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## Evolution of **CORPORATE GOVERNANCE** - FOURFOLD DUTIES

- **RAKSHA** - Risk Management
- **VRIDDHI** - Stakeholder Value Enhancement
- **PALANA** - Compliance/Maintaining the Law
- **YOGAKSHEMA** - Social Security System/Corporate Social Responsibility

- **Chanakya**

 Outsourcing Secretarial function of your esteemed organisation to group of professionals called “APAC”.

## OVERVIEW

**A**PAC is the premier provider of company secretarial services in India offering an extensive range of services, including the formation of new companies, share transfers, allotments and capitalisations, group reorganisations and restructuring as well as governance practices.

Every organisation has unique needs of compliances based on there area of operations. Our team of talented qualified Company Secretaries and Lawyers has proven technical knowledge and practical experience, providing comprehensive high quality advice and delivering services designed to give you peace of mind.

By outsourcing your company secretarial function to APAC, clients have the comfort of knowing that their company law obligations are being dealt with in a professional and efficient manner, allowing them to focus their attention on their core business needs.

## Our Focus

*Understanding client's  
challenges and  
requirements*

Contact  
Chetan Gupta  
Managing Partner

## OUR SERVICES

### Incorporation/Registration Services

- Advice on entity types and the incorporation process
- Incorporation/Registration of entity i.e. Company, LLP, Society, Trust, Branch etc.
- Complete assistance with pre, during and post incorporation matters



*"It takes less time to do things right than to explain why you did it wrong"*

*-Henry Wadsworth  
Longfellow*

## Company Law Compliance Services

### Regular Compliance

- Yearly Compliance Tracker (YCT) - mandatory annual compliance, monitoring deadlines including:
  - ✓ Statutory registers and minutes books
  - ✓ Board, committee(s), general meeting compliance
  - ✓ Preparation and filing of statutory forms including annual return
  - ✓ Updates on amendment in laws

### Event-based Compliance

- Change in capital structure (allotment, buy-back, transfers etc.)
- Change in board composition
- Change in bank and other authorizations
- Change in charter (articles, memorandum etc.)
- Dividend payments
- Liaison with statutory authorities





*“The world is changed  
by your example, not  
by your opinion”*

*-Paula Coelho*



## Board Governance Services

- Managing end to end board meeting:
  - alignment with functional heads,
  - business & compliance review with KMPs
  - agenda papers' finalization
  - attending board meeting
  - post meeting actions' support
  - minute finalization
- Familiarization program (board, management)
- Secretarial updates to the Board
- Company Secretarial Services
- Verify the accuracy of the meeting



*“Life is 10% what happens to you and 90% how you react to it.”*

*-Charles R Swindoll*



## Health Check & Audit Services

- Secretarial Audits
- Legal Due Diligence
- RBI Due Diligence
- Specific Law Audits

## Methodology

- Understanding – compliance system
- Mapping – statutory requirements
- Finding – compliance gap
- Reporting – finding analysis:
  - compliance status (%),
  - segregating in High or Low
  - recommendations and way forward

## Co-source/Secondment Services

- Fill temporary resource or skills gap at client's place
- Provide flexible resource with appropriate level of experience
- To be worked under our expert supervision



*“The best preparation  
for tomorrow is doing  
your best today”*

*-H. Jackson Brown, Jr.*



## Corporate Governance Services

- Director's responsibility and risk
- Ensuring optimum board composition
- Vigil Mechanism
- Dealing with Related Parties transactions
- Governance obligations – promoters, management
- Plans for orderly succession of the senior management
- Familiarity with the softwares in this field
- Focused topic group meetings
- Issuing certificates as Independent Company secretary in Practice.

## Insolvency and Bankruptcy Services

- Facilitating coordination with Regulatory Body (IBBI) and other Authorities
- Appearance before the Tribunal – Adjudicating Authority
- Fast Track Insolvency Process
- Voluntary Winding up of LLP/Company
- Consultancy at every stage and process







*“Believe you can and  
you are halfway  
there.”*

*-Theodore Roosevelt*



## Startup Services

- Incorporation/registration of entity as per the pre-requisites of Startup
- Registration & Recognition on Government (DPIIT) portal
- Assistance in availing exemptions under Section 80-IAC & Section 56 of IT Act
- Support for analysing state-wise policies
- Company law compliance services
- Assistance & support in running a startup

## Restructuring Services

- Reduction of Share capital
- Mergers, Amalgamations and Acquisitions
- Oppression and Mismanagement
- Rectification of the registers of members
- Other capital restructuring & litigation matters







*“Quality is not an act,  
it is a habit”*

*-Aristotle*

## APAC Services:

- Foreign Exchange Management Act (FEMA) Compliances
- Scrutinizer services for Annual General Meeting, Postal Ballot
- Digital Signature Certificate (DSC) & Director Identification Number (DIN)
- Intellectual Property Rights (IPR)
- Legal documents drafting including shareholders' agreement, business contracts, lease agreements etc.
- Vetting & review of legal documents
- Disclosure of Significant Beneficial Owner (SBO)
- Name change
- Object change
- Management change
- Registered Office shifting
- Letterhead and website disclosure requirements
- Conversion of status of Companies' and compliance
- Stamp Duty payment
- Charitable Exemption
- Corporate Social Responsibility (CSR)
- Reserve Bank of India (RBI) Compliance (NBFC etc.)
- Insurance Regulatory and Development Act (IRDA) Compliance (Broker, Surveyors etc.)
- Employee Stock Option Plan or Scheme (ESOP or ESOS)
- Representation before statutory authorities

*“Excellence is to do a common thing in an uncommon way.”*

*-Booker T. Washington*

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APAC & ASSOCIATES LLP  
Company Secretaries

## WHY APAC?

### Benefits of being with APAC

Our dedicated team understand the need for proper advice and assessment of all scenarios.

The key benefits include:

- Sharing update with all the regulatory changes
- Close supervision of compliance and administrative tasks
- Direct access to highly experienced Company Secretaries, provide guidance of various regulatory requirements
- Specific tailor made services to meet client needs
- Peace of mind via. Compliance
- Client to focus on strategic business and governance matters
- Integrated, multi-disciplinary practice with a breadth of knowledge and expertise
- Suggestions on good corporate governance

THANK  
YOU!

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