

Compliance Calendar LLP

(An ISO 27001:2013 Registered Firm)



ABOUT US

Compliance Calendar LLP is New Delhi based firm registered with Ministry of Corporate Affairs, Government of India having LLPIN AAH-6435 with PAN India presence through its associates network offering advisory, consultancy, audit, taxation and liaisioning services. The firm works closely with clients, helping them to take startup call, grow and at the same time mitigate risks and grasp opportunities because it is said that when business works better, the world works better.

At Compliance Calendar LLP, we are committed to building a better working atmosphere — with increased trust, confidence in corporate governance having sustainable growth and pooling of talents in all of its hierarchy. We want to build a better working world through our own set of principles and by engaging with like-minded organizations and individuals who are self-motivated and can bring with them some value addition for the organization. Our Team Members carry very strong sense of obligation to serve our clients who count on us to deliver quality and excellence in everything we do to service them. We are trying our level best so that professional expertise reach to all stakeholders so as to make it convenient for business world talk about their challenges comes out with viable solution.

At Compliance Calendar LLP, we understand how difficult it is to take startup call for an entrepreneur who can make a lot of difference by making use of their fresh thinking and hard work to create positive social change – bringing new concepts and products to market, and creating jobs and wealth.

HOLISTIC APPROACH

Since its inception; Compliance Calendar LLP has consistently been the preferred choice for start-ups as well existing mid-level corporate houses as we not only meet but exceed our client's expectations by imbining our firms values through personalized professional services thereby setting a standard of quality and fostering innovation at work in very holistic way. We understand that businesses must focus on the holistic approach in order to stay competitive. Most companies have gone 'lean and mean,' which means employees need a broad scope of business knowledge. The era of the narrowly trained specialist seems to be ending. Even the process of developing business managers is changing because businesses require a more versatile approach to innovation and problem solving.

We live in an age of constant change, innovation and 'right-sizing.' Constant change is the driver of the multifaceted, holistic approach to business. An employee with a strong and varied business education has mastered this approach. These people are ideal candidates because they're highly adaptable within the marketplace.

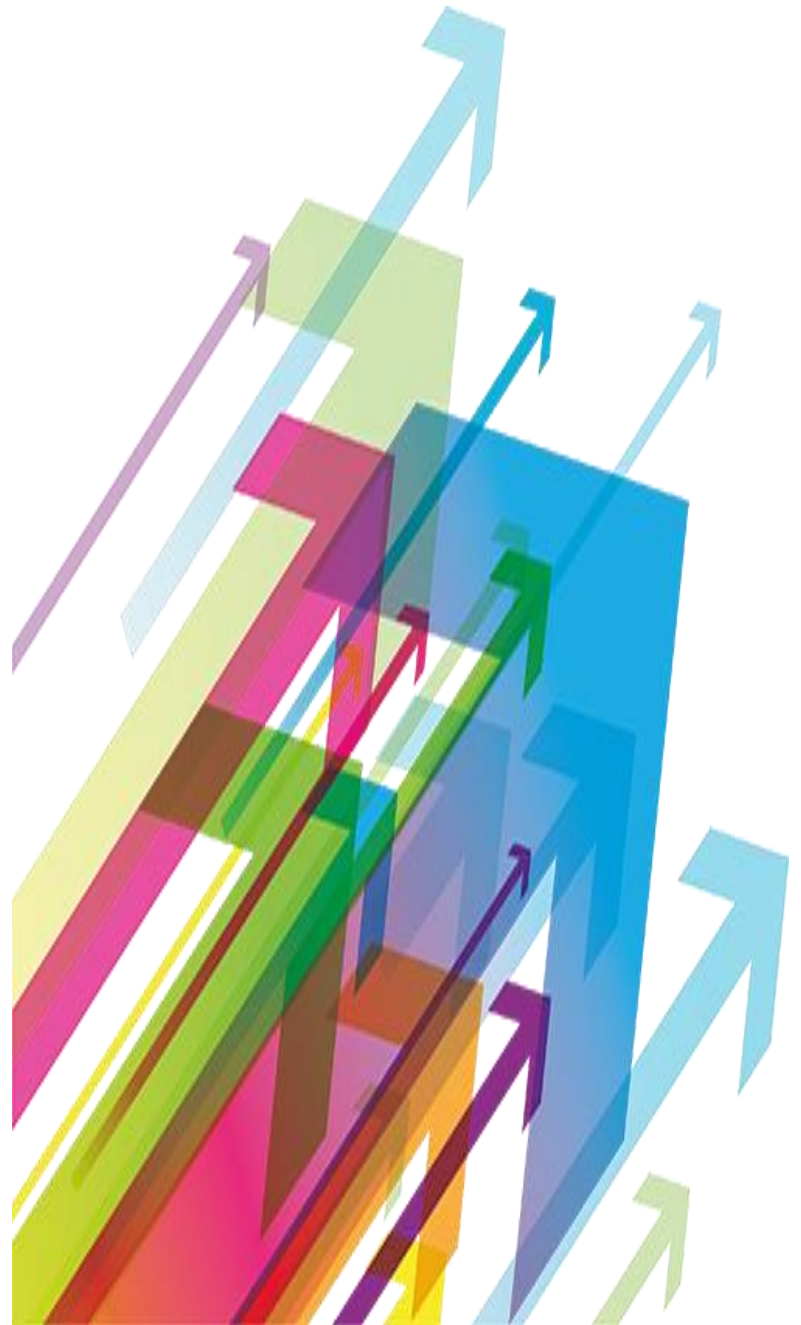
At Compliance Calendar LLP, we are passionate to listen to the business problems and help them out with the best of advisory services possible which; in short; comprise of intelligent, cost-effective, practical and the most convenient business solutions.

Our Vision

“Our Vision is to become a single window service firm to meet all compliance legalities to be adhered by any business entity thereby leading the way for socially conscious virtual atmosphere in the quest of ease of doing business anywhere globally.”

Our Mission

“Our Mission is to provide exceptional holistic services by becoming world’s most respected professional firm imbining to a culture that supports corporate governance at heart fostering good initiatives so as to bring business optimism amongst corporates and various stakeholders.”





Why Us ?

- Professional Firm of CS/CA
- PAN India Operations
- Techno-Legal Firm
- Expert & Experienced Team
- Knowledge Enabler
- Transparency & Accountability
- Client First Approach
- Bringing Innovation at work

MAIN AREAS OF OPERATION

- *Financial Services*
- *Business Support Services*
- *Legal Services and*
- *Secretarial Services*
- *Compliance Management Services*

A special emphasis has been laid by the Firm to provide services in the areas of Legal Drafting & Documentation, Consulting & Counseling on legal matters & Compliances, handling mergers & demergers, carrying out Due Diligence and Legal Audits, and a host of other related services.

APPROACH

The firm firmly believes that Corporate Compliance is an event but excellence in Corporate Compliance is spirit. Corporate Excellence can be achieved in every field by giving Proper Directions, Dedication, Determination, Discipline and completion of all Deadlines. The Management Approach of Firm is Dedication, Commitment and Satisfaction of Clients.

NOTE:

1. Enclosed the schedule of activities that are undertaken by us:
2. Our services to the clients are provided both onsite as well as offsite
3. We offer customized services either on assignment-to-assignment basis or on retainer ship basis based on the requirement of the client.



S.No.	SCHEDULE FOR VARIOUS ACTIVITIES UNDERTAKEN		
	ACTIVITIES		DESCRIPTION
	ADVISORY & EXECUTION OF COMPANY LAW & SECRETARIAL MATTERS		
A	Advisory Services		To keep updated & advise Board of Directors of the Company on implications, impact of various provisions of the Companies Act 2013, other Corporate Laws, various applicable laws as amended from time to time so as to take necessary action for compliance of various laws in time so as to save unnecessary cost and legal hassle to the company and its directors.
B	Business set up		Choice of business entity
			Drafting of constitution documents
			Assistance in various registrations under direct and indirect tax legislations, import-export regulations, etc
			Investment in capital, foreign direct investment, step down investments
C	Company/LLP Formation Services		Drafting Memorandum and Articles of Association of the proposed company as per nature of the business and the coverage required
			Preparing and filing the final documents for

				company registration with the ROC
				Follow up for registration of the company and getting it registered
D		Secretarial Services		Pre-Certification of various forms under the Companies Act, 2013 other than annual forms.
				Preparation of Annual Forms to be filed under the Companies Act, 2013 other than XBRL & Annual return.
				Drafting of notices, minutes etc. in respect of Board & General Meetings and assistance in finalizing the same
				Secretarial Compliance Certificate and /or Report of Secretarial Audit
				Change in the name of a company, Alteration of MOA
				Shifting of registered office from one State to another State
				Conversion of the company into Public or Private
				Petitions with Regional Director under various provisions of Companies Act, 2013
				Search and Registration of Charges
				Conducting postal ballot for companies
				Compounding of offences
				Acting as a scrutinizer

				Conversion of company from Private to Public and Public to Private
				Financial restructuring assistance
E		Listing Agreement Matters		
				Certificates for Corporate Governance under SEBI (LODR) Regulations 2015
				Certification of Annual Return of the company.
				Quarterly Secretarial Audit certificates under SEBI regulation.
				Certification on half yearly basis relating to share sub-division, consolidation, renewal, exchange, transfer etc. matters.
				Annual Compliances under SEBI Insider Trading provisions.
				Quarterly Compliances regarding Listing Agreement for Un-audited Financial Results.
				Disclosures of Directors particulars to the Stock Exchanges

				Compliances of clauses of Listing Agreement for Announcement of Annual Financial Results.
				Follow up and Interaction with Share Transfer Agent/Registrar for updating of Shareholders records and submission of Quarterly and Annual reports to various Stock Exchanges.
				Revocation of suspension of listing of shares at Bombay Stock Exchange (BSE).
				De-materialization of shares of the Company with NSDL and CDSL.
				Maintenance of the Statutory Records, Minutes Books of the Board meeting and various committee meetings.
F		XBRL Conversion & Filing		XBRL conversion & filing of Standalone & Conoslidated Balancesheet.
		LEGAL SERVICES		
G		Registration of LLP		Formation of LLP/ Closure of LLP, Conversion of Company to LLP; Conversion from LLP to Company
		FEMA		Establishing branch/company in countries

H		Provisions		abroad
				Inspection and certified true copies of documents relating to companies incorporated abroad.
				Certification of FCGPR, Compounding of offences under FEMA, Legal compliances under FEMA.
				Establishing branch/subsidiary of foreign company in India.
I		DUE DILIGENCE		Due Diligence Audit - Legal and Financial
				Handling documentation - pre and post funding
				Private Funding / VC Funding - Advisory and Assistance
J		Legal Opinion		Legal opinion on Company Law matters.
				Assistance in business / company takeover matters - Private Companies and Public Companies
				Drafting / vetting of various Commercial Agreements, Partnership Agreements and Wills ,
				Drafting of JV Agreement, JV cum Shareholders agreement

K		Company Winding up		Voluntary liquidation
				Winding up of companies by the Court & FTE mode
L		Corporate Restructuring		Undertake assignments relating to Mergers, acquisitions and demergers.
				Financial restructuring including handling matters at BIFR, DRT and High Courts.
				Matters relating to business / company takeover - Private, Public and Listed Companies.
		FINANCIAL SERVICES		
M		Project Financing		Private Funding / VC Funding - Advisory and Assistance.
				Funding of projects from Banks, Financial Institutions from India & Abroad.
				Debt & Equity Financing.
		COMPLIANCE MANAGEMENT SERVICES		
N		Compliance Management		Evaluating, Assessing, Developing Compliance Management System to avoid business and legal risks faced by the companies.

Consultancy in business is about bringing change. Change for the better.

Be it a task of re-engineering an existing one or setting up a new venture. We focus to design and build tomorrow's organizations.

Our success results from developing creative solutions to the various issues faced by the company.

Looking forward to have a long-term business relationship. In case of any query, we will be pleased to clarify the same.

MANAGING TEAM



Gaurav Kumar is recognized as an entrepreneur, author, trainer and business advisor on corporate consultancy. As such, he has delivered lectures at various seminars of The Institute of Company Secretaries of India, School of Corporate Law (IICA). He has been

chosen as Member of Research & Publication Committee of NIRC-ICSI for the year 2017-18 for having keen interest in research work. He has been chosen as Best Presenter in his MSOP. He has rich knowledge in Startup Services, Corporate Laws, Taxation, LLPs, Corporate & Government Liaisoning, Capital Markets, Public Speaking, Column Writing, and Management Training. He is engaged in Social Work as well.

Gaurav Kumar is Co-founder of Compliance Calendar LLP (A Firm Recognized as Startup by DIPP Under Ministry of Commerce & Industry, Govt. of India) wherein with the efficient team has handled very diverse groups of companies and SMEs— be it venturing into new business or corporate restructuring, registration & licensing and regular compliances under the various laws of the land through his firm “Kumar Gaurav & Associates, Company Secretaries [KGCS]”. Moreover, he is also engaged in the practice of secretarial assignments for over 2 years wherein he works closely on SMEs owners to accelerate the growth rate being engaged in board mentoring.

He has been the driving force for many startups in getting recognition with Government Initiatives and helping them finding Incubators to foster revenue model and being recognized as Startups.



Shiriti Kumari is recognized as a person with high caliber who keeps herself updated with the new avenues of learning for her and thereby contributes to all. She is an entrepreneur, author, trainer and business advisor on corporate consultancy. She has been a meritorious student during her academics and has represented her

schools and colleges in many competitions. She has rich knowledge in Corporate Laws, Corporate & Government Liaisoning, Capital Markets, Column Writing and Directors Training. She is regular faculty at School of Corporate Law (IICA) and many at different platform for educating business houses so as to facilitate corporate governance in India.

Shiriti Kumari is Co-founder of Compliance Calendar LLP (A Firm Recognized as Startup by DIPP Under Ministry of Commerce & Industry, Govt. of India) wherein with the efficient team has handled very diverse groups of companies and SMEs— be it venturing into new business or corporate restructuring, registration & licensing and regular compliances under the various laws of the land through her firm “Shiriti Kumari & Associates, Company Secretaries [CSKPRO]”.

She is equipped with blessed interpretations skills and thus has great taste for law papers, which motivated her to pursue Ph.D. in Corporate Governance. She has been the driving force for corporate management and is looking after her clientele, which range from small SMEs to Listed Companies today.

OUR BOARD OF ADVISORS

SWARAN JAIN

FCS, B.Com (Hons.), LL.B

A Fellow Member of the Institute of Company Secretaries of India. He started his career in 1989 and has worked in various capacities with reputed Industrial Houses. During his 26 years of experience, he has handled various kinds of issues of securities viz. public issue, right issue and bonus issue; dealt with SEBI, stock exchange (s), ROC, RBI etc.

SURINNDER K JOLLY

FCS, M.Com, LLB, CAIIB

A Fellow Member of the Institute of Company Secretaries of India. He started his career in the banking industry in 1982 and then moved on to the corporate sector in 1989 and subsequently worked with various industrial houses till 1996 and has been advising corporate clients on matters of Project financing, Equity structuring, Loans syndication, Project implementation, Takeovers, Mergers and Acquisitions, Corporate Restructuring, Revivals, MIS system development and Management consultancy services to the Promoters.

CONTACT US

Compliance Calendar LLP

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OUR ONLINE VENTURES

www.compliancecalendar.in

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