

# Vikram Grover & Co.

## *COMPANY SECRETERIES*



*Vikram Grover & Company*  
*Company Secretaries*

Any Compliances &  
Consultancy Related Assistance  
**"हम है ना"**

# TABLE OF CONTENT

S.No.	Title	Page No.
1	Table of Content	2
2	About Us	3
3	Our Services	4-8



*Vikram Grover & Company*  
Company Secretaries



# About Us

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**Vikram Grover & Co.**  
*COMPANY SECRETERIES*



We Vikram Grover & Co. (VGC) are committed to helping you grow your business and add value through our expertise. VGC, aim to deliver a hassle-free experience so that you can focus on your core business. VGC, helps its clients to plan and achieve the best results with vast experience in varied areas of work.

VGC, has professional expertise dealing with matter related to Company Law, Securities Laws, Intellectual Property Laws, Foreign Exchange Laws (FEMA & R.B.I. Regulations / Approvals), Due Diligence, Transaction documents, Labour Laws, Mergers and Acquisitions, taxation matters and such other allied Legal matters.

Our mission is to offer affordable, quick and automated professional services to clients in commercial and corporate law, and financial cases.

# Our Services

Vikram Grover & Co.  
COMPANY SECRETARIES

## Entity formation / Incorporation/ Startup related services

- Formation of LLP
- Formation of Company (Pvt limited, Public Limited, OPC)
- Formation of Non-Profit Association/Section -8 Companies
- Formation of a Proprietorship
- Registering Partnership



## Conversion of form of business entity in to another

- Conversion of Proprietorship concern, Partnership firm in to Company.
- Conversion of LLP in to Company and vice versa.
- Conversion of Private Limited into Public Limited and vice versa.



## Licensing & Registration Related Services

- Micro, Small and Medium Enterprises (MSME)
- Food Safety and Standards Authority of India (FSSAI)
- Shop & Establishment Act. (SEA) License / Trade License
- Goods and Service Tax (GST)
- Importer Exporter Code (IEC)/ DGFT
- PAN/TAN
- ESIC/EPF
- Land use and Nigam License
- Factory License



## Intellectual Property Laws Related Services

- Trademark E filling Application
- Reply of Objected trademarks
- Appearance before authorities in case of hearing/ show cause notice matters.

## FEMA / RBI Related Compliance Services

- Foreign Direct Investment (FDI) / Overseas Direct Investment (ODI) Compliances.
- Quarterly and annual RBI return
- NBFC returns
- Compounding of Offences.
- ECB and its compliances



## Secretarial Compliances & Certification Related Services



- Maintenance of Minutes books, Statutory registers and other support services.
- Filing of Annual returns of companies and LLP with ROC and related documents.
- Compliance relating to the meetings of Board of Directors, Shareholders and various committees meetings.
- Appointment & Resignation of Directors.
- Changing / alteration in the name of company.
- Issue / allotment of shares and related compliances.
- Appointment & Resignation of Directors.

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- Change of registered office within the same city, from one city to another and from one state to another..
- Service relating to any kind of Issue / allotment of shares and related compliances.
- Changing the Authorised share Capital and paid up share capital.
- Alteration of main object / Inclusion of new business in the MOA of the company.
- Transfer of Shares and its compliances.
- Post incorporation compliances.
- Advising on creation, satisfaction and registration of charges.
- Drafting of Director's Report, Management Discussion Analysis and Annual Reports..
- Closure of companies by way of winding up and strike off.
- Secretarial Audit, Search and Status Report, Due Diligence Audit and Scrutinizer (E-voting & Postal ballot) Management Services.
- Stamping of share certificates issued by company share stamp duty to be paid to government of India through a process advisory and execution.
- Legal opinion on different issues of Corporate Acts.
- Secretarial function of a company inclusive of all certification.
- XBRL Conversion & E-filing Compliances.



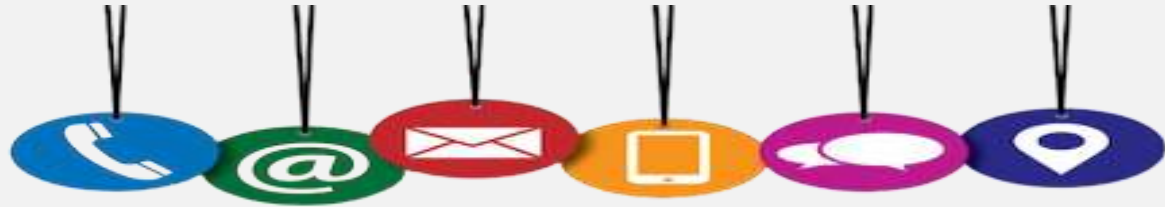
- Various Certificate relating to the quarterly Compliances as required under Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.
- Certificate as required for transfer-cum-demat of Shares as required under the NSDL / CDSL Bye laws.
- Liaison and co-ordinate with the Registrar and Share Transfer Agents, Stock Exchange, Depositories and the Securities and Exchange Board of India.
- All work and quarterly compliances relating to listed entity
- Certification of share reconciliation report.
- Secretarial Compliance report under regulation 24A of LODR.
- Application from stock exchanges when approvals required.
- Internal Audit of RTA





# CONTACT US

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For more information, kindly contact us at:

## **Vikram Grover & Co. (VGC)**

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*Vikram Grover & Company*  
Company Secretaries

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Thank You



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