

Information Booklet



Sejpal Associates[®]
Advocates

2023

Who we are

Sejpal Associates, Advocates is law firm established in the year 1932 and have its legacy spread over eight decades having a wide experience and expertise in different fields of law.

Pioneer of the Firm



Late Shri Amrutlal Valji Sejpal



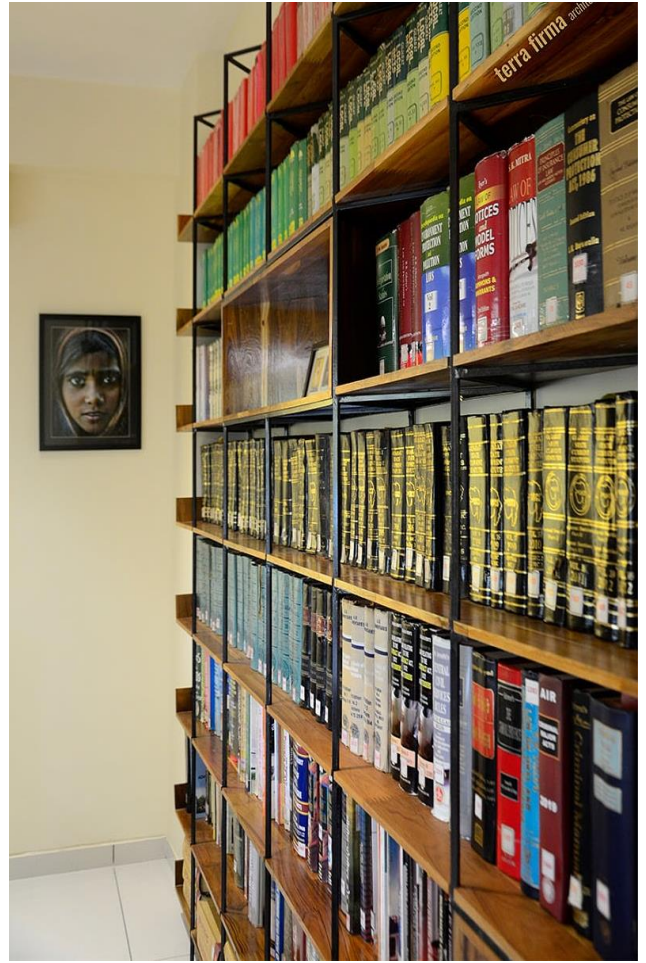


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About the Firm

Sejpal Associates, Advocates was established in the year 1932 and have its legacy spread over eight decades with experience of having solved more than 40,000 cases and supported over 300 corporate clients with the legal services both in India and overseas.

The firm's objective is to provide consistently high-quality service that combines legal expertise and efficiency with keen blend of personalized touch & diversified experience.

Sejpal Associates, Advocates having its Head Office located at Ahmedabad, Gujarat and other branch office at Rajkot, Gujarat, to cater the needs of clients in Saurashtra region. The firm handles litigation matters as well as providing legal advisory solutions to its clients at all levels providing legal, paralegal, Secretarial and other services like Joint Venture agreements, Job work Agreements etc. Besides providing in house services, Sejpal Associates, Advocates also has alliance with various law firms and tie-ups with other professionals.

The firm has seen a steady growth since the time of inception by Late Shri Amrutlal Valji Sejpal, a true inspiration, since 1932 and cultivated further by our seniors Shri Ramesh A. Sejpal, Shri Chandrakant A. Sejpal and Shri Harendra A. Sejpal for over

50 years and further strengthened by Shri Divyesh C. Sejpal since 1994 and Shri Rasesh C. Sejpal since 2000.

And to add feathers to the cap, the firm is associated with various professional like Company Secretaries, Chartered Accountants for its Paralegal, Commercial activities which adds value to the Firm in a company's activities under – corporate support activities like Company Law, Secretarial Compliance, Governance, Finance and Taxation.

At present, all works of the firm are managed by Mr. Divyesh Sejpal and Mr. Rasesh Sejpal under the guidance and support of the senior lawyers of the family. The firm is providing service to clients in vast range of segments e.g., civil, criminal, revenue, family disputes, commercial transactions, arbitrations, etc. over the years and it proudly possesses a reputation with its clients spread across public and private sectors in the State of Gujarat and various other places in India.

The firm's objective is to provide consistently high-quality service that combines legal expertise and efficiency with keen blend of personalized touch & diversified experience.

The firm endeavours to offer its exclusive professional legal services as integrated package - be that an individual case in any Court / Forum / Tribunal in India or complete legal

solution of any problem with or without litigation, for optimum client satisfaction.

The firm through its associates take care of various legal matters at all levels and providing legal, para-legal, advisory services under one roof. Besides providing in house services Sejpal Associates, Advocates also has alliance with various law firms and tie-ups with other professionals.

Our Services

Civil Law

- Property and land matters including disputes before Revenue Authorities.
- Vetting of Contracts, Conveyance and Deeds.
- All matters arising out of the provisions of: Transfer of Property Act; Bombay Land Revenue Code; Bombay Provisional Municipal Corporation Act; Urban Land Ceiling Act; Agricultural Land Ceiling Act; Specific Performance.
- Arbitration and Conciliation Proceedings.

Criminal Law

- All matters arising under the provisions of: Indian Penal Code; Negotiable Instruments Act; Special Acts (Criminal) and various disputes arising out of disputed documents.

Representation in Courts and Tribunals:

- Hon'ble High Court of Gujarat and Supreme Court of India.
- All the Civil, District, Sessions and Metropolitan Court/s in the State of Gujarat as well as in Metropolitan Cities of India.
- All the Forums and Councils like Consumer Forum, Micro Small and Medium Enterprise Council in the State of Gujarat

- Arbitration, Debt Recovery Tribunal, National Company Law Tribunal and other Tribunals constituted under different statutes.
- All the other Statutory Authorities and Commissions including but not limited to Trade Mark, Electricity, Stamp Duty.

Consultation Charges

Charges for consultation can be between 25,000/- INR to 50,000/- INR (which does not include written opinion). It may vary from case to case as per nature and duration of conference.

The Team

Managing Partners

Mr. Divyesh Sejpal

Practicing since 1994 into Criminal, Civil and Revenue cases with added experience of past assignments as Central Government Standing Counsel as well as Additional Public Prosecutor and Government Pleader in the High Court of Gujarat. At present provides legal service to Cantonment Board.

Mr. Rasesh Sejpal

Since 2000 covering all subordinate judiciary to the High Court for land disputes and all connected litigations including Civil and Criminal matters.

Senior Associates

Mr. Ramesh A. Sejpal

Since 1961 with experience as retired Charity Commissioner and exclusive practice in Trust Matters.

Mr. Chandrakant A. Sejpal

Since 1968 having experience of litigation practice and judicial service for 14 years as retired District Judge, President, Consumer Disputes Redressal Forum.

Mr. Harendra A. Sejpal

Practicing since 1969 exclusively into Motor Accident cases.

Associates

Mr. Ashutosh Bhatt

Have experience of more than 30 years in practice about Criminal trials in designated Courts. Trials of CBI, Essential Commodities and Anti-corruption and various trials in Metropolitan Court.

Mr. Manoj Raval

Have experience of more than 25 years of practice in Civil and Revenue Laws and having expertise in conveyance.

Mr. Sandeep Joshi

Practising from the year 2016 in the Courts of Rajkot in Civil and Revenue Laws and having expertise in conveyance.

Mr. Devansh Dave

Have experience of more than 7 years in litigation of

Criminal trial and Family Court trials in Judicial and Metropolitan Magistrates Court as well as District and Sessions Court of Gujarat.

Mr. Rajat Gadhvi

Have experience of more than 7 years in litigation of Criminal trial, Civil trials, Revenue litigation and Family Court trials in Judicial and Metropolitan Magistrates Court, District and Sessions Court as well as Hon'ble High Court of Gujarat.

Ms. Kavya Tulsyan

Have experience of more than 6 years before various High Courts, District and Sessions Courts, National Company Law Tribunals, Debt Recovery Tribunal, Arbitrational Tribunals, MSMFC, Consumers Forums and all the other Statutory Authorities.

Mr. Pradeep Zala

Have experience of more than 6 years in litigation of Criminal trial in Magistrates Court and District and Sessions Court. Also have extensive practice of Revenue litigation in all the judicial forums and Courts.

Mr. Pratham Joshi

Practicing from the year 2021 before High Court of Gujarat, District and Sessions Courts, Special Secretary Revenue Department, Trade Mark Registry and all the other Tribunals and Forums.

Staff

Ms. Rubina Vaz (Admin-Executive)

Performs all the administration, management and accounting related work in office. Has an extensive experience of more than 11 years in administration and management of corporate offices.

Ms. Bhavya Trivedi (Legal Coordinator & Stenographer)

Performs all the back office legal related work which includes monitoring the case status, follow-ups with clients, maintaining legal database, etc. and also an experienced stenographer with 5 years of experience in legal field.

Advocate in Supreme Court

Ms. Jaikriti Sinh Jadeja

Practicing lawyer spanning over 10 years, and is also an Advocate on Record on the rolls of the Supreme Court of India. She has a robust Supreme Court practice, and specializes in consumer laws, arbitration and maritime disputes wherein she has successfully advised and represented Indian and foreign clients before various fora including the Supreme Court of India, High Court of Delhi, National Consumer Disputes Redressal Commission, National Company Appellate Tribunal.

Notaries

Mrs. Saroj Vachheta (Advocate)

Mrs. Nayana Bhatia (Advocate)

Association with other law firms

Mulla & Mulla & Craigie Blunt & Caroe

Mulla & Mulla & Craigie Blunt & Caroe is one of India's largest full-service law firms. Sir Dinshaw Mulla and Rustomji Mulla founded it in 1895. Sir Dinshaw Mulla became a Privy Counsellor. He was an author of several works including commentaries on the Indian Contract Act, Transfer of Property Act, Law of Partnership, Sale of Goods Act, Insolvency Laws in India, Civil Procedure Code, etc.

It acts as Indian Counsel to MNCs, Fortune 500 companies and several Indian corporate houses.

Reed Smith LLP

Reed Smith is the global firm offering legal advisory services. The firm focuses on areas including antitrust and competition litigation, bankruptcy and restructuring, executive and workers compensation, intellectual property, taxation, mergers and acquisition, fraud, immigration, mergers and acquisition, private equity, and product liability. The firm also has wide clutch over various areas worldwide through its international offices. They are mainly associated through its experts on Admiralty Laws.

Clientele

Number of reputed companies and individual business house from various industries are associated with the firm for legal requirements and services viz. litigation, vetting of deeds and secretarial purpose. Following are some of them:

- Abtak Sandhya Dainik Positive News, Informative News
- Adimans Technologies LLP
- Aditya Road Carriers Pvt Ltd
- Ador Welding Ltd
- Ahmedabad Cantonment Board
- Ajanta Yams Pvt Ltd
- All India Council for Technical Education
- Amtex Dye Chem Industries
- Aristro Media & Entertainment Pvt Ltd
- Ashu Organic Pvt Ltd
- Axay Auto Spares Pvt Ltd
- Azafran Innovation Ltd
- Beml Ltd
- Bombay Minerals Ltd
- Birla VXL Ltd
- Bharat Petroleum Corporation Ltd
- Crest Composites & Plastic Pvt. Ltd
- Dishman Group
- Entertainment Network (India) Ltd

- Essar Steel
- Fascel Ltd
- GIDC Plot & Shed Holder Association
- Godrej Pacific Tech Ltd
- Gujarat Solar Association
- Heatex Industries Ltd
- Iggi Resorts International
- Interworld Digital Ltd
- JM Financial
- Krishna Petrochemical
- Kore Mobile
- Leon Hospitaily Pvt Ltd
- Modtech Machine Pvt Ltd
- National Institute of Co-Operative Management
- Offshore Infrastructure Ltd
- Om Irrigation Pvt Ltd
- Pest Control Pvt Ltd
- Porbandar Coal Agencies Pvt Ltd
- Prama Hikvision India Pvt. Ltd.
- Radio Mirchi
- Rohini Textile Industry Pvt Ltd
- Rutu Securities Pvt Ltd
- Sabarmati Ashram Gaushala
- Samay Alloy (India) Pvt Ltd
- Sea-Hub Shipping & Logistics Pvt Ltd.

- Tema India Ltd
- Translog Express Pvt Ltd
- Zydus Lifesciences Ltd

Banking with

The Sejpal Associates, Advocates pertaining to its monetary affairs and for day-to-day financial transactions is associated with:



Name of Account: - Sejpal Associates, Advocates

A/c No.: - 029505500229

Branch: - S.G. Road, Ahmedabad


IFSC Code: - ICIC0000295

- **POS facility for immediate payment transfer**

The Firm accepts the following cards:






- Google Pay



Sejpal Associates
Advocates



Scan and pay with any BHIM UPI app



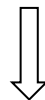
Client Portal

The firm has developed a secured (SSL certificate) web Client Portal as well as a Client App (available for Android at present) for convenience of clients. By registering themselves through their mobile number in the portal, clients can checkout and can also keep a track of their matters with us. Moreover, they will also find complete details including next adjournment date for their matters.

The below mentioned are the links for web Client Portal and Client App respectively:

Using Client Portal

www.sejpals.in



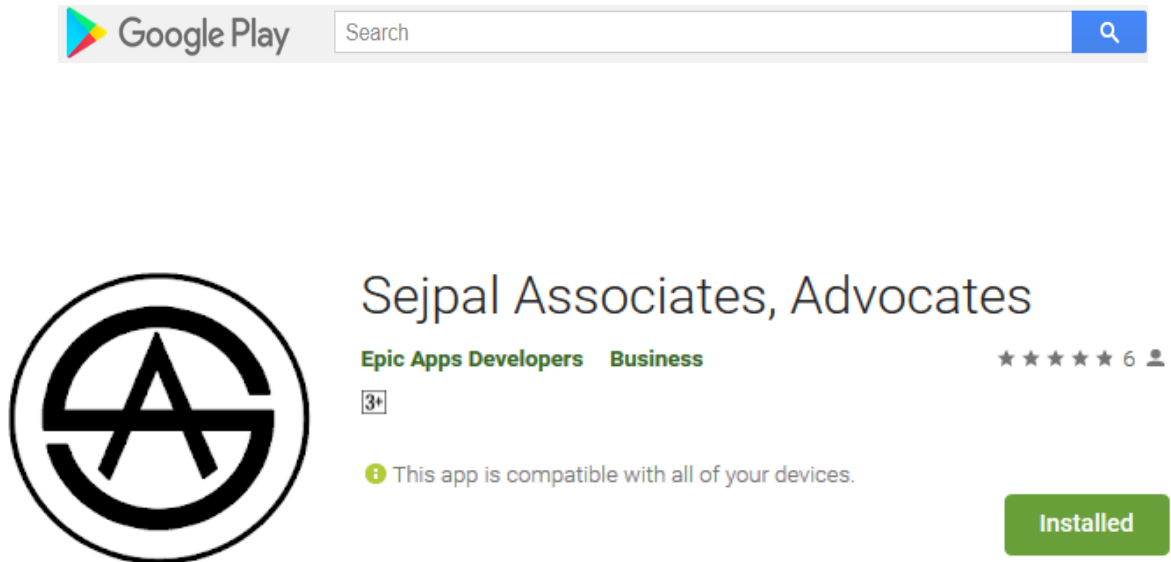
Client Login



Client need to enter their registered mobile number and by entering OTP one can access the portal.

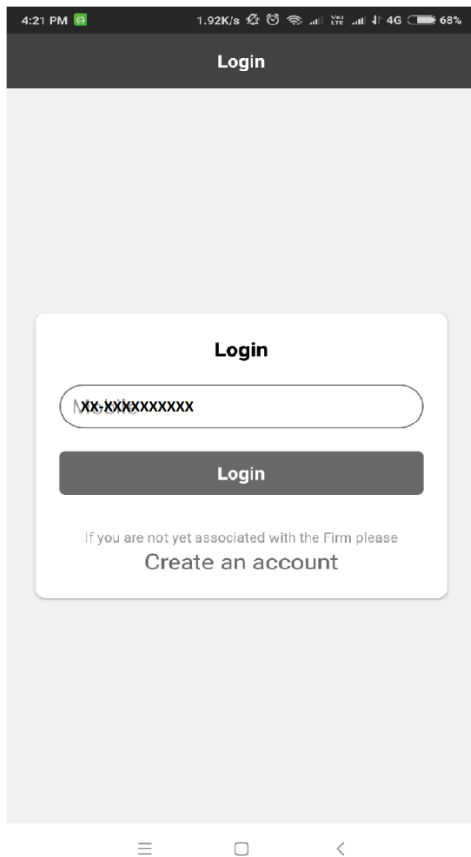
Client App

Search by Name in Google Play Store



Sejpal Associates, Advocates has introduced android App through which the clients associated with the firm can access the information regarding their matters with ease. Not only clients associated, but also other interested people in legal field can have an access of app for reading blogs by registering in *GUEST MODE*.

Using the App. (For Registered Clients)



Simply need to login with registered mobile number with the firm.

Upon entering the mobile number, the user will receive One Time Password (OTP), after entering the same user will be logged in successfully.

The One Time Password (OTP) will be sent to the Mobile Number registered with us. In case you are not registered follow the steps mentioned further to Create Account

If not associated

4:41 PM 0.00K/s 4G 65%

Create an Account

Associated As:

- Client
- Briefing Lawyer
- Incharge Advocate
- Guest

Name*

Mobile*

Email Address*

Primary Address

Address Line 1

Address Line 2

Address Line 3

Pin Code

Select City

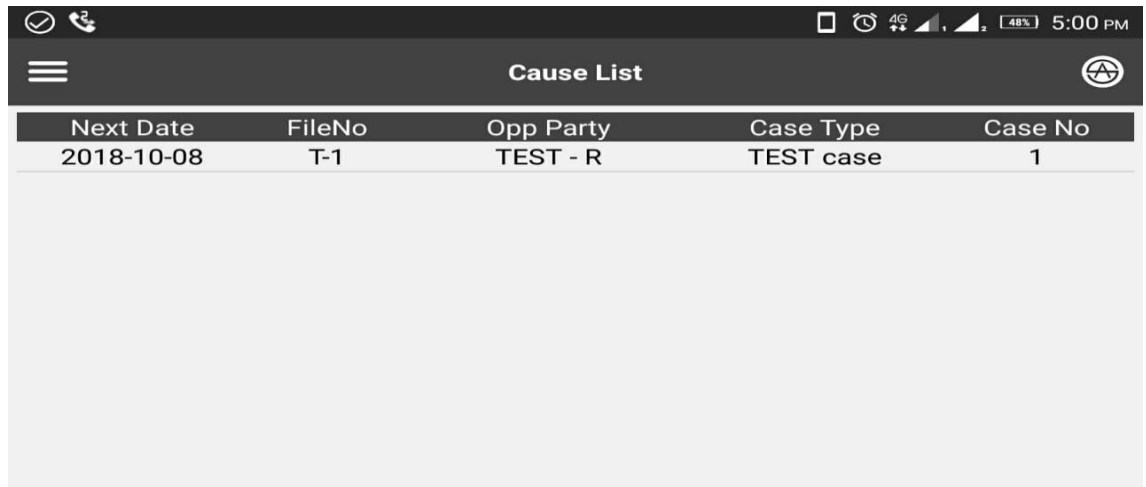
Select District

No registered users need to click on create an account button in login page. By clicking the above form will open, after filling the requisite info in the form user will able to access the app.

Non registered user needs to fill mandatory (info marked with “*”) field as required in form, user can complete or update profile afterwards.

Non mandatory fields can be completed/ filled subsequent to registration by accessing profile section in the App.

Dashboard

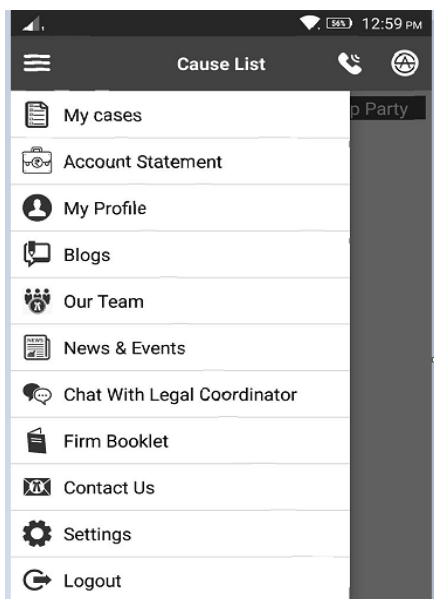


Next Date	FileNo	Opp Party	Case Type	Case No
2018-10-08	T-1	TEST - R	TEST case	1

Upon login dashboard will open which would contain the list of matters having hearing in next 15 days of user (client). Other info related to matter such as next adjourning date of matter, opp. parties to the matter, case number, file number (with us) etc. will also be shown.

From this list user can click to the matter to open the same and can access every requisite detail related thereto.

Menu



User can also read the blogs posted by the firm through the Blog Section of the app.

Users would regularly get updated of holidays, and other news and events of the firm by accessing the News & Events Section of the app.

Users can also chat with legal coordinator of the firm for any assistance through app.

Users can view their account ledgers through Account Statement option on Menu.

E-Law Manager

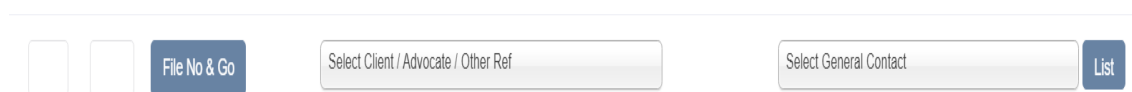
E law manager is an in-house Software of the firm through which the employees manage and handles the case details as well as each and every small matter pertaining to cases as well as management of the same. All the employees are assigned with their respective login Id and Password through which they are able to access the software. Below is some a basic guiding for easy access of the software.

Dashboard

Calendar

Dashboard of the software contains a Calendar showing the board of respective dates. The scheduled appointments are also shown in the same calendar.

Search Bars



The screenshot shows a search bar interface with two input fields and two buttons. The first input field is empty, followed by a blue button labeled "File No & Go". The second input field contains the text "Select Client / Advocate / Other Ref", followed by a second blue button labeled "List". The third input field contains the text "Select General Contact", followed by a final blue button labeled "List".

File Search Bar

Need to enter file series letter to first box and file number to another. Then Press Enter File No. & Go button. The file will be opened.

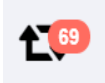







Client/ Advocate/ Other Ref. Search Bar

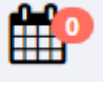



Upon entering Client/ Advocate/ Other Ref. name, their complete details will be listed and file related thereto, and other details relating the client can be searched from here.

General Contact Search Bar

General contacts other than legal can be searched from here.

Icons on Dashboard

<u>Icons</u>	<u>For</u>
	Matters to be updated
	Matters on order
	Non-board matters
	Matters Under Preparation
	Logs
	Tasks
	Follow Up
	Reminders

	Appointment
	Blogs
	App Clients
	Client Chat
	Internal Chat

Blogs, Appointment, RPADs, Log

Log: Call from Basanbhai, at 6:30 on 6th Harshad Bhadbhade Adv. , Prakshi Adv at 4:30 on 6th for defamation matter, Appointment: No New Appointments

The above-mentioned information i.e., Blogs, Appointment, RPAD, Logs are shown through scrolling on above and below the Calendar in dashboard.

General

General ×						
Case Search	Cause List	Case Status	Correspondence	RPAD	Files In/Out	
Books In/Out	Book List					

Admin

Admin					
Create File	RPAD Entry	Appointment Entry	Book Entry	Book In/Out Entry	File In/Out Entry
General Contact Entry	File Converter	Users	Create Role	User Rights	Add Expense
Calender Entry					

Database

Database					
Clients	Advocates	Incharge Advocates	Opposite Advocates	Other Reference	Type of Case
Stage	Interim Stage	Brief for	Court	Journal	City
District	Appointment Type	Fees/Expense	Currency		

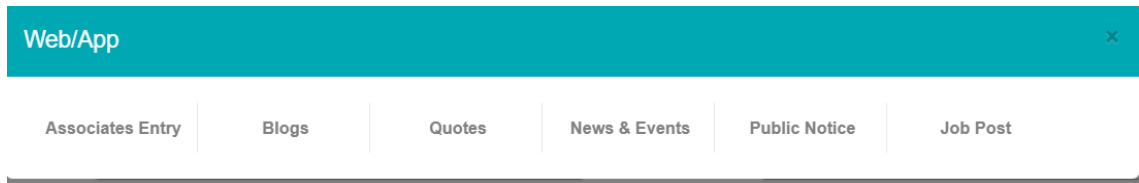
Utility

Utility					
Send SMS	SMS Templates	Send Mail	Bill Mail Setup	Email Templates	Label List
SMS History	Log History	S/w Logs	Task History	CompanySetup	Label Print

Accounts

Accounts					
Bill Register	Receipt Register	Quotation	All Accounts Register	Old Bill Register	Old Receipt Register
Advocates Fees Register	Advance Payment Receipt				

Web/App



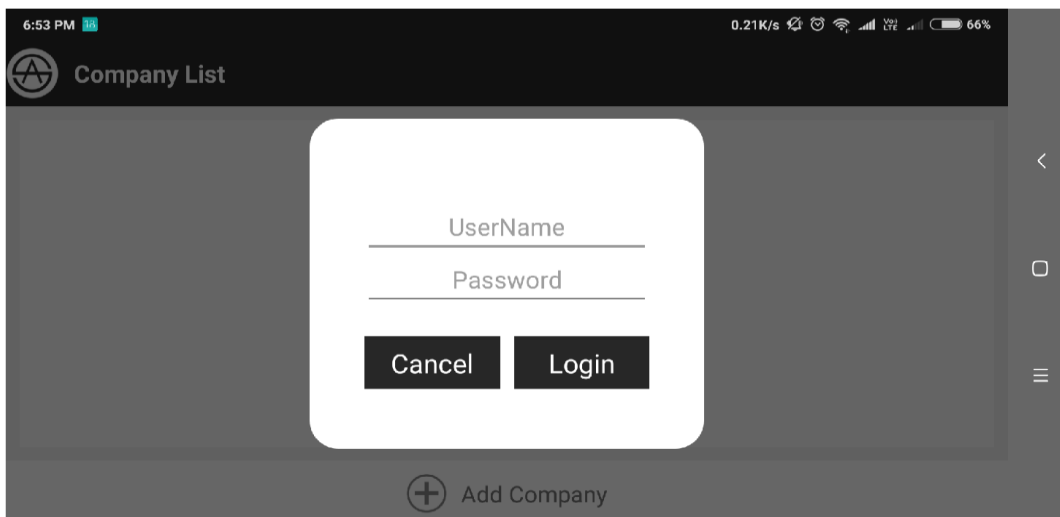
Case Files, Legal Drafts and Download App

Software also contains the links through which case files and Legal drafts can be accessed through cloud storage, users can also download latest update of office app.

 [Case Files](#)  [Legal Drafts](#)  [Download App](#)

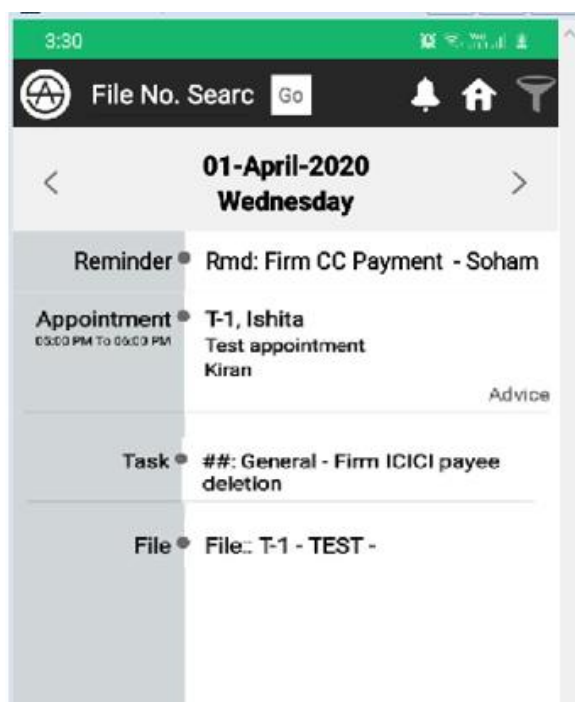
Office App

Starting with App

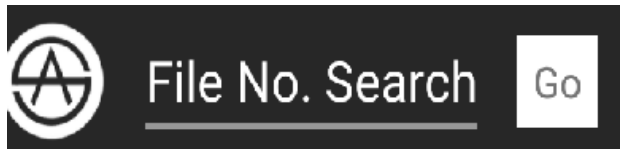


Using the Id and password of E-law manager user can log in to the App.

Dashboard





Dashboard shows current day of the calendar which lists Reminders, Appointments, Tasks, and matter to be listed on that particular day.



User can search file by entering the file number.

User can also access the following from dashboard:

	Log
	Task
	Follow Up
	Appointment
	Blogs
	C Chat
	I-chat
	Case Search Filter

	Home
	To click on logo of the firm to access the Menu section of the App.

Through App employees can also access other facilities of e-law manager such as:

- Adding Appointments.
- Update Next date in the matters.
- Access and can add follow ups.
- Can access cause list of selective dates.
- Can access matters need to update.
- Can access matters for order and preparations.
- Read and post logs.
- Chat with clients.
- Internal chat
- Can access Accounts Register
- Update or add tasks.
- Can read blogs.
- Read news and events.

Thus, through app the work of the employees become more efficient and easier. Employees can get speedier and handy access of files and other information of the firm

YouTube Channel



- A Channel with the name “Sejpal Associates, Advocates” has been created on YouTube with sole purpose of imparting knowledge, experience and legacy to young advocate friends and law students and first-generation lawyers who have not bequest the legacy, so that they can handle the difficulty in the legal field.
- One may find videos from experienced advocates and other legal experts on various different topics on this channel.
- We at Sejpal Associates Advocates believe in the mantra that *“Legacy is not what you leave for someone, but it is what you leave in someone.”*
- The link of the YouTube channel is:

<https://www.youtube.com/channel/UC7D3akJANsZF-A9prC0qq5w/videos>

Legal Research Softwares

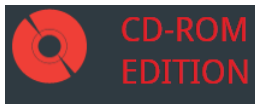
The firm has various reputed and trustful legal research software, in order to have speedy and effective research work.

Following are the Legal Softwares used by the firm:



- **SCC Online :-**

The Software includes all High Courts and Supreme Courts authorities. This is an online Database which can be accessed from anywhere.



- **SCC Offline Software:-**

This is an offline Software having database of all High Courts and Supreme Court. It can be accessed through Key.



- **AIR Software including Privy Council:-**

Similar to SCC Offline this software containing data Base of all

- High Courts and Supreme Court
- AIR SC
- AIR HC
- Criminal Law Journal
- Privy Council



Gujarat Law Reporter (Offline):-

Having a complete database of Cases of Gujarat High Court.

Gujarat Law Reporter (Online):-

This is online database of The Laws

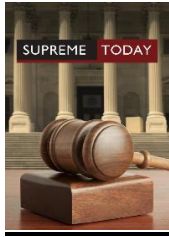


The Laws (Offline):-

This software contains database of Judgments delivered by Gujarat High Court.

The Laws (Online):-

This is online database of The Laws



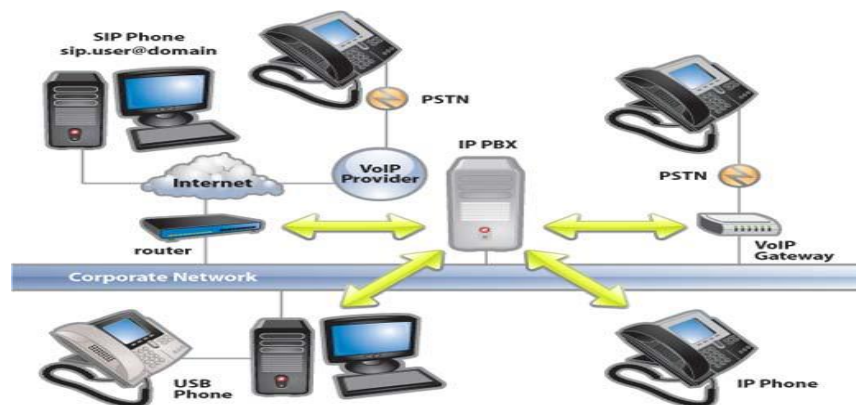
Supreme Today: -

A software containing all most all the Law Journals including SCC, AIR and many more. It contains database of all the High Courts and Supreme Court. Some of the exclusive journals like Crimes, Banking Cases (BC), Banking Cases with Court (BC-SC), Consumer Protection Judgement (CPJ), Contracts and Tender Law journal (CTLJ), Corporate Law Adviser, Divorce and Matrimonial Cases (Civil, Criminal) (DMC) Etc.

Technology and other licensed software used by the Firm

The Firm is well equipped with latest hi-tech technologies and having advance devices, systems servers, and many other digital technologies used for efficient work.

Employment and usage of various technologies by Firm for faster and secure communication.



- **IP PBX**

An IP PBX is a physical hardware device that connects telephone extensions and provides internal communication for business. An IP PBX is a PBX system with IP connectivity and provide audio, video and messaging communication facility using TCP/IP.

It cut short the distance expenses and provide the benefit of single network for voice and data.

The Firm has Audio – Video secured conference room facility.



- **Wave**

Wave is paid SIP software application for voice calls over 4G or Wifi. These softphone applications provide a simple user interface and a fine audio quality for smooth voice.



- **Smart Life - Smart Living App**

Firm is well equipped with automation technologies and uses Smart Life app for control and manage intelligent office products easier and to operate smarter.



- **Attendance and keyless entry**

The firm uses matrix system to record the attendance of its employees and persons associated with the firm.



- **Security solutions**

The firm uses Hikvision NVR, Cameras and face recognition devices and Grandstream Video door phone for security purpose.



- Eureka Forbes Limited is India's leading health and hygiene brand.

We are using Dr. Aqua guard Fusion Ambient and Cold Water Purifier.



- **Windows Server 2016 Operating System by Microsoft**

Windows Server 2016 is a server operating system developed by Microsoft as part of the Windows NT family of operating systems, developed concurrently with Windows 10.



- **Dragon Legal Dictation Software**

Dragon is a dictation software for legal profession which makes documents drafting easier. The software is also useful for bulky drafting and the efficiency and speed can be increased with the use of the same in drafting of legal documents.



- **PaperPort by Nuance**

Paperport is a Pdf files management software, it allows scanned documents to be separated into individual pages, and reassembled into new PDF files. It is integrated with optical character recognition (OCR) software for converting scanned paper documents into editable electronic documents.



- **Bhasha Bharti**

Bhasha Bharti is a Gujarati typing software which includes various fonts and also has different keyboards. Also, this is a one of the popular software used for Gujarati typing.



- **Tally ERP**

The software handles accounting, inventory management, tax management, payroll etc. This is very useful software used mainly by accountants. With the help of this software the account management system becomes easy and accurate.



- **Zoom Video Communications**

The firm uses the licensed services of Zoom Video Communications for the purpose of hosting uninterrupted video conferences which can be recorded and saved in its cloud storage.



- **One Drive**

The firm uses One Drive for cloud storage to access documents anytime by our clients as well.



- **Google Workspace**

The firm has subscribed to Google Workspace for reliable email facility.

Expertise Partners

- IT and software support by Epic Developers.



- Hardware (Maintenance and Services) support by Mehta Peripheral & Computers Pvt. Ltd.



- Printer Services supported by Riddhi Trading Company



- Telephony and Internet Services provided by Airtel, BSNL and Jio.



- Air Conditioners (Maintenance and Services) provided by TOSHIBA through dealer Triotech Systems.



- Books & Library support by Noble publishers, Rajasthan Law House, EBC and other book suppliers.
- Stationary service is provided by Vartika Stationery.
- All the hardware services are done by Inlight Internet and IT services.
- Trademark registration of the Firm is looked in by Mr. Pranav Thakkar, Advocate (www.yourvakil.com)
- Office is designed and crafted by well-known Architect Mr. Hitarth Majithiya.

Digital Documentation

The Firm has maintained a digitalized copies of all the documents which can be accessed from anywhere and everywhere.

Also, clients of the firm are able to view the digitalized copies of their matters.

All the scanned documents are well organised as per the file number and with proper names.

Trademark & Copyright

Firm name is registered Trademark since 2015 vide Trade Mark No. 2911478 in Class 45 of Legal Services.

The ERP software customised for the firm by Epic Developers is protected by Copyright for exclusive use by the firm.

Charity Work

The firm contributes in charity purpose as well. The Charity work is carried out under the name and style of “Sejpal Parivar Sewa Trust”. The main motive of this trust is to spread religious messages, to guide and redirect the Youngistaan of coming generations with felicitous vision and goals. The trust provides scholarship to needy desirous students which carpets them for their illuminated future. The firm also extends the helping hand in form monetary assistance for the medical expenses of needy people.

Mr. Rasesh Sejpal also works for protection of wildlife of Gir Century since 2009. In www.girnature.org by way of pictures and videos showcased online, the likeminded professionals, eminent businessmen and wildlife protectors are willing to minimize the human-wildlife conflict by way of spreading awareness.

Contact us



Sejpal Associates[®] Advocates

101, First Floor, 'Archan', Opposite Orchid Park,
Second Lane Behind Shalby Hospital,
Satellite, Ahmedabad- 380 015 Gujarat, India
Phone: + 91-79-4701 4701, (30 Lines) Fax Ext.: 15,
Legal Coordinator - Ext.: 40, cs@sejpals.in
Admin - Ext.: 38, ahd@sejpals.in

- Working Hours -

Monday to Saturday 10:00 am to 8:00 pm

Closed on 2nd & 4th Saturday.

Disclaimer

All the above details are given as information guide and introduction purpose hence it does not infringe any Copyright. The above contents are subject to update time to time and without notice.