



corporate  
profile



## THE FIRM

**H KHURANA & ASSOCIATES** is a well established **Sole Proprietorship firm** registered with **The Institute of Company Secretaries of India (ICSI)**, for advising our clients, both Indian & Foreign towards expansion of their operations in India by providing them a Complete package of Corporate services early from the Incorporation of their Businesses in various forms (including FDI), handling all Company related (Registrar of Companies) matters, Issues relating to RBI, FCRA related matters, PIO/OCI Card issues, services relating to Legal & Secretarial Compliances, Due-Diligence, Matters relating to Trademark, Copyrights, Patents, Various Registrations & Approvals with Govt. authorities, Director-Shareholder's Disputes, Employment related issues etc.

## VISION

To be the corporate service firm referenced nationally and internationally recognized for its ethical conduct, professional management and a commitment to set a center of excellence in corporate & legal service practice.

## MISSION

To provide reliable, agile, cost efficient and specialized legal services & solutions, aimed at adding value and developing the businesses of our clients through a highly skilled & ethical professional team having excellent knowledge and service network.



## TEAM

**H KHURANA & ASSOCIATES** is managed by a group of highly qualified and experienced professionals, having wide experience in their areas and competent enough to deliver result oriented services.

## CORE VALUES

We have defined our values by the way of **excellence, credibility and commitment** towards the work we perform which guides us to the road of success.



“sharp minds,  
sharp experience”



# SERVICES

We offer a gamut of Corporate and legal services for the clients in India and Overseas. The way we work depends upon the nature of the issues to be resolved and as per the needs of the clients.

In some cases, we work as advisors, and often on a one-to-one basis with the Top Management Executives, General Counsel or with others in a management role.

We provide an external and objective perspective on the issues of our clients. In all cases, we provide with an expert input to our clients as to how the issue can be addressed/resolved.

**H KHURANA & ASSOCIATES** observe a strict code of Professionalism and Confidentiality. We are committed towards maintaining the secrecy & Privacy relating to all documentation/information of our clients.

## 01

### SETTING UP OF BUSINESS (INVESTMENT & DIS-INVESTMENT IN INDIA & ABROAD)

**H Khurana & Associates** provides a wide-range of services starting from the incorporation of Businesses in various forms (**including incorporation through FDI**) till handling their day to day operating systems as Corporate Advisors.

#### SETTING UP OF BUSINESSES COVERS:

- Advising the clients on the most appropriate form of organization best suited to their requirements
- Incorporation of Companies (including incorporation through foreigners)
- Incorporation of Wholly Owned Subsidiary/Joint Venture Company
- Incorporation of Branch Offices/Liaison Offices/Project Offices in India
- Obtaining RBI, FCRA & other Approvals & Licenses from Govt. authorities
- Incorporation of NGO's in India of Foreign Entities such as Section-25 Companies
- Registration of Franchisee's
- Handling issues relating to PIO/OCI Cards
- Registration of Societies/Trust etc.

**REGULAR COMPLIANCE SERVICES:** Once the business has been legally incorporated in India, we act as all time Retainers Cum Corporate Advisor/Consultants for our clients, and take care of all their day to day operations such as:

- Compliance Services relating to change of name and objects, shifting of Company's registered office
- Revision in authorized share capital, issuance and transfer of securities, appointment/termination/change of Company's Board of Directors and their remuneration

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- Preparation and filing of e-forms and documents for periodical compliances, maintenance of company's registers, convening, conducting and documenting board meetings and general body meetings etc.
- Directorship changes & Transfer of shares
- Handling disputes under Company Law Board etc.
- Registration with Govt. authorities such as service tax, VAT, DGFT for IEC Code, Labour authorities etc.
- Filing of Returns with XBRL (Extensible Business Reporting Language)

## 02

### DRAFTING/REGISTRATION OF CONTRACTS & AGREEMENTS

Our Services includes Drafting, Vetting, and Negotiation & Registration of Various National as well as International Contracts & Agreements, which includes the following:

- Joint Venture or Shareholders' Agreements
- Share Transfer Agreement
- Agreement to Sell
- Settlement Agreements
- Share Subscription Agreements, Stock Holders Agreements, Acquisition Agreements
- Agency/Franchisee and Distributorship Agreements, Business Conducting Agreements
- Agreements relating to Employments
- Non- Disclosure Agreements
- Transfer Technology Agreements; Stock-Purchase Agreements
- Supply Agreements and other Ancillary Agreement, etc.

Besides this, we also provide services in relation to Drafting/Registration of Lease Deed/Will/ Partnership etc.

## 03

### FEMA/FCRA & RBI APPROVALS & COMPLIANCES

Our firm provide services relating to various Compliances & Approvals required by the businesses before inbound of any foreign investments in India which includes:

- Automatic or Govt. Approval before FDI in India
- Obtaining of UIN (Unique Identification Number) from Govt. Authorities
- Filing of Advance Reporting form, FC-GPR, Obtaining FIRC's (Foreign Inward Remittance Certificate) etc.
- Advising on the Inbound and outbound investments
- Setting up of Wholly Owned Subsidiaries, Joint Ventures and Branch Offices, in India and overseas
- Assisting in obtaining the required approvals from the Foreign Investment Promotion Board, Govt. of India
- Other Foreign Direct Investment Compliances
- Prior Approval for any foreign Contribution under FCRA
- Filing of yearly returns/forms or complying with the requirements of Govt. Authorities
- Handling Mergers & Acquisitions/Amalgamations etc.



## 04

### REGULATORY APPROVALS & LICENSES

Our Vast experience in handling issues relating to Regulatory Approvals & Licenses helps our clients in matters relating to obtaining Clearances, Licenses, handling regulatory affairs etc. of every form such as:

- **FIPB** (Foreign Inward Promotion Board) Approval from Reserve Bank of India
- Licenses/approvals from Directorate General of Foreign Trade (DGFT) and other regulatory authorities such as:
  - Ministry of Corporate Affairs
  - Registrar of Companies
  - Regional Directors
  - Securities Exchange Board of India
  - Securities Appellate Tribunal
  - Stock Exchange etc.



“service  
per  
excellence”

## 05

### INTELLECTUAL PROPERTY RIGHTS

Intellectual Property is a product of intangible nature having its own commercial value. The privileges given to the owners of such property are called the Intellectual Property Rights (IPR).

Our Firm provides various services in this area such as:

- Searching of the availability of Copyrights and Trade Marks & Patents
- Drafting of all the documentation in relation to Trademarks, Copyrights & Patents
- Filing of application for registration & co-ordination with the Govt. authorities in relation thereto
- Registering the Copyrights, Patents and Trade Marks with the concerned authorities
- Maintaining and renewal of the IPRs



## 06

### LEGAL COMPLIANCES & DUE- DILIGENCE RELATING TO HUMAN RESOURCES

Our Firm, with the vast experience in handling all issues relating to employment, (including for IT Companies) generally deals with the following:

- Drafting/Vetting/Review of Employment related documentations such as: Offer Letter, Appointment letter, Employment Agreement, Employment Bonds, Non- Disclosure Agreement, Termination Letter etc;
- Handling all the state wise/other compliances of the various Companies;
- Handling issues relating to employment such as Labour Court matters for uncertain terminations etc.;
- Looking after all the Labour Law Compliance related aspects, registration under Contract Labour Act, Shop & Establishment Act and any other Act, as per its applicability;
- To maintain all statutory registers and to file periodic returns with various departments as required;
- Tracking all compliances relating to labor and employment matters and advising management periodically.



## 07

### TAX COMPLIANCES AND ADVISORY

Our Taxation Services are designed to meet the Tax Compliances and Advisory requirements of our clients at a large scale that generally includes the following:

- Income tax, Wealth tax and International Taxation
- Service Tax, Excise Tax, VAT and Custom etc.
- Liaisoning for Direct as well as Indirect Taxation with Government Departments
- Filing and processing of Tax Returns
- Drafting of opinions in relation to Direct & Indirect Taxation





## **CONTACT US AT:**

For more information kindly contact us at:

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