



KRITI ADVISORY SERVICES PVT. LTD.

KAS

info@kritiadvisory.com
www.kritiadvisory.com

706, K.M. Trade Tower,
Hotel Radisson Blu,
Kaushambi, Ghaziabad.

CORPORATE LAW ADVISORY SERVICES

KAS provides its advisory relating to a set of Legislations and Statutes applicable to Companies at the time of set-up and thereafter. We provide the following services:

Start-up Approvals:

- Incorporation of Indian/ Foreign Companies;
- Drafting of Memorandum of Understanding, Promoters Agreements, Shareholders' Agreements, Commercial Agreements & Legal Agreements etc.
- Obtaining PAN, TAN, GSTN, IEC, MSME, DIPP registrations etc.
- Registration with various Export Promotion Councils.

Day-to-Day Compliances & Approvals:

Secretarial

- Maintenance and upkeep of Statutory Records, Books and Registers under Indian Companies Act, 1956/ 2013;
- Handling the Board related matters like preparation of Agenda, Conduct of Meetings etc.;
- Organizing and managing Shareholders' Meetings;
- Drafting and Preparation of Resolutions, minutes of Board Meetings and General Meetings;
- Supervision and control of Secretarial Department including the Transfer function and Investor Grievances;
- Preparation and filing of various forms & returns with ROC;
- Conducting Search from the records of the Registrar of Companies.



ROC/ MCA/ NCLT/ SEBI/ Stock Exchanges

- Filing of petitions before the NCLT, Regional Director, Ministry of Corporate Affairs;
- Appearing as an Authorized Representative before the NCLT, Regional Director and Registrar of Companies.
- Advising on Capital Market, SEBI Act 1992, Compliance and audit of various rules, regulations and guidelines issued there under;
- Listing and De-listing of securities on Stock Exchanges of India and assisting in the compliance of disclosures as per the Listing Agreement.


Certifications and Audit

- Secretarial Audit of the Companies, Audit of Depository Participants and Registrar and Transfer Agents;
- Pre-certification of documents required to be filed with the Registrar of Companies;
- Management Audit and implementation of Corporate Governance;
- Directors' Liability Audit;
- Corporate Governance certification under Clause 49 of the Listing Agreement.

Board Evaluation Services

We undertake regular Board Evaluations and assessments exercise on behalf of our clients to ensure that the Boards' performance is benchmarked with the latest international trends and practices. The services include:

- Conducting annual board evaluation and assessment;

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- Framing Board evaluation policy;
 - Regular monitoring of Board performance;
 - Advisory on board and committee composition to best meet the corporate objectives.

Vigil Mechanism support services

We assist our clients in the area of vigil (whistle blowing) mechanism.

The services include:

- Assisting in formulating and establishing vigil mechanism policy;
- Assisting in reviewing complaints and recommend responses;
- Conducting awareness and training sessions amongst the employees;
- Reviewing the efficacy of the vigil mechanism policy and process.

Due diligence Services

We conduct regular due diligence activity on behalf of our clients to ensure regular compliance and effective risk management. We also undertake due diligence exercises for various growth and acquisition needs.

- Regular Corporate Compliance Management;
- Due diligence reporting for public issues;
- Transaction Diligence for Investments and Acquisitions;
- Periodic & specific audits for reporting failbacks.

START UP ADVISORY SERVICES

KAS offers its services and advises entrepreneurs, Companies & early stage ventures through all phases of development, whether at the formation stage, preparing for another round of growth, seeking a financing or stuck anywhere in between.

We provide following services:

- Registration & approvals for startups with the statutory authorities.
- Incorporation & related registrations.
- Shareholding/capital structuring.
- Pre-transaction compliance checkup.
- Drafting, negotiating & finalizing of:
 - Term Sheet.
 - Share subscription/Shareholders agreement.
 - Employment agreement.
 - Founders/promoters agreement.
 - ESOP Schemes & Agreement.
 - Other investment documents.
- Deal advisory, Equity syndication, negotiation & closure,
- Compliance & Filings as under:
 - Preparation of all pre-closing, closing and post-closing resolutions and documents.
 - Amending the AOA and MOA.
 - Preparation, Certification and Filing all forms with the ROC & RBI.
 - Issue of share certificates after stamp duty assessment and payment.



Ongoing:

- Rendering Consultancy & advisory services on continuous basis on various matters pertaining to the Companies Act, 2013.
- Preparation, Certification & filing of statutory forms & documents with Registrar of Companies.
- Preparation & filing of returns & reports towards Overseas Direct Investment/Foreign Direct Investment of the company with Reserve Bank of India.

RBI/FEMA ADVISORY & DILIGENCE SERVICES

KAS acts as a one stop solution to all the RBI/ FEMA requirements of the Corporates. Over the last 20 years, it has provided these services to a large number of Corporates. The services provided are as follows:

FEMA Advisory & Assistance:

- Advisory on transactions involving Foreign Exchange, Outbound (ODI) and inbound (FDI) investments ;
- Advisory on interpretational issues in Foreign Exchange Laws;
- Advisory on Foreign Exchange Compliance.

FEMA Approvals & Compounding

- Preparing the necessary documents & applications for obtaining necessary approvals from RBI & Authorised Dealers for ODI, FDI, Overseas branch, Liaison/ Branch/Project office;
- Preparation of Compounding applications and representation before RBI for compounding of contraventions under FEMA regulations.

FEMA Retainership

Under the FEMA retainership programme, we offer the following:

- Preparation of documents and forms for regular compliances;
- Advice on foreign exchange transactions on ongoing basis;
- Filing of various Returns and Forms with Reserve Bank of India;
- Maintaining a check on compliance (FDI, ODI, Export, Import etc.);
- Half-Yearly Exchange Audit;

FEMA Diligence Services

We analyze all transactions undertaken during the period under scrutiny from the point of compliance with Foreign Exchange Laws.

Through FEMA Diligence Services, we assure to provide:

- Detailed audit of the compliances done;
- Advice on regular foreign exchange transactions;
- Solutions for corrective measures.



SEZ/EOU/STPI APPROVALS & COMPLIANCES

We act as one stop solution to all requirement of a SEZ/EOU/STPI registered unit or the unit which is proposing to become such unit.

We provide following services:

Startup Approvals

- Approval to set-up new unit under SEZ/EOU/STPI, migration of existing units to SEZ/EOU/STPI;
- Issuance of Green Card, attestation of list of Capital goods to be imported/ purchased duty free and attestation of ground plans;
- Issue of Lease line / Shared internet connection;
- Execution of various agreements at the time of registration.

Day – to –Day Compliances & Approvals

- Filing and registration of Contracts/ Purchase orders;
- Stamping and Certification of various Invoices at the time of import as well as indigenous purchase of capital goods;
- Completing formalities for the export of software;
- Filing of Softex Forms and liaising for their attestation;
- Filing of Periodical forms, returns and statements with the SEZ/EOU/STPI authorities;
- Maintenance of various statutory records required under the SEZ/EOU/STPI schemes.

Obtaining various approvals from SEZ/EOU/STPI authorities

- The re-export of duty exempted Capital goods;
- The purchase of duty free local equipment /goods;
- The import of duty free goods, import of second hand Capital goods, import of goods for replacement and import of goods repaired abroad;
- The enhancement /modification of imported capital goods limit;
- The change of name/ location etc. of the unit;
- The de-bonding of the unit/obsolete equipments;
- The DTA entitlements of the unit;
- The inter-unit transfer and temporary removal of goods for repair/testing.

GST SERVICES


With the switch over to the new structure of tax in the form of GST, **KAS** has geared up its system to manage the new tax regime. We provide following services:

Review and Registration

- Analysis of the existing structure of the Company and providing the road map of effective implementation of GST;
- Assistance in Registration;
- To walk along with the business for smooth transitioning into GST and provide Tailor made solutions to adapt to the GST regime;
- Implementation of procedures and practices required for effective Compliance with GST requirements.

Transaction Advisory

- Top to Bottom Assistance from approval to applicability of various provisions related to GST;
- Improve level of Compliances and Preparedness to face Audit/Assessment by Tax Authorities;
- Effectiveness of Tax compliance and Reporting process;
- Identifying potential risks and Opportunities;
- Corrective Measures and Processes;
- Tax implication on business;
- Cross border transaction;

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- Single point advisory for Tax payment verification of Return for onward filling;
 - Assessment and Audit.

Returns

- Review, Preparation and filing of monthly/Quarterly as well as annual returns under GST regime;
- Assist the entities with verification of transactions before uploading the same in the respective department, and comparing them with the supporting transaction as recorded in the books.



THANK YOU

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