



**SHEELA ARVIND**  
**COMPANY SECRETARY**

**PROFILE**

With over 22 years of expertise in Company Law and Income Tax, Sheela specializes in Secretarial Compliance, conducting Board and General Meetings, Secretarial Audits for large Companies, including Government Corporations. She has an extensive track record promoting, forming, and incorporating Companies, LLPs, and filing a wide range of statutory documents and returns. Her core competencies also extend to Due Diligence, handles Direct and Indirect Taxation, provides accounting and advisory services to Public and Private Limited Companies, Government Corporations, Foreign Companies, and LLPs. Sheela has significant experience in Mergers & Acquisitions (M&A), offering expert advice in complex transactions.

**CONTACT**

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Sheela Arvind is a Practicing Company Secretary based in Bangalore, India, with a rich academic and professional background. Apart from holding company secretary certificate, she holds both graduate and postgraduate degrees in Commerce from Mysore University, and a Law degree from Karnataka State Law University (KSLU). She also holds Diplomas in Business Administration and Intellectual Property Rights and has successfully completed several Professional development certificate courses offered by the Institute of Company Secretaries of India (ICSI), covering areas such as Goods and Services Tax (GST), Securities and Financial Transaction Valuation, Corporate Social Responsibility, the National Company Law Tribunal (NCLT), and Independent Director qualification. She is also pursuing the CA Intermediate course from the Institute of Chartered Accountants of India (ICAI) and the Chartered Secretaries Qualifying Scheme from the Chartered Governance Institute, United Kingdom.

Sheela is a qualified Independent Director (DIN: 01020390), having passed the rigorous examination conducted by the Indian Institute of Corporate Affairs. She is a registered with the Independent Directors' Data Bank (Registration No. IDDB-DI-202004-022864 which is valid till 6th April 2025). She is also a qualified Social Auditor, having completed the certification by the National Institute of Securities Markets (NISM-201900049695). Furthermore, She has recently completed Environmental Social Governance programme conducted by the World Development Corporation on 5th March 2024, vide registration no. ESG-2024-DI1430503.

Sheela Arvind collaborates with prestigious Public Sector Companies with turnovers exceeding Rs. 1000 Crores, as well as Large Private Limited Companies.

Sheela is an excellent drafter, highly proficient in preparing Petitions, Agreements, Deeds, Notices and responses. She provides timely and expert advice on Board and General Meetings. Her expertise extends to guiding clients through various company law matters and maintaining statutory registers. Additionally, she is a certified agent for registering Intellectual Properties, including Trademarks, Logos, Designs, Brands, and Trade Names.

In the realm of Income Tax, Sheela is well-versed in handling various aspects, appearing before Income Tax Authorities, Appellate, and Tribunal Authorities. She has had the privilege of training IRS Officers at the Income Tax Department on TDS aspects. She has conducted numerous seminars and training programs on Income Tax and Company law independently across the Karnataka State, District Court, Vidhana Soudha, and other locations, earning

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recognition for her outstanding advisory services on Income Tax and at Bangalore Chapter of ICSI. She has also been associated with the Income Tax Department for several training programs and serves as a regular visiting faculty at SBI, Canara Bank, and several other institutions.

Sheela's office is located in the heart of the industrial town of Rajajinagar and is staffed with well-trained Qualified and Semi-Qualified Company Secretaries, alongside paid assistants and trainees. She is deeply committed to ethical practice, compliance with the law, and ensuring she remains a vital link between Companies and their Board of Directors, Shareholders, Government, and regulatory authorities.

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