



A) ABOUT US

Nekkanti S.R.V.V.S. Narayana & Co. is a registered firm with the **Institute of Company Secretaries of India** providing multi-disciplinary services focusing on corporate, commercial and industrial laws.

The Firm has been extending multi-faceted services to Private Limited / Public Limited / Section 25 Companies, Non-Banking Finance Companies, Foreign Entities / Companies, Subsidiaries of Foreign Companies across various sectors and also to Firms, Trusts, Societies and other not-for-profit organizations.

Nekkanti S.R.V.V.S. Narayana & Co evolved from vast experience of its Proprietor, Mr. Nekkanti, spanning over 15 years in various positions in Human Resources, Administration, Finance, Treasury, Legal and Secretarial Departments in various companies with business interests as diverse as Manufacturing and Service Sectors.

Mr. Nekkanti, an Associate Member of the **Institute of Company Secretaries of India [ICSI]**, also holds a Bachelors Degree in Commerce from Andhra University apart from being a Law Graduate and a Post Graduate in Personnel Management, Industrial Relations & Labour Laws

Mr. Nekkanti was a **Gold Medalist** in Graduation and was conferred an **Award** by the Institute of Company Secretaries of India (ICSI) for his outstanding performance in Final Examinations conducted by the ICSI.

He involved in numerous major breakthroughs in corporate field which includes private equity investments, acquisitions, due diligence, setting up branch office / liaison office of foreign companies, incorporating / registering subsidiary companies of foreign entities etc.

B) INFRASTRUCTURE

A State-of-the-art Office of the Firm is located in the heart of Hyderabad City, India to provide timely service to the clients.

Dedicated web portal www.nekkanti.in is designed to provide useful content on various Laws, Rules, Regulations, Circulars/Notifications, FAQs, Check Lists, Formats, and Procedures etc. Electronic mail service with secured domain extension enabling a walk of an extra mile to provide secured services while constantly upgrading on technological and regulatory aspects.

Knowledge Hub containing best collection of various latest books authored by experts / eminent persons, materials, journals, magazines, periodicals etc.

The firm also consists of professionally qualified, well-trained and experienced human capital to cater to gamut of services in time with quality.

The Firm has good network of professional associates, having multi disciplinary skills and expertise, in all major cities of India.



C) SERVICES

1) Promotion, Formation, Registration and Restructuring Services

- Formation and registration of Private/Public/Section 25 Companies, Limited Liability Partnerships (LLPs), Partnership Firms, Trusts, Societies
- Registration of Non-Banking Finance Companies (NBFCs)
- Setting up of Liaison / Branch / Project Offices of Foreign Entities in India and subsidiaries of Foreign Entities
- Conversion of Partnership Firms in to LLP/Company
- Conversion of Private Limited Company in to Public Limited Company and vice versa
- Preparation of Offer Letters for Buy Back of shares and liaison with all other agencies connected with the same
- Conversion of Company in to LLP
- Registration, modification & satisfaction of charges
- Registration under the Andhra Pradesh Shops & Establishments Act and the Andhra Pradesh Tax On Professions, Trades, Callings And Employments Act, 1987, the PF Act, the ESI Act and Contract Labour (Regulation & Abolition) Act
- Registration of units under STPI, EHTP, BTP, SEZ and EOU
- Registration of Import and Export Code (IEC) with the DGFT
- Registration of Trade Marks, Copy Rights, Patents, Designs, Geographical Indications

2) Certification Services

- Statutory Declaration in Form 1 for incorporation of new company in India
- Verification of declaration in Form 19, 20 and 20A for compliances to commencement of business.
- Signing of Annual Return of Private / Public / Listed companies
- Certification of compliance of requirement under Schedule XIII
- Certification of all documents to be filed with Registrar of Companies to take on record.
- Certification on Compliance of Company Law Matters (Compliance Certificate u/s 383A)
- Declaration for registration of Memorandum and Articles of Section 25 companies.
- Certification of extinguishment and physical destruction of share certificates bought back by company.
- Certification of Form FC-GPR etc. under FEMA
- Certification of Form 1 and 2 under Investor Education and Protection Fund Rules.
- Certification of allotment of securities as approved by Stock Exchange.
- Certification of issue of certificates of securities within one month of lodgment.
- Certificate relating to the quarterly Secretarial Audit for reconciliation as required under notification issued by SEBI
- Certification as per the Guidelines on consortium arrangements / multiple banking arrangements issued by RBI.
- Certificate as required for transfer-cum-demat of Shares as required under the NSDL / CDSL Bye laws
- Certificate as required for completion of the transfers as required under Clause 47 of the Listing Agreement

3) Audit Services

- Secretarial Audit
- Securities Audit / Share Transfer Audit
- De-mat Audit
- Audit for due diligence certifications
- Audit for certifications under FEMA
- Compliance Audit



4) Representation Services

- Represent Clients before the Registrar of Companies, the Regional Director and the Company Law Board
- Represent before the Reserve Bank of India under the FEMA and NBFC matters
- Represent before Banks/Financial Institutions
- Represent for negotiations/settlement of disputes
- Scrutinizer for conducting postal ballot under the Companies (Passing of the Resolution by Postal Ballot) Rules, 2001

5) Documentation/Drafting Services

- Term sheets / Expression of Interest
- Memoranda of Understanding
- Investment Agreements
- Share Purchase Agreements
- Shareholders' Agreements
- Drafting of Articles of Association in line with the Shareholders Agreement
- Non-Compete Agreements
- Non-Disclosure Agreements
- Joint-Venture Agreements
- Foreign Collaboration Agreements
- Definitive Agreements
- Loan Agreements
- Stock Swap Agreements
- Employment Agreements
- Service Agreements
- Staffing Agreements
- Reply to Show Cause Notices
- Applications/Petitions to Company Law Board
- Notes and opinion on various issues relating to Corporate and Economic Laws

6) Advisory Services

- Advise on promotion, formation, incorporation, amalgamation, reconstruction, reorganization, acquisitions, takeovers, mergers and winding up of businesses / companies
- Advise in maintaining Statutory Records & Registers under the Companies Act.
- Advise on corporate governance
- Advise on Buy-back of Shares
- Advise on declaration and distribution of Dividend
- Advise on structuring and implementation of ESOP
- Advise on structuring and restructuring of capital
- Advise on FDI and compliance of provisions of FEMA and rules/regulations issued thereunder
- Advise on capital market, SEBI Act, Securities Contract Regulation Act, Take Over & Insider Trading Regulations and compliance of various rules, regulations and guidelines issued there under
- Advise on legal and regulatory aspects in India
- Advise on setting up Joint Ventures and Foreign Collaborations
- Advise on Shareholders' Agreements, Share Purchase Agreements, Promoters' Agreements, Investment Agreements, Employment Agreements, Service Agreements, Subscription agreements, Definitive Agreements



7) Consulting / Management Services

- Organizing and managing meetings of Board of Directors, Meeting of Shareholders, Meetings of Creditors etc.
- Drafting of notices, minutes etc. in respect of Meetings of Board & Shareholders.
- Preparation of Directors' Reports, Corporate Governance Reports and Annual Reports
- Change/Correction/Alteration of name of a company
- Amendment/Change of Object Clause of Memorandum of Association and Amendment of Articles of Association
- Shifting/Change of Registered Office within city/State or from one State to another State
- Undertaking inspection at the office of Registrar of Companies and report on the status of the company as to charges registered and the board of directors etc.
- Preparation and filing of Annual Returns with the Ministry of Corporate Affairs.
- Maintenance of minutes books, statutory registers and other support services.
- Compliances relating to Statutory Meeting and Statutory Report.
- Increase / Amend Authorised Capital
- Reduction of capital
- Issue / allotment of shares and related compliances.
- Transfer of Shares from and between/among Indians, NRIs and foreign persons.
- Valuation of Shares/Securities
- Obtaining RBI and Income Tax clearances

D) CONTACT US

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Disclaimer

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