



Jyoti Bansal & Associates

Practicing Company Secretaries

A Peer Reviewed Firm

A brief profile – About the Firm

Jyoti Bansal & Associates, is a firm of Practicing Company Secretaries (“Firm”) with 7 (seven) years of experience, whose constant endeavor is to craft a premier professional practice providing high quality services and integrating value added knowledge, for its people, clients and society as a whole.

The Firm is founded by **Ms. Jyoti Bansal** who is qualified Company Secretary and law graduate with more than 7 years of experience as practicing company secretary. Presently she is also on the board of three companies (*one listed and two unlisted*) as Independent Director. She is also Registered Trademark Attorney as well. She has a dynamic knowledge in different streams of laws including corporate laws, securities laws and other allied laws as applicable to the corporates.

The Firm is being associated with various qualified and experienced professionals. Our Firm’s head office is in New Delhi & we have PAN India level presences followed by our associate offices situated in NCR, Mumbai, Hyderabad and Assam.

Our Services - Synopsis

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- Secretarial Audit and Due Diligence of unlisted public companies and listed companies;
- Certification and Search Reports issued to banks, NBFC;
- Set-up of businesses in India, including incorporation services, appointment of directors and auditors, setting up of registered office, capital structuring, FEMA compliance, etc.
- Pre-IPO secretarial due diligence and advisory on pre-IPO corporate restructuring.



- The Firm's liaisoning work which includes dealing with various regulatory authority(ies) at PAN level:
- **Corporate Law:** Central Registration Center (CRC), Regional Director (RD), Registrar of Companies (RoC), Central Processing Center (CPC), Ministry of Corporate Affairs (MCA);
- **Securities and FEMA Laws:** Securities & Exchange Board of India (SEBI), Stock Exchanges, Reserve Bank of India (RBI), etc.
- **Others:** IPR and FSSAI



- Formation of NGO Trust, setting of Section 8 companies, FCRA license, etc.
- Directorship services - Jyoti Bansal is presently appointed as Independent Director on the board of three companies, viz. one listed and two unlisted public.
- Advisory on pre-IPO corporate re-structuring and secretarial health checkup of the unlisted public companies going for IPO (public listing).
- ISO Certifications, GST compliance, etc.

Our Services – Corporate Law

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- **Formation and incorporation of various forms of companies viz -**
 - One Person Company; Private Limited Company; Public Limited Company; Section 8 Company; Limited Liability Partnership; and Producer Company.

- **Conversion of Companies** – private to public, firm to company and *vice-versa*.

- **Corporate/ Capital Restructuring** – Change of name and objects, shifting of registered office, increase in authorized share capital, scheme of merger and amalgamation, etc.

- **Fund Raising activities** – private placement, rights issue, and documentation related to the fund raising activities.

- **Loan and financing documentation** – board and shareholders’ approval, preparation of bank related documents, creation of charge, modification and satisfaction of charge. Preparation of search reports and certification for banks.

- **Preparation of statutory records and registers** – such as minutes, registers, notices, agenda papers and directors’ report

- **Annual Filings** – XBRL filings and non XBRL filings of private and unlisted public companies

- **Closure of business** – Closure of business such as strike off of companies and LLPs.

Our Services – Business Advisory

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□ **Pre-IPO Secretarial Due Diligence -**

- To carry out the due diligence of the corporate secretarial records of the Company since inception, including the documentation related to the capital build up of the Company;
- To identify the compliance gap / discrepancies in the filings of ROC forms, maintenance of records, etc.
- Advise the client on corrective measures to be taken for rectifying the compliance gaps;
- To carry out the physical search from the MCA/ROC database for the historical records filed by the Company with the office of MCA/ROC.

□ **Corporate Law Advisory on pre-IPO compliance -**

- Capital restructuring such as issuance of bonus shares, appointment of independent directors, board composition as per Companies Act and SEBI Regulations, constitution of board committees, etc.
- Filing of necessary forms with the MCA/ROC;
- Corporate action with RTA;

□ **Directorship services -**

- We can act as director on the board of the unlisted and listed companies, to meet the statutory requirements and ensure the compliance of the companies

□ **Intellectual Property Rights -**

- Trademark and Copyright registration;
- Reply to objections raised by the authority, preparation of reply letters and liaising with the authorities.

Our Services – Certification

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- Issuance of various certification issued to listed companies under SEBI Regulations;
- Signing of annual returns of listed and unlisted companies;
- Compliance certificate in form MGT-8 for companies not required to appoint company secretary;
- Issuance of certification under FEMA rules for filing of form FC-GPR and form FC-TRS;
- Certification of statements of amounts credited to Investor Education and Protection Fund.

Clients served

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Contact us at:

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