

# KrayMan

*Demystifying Complexities*

## Effective Secretarial Compliances: A Step towards Good Corporate Governance



# Introduction

More than a mere legal obligation, effective Secretarial Services is an opportunity to demonstrate Organization's goodwill in the eyes of its various stakeholders and investors.



'Ease of doing Business' tops the list of current Government's incentives for both domestic and foreign companies having business presence in India.

In the Globalization era India is moving towards international best practices to cater beyond domestic and national markets to other markets across the globe.

The Company Law 2013, has increased disclosure reporting requirement, promoting self-regulation and stringent penal consequences for defaults.

Therefore, it is very important for businesses to be compliant with all regulatory laws. It is essential that effective processes are set in motion and regularly monitored at all times.



# Role of a Company Secretary

The responsibilities on the management of the company has increased many folds due to various compliances to be taken care of at different occasions depending on the transactions or periodicity.

Ever changing laws makes it necessary for the management of the Company to have trusted advisors to provide suitable professional advice.

Here, the role of a qualified Company Secretary comes to play. A Company Secretary is responsible to not only take care of regulatory compliances but also to advise the Board on various matters.

A Company Secretary ensures corporate secretarial and legal compliances in time helping companies to mitigate adverse risks due to non-compliance.

Employing a Company Secretary on full time basis may not be viable for all Companies. Small and medium enterprises may seek assistance from practicing professionals like us wherein we handhold our Clients through reporting requirements and other compliances.

In addition, we also keep our Clients updated about new changes or developments coming up, which help them to manage their business more efficiently.

# Corporate Secretarial Services

Non-compliance / improper compliance, even unknowingly, may impact not only the financial aspects of the company, but also its brand image.

Our solution on Corporate Secretarial Services is meant to assist Clients manage and mitigate risks of non-compliance.



Preparation of books of accounts and presentation and consolidation of financial statements as per Company Law



Assistance in holding Board of Directors' Meetings within statutory timelines in person or through video conferencing



Equity / Debit financing options keeping in mind Companies Law as well as Foreign Exchange regulations where applicable



Maintenance of Company documents like registers, minutes, agenda, notices etc.



Feasibility of taking / granting loans



Corporate restructuring such as Merger, Amalgamation, Slump sale, De-merger, etc.



Change of Directors, shifting of registered office, condonation of delay, compounding of offences, oppression & mismanagement etc.



Buy-back of shares



Winding up / closure of entity / obtaining Dormant status for inactive Companies



Capital restructuring of the Company

# About KrayMan

Our expert team of professionals is equipped to deliver solutions and ease administrative burdens.

For any assistance, please contact:

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Founded by ex-EY (Ernst & Young), BMW & Grant Thornton professionals KrayMan is an Accounting and Management Advisory Firm specializing in Assurance, Tax, Regulatory, Compliance & Outsourcing, Corporate Secretarial, Transaction Advisory and HR Advisory services. We cater to International & Domestic Clients.

We are a team of professionals comprising of Chartered Accountants, Company Secretaries and MBAs who are truly committed in providing timely, professional and quality services to our Clients thereby building a long term relationship with them.

**We are members of prestigious Global Accounting and M&A Networks:** Cross Border Associates (CBA) – HQ, Germany and Prime Advisory Network (PAN) - HQ, London with an aim to gain international presence and gateway to the global market.

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