



Gurleen Kaur Bhatia

Principal Associate

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Practice Areas

- Compliance & Regulatory
- Private Client Practice
- Startup Advisory

Memberships

- Associate Member, Institute of Company Secretaries of India (ICSI)
- LL.B., CCS University

Professional Profile

Gurleen Bhatia is a Principal Associate at KNM & Partners, with over 13 years of professional experience in corporate and secretarial advisory, regulatory compliance, corporate governance, and Due diligence. A qualified Company Secretary and law graduate, Gurleen's practice focuses on advising Indian and foreign clients, including several prominent Japanese corporations, on corporate governance, legal and secretarial compliance, foreign investment laws, and transactional documentation.

She also assists foreign nationals visiting and staying in India in obtaining Registrations under Foreigners Regional Registration Office and delivers timely and accurate advice.

She routinely undertakes complex legal, corporate and secretarial due diligence exercises and assists clients in ensuring robust statutory and regulatory compliance under Indian corporate laws, advises on compliance matters under the Companies Act, 2013 and assists clients with the convening of Board, committee, and shareholder meetings, ensuring procedural compliance and governance hygiene including liaising with regulatory authorities and ensured timely filings and submissions.

Over the years, she has gained significant experience in handling Corporate and Secretarial Compliances of foreign subsidiaries, LLPs, Section 8 companies, due diligence, FEMA & RBI compliance including reporting under FC-GPR, FC-TRS and Foreign Liabilities and Assets reports with the Reserve Bank of India and obtaining International Securities Identification Numbering, opening of Demat Account for foreign companies and dematerialisation of Shares.

Key Experience

- Corporate Compliance & Governance

- Advised and assisted foreign and Indian clients on incorporation of subsidiary and Indian entities, LLPs, and Section 8 companies, along with post-incorporation compliances and liaising with various authorities.
- Routinely assists Indian and foreign clients in ensuring end-to-end compliance with the Companies Act, 2013, including facilitation of board, committee and shareholder meetings, drafting minutes and agendas, AGM extensions and managing company secretarial functions.
- Conducted Corporate and secretarial Due Diligence (DD) of companies and compliance advisory for multiple Japanese and Indian companies
- Liaising/representations before Government authorities viz Registrar of Companies, Ministry of Corporate Affairs.

- FEMA & RBI Compliances

- Managed filings and compliances under Foreign Exchange Management Act of 1999.
Liaising before the Reserve Bank of India on FDI matters.

- Secretarial Practice & Advisory

- Assisted clients in constitution of committees, maintenance of statutory registers, drafting notices, resolutions, minutes, and convening board, general, and committee meetings (including via VC mode).
- Routine compliances for multinational companies, Section 8 Companies, Dormant companies, preparation and submission of annual forms/event-based forms with Registrar of Companies and other event-based activities like change in directors, share allotments/transfer, change in authorized capital, registered office, beneficial ownership, conversion to LLP etc.