



Exceptional company secretarial services

We appreciate that complying with statutory obligations is a significant and time-consuming responsibility which many business owners find onerous, specially after the introduction of the Companies Act 2013. Failure to comply can have serious impact on the business.

company being struck off. The prosecution of the directors can also lead to disqualification.

So to help you avoid these pitfalls and to remove the administrative burden from your responsibility our responsive and implement.

you free to focus your efforts on the day-to day demands of running and growing your business safe in the knowledge that all your statutory obligations are being met.

COMPLIANCE ISSUES:

If you are looking for a straight forward, annual compliance service we can help with the following:

- Maintaining your company's statutory registers electronically.
- Preparing and filing the Annual Return.
- Preparation of minutes book.

- Drafting of board resolutions from time to time.

LOOKING TO FORM A COMPANY?

We are able to provide you with the full range of company secretarial services and can advise on the suitability of each, depending on whether your business is a:

- Private company limited by shares.
- Public Limited Company.
- Limited Liability Partnership (LLP).
- Partnership Firms, or
- Single person Company.

We are also able to arrange place of business registration for overseas companies operating in India.

To ensure all your incorporation needs are met we can guarantee to:

- advise you on the availability of your proposed company name, ensuring that we deal with any issues surrounding any potentially sensitive words.

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We are known for our prompt service with high quality

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- prepare the necessary documentation for the company's first board meeting.
- issue any share certificates, and
- complete the statutory registers.

AND IF YOU'RE LOOKING FOR ADDITIONAL, SPECIALIST SUPPORT...

We can advise and help you implement all types of corporate transactions including:

- allotment, transfer and transmission of shares.
- creation of new share classes.
- subdivision, consolidation or re-designation of share capital.
- bonus or capitalization issues.
- drafting and re-drafting Articles of Association.
- company purchase of own shares or redemption of shares.
- dividend declaration procedure.
- change of company name.
- conversion of partnership firms & sole proprietorship firms to pvt ltd, public ltd companies.
- striking off an unwanted company.

We are long-term players and are therefore used to working with other professionals in order to give you the best advice, such as company secretaries and also with our close network of solicitor contacts. And, importantly, we understand the need to be flexible in the way we operate in order to suit your specific requirements.

BENEFIT FROM OUR KNOWLEDGE AND EXPERIENCE

Our skilled team of qualified Chartered Secretaries can advise you on aspects of company law, from the routine annual compliance through to more complex areas requiring specialist advice and technical expertise.

We provide a comprehensive suite of services tailored to the individual requirements of each company delivered in a proactive and efficient manner. We'll make sure you keep on top of things – so that's one very important worry off your mind.

THE NEXT STEP

If you would like further information on our Company Secretarial Services, or would like to arrange a meeting to discuss your specific requirements, please contact CA Kunal Gandhi, Partner, U.S.Gandhi & Co. at kunal.gandhi@usgandhigroup.com