

## **CORPORATE PROFILE**

ACCLEX was born out of an ongoing collaboration with Service Providers having over 25 years of combined experience in one form or another between them. We have practical experience in a wide variety of sectors: from Accounting Services, Legal Services, HR and PR Services, Funding Services, Corporate Compliance, Insolvency Consultancy Services to Startup Consultancy Services, MSME Consultancy Services, and other Business Consultancies.

Our combined skill base, supported by a highly integrated team of like-minded professionals, represents a powerful organization, able to offer high quality services covering the many facets of business and information technology consultancy demanded by modern business.



*"Business is a game of chess, think carefully before each move and make every move count."*

## PORTFOLIO OF SERVICES

### DRAFTING SERVICES

Legal Notices; Non Disclosure Agreements; Vendor Agreements; Property Sale Deed/Gift Deed/Lease Deed; Disclaimer; Website Terms; Privacy Policy; Franchise Agreements; Employment Contracts; Shareholder Agreements; Invoice Terms & Other Contracts

### LEGAL SERVICES

Legal Consultancy; Consumer Cases; Criminal Cases including Bail Applications; Drafting FIRs; Visiting Police Station; Commercial Suits; Arbitration Cases; Family Partition

### CORPORATE LAW & COMPLIANCE SERVICES

ROC (MCA) For Companies Including CS Consultancies, TDS/TCS Returns, GST Returns, PF/ESI/P.Tax Returns Including Departmental Representation; Income Tax Returns Including Proceedings; Assessments & Response To Various Departmental Queries

### INCORPORATION SERVICES

Limited Liability Partnership; Private/Public Limited Company; Section 8 Company; One Person Company; Partnership Firm; Trusts; Societies; Apartment Associations

### RECOVERY SERVICES

Legal Consultancy; Legal Notices; Recovery of Loans; Recovery of Debts; Cheque Dishonor Cases; Insurance Settlements, MSME Samadhan

### INTELLECTUAL PROPERTY SERVICES

Registration Of & Litigation In Patents, Trademarks, Copyright, Design; Ip Valuation; Commercialization; Cease & Desist Notice; Criminal Action On Infringement; Infringement Consultancy, Assignment Agreements

### TAXATION SERVICES

GST Registration & Filing Of GST Returns; Income Tax Return Filing; Assessment & Responding To Income Tax Notice & Filing Of Necessary Appeal; TDS Return Filing; Consultancy In Relation To Auditing Such As Statutory Audit, Tax Audit & Transfer Pricing Audit; Fraud Detection & Forensic Accounting Including Consultancy In Relation To Forensic Audits; Accounting/ Book Keeping Services (Tally, SAP & Other Customized Software); Monitoring Of Operations & Cash Flows (For Review To The Top Level Management & Other Stakeholders)

### INSOLVENCY SERVICES (IBC)

Consultancy In Insolvency; Advising Secured & Unsecured Creditors On Various Aspects Relating To Claims Against Companies Under IBC; Filing Of Appeals To NCLT, NCLAT & High Courts With Regard To Various Company Law Matters

### STARTUP & FRANCHISE SERVICES

Pitch-deck & Projection; Agreements; Legal Documentation; Brand Building; Operational Hand Holding; Public Relations; Funding, IPO Services

## PORTFOLIO OF SERVICES

### PROPERTY SERVICES

Search & Due Diligence Reports; Registration of Deeds; Property Conversions; L&A Acquisition Cases; Legal Consultancy; Legal Notices; Tenancy Eviction Cases, Wills & Estate Planning

### INTERNATIONAL BUSINESS CONSULTANCY

International Business Contracts, Incorporation Services, International IP Registration, Accounting Expertise in Quickbooks, Accounting Expertise in Xero and Business Consultancy

### HR SERVICES

Payroll Processing; HR Agreements & Letters; ESI & PF Litigation

### PR SERVICES

Online Publishing Services, Newspaper Publishing Services

### LOAN SYNDICATION

Consultancy in relation to Project Report & CMA report preparation, Representation & consultancy in relation to Private Banks, PSU Banks & NBFCs, Project Report

### ADVISORY SERVICES

Internal Controls Review (For All Strategic, Middle Level & Operational Level); SOP Consultancy (Creation & Review); Financial Statements Analysis, Planning & Preparation; Internal Audit In Relation To Organization's Finance & Compliance, ISO & Management System Related Services

### LICENSING SERVICES

FSSAI License; Trade License; Import Export Code; MSME Registration,

## CONTACT US

### REGISTERED OFFICE

Acclex Consultancy Pvt Ltd  
197 Sarat Bose Road, 1<sup>st</sup> Floor,  
Kolkata 700039

### PHONE NUMBER

+91 9007316267

### EMAIL ADDRESS

[info@acclex.in](mailto:info@acclex.in)

### SOCIAL MEDIA

[www.instagram.com/theacclex](https://www.instagram.com/theacclex)  
[www.facebook.com/theacclex](https://www.facebook.com/theacclex)