

Shifting of Registered Office of the Company

Types of Shifts Covered

- Within the same city, town, or village.
- From one ROC jurisdiction to another within the same state.
- From one state to another (requiring RD approval).

Procedure

- Drafting Board & Shareholder Resolutions
- Preparing & filing Forms INC-22 and MGT-14 (if applicable)
- Coordinating with ROC and authorities
- Drafting altered MOA clauses (for inter-state shift)
- Liaising for landlord NOC and document verification



Change in Name of the Company

“Rebrand Your Business with Confidence and Legal Precision”

Procedure:

- Name availability & reservation via RUN/SPICe+
- Drafting & filing Board/Shareholder Resolutions
- Preparing MGT-14 & INC-24 forms
- Coordinating with ROC for approval
- Updating MOA & AOA with new name
- Guidance on post-approval updates (PAN, GST, bank, stationery)



Alteration in Share Capital of the Company

Types of Share Capital Alteration

- Increase in authorized or issued share capital.
- Reduction of share capital.
- Conversion of shares (e.g., preference shares to equity shares).
- Buyback or redemption of shares.

Procedure

- Name availability & reservation through RUN/SPICe+
- Drafting & filing of Board and Shareholder Resolutions
- Preparation of MGT-14 & INC-24 forms
- Coordination with the Registrar of Companies (ROC) for approval
- Updating MOA & AOA with the new company name
- Guidance on post-approval updates (PAN, GST, bank accounts, stationery)



Director Appointment, Removal & Resignation

Procedure

- Drafting & filing Board/Shareholder Resolutions for appointment, removal, or resignation
- Preparing & filing Form DIR-12 with ROC
- Ensuring compliance with Director consent, DIN, and service records
- Guidance on indemnity, notice periods, & resignation formalities
- Updating company records, minutes, & statutory registers



Procedure

- Drafting & approval of Board/Shareholder Resolutions for amendments
- Filing required ROC forms for MOA & AOA alterations
- Guidance on MOA modifications (objectives, name, share capital)
- Updating AOA provisions (directors, member rights, governance)
- Support for post-approval compliance & filing of updated documents



Appointment & Resignation of Auditors

Procedure

- Drafting & approval of Board/Shareholder Resolutions for amendments
- Filing required ROC forms for MOA & AOA alterations
- Guidance on MOA modifications (objectives, name, share capital)
- Updating AOA provisions (directors, member rights, governance)
- Drafting & approval of Resolutions for auditor appointment/resignation
- Filing ADT-1 (appointment) & ADT-3 (resignation/cessation) forms
- Guidance on auditor eligibility, rotation, & consent requirements
- Ensuring smooth auditor transition and compliance continuity



Fast Track Merger of Companies

Applicable Law

- Section 234, Companies Act, 2013 – Fast Track Merger provisions
- Companies (Compromises, Arrangements & Amalgamations) Rules, 2016
- Applicable SEBI/RBI guidelines for regulated entities

Procedure

- Detailed legal advisory on eligibility and merger structure
- Drafting of Board and Shareholder Resolutions
- Preparation of merger scheme in accordance with statutory requirements
- Filing of application to the Registrar of Companies (ROC) for approval
- Liaison with statutory authorities for verification and approval



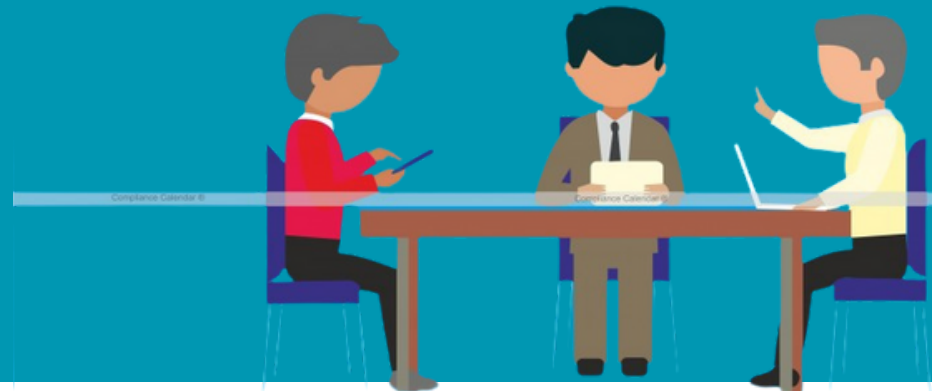
Compounding of Offences Before Regional Director (RD)

Applicable Law

- Section 441, Companies Act, 2013 – Compounding of Offences
- Companies (Compounding of Offences) Rules, 2017

Procedure

- Expert advisory on offence eligibility for compounding and procedural requirements.
- Drafting and filing of applications to the Regional Director (RD).
- Preparation of supporting documents and declarations for compounding.
- Liaison with RD for notices, hearings, and approval.
- Guidance on payment of prescribed compounding fees.
- Post-compounding assistance to update statutory records and registers.



Applicable Law

- Sections 442 and 443 of the Companies Act, 2013 – Adjudication of offences and penalties
- Companies (Adjudication of Offences) Rules, 2017

Procedure

- Expert advisory on offences & adjudication procedures
- Drafting & submission of replies to notices
- Representation & follow-up before Adjudicating Officers
- Preparation of supporting documents & statements
- Guidance on penalty payment or settlement (where allowed)
- Post-adjudication assistance for updating records & registers



Opening of Escrow Account

Applicable Law

- Section 73, Companies Act, 2013 – and allied provisions (if applicable)
- RBI Guidelines on Escrow Accounts
- SEBI Regulations for listed companies or capital market transactions

Procedure

- Advisory on Escrow Account necessity and structure
- Guidance on bank & escrow agent selection per statutory requirements
- Drafting & review of Escrow Agreements (rights & obligations)
- Assistance in opening the Escrow Account
- Coordination with banks & regulators for setup
- Ongoing advisory on compliance, reporting, and fund release



Applicable Law

- Companies Act, 2013 – Section 44
- Securities and Exchange Board of India (SEBI) Regulations
- Depositories Act, 1996 and related NSDL/CDSL guidelines

Procedure

- Advisory on eligibility and procedure for dematerialization of shares.
- Assistance in appointing a Depository Participant (DP) for your company.
- Drafting and submission of necessary forms, including Dematerialization Request Form (DRF).
- Coordination with Registrars and Transfer Agents (RTA) for smooth processing.
- Guidance for shareholders to submit share certificates and supporting documents.
- Post-dematerialization assistance, including updating statutory registers and records.



Impeachment of Directorship

Applicable Law

- Companies Act, 2013 – Sections 169, 170, 167

Our Services Include:

- Advisory on grounds and procedure for removal of directors.
- Drafting notices and resolutions in accordance with Companies Act, 2013.
- Coordination for convening board and general meetings, as required.
- Assistance in filing necessary forms with MCA (e.g., DIR-12) and updating statutory registers.
- Guidance on compliance with SEBI regulations for listed companies.
- Post-removal support to ensure proper legal and corporate record updates.



Valuation Report of Shares & Property

Applicable Law

- Sections 247, 248, 269 & related rules, Companies Act, 2013
- SEBI Regulations
- Income Tax Act, 1961
- ICAI rules & guidelines for valuation

Procedure

- Advisory on grounds of oppression and mismanagement and eligibility to file a petition.
- Drafting and filing petitions before the NCLT with supporting evidence and documents.
- Representation before the NCLT in hearings and proceedings.
- Assistance in obtaining interim reliefs such as injunctions or stay orders.
- Guidance on settlement, compromise, or remedial action as per NCLT directions.
- Post-order compliance and updating statutory records.



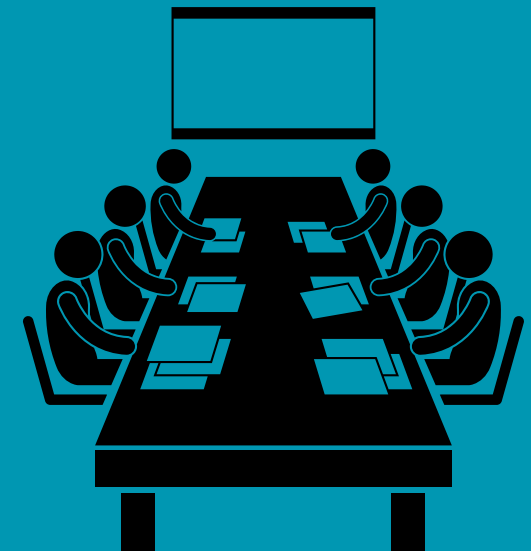
Appointment of Scrutinizer in AGM

Applicable Law

- Sections 105, 108, 109, 110, Companies Act, 2013
- Companies (Management and Administration) Rules, 2014
- SEBI (LODR) Regulations, 2015 for listed companies
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Our Services Include:

- Advisory on the requirement and eligibility of a Scrutinizer.
- Assistance in drafting Board resolutions for appointment of Scrutinizer.
- Coordination with Scrutinizer for overseeing e-voting, postal ballot, and AGM voting process.
- Preparation of Scrutinizer's report in compliance with statutory requirements.
- Guidance on filing necessary disclosures and updating records with MCA and SEBI.
- Ensuring the integrity, transparency, and validity of the voting process.



Filing Against Mismanagement & Oppression

Applicable Law

- Sections 241–246, Companies Act, 2013
- Companies (Meeting of Board and its Powers) Rules, 2014
- National Company Law Tribunal Rules, 2016

Procedure

- Advisory on grounds of oppression and mismanagement and eligibility to file a petition.
- Drafting and filing petitions before the NCLT with supporting evidence and documents.
- Representation before the NCLT in hearings and proceedings.
- Assistance in obtaining interim reliefs such as injunctions or stay orders.
- Guidance on settlement, compromise, or remedial action as per NCLT directions.
- Post-order compliance and updating statutory records.

