



# ANIL SINHA & ASSOCIATES

## COMPANY SECRETARIES

# FIRM

## PROFILE



Call Us

 +91 -9818459450

Visit Our Website

[asapcs.in](http://asapcs.in)





# ABOUT US



Anil Sinha & Associates is a firm of Company Secretaries, based in New Delhi, and has various affiliates across other metropolitan cities of India. The firm's objective is to provide high-quality service that combines secretarial & legal expertise and efficiency with a keen blend of personalized touch and diversified experience.

We have a team of committed professionals including Company Secretaries, Advocates, Insolvency Professionals, Chartered Accountants, Registered Valuers, and other experienced resources with specialized skills have been Serving the wider business community, helping them make better decisions in solving their most critical business and secretarial complications, and creating a sustainable business advantage, Policy Formulation. We enjoy the unrivaled goodwill from our clients, who believe in us for our expertise and professionalism.

We have professional expertise in dealing with all kinds of Corporate Secretarial, Corporate Legal, Foreign Exchange Laws (FEMA & R.B.I. Regulations / Approvals), Corporate Advisory (Incorporation of Companies, LLPs, Trust, Societies, Infusing Foreign Equity, Government Approvals, etc.), Regulatory issues, and other allied & Legal matters.



# MISSION, VISION, GOAL



## Mission

Our mission is to provide expert secretarial and legal solutions that empower businesses to thrive and comply with regulatory requirements seamlessly.



## Vision

Our vision is to be a trusted partner for businesses seeking excellence in secretarial and legal matters, offering innovative solutions that drive sustainable growth.



## Goal

Our goal is to deliver exceptional services that ensure our clients' success, safeguard their interests, and facilitate their growth in a complex and ever-changing business environment.



# MEET OUR LEADER



## Mr. Anil Sinha

FCS, LL.B, ICWA (I), B.Com (H)

Mr. Anil Sinha possesses 25 years of rich experience and has worked with Sahara India Group, D.P. Jindal Group, Doosan Group (South Korean MNC) as Group Company Secretary and head of Legal and regulatory Compliances, Vikram Solar Limited as Head of Legal and Corporate Affairs, Great Eastern Energy Corporation Limited (Y K Modi Group) as Head Legal & Company Secretary and has handled various kinds of issues such as Pre-IPO Due Diligence, Mergers, Demergers, Post-Merger Integration, Foreign acquisition, Buyback, Bonus issues, Preferential Issues, FDI, ODI, High-Value Arbitration, High-Value

Contract Management and dealt with SEBI, RBI, Stock Exchange(s), MCA, RD, CLB/ NCLT, Supreme Court of India, Various High Courts at Delhi, Calcutta, Chandigarh, Central Government Ministries, State Governments, Consumer Forums, NCLT/ NCLAT/ CCI (Competition Commission of India) etc.

He is an expert in Drafting and Vetting of Internal Policies of Company, Memorandum of Understanding, Shareholders Agreement, and Commercial Agreements. He has also been involved in Labor Law matters and Industrial matters and Industrial relation rules.



# WHAT WE DO



**INCORPORATION OF A  
CORPORATE ENTITIES**

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**SECRETARIAL &  
COMPLIANCE MATTERS**

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**SECRETARIAL  
COMPLIANCE AUDIT.**

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**FEMA RELATED  
SERVICES**

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**APPROVAL &  
ASSURANCE SERVICES**

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**LEGAL & ADVISORY  
SERVICES**

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**DRAFTING OF  
AGREEMENTS & MOUs**

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**SEARCH REPORTS &  
DUE DILIGENCE AUDITS**



# INCORPORATION OF A CORPORATE ENTITIES



We undertake the assignment of incorporation- formation and registration of various entities like:

- ✓ Private Limited Company
- ✓ One Person Company
- ✓ Public Limited Company
- ✓ Section 8 Company
- ✓ Limited Liability Partnership, (LLP)
- ✓ NBFC (Non-Banking Financing Companies)
- ✓ Government Company
- ✓ Unlimited Liability Partnerships
- ✓ Society, Trust
- ✓ Branch office of foreign companies
- ✓ Subsidiary of foreign companies





# SECRETARIAL & COMPLIANCE MATTERS



## Secretarial support to both listed and unlisted entities:

- ✓ Maintenance / Review of Minutes Book
- ✓ Statutory Registers and all other Secretarial Records
- ✓ Filing of relevant forms, documents, etc. with all concerned authorities and all other secretarial functions.
- ✓ Preparation of Agenda Papers, Notices, Directors' Report; Minutes of Board, Committees of the Board, General Meetings
- ✓ Issuance of Share Certificates and compliance of payment of Consolidated Stamp, Duty on the same; Dematerialization of Shares;
- ✓ Annual Filing including XBRL filing Inter Corporate Investments & Loans.
- ✓ Advising Creation. Satisfaction and registration of charges
- ✓ Change of management, take-over of management and related due diligence





# Secretarial Compliance Audit



- ✓ Internal Reconstruction of the Companies viz., alteration in Object clause, alteration of Articles of Association.
- ✓ Change of Name, Shifting of Registered Office, alteration in Capital Structure, Change in Status of the Company (conversion of Private company into Public Company and vice versa);
- ✓ External Reconstruction of the Companies viz., Merger/Amalgamation of Companies.
- ✓ Annual Filing including XBRL filing Inter Corporate Investments & Loans.
- ✓ Setting up a CSR (Corporate Social Responsibility) platform and meeting out the CSR compliances as per the Companies Act and Company Global Policy







# FEMA Related Services



- ✓ Compliance of RBI relating to Issue of Shares to NRIs/Foreign Nationals/OCBs under Automatic Route;
- ✓ Approval on Foreign Venture Capital Investment from SEBI and RBI;
- ✓ RBI / FEMA, SEBI periodic compliance relating to FVCI / FDI;
- ✓ Procedure and Certification relating to the issue of shares to NRIs/ Foreign Nationals/ OCB under automatic route. Setting up of Branch Office, Liaison / Representative Office, Project Office, Formation of a Company in India having foreign funding;
- ✓ Availing of External Commercial borrowings
- ✓ Valuation of shares for transfer of shares from resident to non-resident and vice versa
- ✓ Assistance and guidance on Overseas Direct Investment and Foreign Direct Investment
- ✓ Advisory relating to current and capital account transaction
- ✓ Compounding under FEMA.
- ✓ Approvals from Foreign Investment Promotion Board (FIPB)





# APPROVAL & ASSURANCE SERVICES



- ✓ Approval required for the Foreign Investment in India from Foreign Investment Promotion Board (FIPB);
- ✓ Approvals required from Ministry of Corporate Affairs (MCA), Stock Exchange, Registrar of Companies, National Company Law Tribunals (NCLT), Regional Director (RD), National Securities Depository Limited, Securities Exchange Board of India (SEBI), Reserve Bank of India (RBI);
- ✓ Liaison with Registrar of Companies, Regional Director, Office of Official Liquidator for the purpose of Corporate Restructuring
- ✓ Registration of Trade Mark, Preparation of Application (Provisional/Complete), Preparation of Office Action Response, Assignment of Industrial Design Renewal, Initial examination, opposition and invalidation petition etc.





# LEGAL & ADVISORY SERVICES



- ✓ Recruitment of HR as Key Managerial Persons- CFO, CEO, CS
- ✓ Taking of Approval required for the Foreign Investment in India
- ✓ Compliance of Listing Agreements.
- ✓ Internal, External Reconstruction of the Companies viz., Merger/Amalgamation of Companies, Acquisition of Companies and Takeover of existing business of Proprietorship or Partnership firms; Preparation of internal policies, Third-party due diligence
- ✓ SEBI and Stock Exchange Compliances relating to public issue of shares debentures, right issue preferential allotment of shares etc.
- ✓ Advising MSMEs Companies to recover the outstanding dues from their customers. Advising MSMEs for availing legal privileges available to protect to receive their payment against their invoices and recovery of their outstanding.





# DRAFTING OF AGREEMENTS & MOUS



- ✓ Share Purchase/Share Subscription/Shareholders' Agreements
- ✓ Drafting Of Memorandum of Association Articles of Association.
- ✓ Non-Compete Agreements or Non-Solicitation Agreement, Sub Contract Agreement memorandum of Understanding
- ✓ Preparation of Agenda Papers, Notices, Directors' Report; Minutes of Board, Committees of the Board, General Meetings
- ✓ Drafting Prospectus, Information Memorandum, Letter of Offer Etc.
- ✓ Non-Disclosure and Confidentiality Agreements
- ✓ Other Service/ Business/ Commercial Agreements





# SEARCH REPORTS & DUE DILIGENCE AUDITS



We carry out an in-depth study of the background financial feasibility and corporate integrity of the prospective partners and provide the following services:

- ✔ Due diligence of the companies for entering into major strategic transactions like Take Over, Merger and Amalgamation
- ✔ Diligence under Companies Act.
- ✔ Due Diligence for Joint Ventures and Investments
- ✔ Due Diligence For banks.
- ✔ Legal And Compliance Due Diligence
- ✔ Report of Search & status of any company by referring to the documents/forms filed with the Registrar of Companies which will be helpful to the financial institutions for the purpose of loan facility





# WHY CHOOSE US?



## ■ Selecting Us as Your Best Option for Accounting Consulting

**01**

With Mr. Anil Sinha's 25 years of experience and a track record of success at esteemed organizations, we bring unmatched expertise to every client engagement

**02**

We excel in navigating complex regulatory environments, ensuring your business remains compliant and protected while you focus on growth.

**03**

Our commitment to precision and attention to detail ensures that every task is executed with the utmost care and professionalism, earning us the trust of our clients.



# Thank You!

Hopefully, we can work together



## Let's Get In Touch

### Delhi Office Address

H-3, Sunshine Apartment, Satbari, Chhattarpur,  
New Delhi- 110074

### Noida Office Address

1703 A, 17 Floor, Logix Office Tower Logix  
Mall, Near NOIDA City Centre Metro  
Sector-32, NOIDA (U.P.)

### Call Us

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