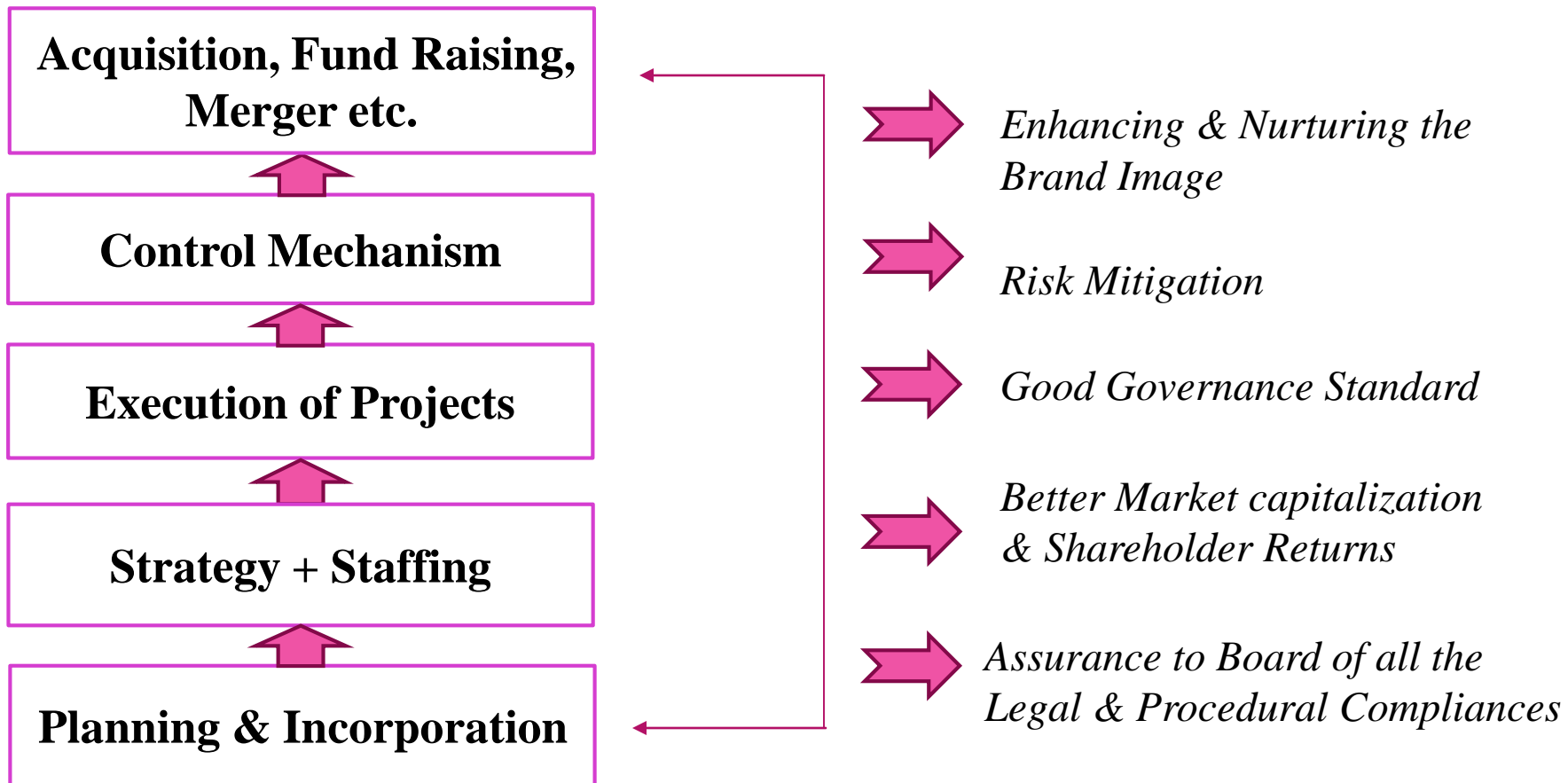


COPORATE SECRETARIAL SUPPORT SERVICES

Your guide to build a sustainable world of Legal & Corporate compliances.

RELEVANCE OF SECRETARIAL SERVICES IN THE GROWTH OF THE COMPANY



Scope of Secretarial Support Services



BRIEF ON SCOPE OF SECRETARIAL SUPPORT SERVICES

Analysis and Assessment of background & current compliance status



- ❖ Data collection and Statutory review of company records in order to ensure consistency and full compliance with prevailing Law & statutory rules;

Routine, recurring corporate compliance matters



- ❖ Drafting of all minutes of boards of directors, committee meetings and general meetings of shareholders;
- ❖ Preparation of Annual Return and Drafting of Director's Report, Notice of AGM etc.;

Periodic changes and one-off events



- ❖ Merger & Amalgamation, Corporate Restructuring;
- ❖ Legal Due Diligences;
- ❖ Foreign Exchange Transactions;

- ❖ Appraise about remedial activities to regularize the defects, if any and to propose corrections of compliance failure identified during the statutory review procedures;
- ❖ Preparation of compliance chart and remediation in view of transactional work.

- ❖ Preparation of all the other secretarial standard documents such as Attendance Sheet, Service sheet, Notices, Agenda, Notes on Agenda, etc. as per applicable secretarial standards;
- ❖ Maintaining statutory register and other applicable secretarial records;
- ❖ Filing of statutory forms and One Time/Half Yearly/Annual returns;
- ❖ Drafting of statutory policies/systems under the Companies Act 2013
- ❖ Other Secretarial Support Services.

- ❖ Company incorporations and branch establishments;
- ❖ Registration and Licensing services ;
- ❖ Various Regulatory Approvals from ROC, RD, NCLT and other statutory Authority;
- ❖ Alteration services such as shifting of registered office from one state to another, fund raising activities, etc.;
- ❖ Change of financial year of the company.

THANK YOU

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