



Corporate Profile

LOVENEET HANDA & ASSOCIATES
COMPANY SECRETARIES

Who we are...

- ❖ **Loveneet Handa & Associates (LHA) is a Full Service Corporate Advisory and Practicing Company Secretaries Firm registered with Institute of Company Secretaries of India (ICSI).**
- ❖ **We are a team of dedicated professionals building corporate secretarial practices in India.**

Services

The firm has immense knowledge and experience in dealing with matters relating to the:

- ✓ Company Law
- ✓ Securities Laws
- ✓ Insider Trading Regulation & SAST (Substantial Acquisition of Shares & Takeover Laws)
- ✓ Inbound and Outbound Investment
- ✓ FEMA & RBI Laws
- ✓ Legal Due Diligence & Transaction documents
- ✓ Joint Ventures
- ✓ Foreign Collaborations
- ✓ Mergers and Acquisitions
- ✓ Listings and Capital Market Transactions
- ✓ Intellectual Property Rights

Company Law & Secretarial Services...

Regular Compliances such as;

- Compliance relating to the meetings of Board of Directors, Shareholders, Creditors etc.
- Maintenance of Minutes books, Statutory registers and other support services.
- Annual Filing of Documents: Financial Statements, Annual Return, XBRL Filing, Certificate from Practicing Company Secretary on Annual Return in MGT-8 etc.
- Changing/alteration in the name of company.



- **Increase of Authorized Capital, Sub- Division & Consolidation of Share Capital.**
- **Issue & Allotment of Shares by way of Fresh Issue or Further Issue through Right Issue, Private Placement, Preferential Issue, Bonus Issue etc & related Compliances.**
- **Buyback of Shares.**
- **Change of Registered Office within the city, state or from one state to another state.**
- **Alteration of Memorandum of Association (MOA) including change in Main Objects & Articles of Association (AOA) of the Company.**
- **Appointment & Resignation of Directors, Fixation of Directors' Remuneration in terms of provisions of Companies Act, 2013.**

- **Inter Corporate Loans & Investments and related Compliances thereto.**
- **Advisory on Creation, Modification & Satisfaction of Charges.**
- **Drafting & Advisory Services on preparation of Directors' Report with Annexure, Corporate Governance Report etc.**
- **Winding Up/ Striking Off of Companies.**
- **Secretarial Audit**
- **Matters related to Transfer & Transmission of Shares, Investor Grievances, Dividend Distribution including Interim & Final Dividend.**
- **Drafting & Implementation of ESOP (Employee Stock Purchase Scheme) & ESOS (Employee Stock Option Scheme).**

Event Based Compliances...

Incorporation of Companies; Private, Public, OPC, Section 8 Company, Chit Fund Companies.

- Incorporation of LLP & Compliances thereto

Formation of Trust, Society.

- Compounding of Offences.
- Representation before various Govt. Authorities such as NCLT, RD, MCA etc.

Oppression & Mismanagement.

- Merger, Demerger and Amalgamation of Companies

Services related to the Listing Securities Laws...

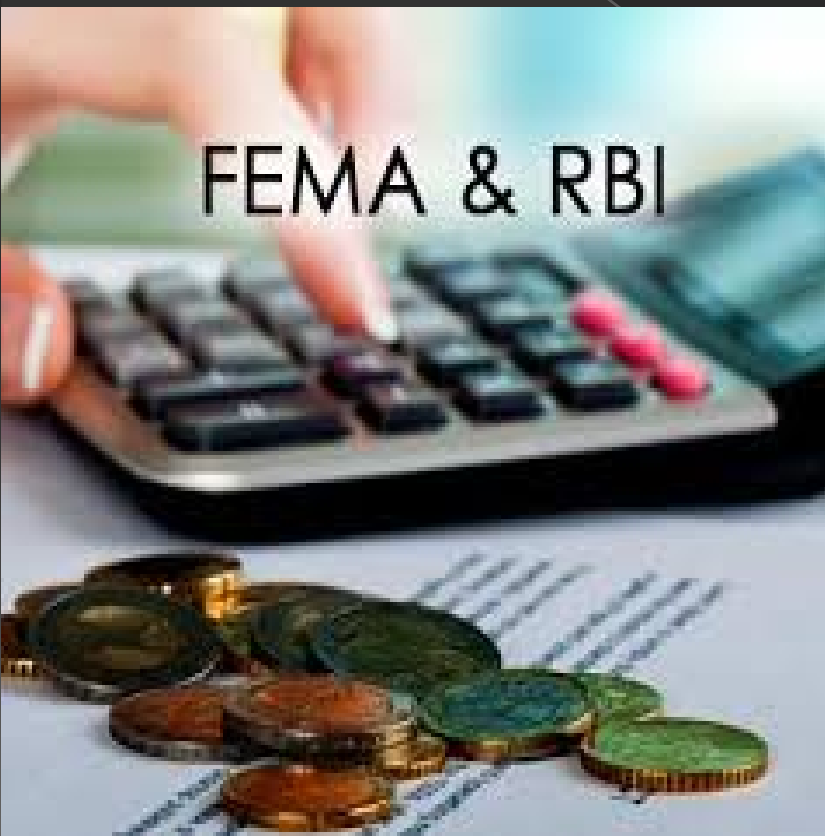


- ❑ Listing of securities - – equity and debt.
- ❑ Quarterly Compliances such as Issuance of Certificate for the Reconciliation of Share Capital, Compliance Certificate in respect of Share Transfers, Preparation & Filing of Corporate Governance Report and Share Holding Pattern.
- ❑ Advising on all securities laws including Securities Contract Regulation Act, SEBI (Listing Obligations & Disclosure Requirements) Regulations, Take Over Regulations, Insider Regulations etc.

- ❑ **Filing of Financial Results (Quarterly, Half Yearly & Annually) with Stock Exchanges.**
- ❑ **Convening & Holding of Board Meetings, General Meetings in accordance with Listing Laws.**
- ❑ **Conducting of E VOTING for Listed Companies & Preparation of Scrutinizer's Report.**
- ❑ **Resolving of Investor Grievances on SCORES (Sebi Complaint Redress System).**
- ❑ **Liaison and co-ordinate with the Registrar and Share Transfer Agents, Stock Exchange, Depositories and the Securities and Exchange Board of India.**
- ❑ **De-listing of Securities.**



SERVICES UNDER RBI & FOREX LAWS



In today scenario, cross border transactions are increasing day by day due to the Globalization, Privatization of Economies. Therefore, it is necessary for the corporate to comply with the Central Bank Regulations, Guidelines to prevent itself from future problems.

Our Services under RBI & Forex Laws includes...

- ❑ **Setting Up of Foreign Subsidiaries**
- ❑ **Setting up of Branch office, Liaison office, Project office and related compliances.**
- ❑ **Infusion of FDI (Foreign Direct Investment) & Compliances thereof.**
- ❑ **Infusion of Investment Outside India i.e. ODI (Overseas Direct Investment).**
- ❑ **Issue & Allotment of Securities such as Equity, Compulsorily Convertible Debentures (CCDs) & other permissible convertible securities to the Foreign Nationals.**



- ❑ Filing of various forms such as ARF (Advance Remittance Form), FC-GPR & other reportings from time to time with Reserve Bank of India.
- ❑ Liaisoning with RBI Officials for approvals of various cross border transactions such as conversion of export proceeds into equity etc.
- ❑ Preparation & Filing of FLA Return (Foreign Liabilities & Assets Return) annually.
- ❑ Maintenance of records related to the foreign transactions for the inspection of RBI Officials.

NBFC- Formation & Operation



Moreover, our firm provides services related to the Non Banking Financial Companies (NBFCs) which includes;

- Formation of NBFC
- Obtaining of NBFC License from the Reserve Bank of India (RBI).
- Preparation & Filing of statutory returns, time to time, with RBI.
- Liaisoning with RBI Officials for updation of changes in the Management, Board of Directors.

Intellectual Property Rights



As you know, technology is changing rapidly and in this era, it is necessary for every business to protect its design, formula, brand from its competitors, rivals.

We are here to protect you provides services related to the Registration of Trademark, Copy Right, Patent etc.

Legal Due Diligence & Others



- In addition to the said services, we also deal in Due Diligence of Corporates on behalf of our clients and assist them in Takeover, Acquisition of other enterprises.
- Advise the clients on legal & regulatory aspects of doing business in India.
- Other Services includes Registration/ Renewal under FCRA (Foreign Contracts Regulation Act, 2010), FSSAI License (Both Central & State), DVAT Registration, Service Tax Registration etc.

- ❑ Preparation of Search & Status Reports.
- ❑ Drafting of Joint Venture Agreement, Shareholding Agreement, Share Subscription Agreement etc. on behalf of our clients.
- ❑ Statutory Certification of forms, documents, returns to be filed with Registrar of Companies (ROC), Regional Director and other Govt. Authorities.



THANK YOU

&



At Phone: 9818664478, 8750394757

Email : loveneet.cs@gmail.com

cshanda.associates@gmail.com

Head Office: A-41, Office No. 2, First Floor,
Madhu Vihar, I.P.Extension, New Delhi 110092