

Category	Sub-Category	Services
1. Corporate Law & Secretarial Compliance	Incorporation & Business Set-Up	Incorporation of Private Limited Company
		Incorporation of Public Limited Company
		Incorporation of One Person Company (OPC)
		Incorporation of Limited Liability Partnership (LLP)
		Incorporation of Producer Company
		Section 8 (Not-for-Profit) Company Registration
		Conversion of Proprietorship/Partnership into Company/LLP
		Conversion of Private Company into Public/OPC/LLP & vice versa
		Obtaining Director Identification Number (DIN)
		Digital Signature Certificates (DSC) facilitation
		Name Reservation & Change of Name
		Drafting Memorandum & Articles of Association
		Commencement of Business filings
	Secretarial Compliance & Filings	Annual Return filing (MGT-7/MGT-7A)
		Financial Statement filing (AOC-4/AOC-4 XBRL)
		Appointment/Reappointment/Resignation of Directors (DIR-12)
		Appointment/Resignation of Auditors (ADT-1/ADT-3)
		Filing of Charges (CHG-1, CHG-4, CHG-9)
		Maintenance of Statutory Registers (Members, Directors, Charges, etc.)
		Issue/Allotment/Transfer of Shares (PAS-3, SH-4, SH-7)
		Buyback/Reduction of Share Capital filings
		Increase in Authorised Share Capital filings
		Compliance for Listed Companies (LODR, SEBI Regulations)
		Filing of Resolutions with ROC (MGT-7, MGT-14)
		Filing of Return of Deposits (DPT-3)
		MSME Return filing (MSME-1)

		Event-based compliances (change in registered office, alteration in MOA/AOA, etc.)
		Filing liquidator's documents
		Compounding of offences
	Board & Shareholder Meeting Compliances	Drafting & Circulation of Notice & Agenda for Board/General Meetings
		Conducting Meetings (Board Meetings, Committee Meetings, General Meetings)
		Drafting of Minutes (Board Meetings, Committee Meetings, General Meetings)
		Assistance in e-voting & postal ballot
		Preparation & filing of resolutions with ROC
		Drafting of shareholder agreements & corporate governance policies
		Support in Secretarial Standards (SS-1 & SS-2) compliance
	Corporate Governance & Advisory	Advisory on Companies Act, 2013 compliance
		Advisory on FEMA/RBI matters (Foreign Direct Investment, ODI, ECB)
		Corporate Restructuring (mergers, demergers, amalgamations)
		Drafting shareholder agreements, joint venture agreements
		Due Diligence (Secretarial, Legal, Corporate Governance)
		Corporate Policy drafting (Whistle-blower, CSR, Code of Conduct, etc.)
		Secretarial Audit (for listed & prescribed companies)
		Certification of Annual Returns (MGT-7, Form 8/11 for LLPs)
		CSR compliance & reporting
	Statutory Certifications & Reports	Certification of Annual Return (MGT-8)
		Secretarial Audit Report (MR-3)
		Certification of e-forms under Companies Act
		Diligence Report for Banks (as per RBI requirements)
		Certification for Buyback of Shares

		Certification for Preferential Allotment/Bonus/Rights Issue
		Reconciliation of Share Capital Audit (half-yearly for listed cos.)
	Regulatory Approvals & Representation	Filing & liaisoning with Registrar of Companies (ROC)
		Filing & liaisoning with Regional Director (RD)
		Compounding of offences under Companies Act
		Condonation of Delay (with RD/NCLT)
		Shifting of Registered Office (within state, from one state to another)
		Striking off company (STK-2 filing)
		Revival of companies under NCLT
		Representation before MCA/ROC/NCLT/SEBI/Stock Exchanges (where permitted)
2. NCLT/NCLAT & Legal Representation	Corporate Insolvency Resolution Process (CIRP)	Filing Applications: Section 7 (by Financial Creditor) Section 9 (by Operational Creditor) Section 10 (by Corporate Applicant)
		Representing Stakeholders: Financial Creditors (Banks, NBFCs, Homebuyers, etc.) Operational Creditors (Vendors, Employees, Statutory Authorities) Corporate Debtor (Companies filing themselves)
		Interim Resolution Professional (IRP) / Resolution Professional (RP) assistance
		Filing/Defending claims before IRP/RP/CoC
		Filing interlocutory applications (IA) in CIRP proceedings
		Challenging/defending CoC decisions before NCLT
		Filing avoidance transactions: preferential, undervalued, fraudulent, extortionate
		Approval of Resolution Plan before NCLT
		Liquidation orders in CIRP failure
	Liquidation Proceedings	Filing application for liquidation
		Acting as liquidator (if eligible) or assisting liquidator

		Claim collation and verification assistance
		Filing interlocutory applications in liquidation matters
		Distribution of assets representation
		Application for dissolution of company
	Voluntary Liquidation	Filing initiation application before NCLT
		Public announcements & claim verifications
		Filing reports with NCLT
		Application for dissolution order
	Bankruptcy (Personal & Partnership)	Filing application under IBC Part III (when notified fully)
		Representing personal guarantors to corporate debtors
		Representation for creditors against personal guarantors
		Filing discharge application / opposition
	Oppression & Mismanagement (Company Law, Section 241–242)	Filing application for oppression and mismanagement
		Representation of majority/minority shareholders
		Reliefs for removal of directors, mismanagement, fraud, siphoning of funds
		Applications for rectification of register of members
		Waiver applications (maintainability of petition)
	Merger, Demerger & Compromise (Section 230–232 Schemes)	Filing application for approval of scheme of arrangement/merger/demerger
		Representation in objections by ROC, RD, OL, creditors
		Application for modification or withdrawal of schemes
		Cross-border merger applications
	Revival & Rehabilitation of Companies	Filing application for revival of sick company (under IBC/NCLT powers)
		Application for restructuring/settlement under Section 230
		Filing for reopening of accounts or recasting of financials

		Compromise with creditors under NCLT approval
	Reduction of Share Capital	Filing application for reduction of capital
		Representing objections (creditors/ROC/SEBI if listed)
		Approval and order compliance
	Amalgamation/Conversion Cases	Conversion of public company into private company (NCLT approval)
		Conversion of company into LLP (when required under tribunal route)
		Approval for change in financial year under Section 2(41)
		Shifting of registered office from one state to another
	Compounding of Offences	Filing compounding applications for violations under Companies Act
		Representation before NCLT for reliefs/reductions
	Miscellaneous NCLT Matters	Rectification of register of members (Section 59)
		Approval for issue/redemption of securities when required
		Applications related to managerial remuneration approval/exceeding limits
		Waivers under Companies Act provisions requiring NCLT sanction
		Restoration of struck-off companies (Section 252)
		Appeals against ROC/RD orders
		Filing for extension of AGM, condonation of delay in filing
	Appeals before NCLAT	Drafting & filing appeals against NCLT orders
		Representation for: CIRP & Liquidation matters Oppression & Mismanagement cases Mergers, demergers, compromises Company law violations & restoration orders
		Stay applications & interim reliefs before NCLAT

	High Court / Supreme Court Appeals (Connected with NCLT/NCLAT)	Preparing and filing appeals to Supreme Court against NCLAT orders (with advocates)
		Drafting and strategizing appeals connected to corporate law/IBC
	Ancillary Legal Support	Drafting & vetting pleadings, affidavits, rejoinders
		Liaison with advocates, counsels, experts
		Compliance of NCLT/NCLAT orders (filings with ROC, RD, etc.)
		Certified copy procurement & filing support
3. Governance & Advisory	Corporate Governance Framework: Board Framework	Drafting & advising on Board Charters, Committees, and TORs
		Setting up Audit Committee, Nomination & Remuneration Committee, CSR Committee, Risk Management Committee
		Evaluation of Board performance
		Training & familiarization programs for directors
		Independent directors' appointment, role & compliance
	Corporate Governance Framework: Policy Formulation	Drafting and implementation of Corporate Governance Policies
		Code of Conduct for Directors and Employees
		Whistle-blower and Vigil Mechanism Policies
		Related Party Transactions Policy
		Insider Trading Code & Fair Disclosure Policy
		Succession Planning Policy
	Strategic Advisory: Business Structuring & Restructuring	Advisory on choice of entity (Pvt Ltd, LLP, Listed Co, etc.)
		Group structuring & holding-subsidary arrangements
		Shareholder agreements & joint ventures
		Corporate restructuring – mergers, demergers, spin-offs
		Conversion of entity (Private to Public, OPC to Private, etc.)
	Strategic Advisory: Corporate Strategy	ESG & Sustainability advisory

		CSR strategy & compliance monitoring
		Business expansion into new jurisdictions (India & overseas)
		Cross-border structuring and foreign entry strategies
	Risk Management & Compliance Advisory: Enterprise Risk Management (ERM)	Designing risk management frameworks
		Risk identification, mitigation, and reporting
		Compliance risk mapping & monitoring
	Risk Management & Compliance Advisory: Internal Controls & Compliance Health Checks	Secretarial Audit readiness & mock audits
		Compliance status reporting to Board
		Regulatory risk assessment
		Periodic governance health-check reviews
	Shareholder & Investor Advisory: Shareholder Relations	Drafting & advising on Shareholders' Agreements
		Advisory on shareholder disputes & settlements
		Structuring minority shareholder protections
		Shareholder communications & disclosures
	Shareholder & Investor Advisory: Investor Relations	Advising on investor onboarding processes
		Support in capital raising (equity/debt)
		Compliance for private equity/venture capital funding
		Ongoing investor reporting and governance
	Ethics & Sustainability Governance: Ethics Management	Setting up Ethics Committees
		Conducting ethics training & awareness sessions
		Advisory on conflict-of-interest situations
	Ethics & Sustainability Governance: Sustainability & ESG	ESG framework advisory & reporting

		Guidance on integrated reporting (SEBI/Global Standards)
		Corporate social responsibility compliance & reporting
	Government, Regulatory & Institutional Advisory	Advisory on MCA, SEBI, RBI, IRDA, CCI, IBBI compliances
		Representation before regulatory authorities (advisory level)
		Guidance on new regulatory frameworks & reforms
		Advising on corporate laws and policy changes
		Drafting representations & petitions to regulators
		Stakeholder consultation & advocacy support
	Corporate Communication & Transparency: Disclosure Management	Advising on disclosure norms under SEBI, Companies Act, LODR
		Ensuring fair & transparent communication to stakeholders
		Drafting Annual Report sections (Directors' Report, Corporate Governance Report, etc.)
	Corporate Communication & Transparency: Crisis Management Advisory	Advisory on corporate crisis handling (fraud, governance lapses, media issues)
		Drafting crisis communication framework
		Supporting management in regulatory investigations
4. Capital Markets & SEBI Compliance	SEBI Regulations Compliance: SEBI (LODR) Regulations, 2015	Drafting and filing disclosures with stock exchanges (quarterly, half-yearly, annual).
		Ensuring compliance with corporate governance provisions (Board composition, Independent Directors, committees).
		Certification and filing of Corporate Governance Report.
		Certification of Shareholding Pattern.
		Monitoring compliance with related party transactions.
		Annual secretarial compliance report under SEBI Circulars.
	SEBI Regulations Compliance: SEBI Insider Trading (Prohibition) Regulations, 2015	Drafting & implementation of Code of Conduct & Code of Fair Disclosure.
		Maintaining Structured Digital Database (SDD).

		Monitoring & reporting of trading window closure.
		Pre-clearance of trades & disclosure monitoring.
		Filing reports with stock exchanges.
	SEBI Regulations Compliance: SEBI Takeover Regulations (SAST)	Drafting & filing public announcements for open offers.
		Compliance certifications for acquirers/target companies.
		Handling disclosures of acquisitions/encumbrances.
		Assisting in exit offers & takeover compliances.
	SEBI Regulations Compliance: SEBI Buyback of Securities Regulations	Drafting buyback public announcement & letters of offer.
		Filing of returns with SEBI & stock exchanges.
		Ensuring extinguishment & compliance with timelines.
	SEBI Regulations Compliance: SEBI Delisting Regulations	Preparing due diligence report.
		Drafting of public announcements & exit offer documents.
		Certification of compliance with delisting process.
	Capital Raising & Securities Issuance: Public Issues (IPO / FPO)	Drafting & certification of prospectus.
		Due diligence certificate under SEBI ICDR Regulations.
		Co-ordination with merchant bankers, RTA, legal counsel.
		Certification of allotment & listing compliance.
	Capital Raising & Securities Issuance: Preferential Issues	Drafting private placement offer letters.
		Filing with stock exchanges & ROC.
		Ensuring lock-in and pricing compliance.
	Capital Raising & Securities Issuance: Rights Issue	Drafting letter of offer.
		Certification of eligibility & compliance with SEBI.

		Post-issue compliance reporting.
	Capital Raising & Securities Issuance: Qualified Institutions Placement (QIP)	Compliance certification under SEBI ICDR.
		Co-ordination with stock exchanges & merchant bankers.
	Capital Raising & Securities Issuance: Bonus & Split Issues	Certification of corporate actions.
		Filing with stock exchanges & depositories.
	Capital Raising & Securities Issuance: Debt Securities	Drafting & certification for NCDs / bonds issuance.
		Listing compliance with SEBI (ILDS) Regulations.
		Due diligence certificate for debt listing.
	Corporate Governance & Listing Advisory	Drafting of Listing Agreement / LODR compliance manual.
		Advising on corporate governance best practices.
		Regular health check of SEBI & exchange compliance.
		Drafting policies: Whistleblower, Risk Management, CSR, etc.
		Liaising with SEBI, NSE, BSE, and other exchanges.
	Depositories & Registrar Compliance (NSDL/CDSL)	Compliance for Dematerialisation & Rematerialisation of securities.
		Certification of reconciliation of share capital audit report.
		Ensuring corporate action compliances with depositories.
		Due diligence for transfer agents & share registry.
	Certifications & Reporting	Secretarial Audit for listed & large companies (under Companies Act + SEBI circulars).
		Annual Secretarial Compliance Report (SEBI-mandated for listed cos.).
		PCS certification for share transfer, allotment, buyback, etc.
		Due diligence certificates for capital raising.

	Advisory & Representation	Advisory on SEBI regulations for corporates, promoters, and investors.
		Representation before SEBI / Stock Exchanges for clarifications, approvals, and disputes.
		Assisting in compounding, consent applications, and adjudication proceedings.
5. FEMA & RBI Compliance	Inbound Investment (FDI): Advisory & Structuring	Advising on sectoral caps, entry routes (Automatic vs. Approval route).
		Drafting and reviewing shareholder agreements, JV agreements, investment agreements.
	Inbound Investment (FDI): Regulatory Filings	Filing of FC-GPR for issue of shares.
		Filing of FC-TRS for transfer of shares.
		Filing of LLP(I) and LLP(II) forms for foreign investment in LLPs.
		Filing of ARF (Advance Reporting Form).
	Inbound Investment (FDI): Reporting & Compliance	Single Master Form (SMF) compliance.
		Annual Return on Foreign Liabilities and Assets (FLA).
		Downstream investment reporting.
		Pricing guidelines compliance for issue/transfer of shares.
	Outbound Investment (ODI): Advisory & Structuring	Advising on permitted structures for ODI (equity, debt, JV, WOS).
		Ensuring compliance with automatic/approval route norms.
	Outbound Investment (ODI): Regulatory Filings	Filing of ODI Part I & Part II.
		Filing of Annual Performance Report (APR).
		Reporting of disinvestment / restructuring.
	Outbound Investment (ODI): Monitoring & Compliance	End-use monitoring of funds.
		Compliance with financial commitment limits.

		Ensuring proper reporting of guarantees / pledges / charges.
	External Commercial Borrowings (ECB): Advisory & Structuring	Eligibility check for borrower and lender.
		Advising on all-in-cost ceiling, maturity, and end-use restrictions.
	External Commercial Borrowings (ECB): Regulatory Filings	Filing of ECB Loan Registration Number (LRN).
		Monthly ECB-2 Return filings.
	External Commercial Borrowings (ECB): Monitoring & Compliance	Compliance with hedging requirements.
		Reporting of changes in terms & conditions.
		Reporting of prepayment or refinancing.
	Overseas Remittances (LRS & Others): Advisory & Structuring	Remittance under Liberalized Remittance Scheme (LRS) – investment, education, medical.
		Advisory on gifts, donations, and permissible current account transactions.
	Overseas Remittances (LRS & Others): Regulatory Filings	Form A2 for outward remittances.
		Supporting documentation compliance (invoices, agreements, etc.).
	Overseas Remittances (LRS & Others): Monitoring & Compliance	Compliance with limits (USD 250,000 per year).
		End-use monitoring for investment remittances.
	Compounding & Penalty Matters: Advisory	Identifying non-compliances under FEMA.
		Advisory on whether compounding vs. adjudication is applicable.
	Compounding & Penalty Matters: Representation	Filing compounding application with RBI.
		Drafting replies and representation before RBI.

		Liaising with RBI till order passed.
	Banking & NBFC Related FEMA/RBI Compliance: For NBFCs	Registration and licensing support with RBI.
		FEMA compliance for foreign shareholding in NBFCs.
		Returns and filings specific to NBFCs (NBS returns, etc.).
	Banking & NBFC Related FEMA/RBI Compliance: For Banks / AD Category Entities	Compliance checks for Authorised Dealer (AD) banks.
		Support for reporting to RBI (XBRL filings, sectoral returns).
		Assistance in drafting and updating internal FEMA compliance manuals.
	Cross-Border Mergers & Business Restructuring: Advisory	FEMA compliance for inbound/outbound mergers.
		Sectoral and approval route analysis.
	Cross-Border Mergers & Business Restructuring: Filings & Representation	Intimations to RBI for cross-border mergers.
		Share valuation and pricing compliance.
		Ensuring compliance with Foreign Exchange Management (Cross Border Merger) Regulations.
	Ongoing & Annual FEMA/RBI Reporting	Annual FLA Return filing.
		Annual ODI Performance Report.
		Annual reporting by LLPs receiving foreign investment.
		Certification of statutory filings under FEMA.
		Compliance review & audit of FEMA records.
6. Mergers, Acquisitions & Restructuring	Mergers & Amalgamations	Drafting Scheme of Merger/Amalgamation (u/s 230-232, Companies Act)
		Filing applications/petitions with NCLT
		Obtaining approval from shareholders, creditors, regulators
		Drafting notices, explanatory statements, affidavits

		Filing forms with MCA (MGT-7, AOC-4, INC-28, etc.)
		Drafting & filing with Regional Director / Registrar of Companies
		Valuation coordination with Registered Valuers
		SEBI compliances (if listed company merger) – stock exchange intimation, LODR, fairness opinion
		Drafting & vetting share exchange ratio agreements
		Advising on accounting treatment of merger
		Post-merger integration compliances (change of name, capital structure, MOA/AOA amendments, etc.)
	Demerger / Spin-off / Slump Sale	Drafting Scheme of Arrangement for Demerger
		Filing applications with NCLT
		Filing with stock exchanges for listed companies
		Preparation of information memorandum for stakeholders
		RBI/FEMA approvals for cross-border demergers
		Drafting slump sale agreements (undertaking transfer)
		Ensuring compliance with Income Tax Act (Sec 2(19AA))
		Filing forms with ROC & MCA (INC-28, MGT-7, AOC-4, PAS-3)
		Drafting & implementing shareholding restructuring
	Acquisitions (Takeovers & Buyouts)	Conducting legal due diligence
		Drafting & vetting Share Purchase Agreements (SPA)
		Drafting & vetting Shareholders' Agreements (SHA)
		Compliance with SEBI Takeover Code (for listed companies)
		Open Offer filings & public announcements (for listed acquisitions)
		Filing with RBI for FDI-related acquisitions
		Drafting share transfer deeds, filing SH-4/SH-7
		Assisting in board/shareholder approvals for acquisition
		Drafting non-compete, non-disclosure agreements
		Advisory on structuring buyouts (leveraged buyouts, management buyouts)

	Joint Ventures & Strategic Alliances	Drafting Joint Venture Agreements (JVA)
		Drafting Technical Collaboration / Technology Transfer Agreements
		Filing with ROC & MCA for new JV entity
		FEMA compliance for foreign JV partner investment
		Vetting terms for profit sharing, management rights, exit clauses
		Filing with RBI for cross-border alliances
		Drafting & filing necessary corporate resolutions
		Assisting with board composition & governance in JV
	Corporate Restructuring (Internal)	Capital Reduction (Sec 66) – drafting petitions, filing with NCLT
		Buy-back of shares – drafting board & shareholder resolutions, filings (SH-8, SH-9, SH-11)
		Alteration of Share Capital – subdivision, consolidation, conversion of shares
		Conversion of preference shares/debentures into equity
		Alteration of MOA & AOA in restructuring
		Drafting & filing for reorganisation of group companies
		Drafting ESOP / Sweat Equity schemes as part of restructuring
		Drafting agreements for inter-se transfer among promoters
	Cross-Border Mergers & Acquisitions	Drafting & filing applications under Companies (Compromises, Arrangements and Amalgamations) Rules, 2016
		FEMA & RBI compliance for cross-border M&A
		Coordination with foreign regulators / authorities
		Drafting valuation & swap agreements in cross-border transactions
		Filing FCGPR, FCTRS, ODI forms with RBI
		SEBI & stock exchange filings for cross-border listed companies
		Drafting schemes for inbound & outbound mergers (Section 234, Companies Act)

	Regulatory Approvals & Representations	Representation before: NCLT (for merger/demerger/arrangement approval) SEBI (for takeover/open offer/delisting) Stock Exchanges (LODR compliance) RBI (for cross-border approvals) Competition Commission of India (for M&A approval under CCI Act) Income Tax authorities (tax neutrality certification)
		Obtaining No-Objection Certificates from regulators/creditors
		Handling public notices & newspaper publications
	Due Diligence & Advisory	Legal due diligence (corporate, secretarial, litigation)
		Regulatory compliance due diligence (SEBI, FEMA, RBI, MCA)
		Drafting due diligence reports & compliance checklists
		Secretarial audit of target company
		Advising on structuring of transaction (tax, FEMA, Companies Act)
		Vetting competition law aspects (merger thresholds under CCI)
		Advisory on delisting in M&A context
	Post-Transaction Compliances	Filing with ROC (INC-28, SH-7, PAS-3, etc.)
		Updating Register of Members & beneficial ownership
		Filing with stock exchanges (LODR disclosure, shareholding pattern)
		Intimation to depositories (NSDL/CDSL) for corporate action
		Amendment of MOA/AOA post scheme approval
		Transfer of licenses, registrations & contracts to merged entity
		Post-merger restructuring of board & committees
		Updating agreements with vendors, banks, regulators
		Ensuring continuity of compliance in new entity

7. Taxation & Labour Laws (Limited Role)	Direct Tax	<p>Corporate Income Tax Compliance:</p> <ul style="list-style-type: none"> Assisting in obtaining PAN, TAN registrations Coordination with tax consultants for filing ITRs of companies/LLPs Maintaining tax compliance calendars for corporates Support in advance tax, TDS, and withholding tax obligations Compilation & submission of tax records for statutory audits
		<p>TDS/TCS Compliances:</p> <ul style="list-style-type: none"> Assistance in deduction & deposit of TDS/TCS on various payments Preparation & filing of quarterly TDS returns (Form 24Q, 26Q, 27Q, etc.) Generating and reconciling Form 16/16A for employees/vendors TDS default rectifications and compliance corrections
		<p>Tax Planning Support (Advisory Role):</p> <ul style="list-style-type: none"> Guidance on structuring transactions to be tax-efficient (in consultation with CAs/Tax advisors) Advising corporates on applicability of Minimum Alternate Tax (MAT) / Dividend Distribution Tax (DDT – pre-abolition cases) Advisory on inter-corporate loans, remuneration, and related party taxation
	Indirect Tax (GST, VAT Legacy, etc.)	<p>GST Registration & Structuring:</p> <ul style="list-style-type: none"> Obtaining GST registration for businesses Advising on place of supply, composition vs. regular scheme, multi-state registration Amendment, cancellation, and surrender of GST registrations
		<p>GST Compliance:</p> <ul style="list-style-type: none"> Maintaining GST compliance calendar Assistance in filing monthly/quarterly returns (GSTR-1, GSTR-3B, GSTR-9/9C with CA certification support) Input Tax Credit (ITC) reconciliation support Advisory on Reverse Charge Mechanism (RCM) compliance Support in e-invoicing implementation and compliance

		Representation Support: Drafting replies to GST notices, show cause notices (in consultation with tax lawyers) Coordinating GST audit requirements with statutory auditors Filing refund applications for excess GST/ITC accumulation
		Legacy & Transition: Support in Service Tax / VAT transition matters (if pending litigation exists) Documentation for past indirect tax assessments
	Labour Laws & Employment Compliance: Registrations & Licensing	PF, ESI, Professional Tax, Labour Welfare Fund registrations
		Shops & Establishment Act registration and renewals
		Contract Labour (Regulation & Abolition) Act registration and licensing support
	Labour Laws & Employment Compliance: Periodic Compliances	Assistance in filing PF returns (Form 3A, 6A, monthly ECR filing)
		Filing ESI returns and employee records maintenance
		Maintenance of statutory registers under various Acts (muster rolls, wage registers, overtime, gratuity, etc.)
		Filing Labour Welfare Fund contributions
		Compliance under Payment of Bonus, Payment of Gratuity, Minimum Wages, Equal Remuneration Act
	Labour Laws & Employment Compliance: Advisory & Audit	Labour law audit (compliance health check-up) for companies
		Advisory on applicability of new labour codes (once implemented)
		Assisting in inspections under PF, ESI, and labour laws
	Employee Stock Options, Bonus & Compensation (Overlap with SEBI/Company Law)	Structuring ESOP, Sweat Equity, Bonus share schemes from tax & labour perspective
		Compliance under Payment of Bonus Act & Payment of Gratuity Act
		Tax deduction & TDS compliances for salaries, perquisites, stock options

	Representation & Liaison	Preparing replies to IT/GST/Labour law notices (in consultation with CAs/Advocates)
		Representing corporates before Assessing Officers/Inspectors for preliminary hearings
		Liaising with Income Tax Department, GST authorities, PF/ESI offices for procedural matters
	Advisory & Corporate Structuring Support	Tax & Labour law due diligence during mergers, acquisitions, restructuring
		Advisory on expatriate taxation & labour law compliances (in consultation with tax advisors)
		Cross-border tax & labour compliances (RBI/FEMA + Taxation integration)
		Advisory on payroll structuring for tax optimization
	Miscellaneous/Support Roles	Maintaining compliance dashboards for corporates (Tax + Labour laws)
		Offering corporate compliance certifications (as per Company Law, where linked to taxation/labour aspects)
		Assisting in technology-driven compliance (TDS/GST software integration, payroll systems compliance mapping)
8. Intellectual Property (IP) Support	Trademark Support Services: Advisory & Strategy	Guidance on selection of distinctive names, logos, and brand identity.
		Advising on trademark classes under NICE classification.
		Brand protection strategies for businesses.
	Trademark Support Services: Search & Due Diligence	Conducting preliminary trademark search.
		Identifying conflicts with existing marks.
		Advisory on registrability & risk analysis.
	Trademark Support Services: Application & Registration Support	Preparation & filing of trademark applications (with trademark agents).
		Drafting supporting documents and affidavits.

		Monitoring status and responding to clarifications.
	Trademark Support Services: Post-Registration Compliance	Renewal filings & maintenance.
		Recordal of changes (name, address, ownership).
		Watch services for infringement monitoring.
	Trademark Support Services: Litigation & Dispute Support (Non-representational)	Drafting notices/oppositions/counter statements (with lawyers).
		Advisory on settlement/assignment/licensing.
	Copyright Support Services: Advisory	Guidance on copyrightable works (literary, artistic, software, etc.).
		Advice on ownership, joint works, and moral rights.
	Copyright Support Services: Search & Due Diligence	Checking copyright databases for existing works.
		Advising on originality & infringement risks.
	Copyright Support Services: Application & Registration Support	Preparation and filing of copyright applications.
		Drafting forms, affidavits, and supporting documents.
		Coordinating with Copyright Office for queries.
	Copyright Support Services: Post-Registration	Renewal, correction, or recordal of assignments/licenses.
		Monitoring infringement risks.
	Patent Support Services: Advisory	Guidance on patentability basics & process overview.
		IP strategy in business structuring (when to patent vs. trade secret).
	Patent Support Services: Search & Due Diligence	Facilitating prior art searches with patent agents.
		Advisory on freedom-to-operate studies.

	Patent Support Services: Application & Registration Support	Assistance in filing forms & documents with patent agents.
		Coordinating with R&D and attorneys for drafting.
	Patent Support Services: Post-Registration	Renewal management.
		Assignments, licenses, and recordal support.
	Industrial Designs & Geographical Indications (GI) Support: Advisory	Explaining scope of protection under Designs Act & GI Act.
		Advising on registrability of product shapes, patterns, packaging.
	Industrial Designs & Geographical Indications (GI) Support: Search & Due Diligence	Coordinating design/ GI searches.
		Verification of originality and existing registrations.
	Industrial Designs & Geographical Indications (GI) Support: Application & Registration Support	Filing design/ GI applications.
		Documentation and liaison with Design Wing/ GI Registry.
	Industrial Designs & Geographical Indications (GI) Support: Post Registration	Renewal and maintenance filings.
		Recordal of changes/assignments.
	IP Due Diligence & Transaction Support	IP audit for companies during M&A or restructuring.
		Verification of IP ownership before investment/funding.
		Checking IP compliance before IPO or listing.
		Drafting/ reviewing IP assignment and licensing agreements.
	IP Compliance & Secretarial Integration	Recording IP as intangible assets in company registers.
		Board/ shareholder resolutions for assignment or licensing.
		Maintaining statutory records of IP in registers.
		Assistance in valuation, reporting, and disclosure of IP in financial/secretarial filings.

	Liaison & Representation Support	Coordinating with: Trademark/Patent/Copyright offices. SEBI/Stock Exchanges for IP-related disclosures. RBI/FEMA authorities in case of foreign IP transactions.
		Supporting advocates/agents in litigation or opposition cases.
	IP Awareness & Strategy Advisory	Conducting IP awareness sessions for employees.
		Advisory on trade secret protection policies.
		Internal IP policy drafting for corporates.
		Strategy for international filings (Madrid Protocol, PCT, Hague system) with agents.
9. Other Professional Services	Startup Advisory	Entity Selection & Incorporation: Advising on entity structure (Pvt Ltd, LLP, OPC, Section 8 Co.) Name approval & reservation (RUN, SPICe+) Drafting MOA & AOA Incorporation filings with MCA
		Funding & Capital Structuring: Shareholding pattern advisory Drafting term sheets Preparing pitch deck compliance checks Private placement compliances
		Post-Incorporation Compliances: Commencement of business filings Maintaining statutory registers Issuance of share certificates Filing annual returns (MGT-7, AOC-4)
	ESOP Structuring	Policy & Plan Creation: Drafting ESOP Policy Designing vesting & exercise schedules Structuring tax-efficient ESOPs
		Approvals & Documentation: Drafting Board & Shareholder Resolutions Preparation of ESOP Trust Deed (if trust route) Filing required returns with MCA

		Implementation & Monitoring: Grant letters & option agreements Maintaining ESOP Register Ongoing compliance and disclosures
		Exit & Exercise Assistance: Guidance on ESOP buyback / exercise Compliance with Income Tax implications
	Investment Agreements (SHA, SSA, etc.)	Drafting & Negotiation Support: Shareholders Agreement (SHA) Share Subscription Agreement (SSA) Share Purchase Agreement (SPA) Convertible Notes / CCD Agreements
		Due Diligence Support: Secretarial due diligence for investors Statutory records verification Cap table verification
		Post-Agreement Compliances: Allotment of shares / debentures Filing PAS-3, MGT-14, etc. Updating Register of Members / Debenture holders
	Corporate Social Responsibility (CSR)	CSR Policy Advisory: Drafting CSR Policy Identifying eligible CSR activities Advising Board & CSR Committee constitution
		Implementation Support: Drafting MoU with implementing agencies Monitoring CSR spends
		CSR Reporting: Preparation of Annual CSR Report Filing with MCA (CSR-2) Assisting in disclosure in Board Report
	Certification & Attestation	Companies Act Certifications: Certifying Annual Return (MGT-7) Certifying e-Forms (PAS-3, SH-7, DIR-12, AOC-4) Compliance Certificate under Section 92

		FEMA/RBI Certifications: FCGPR, FC-TRS certification ODI/ECB returns certification Liaison/Branch Office compliances
		SEBI Certifications: Compliance certificate under LODR Certification of shareholding pattern Capital issue certifications
		Miscellaneous Certifications: Net worth certificate Shareholding certificate Secretarial Compliance Certificate (Reg. 24A – SEBI LODR)