mail	: caesarpintojohn@gmail.com
Phone	: 9497274805 / 9846949009
Peer Review Certificate	: 2148/2022

Profile of Partners

CS. Tracy Caesar – B.com, ACS

CS Tracy Caesar, Partner, is a Commerce Graduate and a Fellow Member of The Institute of Company Secretaries of India. She is an eligible Independent Director registered on the database of Independent Directors and certified by the Indian Institute of Corporate Affairs. She has 15 years of experience including industrial experience in handling secretarial and legal compliance. Her experience spreads across procedural and advisory services on Company law matters, Capital Issues, Due diligence, Corporate Governance, NBFC compliance, SEBI matters and Public Issue of Securities. She had opportunities to be part of Secretarial Audit of Listed Companies, Banks and NBFCs.

CS. Nikhil George Pinto – M.com, MBA, LL.M., FCS

CS Nikhil George Pinto, Partner, is a Post Graduate in Commerce and law. He is a Fellow member of The Institute of Company Secretaries of India. He is also an MBA holder. He holds a certificate in Advanced Diploma in Capital Markets. He is an eligible Independent Director registered on the database of Independent Directors and certified by the Indian Institute of Corporate Affairs. He is also a SEBI registered Securities Market Trainer. He has more than 11 years of experience in handling various professional assignments such as secretarial and legal compliance, SEBI matters, Corporate Governance, NBFC, IBC and Capital Market matters and Secretarial Audit of Listed Companies, NBFCs and Govt. Companies. He is the Internal Auditor of various Listed Companies and Stock Brokers and has been engaged in various Due-diligence processes. CS Nikhil is a regular Faculty to the Kochi Chapter of the ICSI, ICAI and ICAI (Cost) having 10 years of teaching experience. He is also the Resource Person of NISM, CDSL IPF, BSE, NSE and various SMART organisations. He was the Treasurer of Kochi Chapter of the ICSI for the period 2021 and Secretary of Kochi Chapter of the ICSI for the year 2022 and 2023. He is the Immediate Past Chairman of Kochi Chapter of the ICSI for the year 2024.

Doing Things Right....

Caesar Pinto John & Associates LLP **Company Secretaries**

CS. Thankam John – B.com, ACS

CS Thankam John, Partner, is a Graduate in commerce and Associate member of the Institute of Company Secretaries of India. She has extensive experience in procedural and advisory services on Corporate Restructuring, Amalgamations, Capital Issues, Corporate Governance, NBFC compliance and SEBI matters. She has handled secretarial, legal and internal audit functions, other Company law matters, Due diligence and FEMA matters. Her area of specialisation is governance of Listed Companies and NBFCs.

The Services we provide:

Secretarial & Legal

- Company Law Matters/ Secretarial Compliances
- Secretarial Audit and Due Diligence
- Securities Law matters/ Listing Compliances
- RBI Related Matters
- Forex Law matters
- Representations / Legal Advisory Services
- Support services under Insolvency Bankruptcy Code
- Funding Advisory Services
- CSR Management
- LLP Management
- Intellectual Property Rights

Start-up Exclusive Services

- Developing and implementing unique and simple governance module for start ups Handling negotiations and discussions with investors, representing start-ups Support in getting start up registration
- Assistance in legal documentation Assistance in valuation process and agreement drafting
- Implementing effective accounting and reporting systems
- Customised training on governance Help in reading and understanding basic financial statements viz. Cash flow statement, Profit & Loss Account and Balance Sheet and its implications
- Support in understanding the importance of setting finance goals and their pursuit
- Insights into capital and revenue expenditure and maintaining judicious control over them

Accounting and Taxation

- Total assistance in accounting
- Liaison with auditors and accounts finalisation
- Managing compliance of TDS
- GST registration, return filing and other compliance

Doing Things Right....

(Caesar Pinto) John & Associates LLP
Company Secretaries

- Generating MIS reports
- Preparation of Project Reports
- Filing Income Tax Returns
- Registration of Partnership Firms
- Conducting Internal audit
- Registration under Financial Intelligence Unit – India
- (FIU-IND) For Chit registration
- Providing Accounting Training

NGO Compliance, Governance and Management

- Formation of Non-Governmental Organisations
- (NGO) / Non-Profitable Organisations (NPO) /
- Voluntary Organisations (VO)
- Obtaining income tax exemptions
- Managing compliance on foreign contribution. Support in fund raising, fund accounting, reporting and liaison with funding bodies
- Implementing unique NGO governance process Support in obtaining Government Grants and related reporting
- Conducting unique internal audit for NGOs

Education and Training

- Exclusive training to directors and Key Managerial
- Personnel on compliance and governance
- Need based training to managers / officers / staff Academic / professional training to professionals and students

Our clientele include:

1. The Fertilisers and Chemicals Travancore Limited
2. KLM Axiva Finvest Limited and other KLM Group entities
3. Muthoot Vehicles and Asset Finance Limited
4. Lulu Financial Services India Limited and other Lulu Group entities
5. Embaby General Finance Private Limited and other Embaby Group entities
6. Muthoot Finance Group
7. Revathi Equipments India Limited
8. Scoobee Day Garments India Limited
9. Solve Plastic Products Limited
10. Inditrade Capital Limited and other Inditrade group entities