



CS Ved Prakash Roy

Company Secretary & Compliance Officer · Principal Officer KYC/AML
Principal Officer FIU-IND · Grievance Redressal Officer

✉ royvpin@hotmail.com

🔗 [linkedin.com/in/cs-ved-prakash-roy](https://www.linkedin.com/in/cs-ved-prakash-roy)

☎ +91 9999363361

📍 Greater Noida, Delhi NCR

Associate Member - ICSI (Since June 2014)

LL.B.

PGD Securities & Banking Law - ILI

PGD Personnel Management - NIPM

NCFM Certified

11+ Years' Relevant Experience

Member BCD (Inactive)

🎯 **Targeting assignments as Company Secretary, Legal & Corporate Governance Professional**

🎯 KEY IMPACT AREAS

Corporate Secretarial	Corporate Governance	SEBI LODR Compliance	ROC / MCA Filings
KYC / AML / FIU-IND	Contract Management	Corporate Litigation	Investor Relations
Rights Issue	FEMA / RBI / ECB	Labour Law	Title Deed Search
XBRL Conversion	ESG / BRSR Reporting	CERSAI	ERP / SAP FI Module

⚙️ CORE SKILLS

COMPLIANCE & REGULATORY

SEBI LODR	Companies Act 2013	AML / CFT	KYC / CDD / EDD	PMLA	FEMA	ECB	FCRA	FDI Reporting
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LEGAL

Drafting & Vetting	Corporate Litigation	Arbitration	Court Representation	NI Act Cases	Writ Petitions
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TECHNICAL

MS Office	SAP FI Module	Lexcare Tool	XBRL	MCA / ROC Portal	NSE NEAPS
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📁 PROFESSIONAL EXPERIENCE

Company Secretary & Compliance Officer | Principal Officer KYC/AML | Principal Officer FIU-IND | Grievance Redressal Officer

Mar 2025 - Present

HomeShree Housing Finance Limited · NBFC | Housing Finance

- ▶ Leading AML/KYC program: CDD, EDD, Transaction Monitoring, Sanctions Screening, PEP Screening & Negative Media checks; managing a team of 20
- ▶ Furnishing STRs/CTRs to FIU-IND; establishing ongoing transaction monitoring framework including name-list screening & risk categorisation
- ▶ Framing & implementing KYC-AML policies, ML/TF risk assessment & AML training programmes
- ▶ Creation, Modification & Satisfaction of Security Interest on CERSAI
- ▶ Convening Board & Shareholders Meetings; Agenda, Minutes, Annual Report, Director's Report; ROC e-Forms; statutory registers under Companies Act 2013

Asst. Manager - Legal & Secretarial

Feb 2024 - Feb 2025

Asahi India Glass Ltd. (AIS) · Listed | NSE & BSE | JV of Japanese MNC | Gurugram

- ▶ SEBI LODR: quarterly/half-yearly/annual filings with BSE & NSE (NEAPS); Insider Trading Regulations 2015; Takeover Regulations disclosures
- ▶ Investor relations: shareholder queries, IEPF claims, Demat Suspense Account, RTA/NSDL/CDSL coordination

- ▶ ESG/BRSR reporting; Lexcare Compliance Tool; Independent Directors, Women Directors & KMPs appointments
- ▶ Actively participated in Rights Issue of equity shares of AIS

Company Secretary

Apr 2023 - Feb 2024

Ezentech (India) Pvt. Ltd. · FMCG Electrical Product Manufacturing | Delhi NCR

- ▶ Board/general meetings, AGM Notice, Director's Report, e-Forms, statutory registers & ROC filings

Company Secretary (Contract)

Jul 2022 - Mar 2023

National Handloom Development Corporation Ltd. (NHDC) · PSU | Ministry of Textiles, Govt

- ▶ CG Guidelines for CPSEs 2010, CSR guidelines; quarterly DPE Corporate Governance Reports
- ▶ Board meetings, AGM, Annual Report; CAG audit replies; corporate litigation & arbitration

Company Secretary

Apr 2021 - Sep 2021

Jhabua Power Ltd. (JPL) · Power Sector | Gurgaon

- ▶ Board Meetings & AGM; agenda, minutes; statutory records and ROC e-Form filings

Company Secretary & Legal Officer

Nov 2019 - Oct 2020

VRV Asia Pacific Pvt. Ltd. · US MNC (Chart Industries Group) | Sri City, Chennai

- ▶ Altered MOA; obtained IEM-A for Heat Exchange Unit; registered new unit at Hyderabad
- ▶ Drafted & vetted: Technical Assistance, JV, Shareholders, ECB, Business Transfer, Data Protection & NDA agreements
- ▶ RBI ECB LRN; AD Category I Bank approval for ECB extension; FC-GPR, FC-TRS & annual FLA return
- ▶ Corporate litigation, arbitration in Delhi High Court & NI Act cases; SAP FI Module

Company Secretary & Compliance Officer

Aug 2019 - Oct 2019

Indosolar Ltd. · Listed Company | NSE & BSE

- ▶ SEBI LODR compliances, stock exchange filings, board secretarial functions

Executive Legal & Secretarial | CS Management Trainee

Jan 2012 - Dec 2018

Asahi India Glass Ltd. (AIS) · Listed | NSE & BSE | JV of Japanese MNC | Gurugram

- ▶ Completed 15-month CS Management Training; handled Legal & Secretarial of AIS Group Cos.: GX Glass, Windshield Experts & AIS Adhesives
- ▶ Represented AIS and got Karnal premises de-sealed on the same day of sealing by SDM, Karnal
- ▶ SEBI LODR filings, investor relations, board meeting management, ROC e-Forms, statutory registers

Legal Associate

Jul 2011 - Dec 2011

PM Law Associate · Corporate Law Firm | Lajpat Nagar, New Delhi

- ▶ Court appearances; drafting petitions, writ petitions, notices; contract management; corporate/civil matters

EDUCATION & CERTIFICATIONS

Company Secretary (CS)

ICSI, New Delhi

LL.B.

Gulbarga University

PGD - Securities & Banking Law

Indian Law Institute (ILI), New Delhi

PGD - Personnel Management

NIPM, Kolkata

NCFM Certification

NSE Academy

PROFESSIONAL MEMBERSHIPS

● **Associate Member -
ICSI**
Since 02 June 2014

● **Member - Bar Council of Delhi
(BCD)**
Inactive

PERSONAL DETAILS

Residence: Greater Noida, Delhi NCR

Languages: English, Hindi