



**MeansALot**<sup>®</sup>  
— LET US SIMPLIFY COMPLIANCE —

# SERVICES LIST



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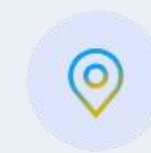


Sivakasi

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Call Us  
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Tirunelveli

**T2 Fourth Floor  
Mantras Ark, Ezhil Nagar,  
State Bank Colony,  
Perumalpuram, Tirunelveli-627007**

# COMMENCING YOUR CORPORATE BUSINESS

We offer support following services after Incorporation of your corporate entity (Private Limited, Public Limited, One Person Company (LLP), Section 8 Company, Limited Liability Partnership (LLP):

- Preparation of **first Board Meeting documents**, which contain following documents:

S.No	Particulars of deliverables
1	Agenda
2	Notice
3	Attendance Sheet
4	Proof of delivery
5	Minutes
6	Shorter Consent (If Required)

- Preparation of Share certificate with stamping as applicable under the Stamp Act.
- Creation of Statutory Registers, which is required to be maintained at the registered office

Fee  
Rs. 6000/-  
(excluding tax  
and expenses)

# RUNNING YOUR SMALL & MEDIUM COMPANIES (MSE) WITH 100% COMPLIANCE WITH DIRECTORS' APPROVALS

We offer support services to your company for board meetings.

- Preparation of 4 board meetings (excluding first board meeting of the company) Dockets for a financial year, as mandated under the company law and updation of statutory registers of your company.

Such board meeting dockets contain the following documents

S.No	Particulars of deliverables
1	Agenda
2	Notice
3	Attendance Sheet
4	Proof of delivery
5	Minutes
6	Shorter Consent (If Required)

Fee  
Rs. 10,000/-\*  
(excluding tax  
and expenses)

\*Note: Can be customized for any corporate action requirements during the financial year.

# RUNNING YOUR SMALL & MEDIUM COMPANIES WITH 100% COMPLIANCE WITH MEMBERS' APPROVALS

- Preparation of Annual compliance documents and such annual compliance contain the following documents
  - a) Notice of Annual General Meeting
  - b) Board Report
  - c) Attendance Sheet
  - d) Minutes
  - e) Explanatory Statement (Special Business)
  - f) Shorter Consent (If required)

To prepare the above documents as a single assignment basis.

**\*Note: Can be customized for any special business requirements like related party transaction or loans or investments or salary to CEO, CFO, etc**

Fee  
Rs. 5,000/-\*  
(excluding tax  
and expenses)

# SUPPORTING DOCUMENTS FOR ROC FILING AND OTHER REGULATORY REGISTRATION RELATED

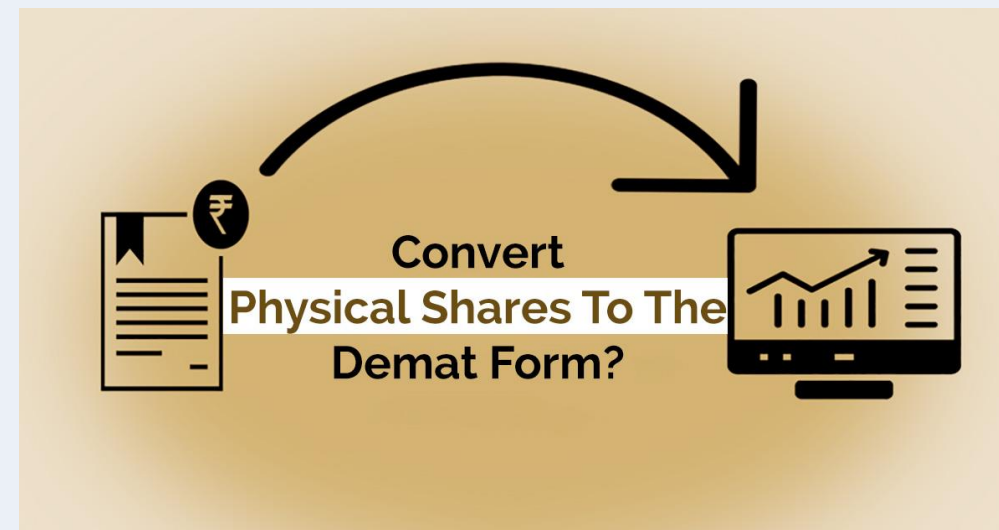
Preparation of Supporting documents for filing of following forms

- a) MSME Return - Half year return for find out outstanding MSE
- b) DPT-3 - Return of Deposit
- c) BEN-2 - Declaration of Beneficial Interest
- d) MGT-14 - Register the resolution and agreements
- e) CHG – 1 &4 – Register and satisfy your Charge
- f) DIR 12 - Appointment and resignation of Director
- g) GNL 3 - Authorizing the Director of company for default of compliances
- h) CRF – Master Data updation and solving technical error

Fee  
Rs. 5,000/- per  
form (excluding  
tax and expenses)

# VERIFYING YOUR OWNERSHIP IN YOUR BUSINESS

- Find your percentage of shareholding as a member in your business.
- Whether you are having share certificates in physical form or in demat form of your company, where you have invested as a shareholder.
- To maintain a repository of general meeting notices sent to you as a shareholder or board meeting notices sent to you as a director.



Fee  
Rs. 10,000/-\*  
(excluding tax  
and expenses)

\*Can be customized, if there are multiple portfolio companies or multiplicity of documents.

# FIND OUT YOUR COMPETITOR COMPANY'S COMPLIANCE STATUS (MATRIMONIAL CHECK)

To find out compliance status, borrowings from banks (charges) and financial position of any company, as available in the public records of the Ministry of Corporate Affairs (MCA)

For preparation of Analysis report (Search Report) for bank, due-diligence by management or investor or acquirer or management or promoters or competitors, to find out compliance status.

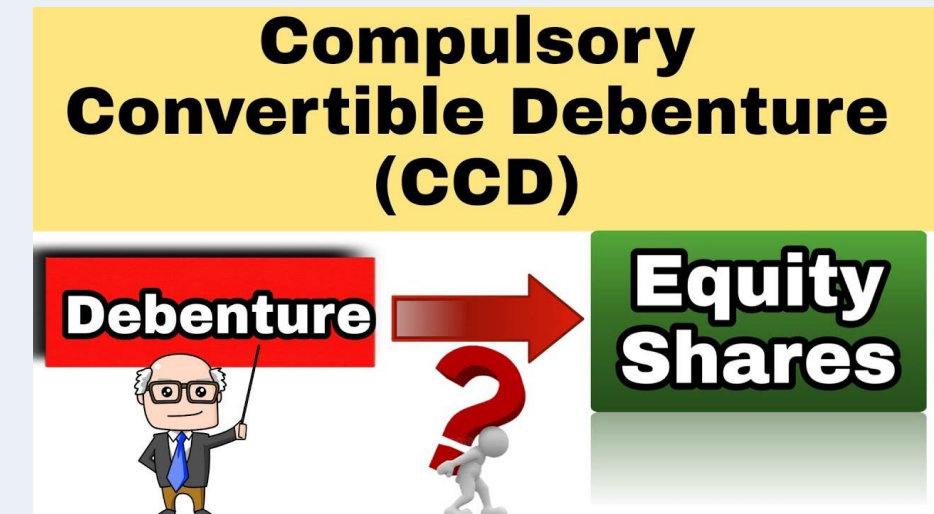
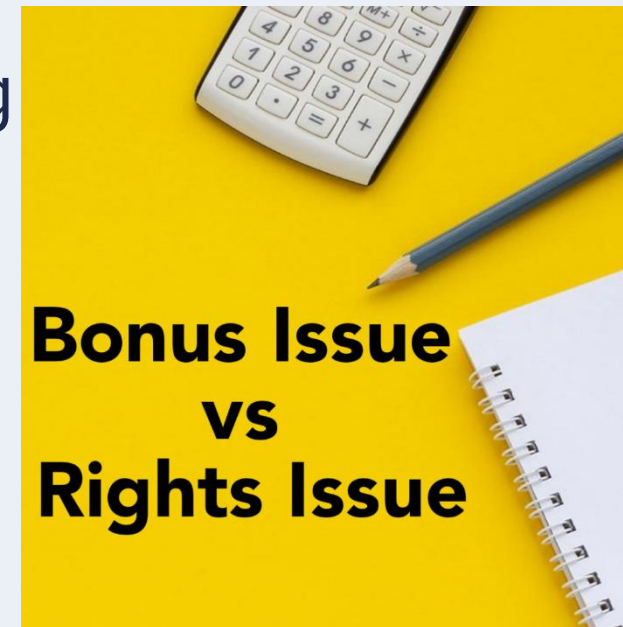


Fee  
Rs. 10,000/-\*  
Per Report  
(excluding tax  
and expenses)

\*Can be customized, if there are multiple portfolio companies or multiplicity of documents.

# DOCUMENTATION FOR FUND RAISING

- ❖ Private placement dockets from select group of venture capital investors
- ❖ Rights issue offer documents from existing shareholders
- ❖ Bonus Issue allotment documents
- ❖ Venture Debt & Non-debt securities like Compulsorily Convertible Debentures, Preference (CCD, CCPS), Equity or ordinary shares, Non-convertible debentures (NCD) issue documents
- ❖ Conversion of Loan into Equity shares
- ❖ Preferential issue dockets



Fee  
Rs. 10,000/-\*  
per Mode of  
Issue

\*Note: Exact fee will vary depending upon the terms & conditions of the issue, no. of investors and investment value.



# RECORD KEEPING FOR INDEPENDENT DIRECTOR TO SAFEGUARD FROM LITIGATION OR ADJUDICATION



a) Advisory on signing a resolution



b) Track of signed documents



c) Warning for non-compliances



d) Remedial action for non-compliances



e) Repository Services.



Governance risk mitigation



For the above services we were offering consultation services and based on the laws involved and can be customized based on exact needs.

Fee  
Rs. 5,000/-  
per sitting

# TRACK YOUR OLD SHARES or UNCLAIMED DEPOSITS TRANSFERRED TO IEPF (GOVERNMENT AUTHORITY) ACCOUNT



a) Coordinate with your share transfer agent to recover your shares from IEPF account for companies listed in stock exchanges



b) Assist to apply duplicate share certificate from your company.



c) Assist to transfer your shares to legal heirs or successors.



d) Assist to claim the deceased holders of shares from the company.

Fee  
Rs. 15,000/-\*  
for every Half  
year follow up

Note: Exact fee will vary depending upon the terms & conditions.

# IDENTIFYING GOVERNANCE AT EARLY STAGE FOR START-UP & MSME AND BEING DUE DILIGENCE READY



a. Maintaining data room and legal due diligence.



b. Annual Compliance for the per financial year.



g. Support for SSA/ SHA for startups.



c. Prepare Board Meeting Documents and General Meeting documents.



d. Provide compliance support services to the company.



H. restating memorandum and articles of association.



e. Assist in preparing the annual filing documents.



f. Prepare quarterly due-diligence report and submitted before the board

Fee  
Rs. 15,000/-\*  
Per Month

\*Note: can be customized based on your exact needs

# IDENTIFYING AND STRUCTURING YOUR FOREX INVESTMENTS AND THEIR COMPLIANCES

1. Coordinate with Authorized Dealer bank (AD Bank) to obtain KYC and FIRC for your investment in the company within due dates of 30 dates.

2. Coordinate with Vostro Bank in order to remit the exact foreign exchange required as a part of Foreign Direct Investment (FDI) into India

3. Coordinate to mobilize the fund through External Commercial Borrowings (ECB) from outside India.

4 .Advisory on structuring your investments in India.

# REGISTRATION RELATED SERVICES



a) Trademark registration services



b) Shop and establishment registration



c) MSME Registration



d) Start-up Registration, LLP registration, Company Registration



e) LEI Registration



f) Obtain the ISIN from Depository and dematerialization of your existing shares and can be customized based on your exact needs.

Note: Fee can be customized based on your exact needs



National Single  
Window System

# THANK YOU FOR YOUR INTEREST!

## Reach out for any questions.



**VISIT US**

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