

**KKSA<sup>®</sup>**

SERVICE IS OUR RELIGION



**WELCOME  
TO  
K. K. SINGH & ASSOCIATES  
Company Secretaries**



**K. K. SINGH**  
MANAGING PARTNER  
K. K. Singh & Associates

# About Ourselves



- **K. K. Singh & Associates, Company Secretaries**, is a professionally managed firm, established with the objective of rendering all kinds of Secretarial, Legal, Corporate Advisory & Consultancy services to various listed and unlisted (private/public) companies in the field of Corporate Laws, Restructuring, Licensing & Registration, IPRs, Finance & Taxation, Labour Laws and other allied fields. We are into all this services since 2000.
- We have a dedicated team of professionals who are proficient in their respective fields and committed to excel with the backing of sound knowledge and wisdom, thereby providing utmost Client satisfaction.
- We endeavor to perform every assignment with the right blend of skills, aptitude & attitude to deliver value and sound advice to the clients.
- Area of operation : The relevant services can be provided by us **on pan INDIA basis**.
- FCPA Compliant : Each member of the firm had already aware about provisions of the FCPA and got Training who are working for their clients as well.

# PANEL OF EXPERTS



**CS K. K. SINGH**  
(FCS, IP, LLB)

**CS P. T. MITTAL**  
(CA, CMA)

**CS GEETANJLI  
AGGARWAL**  
(FCS, LLB)

**CS RICHA SINGH**  
(ACS)

**CS NILESH  
BHARDWAJ**  
(LLB)

**CS RITU GARG**  
(FCS, LLB)

**CS ANUJA SHARMA**  
(LLB)

**CS VAIBHAV  
CHAUHAN**

**ADV. NUPUR  
DAVE**

**CS KRISHNA  
SHARAN  
MISHRA**

**Supported by Vibrant Team KKSA**

## CLIENTALE BASE

- **KKSA Works with Multinational Companies under single and well as multi brand retail and manufacturing companies.**
- **KKSA works and serves Public Sector Undertakings too.**

**Note:- Details of list of clienteles may be provided on demand only.**

# Our Valued start up and other clientele base



MadGuy Labs



# **Scope of services**

- ❖ **Compliance & Governance Services**
- ❖ **Service to Startups and Incubation Centers**
- ❖ **Services as Insolvency Professional**
- ❖ **Licensing and Registration (Regulatory approvals)**
- ❖ **Legal & FEMA, FDI Related Services**
- ❖ **Intellectual property rights**
- ❖ **Labour Laws Compliances**
- ❖ **Accounts and Taxation compliances**

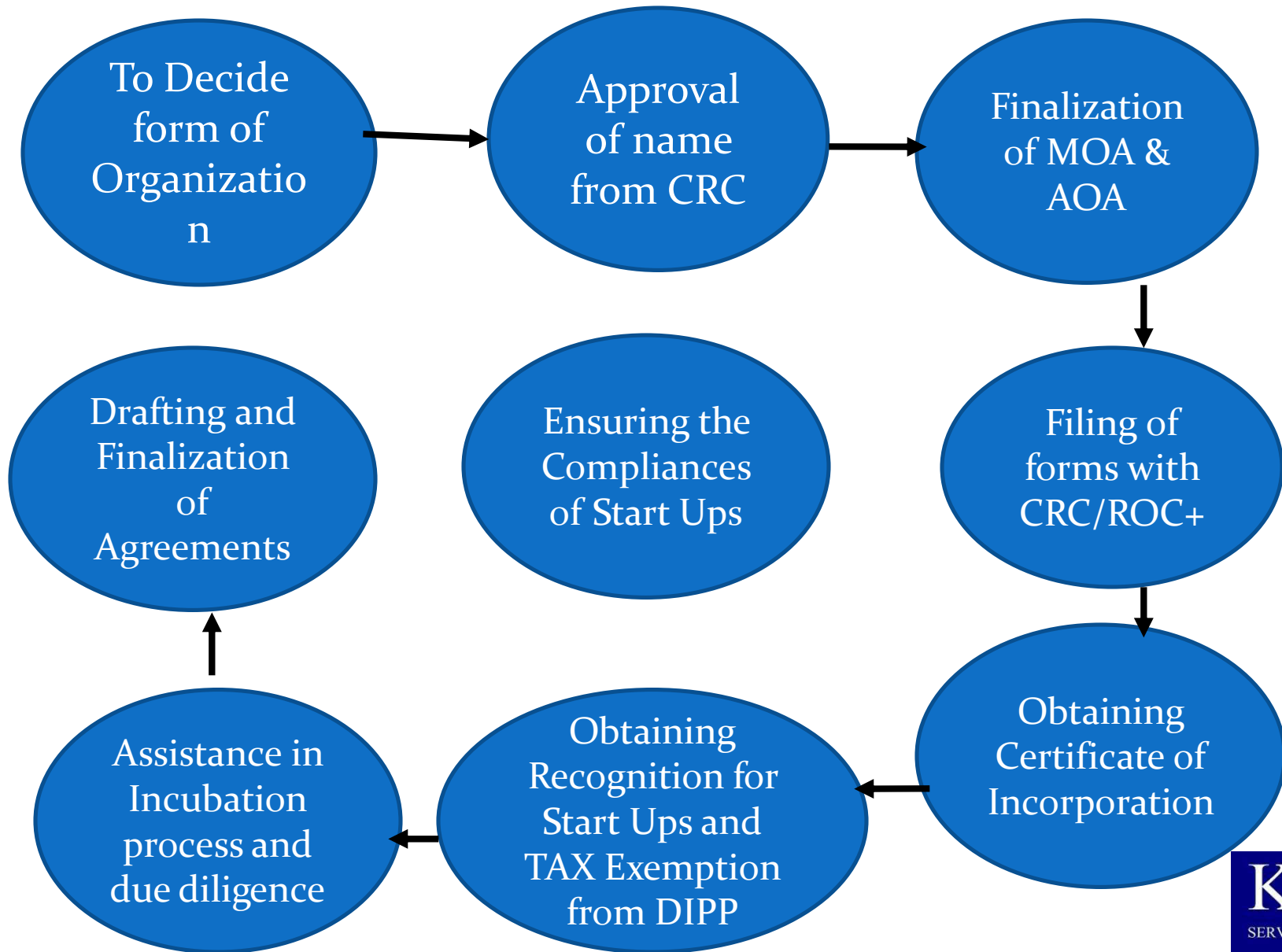


# Compliance & Governance Services



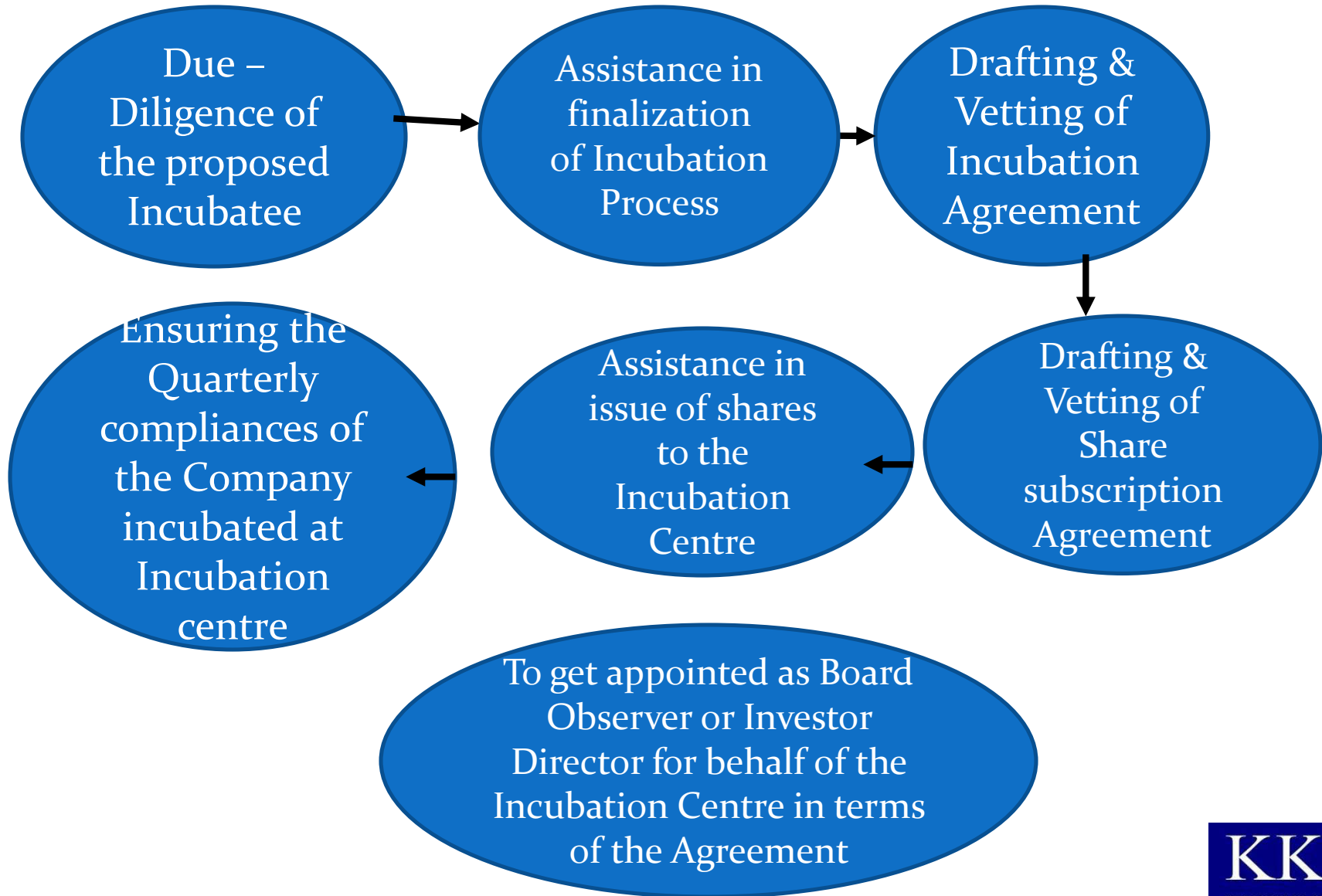
- ❖ **Formation and Establishment:** Any Organisation like partnership/ Pvt./ Public Ltd Cos./Section 8 Co. and all kind of NGOs. Setting up subsidiaries, branch offices and liaison offices in India and out of India.
- ❖ **Compliance & Maintenance:** To ensure the Complete Compliance package on annual or casual assignment basis & maintenance of annual & casual returns, records, registers etc.
- ❖ **Due Diligence & Secretarial Audit:** All kind of Certificates, certification, due diligence and internal control to ensure to compliance in this regard. Undertaking comprehensive Secretarial audit and due diligence to ascertain compliance level and MIS reporting.
- ❖ **Corporate Re-structuring:** Merger & Amalgamation, de-merger, Capital Restructuring, Buy-back of shares, and other MIS plans & other corporate re-structuring of the Companies.
- ❖ **Regulatory approvals:** Regulatory Approvals from different Government Authorities/ Departments like Department of Company Affairs (DCA), Regional Directors (RD), Registrar of Companies (ROC), Reserve Bank of India (RBI), Ministry of Industry, SIA, Ministry of Finance, Securities Exchange Board of India (SEBI) etc.
- ❖ **Advisory & Consultancy :** Advisory & Consultancy on Corporate Laws as per demand of the management to ensure the better compliance & effective control systems including internal Audit.

# KKSA - SERVICES TO START-UPS

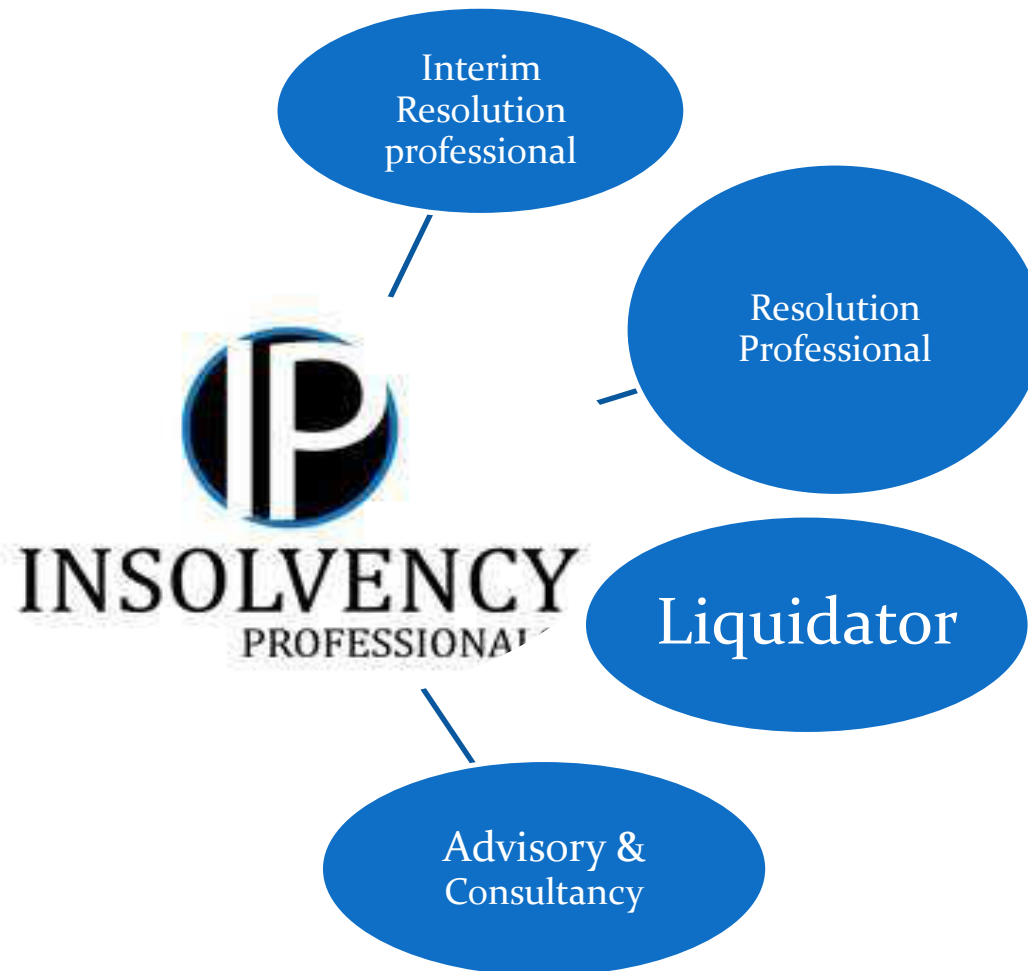




# SERVICES TO INCUBATION CENTRES



# Services as Insolvency Professional



# Licensing and Registration (regulatory approvals)

- ❖ **Licensing and Registration Solution Package:** Complete package for licensing and registration services on Pan India basis under different legislation whether of state or central government for any establishment, trade or commercial organization.
- ❖ **Annual Compliances:** Providing and ensuring the compliances on PAN Indian basis, as per terms of such license and registration on annual retainership or casual assignment basis.
- ❖ **Lease deed Registration: On PAN India basis,** lease/rent deed , negotiation, closure of deal, registration thereof, liaising with the department for and on behalf of clients.
- ❖ **Stamp duty:** Providing right stamping duty calculation to be charged for Lease/Rent Deed Registration as per the concerned state stamp duty act. In other words, complete stamp duty advisory too with deed registration on pan India basis.
- **Appearances and Representation services** for and on behalf of clients before quasi judicial and judicial and prescribed authorities for different purposes as per the requirement of prescribed laws and reference of the clients.
- Role and responsibilities of Attorney for and on behalf of our clients for general and specific purposes as per requirements, reference and mandate of the client to deal, negotiate, materialize and conclude the deal.

# Legal & FEMA, FDI Related Services

- ❖ **Legal drafting:** Drafting of Joint Ventures Agreements/ Shareholder Agreements, Deeds, Corporate Partnership/ Foreign collaboration/know-how or Technology Transfer Agreements, its action chart, Compliances and implementation thereof as per compliances schedule mutually agreed.
- ❖ **Appearance and Representation:** Appearance & representation before the quasi judicial and judicial authority for and behalf of the Company.
- ❖ **Compounding of Offenses:** Compounding of different offenses under respective law.
- ❖ **Advisory & Consultancy :** Advisory & Consultancy on different legal & compliance issues as per demand of the management time to time.
- ❖ **Branch/ Liaison Office:** Advising on the issues of establishment of branch/liaison/ project office in India by any foreign entity and any overseas branch of Indian entity including drafting and preparation of documents and obtaining approvals thereof.
- ❖ **Allotment of Shares:** Ensuring compliance for transfer and allotment of shares from resident to non resident and intimation and submission requirement thereof with RBI.
- ❖ **FDI Services:** Advisory and documentation for obtaining FDI with or without approval route and ensuring compliance of intimation and submission to the RBI.
- ❖ **Compounding of offences:** Compounding of offences under FEMA and related advisory and documentation thereof.
- ❖ **Other related matters:** Providing advisory and legal opinion on the subject of FEMA and other related issues thereof.



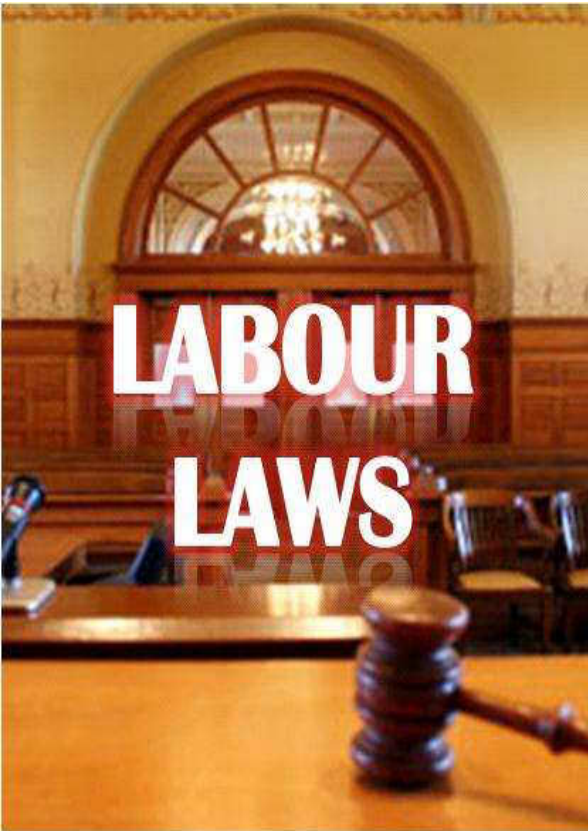
# Intellectual Property Rights

*Intellectual Property*



- ❖ Complete IPR solution like filing application under different IPR laws, search and examination report, appearance before the Registrar, approval of mark from the Registrar, publication of the same in trade and registration thereof as per the provision of the concerned IPR laws.
- ❖ Providing advisory and consultancy and preparation of documentation for registration of Trade Mark, Copy right, Design and patent from the concerned authorities.
- ❖ **Appearance and Representation** : Appearance and representation before the Trade and other concerned authority for and on behalf of the clients including making correspondence with the authority on the strength of Power of Attorney.
- ❖ **Advisory & Consultancy Services:** The complete advisory and consultancy services for compliances under the following IPR laws:-
  - Indian Copyright Act, 1957;
  - Trade Marks Act, 1999;
  - Patents Act , 1970 and
  - Designs Act, 2003.

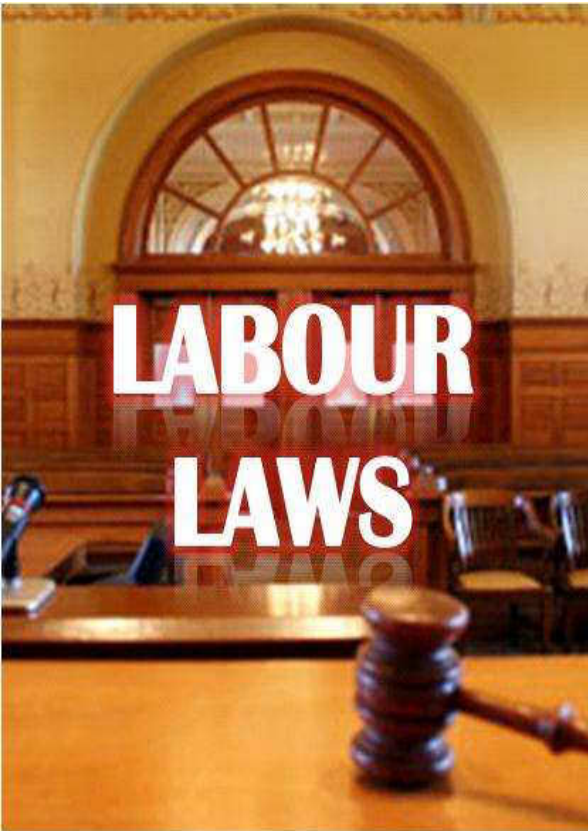
# Labour Laws Compliances



- ❖ **Compliances:** Complete Labour laws compliances on annual Retainership or casual assignment basis as per requirement and reference from the clients.
- ❖ **Obtaining the license and registration** from the different labour law authorities like Shop and Commercial Establishment, Contractual Labour, Provident Fund, ESI and other respective authorities in different states of India.
- ❖ **Submission and depositing** workers/employees welfare fund as per the rate prescribed by the concerned state laws and filing the returns thereof within the prescribed period.
- ❖ **Audit, Inspection & adjudication:** Conducting audit, assisting and managing the inspection of records by department, adjudication & compounding thereof.
- ❖ **Other Licenses:** In addition of labour law registration, a few important license and registration are trade license, drug license, chemical and explosive license, bar license, police license, manpower supply license etc.
- ❖ **Liasoning Services:** Liasoning service with different departments and authorities for different purposes as per the requirement of prescribed laws for and on behalf of the client as per its reference.
- ❖ Obtaining the CLU from state government, NOC from concerned authority, Fire License, Legal Metrology clearance and inspection and compounding of offence thereof.



# Accounts & Taxation Compliances



- ❖ **Accounting:** Day to day entry and maintainance of accounts in tally and bank account reconciliation.
- ❖ **Submission and depositing :** , Billing, GST and TDS Compliances including payment of TDS, GST etc.
- ❖ **Compliances:** Filing of monthly quarterly, half yearly or yearly retun as the case may be.
- ❖ **Audit, Inspection & adjudication:** Conducting audit, assisting and managing the inspection of records by department, adjudication & compounding thereof.



*CS K. K. SINGH, Managing Partner*  
***K. K. SINGH & ASSOCIATES***

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