

# OUR SERVICES

## Secretarial Services



### Companies Act, LLP Act and SEBI Act

- Incorporation, strike off of Companies and LLP;
- Capital infusion through Right issue/ Private placement/ Preferential allotment Conversion of CCPS, CCDs Loans;
- Secretarial Retainer Services and Maintenance of Statutory Registers and Minutes;
- Assistance in various Procedures under Companies Act, 2013 and LLP Act 2008 relating to general day to day events and special events as well (Such as Corporate Restructuring, Compromise Arrangement, M&A, RO shifting, Name Change etc);
- XBRL Financial tagging C&I and IND AS taxonomy;
- Secretarial Audits for Equity and Debt Listed Companies and other Certificates prescribed for Listed Company to be issued by a Practicing Company Secretary including Corporate governance Certificate, Annual Secretarial Compliance Certificate and Director Non Disqualification Certificate and Reconciliation of Share Capital Certification;
- Scrutinizing of voting process at the General Meeting;
- Drafting of CSR and other policies for the Company as required under Companies Act and/or SEBI Regulations;
- Due diligence of Listed & Unlisted Companies;

## Secretarial Services (continued)

### Others

- Startup Due Diligence;
- Bank Due Diligence;
- Search Report;
- Inbound and Outbound FDI and related RBI filings such as FCGPR/FCTRS/FLA/ Form ODI;
- Startup & MSME Registrations;
- Drafting of Sexual Harassment Policy as per the Sexual Harassment of Women at Workplace ( Prohibition And Redressal) Act, 2013 establishing the structure in the organization as enumerated in the said Act along with conducting training in this regard and becoming member of Internal committee and Preparation and filing of its Annual Return;
- Assistance and Advisory on various matters under Companies Act, 2013 SEBI Regulations;
- Dealing with compounding, condonation matters and Revival of Companies;

## Valuation Services



### Our Valuation Service Portfolio:

- Share Valuation (Equity, Preference, CCPS & OCPS)
- Debenture Valuation (Including CCDs and OCDs)
- M&A Valuation and Swap Ratio
- Insolvency/Bankruptcy Valuation
- ESOP and Sweat Equity Valuation
- Regulatory Valuations (Companies Act, SEBI, Insolvency Code, IND AS, SEBI Regulations, Income Tax)
- Business Valuation/ Brand Valuation