

JANMEJAY SINGH RAJPUT & ASSOCIATES (JSRA)

PRACTISING COMPANY SECRETARIES

(Partnering with JSRA Professionals LLP)



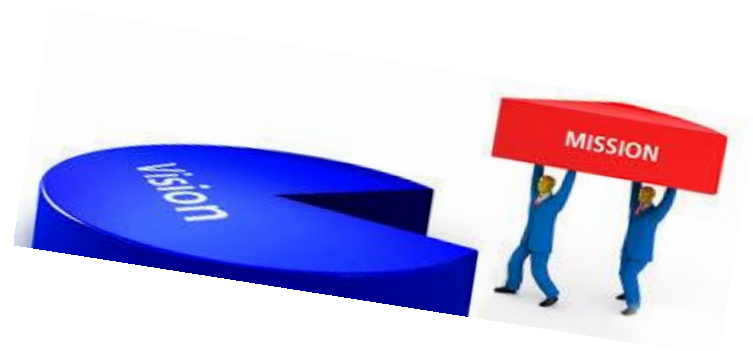
Firm Profile



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**Call us: +91-9818715747, 9818119272, 9870197931, 011-41835558,
www.csjanmejay.com**

Vision



Our ambition is to be a firm providing effective and efficient services, to act with fairness and diligence and to be professionally and socially responsible. Our aim is to offer valuable insight into prevailing economic and commercial climate of the country, so as to promote a better understanding of the business and legal environment and to assist clients in making decisions.

Mission

To continuously provide the best services to the utmost satisfaction of the client and commitment up-to clients satisfaction.

Firm Overview

- A full service Firm committed to provide advisory and consultancy to its clients having presence pan India and abroad.
- Expertise to provide total business solutions in various fields to various clients including Individuals, Firms, Industries, Companies and other Corporate, Social and Public & Private governed organizations.
- We are committed to think ahead and staying ahead – in ways that matter most to our clients.
- We keep abreast with the latest changes in legislations/laws and their implications on the industry/business of our clients.
- We endeavor to understand client's requirement, to anticipate evolving need and to act as an indispensable resource and a trusted partner.
- We provide services to global clients seeking to develop a local business and expand into new markets.
- Our broad and comprehensive expertise enables us to provide service's to our Clients with objective assessments of their current situations and devise effective strategies for their growth and revenue generation.

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Management Profile



FCS Janmejay Singh Rajput
[CS, LLB, B. Com(H), Certified CSR Professional]
Founder & Managing Partner

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✉ - info.jsra@gmail.com, racs.jsa@gmail.com

He is Fellow member (FCS) of Institute of Company Secretaries of India (ICSI) as well as Graduate in Commerce and Law. He has 10 year of rich experience in different areas of corporate and commercial laws, FEMA, Legal Drafting and litigation, Audit, Taxation- direct and indirect tax matter & practices, Including 5 years of experience as a Compliance officer and CS of Listed Company. He is also the member and advisors of various NGO's. He is also member of NCLT & AT Bar Council of India and registered Certified CSR Professional. He is also Founder and Member of Certified CSR Professionals Association registered as Section 8 Company. He is also founder of RASHA Welfare Foundation for spreading legal awareness in society.

He also has experience in different areas of practice including drafting and vetting of various agreements, Business set up advisory, Incorporation of a Company in India or abroad, Foreign Direct Investment, Laws applicable on Manufacturing industry and Metal sector, Secretarial audit and compliances, Due Diligence of companies, CSR Advisory and opinion services, liaison with various Governments and Non Government authorities and agencies such as Registrar of Companies, Regional Director, NCLT/NCLAT, Reserve Bank of India, Income Tax and GST Department, Director General of Foreign Trade (DGFT), Ministry of Corporate Affairs, Drugs Control Department, FSSAI, NSIC, RNI and other areas under laws.

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Expert/Independent Partner Profile



ACS Kanika Mathur, [CS, LLB, B. Com(H)]

Executive Partner

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✉ - cscanika.mathur@gmail.com, kanikajsra@gmail.com

She is an Associate member (ACS) of Institute of Company Secretaries of India (ICSI) as well as Law Graduate from Delhi University and Commerce Graduate. She has 10 year of rich experience in various companies having exposure in different areas of corporate laws, Foreign Business Setup Advisory, FEMA, Legal practices.

She also have experience in drafting and vetting of various agreements and Incorporation of a Company in India or abroad, Foreign Direct Investment Laws, FEMA, Secretarial audit and compliances, Due Diligence of companies, liaison with various Governments and Non Government authorities and agencies such as Registrar of Companies, Regional Director, NCLT/NCLAT, Reserve Bank of India, Director General of Foreign Trade (DGFT), Ministry of Corporate Affairs etc. She also have wide expertise to appear before NCLT/NCLAT, RERA, DRT, SEBI, High Court and Supreme Court of India and other district court in Delhi. (Including other quasi and government departments)

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Executive Team Profile



Ms. Nikita Suneja, AM- Secretarial & Legal at JSRA a Company Secretary from the Institute of Company Secretaries of India (ICSI) and Graduate in Commerce. She has 3 year of rich experience in different areas of Company laws & commercial laws. She is also have experience in drafting and vetting of various agreements & liaisoning with various Governments and Non Government authorities and agencies etc. She is working on various projects and volunteering in RASHA Welfare Foundation, in social Sector.



Ms. Shweta Singh, Executive - Secretarial & Legal at JSRA is an LL.b from Delhi University and she is persuing Company Secretary from the Institute of Company Secretaries of India (ICSI) and Graduation in Commerce. She has 1.5 year of rich experience in different areas of Company laws. She also have wide expertise to appear before NCLT/NCLAT, RERA, DRT, SEBI, High Court and Supreme Court of India and other district court in Delhi. (Including other quasi and government departments)

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Executive Team Profile



Ms. Geeta Kumari, Executive - Secretarial & licensing at JSRA is an persuing Company Secretary from **the Institute of Company Secretaries of India (ICSI) and Graduation in Commerce**. She has 1 year of experience in different areas of Company laws and licensing of Central and State Government.



Ms. Tanya Kapoor, Executive - Secretarial at JSRA is an persuing Company Secretary from the Institute of Company Secretaries of India (ICSI) and Graduation in Commerce. She has 1 year of experience in different areas of Company laws. At JSRA, she is heading Executive Committee of Professional Development



Mr. Ankit Sharma, Executive - Secretarial at JSRA is an persuing Company Secretary from the Institute of Company Secretaries of India (ICSI) and Graduation in Commerce. She has 1 year of experience in different areas of Company laws.

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Associate CA Team Profile



Ms. Deepika Pahwa, Chartered Accountant, designated as associate partner at JSRA. she is CA and commerce graduate from Delhi. She has over 5 years experience in different areas like Accounting, Statutory Audit, Bank Audit, Taxation, Assessment Proceedings before Income Tax, GST practices and commercial Laws including corporate laws.



Mr. Ram Kumar Yadav, Chartered Accountant, designated as associate partner at JSRA. He is CA and commerce graduate from Madhya Pradesh. He has over 10 years experience in different areas like Accounting, Statutory Audit, Bank Audit, Taxation, Assessment Proceedings, GST and commercial Laws including corporate laws. He is also expert in banking transactions and related issues and empanelled with various banks as CA.

Our Expertise

- Entry Strategy in India and abroad
- Advisory on Corporate Laws, i.e. Company laws, commercial laws, labour laws etc.
- Litigation advisory and legal Opinions
- Transaction and Business Advisory
- Market Intelligence & Market research
- Restructuring of Businesses- Merger/Takeover etc.
- Tax Law advisory- Income Tax and GST and Litigation before tax authorities
- Project reporting, project set-up and business development
- Project financing, Joint venture and corporate management & Funding including start-up finance Management



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Scope of Services

- Secretarial Compliance Services
- Services covered under Corporate and other business Laws
- Certification and documents vetting Services
- Business set up advisory
- Advisory on Entry Strategy in India
- Advisory on FEMA, Foreign Trade Policy, SEZ Set up, Factory Set up etc.
- Advisory on Import & Export business
- Taxation Services and Advisory on tax issues
- Accounting and Financial Services
- Business Commercial Registration Services
- Advisory and solicitors' services towards appearing before NCLT, NCLAT, DRT, DRAT and arranging Resolution Plan
- Advisory on Insolvency matters

Secretarial Services

**COMPANY
SECRETARIAL
SERVICES**



- Company Formation Services
- LLP Formation services
- Retainer-ship services- Compliance Services
- Maintenance and updation of records, registers, books etc. required under the Companies Act, 2013.
- Due Diligence report for Banks and Companies
- Certification of Depository Participants, Share Transfers, Managerial Remuneration, Annual Return etc.
- Secretarial Audit and Corporate Governance Certification.
- Maintenance of Minutes and other Secretarial/Statutory Records
- Making declarations under companies Act, 2013

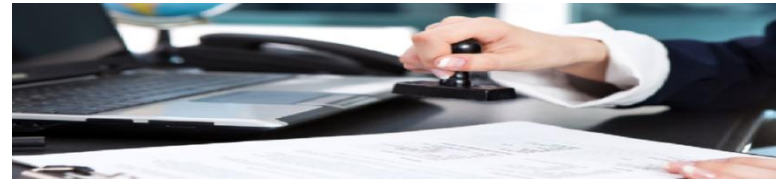


JSRA

Companies Act services

- Convening and conducting meetings of Board of Directors, Shareholders and other committee meetings etc.
- Arranging various approvals from Government Authorities like Regional Director (RD), Registrar (ROC), NCLT etc.
- Change of Name, Shifting of Registered office & Change in Objects Clause
- Matters pertaining to Oppression & Mismanagement
- Arranging E-Voting facility from NSDL CDSL and RTA
- Preparation of search reports, Charge report
- Advisory services on matters pertaining to Corporate Disputes.
- Partnership firm Registration with registrar of firms
- Appearance and Pleading under NCLT AND NCLAT matters.
- Other advisory and consultancy services under Companies act, 2013 and allied laws

Certification Services



- Issue of Secretarial Audit Report
- Incorporation of & conversion to section 8 (non – profit) company.
- Alternate Disputes Resolutions.
- Conversion of financial data to XBRL mode and filing of the same with MCA.
- Mergers, Amalgamations & Takeovers.
- Consultation and opinion on Corporate Laws
- Expert advice on primary & Secondary Stock Market.
- Appearance before Consumer Court & other Semi-Judicial Authorities.
- Buy back of shares.
- Compounding of offences under Companies Act.
- Audit of related party Transactions
- Other certification under other corporate laws like Companies Act, 2013, FEMA, SEBI, Listing Agreement etc.

- Drafting of policies, SOP, Internal Financial control Models
- Management Consultancy.
- Handling of all Secretarial and Legal functions of the Company.
- Liaison and interaction with Company Advocates, Solicitors, Chartered accountants and Legal Consultants etc.
- Preparation, Execution and Registration of all Legal documents.
- Listing And Delisting Service, Operations And Efficiency Audit Service, Special Investigative Audit Service, Corporate Governance Service, Payroll Service, Accounting And Assurance Service and Management Audit Services
- Other additional Services
- Our Delhi office offers virtual registered office and address for overseas companies as well as out side Delhi clients and also arrange the place for the offices in Delhi/NCR on rent.
- Drafting of Powers of Attorney, Resolutions, Regulations, Professional services contracts, Deed, Letters , Wills, etc.

- Liaison with Lead Manager, SEBI, Stock Exchange, Registrar of Companies, Reserve Bank of India Ministry of Corporate Affairs and other Government authorities.
- All works related to the Company's Trademarks and Copyrights. Appearing before Trademarks and Copyrights Registrar.
- Document management and custody.
- Dealing with matters related to Company Law, Central Excise, Customs, Consumer Protection, Mercantile, Property, other Civil and Economic Laws.
- Formation of NGO's i.e. Trust, Section-8 Companies, Societies and advisory on the same.
- One man operation professional secretariat support. Allow us to take your burden.
- We will ensure that all your documents are properly maintained and in compliance with international requirements.

Company Law & ROC Matters



- E- Filing of Documents with MCA and Compliance's under Companies Act, 2013
- Consultancy and Advisory on Companies Act, 2013
- Sale / Purchase of Companies (Pvt., Public, Listed companies , NBFC under takeover route)
- Creation of Database of shareholders
- Obtaining of Digital Signature Certificate (DSC)
- Formation of Section 8 Company (Non profit making organization)
- Maintenance of Register s under Companies Act, 2013
- Drafting and preparation of Minutes Books of Board and General Meetings etc
- Getting Charge Registered
- Liaisoning with Registrar of Companies, Regional Directors & Central Government
- Getting Director Identification Number (DIN)
- Maintenance of statutory records prescribed under Companies Act, 2013
- All matters relating to Company Law Board /NCLT
- All matters related to the Ministry of Corporate Affairs and Registrar of Companies.
- Drafting of Director's Report, Corporate Governance Report, Annual Report presentation Periodical advisory and / or retainer basis for Private Company / Closely held Company / Listed Company / Joint Venture Company / Section 8 Company for Company law related matters
- Legal opinions on the specific subject matter under Companies Act, 2013
- Drafting , documentation and advisory on the subject matter

Business set up and Entry Strategy for business

- **Start-up:**

To be eligible under Start-up India Scheme, the Start-up must be registered as a Company Pvt Ltd under the Companies Act, 2013 or Partnership Firm or LLP. We provide registration services, Compliance management and other services for better working of Start-up business.

- **Factory Set-up**

Team JSRA provide you services for factory setup in state of India. We follow process **from** identifying location, key service providers/contractors, **to** get necessary approvals from government authority and departments and liason with them.

- **Foreign Company Set up**

Team JSRA with prepare strategy for your Indian business. Our services follow process to cover risks and necessary steps required to register and operate your entity (such as Liaison office (LO), Branch office (BO), Project Office (PO), Limited Liability Partnership (LLP), Wholly Owned Subsidiary (WOS) or a Joint Venture (JV's) in India), in accordance with the applicable regulatory and foreign exchange requirements.



Registrations :

- Central GST, State GST and Integrated GST Compliance , Returns, Certification and Advisory consultancy
- PAN/TAN
- Registration under Income Tax Act, 1961 as the case may be
- Registration of (R&D) Research and Development with DSIR
- Registration under GST and Customs Laws such as LuT Registration etc.
- ISO Certification for Quality, Trade, Service, Management etc.
- Environment clearances (Air, Water, Noise etc.)
- Trade Mark, Patent, Copyright, Design and all IPR's registrations domestic and international
- Other statutory and general registrations as per client requirements
- FCRA registration of NGO's / Association
- 80G and 12 AA registration with income tax authority
- Mutation of property with MCD
- Registration of property sold and purchased
- Other Registration and certification services

Accounting and Finance



- Our corporate finance professionals enhance value strategic advice and execution services to corporations, financial institutions and public sector companies who seek value-enhancing solutions that complement their growth strategies.
- We have a specialist team that works actively with private equity, venture capital and other investors and lenders to arrange financing and complete transactions for clients.
- Availability of Loan Facility (Secured and Unsecured) from nationalized banks.

Our Corporate finance advisory services include:

- Providing assistance in term loan, working capital term loan, fund based and non-fund based finance facility and other funding requirements of clients
- Mergers & acquisitions
- Capital raising – Private equity or capital markets
- Strategic & general corporate advice
- Project finance & public private partnerships
- Business modelling
- Other bank related liaisoning work
- Various taxation matters and registrations
- Facilitating Joint ventures deal and drafting of documents

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SERVICES UNDER GST



Team JSRA has equipped for implementation of GST (Goods and Services Tax) in the organization and Industry. It is utmost important from the beginning, that all transactions should be verified from GST prospective and GST implication should be assessed and complied in correct manner. Our team will implement the GST in following manner:

- To identify the GST scope as per Industry concern
- Analyze each and every transaction of the company from GST perspective.
- Identification of Taxable transaction, Exempt transaction etc.
- Identification of specific benefits provided to particular industry or business location.
- Identification of Input GST Credit available to the company and best method of its utilization.
- Classification of the Product for CGST and SGST.
- Implementation of E-bill system
- Advisory on various issue over GST Matters and legal opinion on technical subjects of GST

Services under GST regime

Our Broad Services under GST regime:

- GSTIN Registration
- Filing GST Returns (Monthly / Quarterly / Half Yearly / Annual)
- GST Payment
- GST Refund
- Remittance of GST
- Assessment Under GST
- Assistance for Preparation of documents related to all GST Matters
- Consultancies on Legal Complexities Under GST
- Objections, appeals, revisions, rectification of order
- Amendments, renewal & modification in registration Certificates
- Drafting of SOP and policies for better and effective implementation of GST in organization



Custom Laws and Import Export

- Assisting in filing of the necessary documents for getting new registrations under Custom Laws
- Application before GST authority for Letter of Undertaking for tax exemption
- Assisting in all the online and offline representations with the department
- Assistance in properly payment of taxes, thereby reducing disputes with the department.
- Application for Import and export Code
- Registration with Export promotion councils for various industry and sector specific clients.
- Advisory on licensing with DGFT for Advance license, EPCG, Deemed Export, SEZ set up, machinery import etc under various licensing under Foreign Trade policy

CSR Advisory and Corp-Socio Consultancy

- Drafting of CSR policies and reports for corporates and NGO's
- Assisting CSR committee of the corporate and PSUs for developing CSR policies
- Preparation of CSR projects and its implementation
- Assisting in Social and CSR Audit and Standards
- Assisting in CSR funding, Governance and compliances
- Assisting and acting as independent consultant for CSR Committee of the Corporates
- Issue compliance report and audit report as per world class standards of CSR industry for corporates
- Valuation of CSR fund and its application, budgeting and planning
- Assisting corporates for CSR programs in compliant in letter and spirit with the laws and indicators
- Deliver Corporate presentations on the issues covered under section 135 and rules and chapter VII of the Companies act, 2013 and application of the same in different activities as defined under the act.

Consultancy to NGOs, Trust, Societies

- Registration of Trust, Societies, Sec-8 Company, Multistate CGHS, Co-operative Societies
- Income Tax Approvals under Act such as under section 12A /80G, Section 35(1)(ii) & 35(1)(iii), Section 10(2) 3C
- Registrations under Intellectual properties rights (IPR's) such as Trademark, Copyrights, assistance for Patent
- ISO Certification i.e. 9001:2015, 27000, 26000 etc.
- BIS Mark certification
- NGO Compliance's, Accounting, Annual Report's, Audits
- Income Tax Return
- Registration under FCRA and renewal thereon;
- PMKVY Funding
- NSDC Loan
- Registrations under schemes issued by various ministries and government sectors

Services under Insolvency and Bankruptcy Code

- To assist FC and OC to assess the viability of the Corporate Debtor.
- Preparation and filing of the CIRP Application with the Adjudicating Authority (NCLT).
- Appointing the IRP / RP in consultation with the applicant.
- Assisting on Public announcements required under the Code.
- Advising on the preparation of Information Memorandum and Statement of Affairs as may be desired by the Insolvency Professional in terms of the code.
- Assisting in all correspondences with the COC, NCLT, NCLAT, IPA and IBBI.
- Assisting in appointment of Registered Valuers, Legal and secretarial, other Professionals.
- Advising and drafting on the Agenda, Proceedings, Minutes of meeting of COC and any other Meetings of similar nature by creditors.
- Preparation of the financial model and a Resolution Plan
- Meeting, conference and discussion with the Insolvency Professional on the resolution plan and making the necessary changes as suggested therein.
- Drafting, settling and filing all representations, petitions, replies, rejoinders and all other such pleading as may be necessary like Filing and defending of any Applications which may be filed by the Creditor or against the Creditor with NCLT/ NCLAT appearances for hearing before the Adjudicating Authority.
- Performing all Duties of an IRP/RP by the Empanelled Resolution Professionals/IP in their individual capacity.
- Any other assignment under Insolvency and Bankruptcy Code 2016.

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JSRA

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CENTRAL VIGILANCE COMMISSION

Certificate of Commitment

This is to certify that

JANMEJAY SINGH RAJPUT AND ASSOCIATES COMPANY SECRETARIES

has adopted the Integrity Pledge and is committed to uphold highest standards of integrity and good governance and to follow ethical practices in conducting its activities



6576285873

Nilam Sawhney
Secretary

Central Vigilance Commission, Satarkta Bhawan, G.P.O. Complex, INA, New Delhi-110023
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