Secretarial services are activities that combine or consolidate certain enterprise-wide needed support services, provided based on specialized knowledge, best practices, and technology to serve internal (and sometimes external) customers and business partners.

**FOLLOWING ARE THE BROAD RANGE OF SERVICES OFFERED BY US:**

* Advising companies on Compliance of legal and procedural.
* Arranging board/general meetings and preparing minutes thereof.
* Planning for Mergers, Acquisitions, De-mergers, and Corporate re-organizations.
* Filing of annual returns and various forms, documents.
* Clause 49 review for compliance with fiscal, corporate and tax laws
* Maintenance of Statutory records
* Consultancy on Public/Rights/Bonus Issue of shares.
* Change of Name, Objects, Registered Office, etc.
* Company Closure & LLP Strike off.
* Conversion of one form of organization to another form.
* Company Incorporation like - LLP, OPC, Producer Company, Private Limited, Public Limited, Section – 8 and Nidhi Company.
* Annual Filing of LLP [ Form 8 and Form 11]
* Annual Filing of Company [ MGT-7 and AOC-4]
* Company Closure & strike off.
* Conversion of one form of organization to another form
* Director Appointment
* Director Resignation
* Shifting of Registered Office [ within City]
* Shifting of Registered Office [One State to another State]
* Preparation of Projects Reports and Feasibility Studies
* Loan Documentation, registration of charges, status and search reports
* Return of Deposit
* Director KYC
* Allotment of DIN
* Active Form (INC 22A)
* Appointment or Resignation of Partner in LLP
* LLP Strike off
* Beneficial owner declaration
* Return of Allotment
* Declaration of commencement of Business
* Auditor Appointment/resignation
* Secretarial Audit
* All work relating to shares and their transfer and transmission
* Maintenance of secretarial records, statutory books and registers
* Drafting of Legal documents
* RERA Registration
* Consultancy on Company Law matters.
* Appeal file in NCLT (National Company Law Tribunal).
* Corporate Governance.
* Advisory on Corporate Social Responsibility (CSR)