



**#GT Bharat**  
SHAPING A VIBRANT INDIA

# Corporate and labour law services

Our value proposition



# Our expertise

One of the most critical aspects of appointing an advisor is selecting the right set of people – a team that can be trusted by you for the business. A supportive team is not afraid to tell you what they think and gives advice, which is technically correct and most importantly, within close reach.

Our specialists work as your extended team to ensure zero-defect secretarial compliances and help you meet your strategic objectives.

At Grant Thornton Bharat, we have a dedicated team of committed professionals comprising of Company Secretaries, law graduates and Chartered Accountants, who focus on providing compliance solutions.



**100+**  
clients  
managed



**15**  
operating  
offices in India



**25**  
member  
teams



**1000+**  
filings managed  
annually

# Our offerings

We offer clear and practical support across the following areas.



# India entry - entity set-up





Set up of  
LO/BO/PO

1.

Under FEMA and the Companies Act, following are the requirements for setting up an entity in India:

### Application to authorised dealer category-I bank

Ascertain eligibility criteria to establish the LO / BO / PO under automatic approval

Assist in preparing and submitting application for opening LO / BO / PO. To be filed with the Authorised Dealer (AD) category-I bank

Assist in arranging for and filing of various documents as prescribed to be enclosed with the application for obtaining approval from the AD

Follow up with AD for obtaining approval

Follow up with Reserve Bank of India (RBI) for allotment of Unique Identification Number (UIN)

2.

### Application to Registrar of Companies (RoC)

Assist in arranging for and filing of the various documents as prescribed to be enclosed with the form, for registration of LO / BO / PO with RoC

Represent before RoC, if required, in the capacity of a consultant

Assist in applying for Permanent Account Number (PAN) and Tax Deduction and Collection Account Number (TAN)



Company  
incorporation  
services

1.

## Pre-incorporation services

Collate information/data related to incorporation of the entity. For example, name availability, objects, directors, shareholders etc.

Assist in securing name of the new entity/digital signature certificate (DSC) and director identification number (DIN)

Draw up board resolutions and no objection certificates from parent entity for name approval and incorporation application

Assist in preparing Memorandum (charter) and Articles of Association (bye-laws) of the Indian company, along with other documentation required to apply for the incorporation under the Companies Act, 2013

Respond to the queries, if any, raised by centralised registration center on submission of incorporation forms and obtain the certificate of incorporation under the Companies Act, 2013

Assist in obtaining corporate tax registration - PAN

Assist in obtaining withholding tax registration - TAN

Assist in obtaining Good and Services Tax (GST) registration

Assist in obtaining Employees' Provident Fund Organisation (EPFO), Employees' State Insurance Corporation (ESIC) registration, if any

Assist in opening bank account

2.

## Post-incorporation services

Conduct first board meeting within 30 days from incorporation and preparation of related documents thereof

Assist in preparing documents related to appointment of first statutory auditors and filing form with the RoC

Assist in filing Form 20A within 180 days of the incorporation with the RoC for commencement of business

Assist in compliance pursuant to infusion of capital from the subscribers (both under the Companies Act, 2013 and FEMA, 1999)



## LLP incorporation services

Collate information/data related to incorporation of the entity. For example, name availability, objects, designated partners etc.

Assist in securing name of the new entity/ Digital Signature Certificate (DSC) and Designated Partners Identification Number (DPIN)

Draft LLP agreement and prepare other documentation required to apply for incorporation

Respond to queries, if any, raised by centralised registration center on submission of incorporation forms and obtain the certificate of incorporation

Assist in obtaining corporate tax registration - PAN.

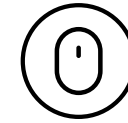
Assist in obtaining withholding tax registration - TAN

The image features a background photograph of two men in business suits sitting at a desk, reviewing documents. The image is overlaid with a semi-transparent purple filter. On the left, the text 'Corporate Secretarial services' is written in white. To the right of the text is a graphic consisting of three white circles with teal outlines, arranged vertically and connected by teal lines that curve around them.

**Corporate  
Secretarial  
services**



# Compliance services



Roll over the categories to  
read the related informations



Company  
secretarial  
- advisory  
services

1.

### Under the Companies Act

Advisory under various provisions of the Companies Act

Assist in removal of names of companies from the records of RoC (striking-off the companies)

Increase in authorised share capital of the company

Allotment of shares by way of rights issue, preferential allotment cum private placement, bonus issue, etc.

Reduction of share capital, etc.

Change of registered office, name, object, etc.

Deposit/charges related activities

Compounding of offences with National Company Law Tribunal (NCLT)/ regional director

2.

### ESOP administration

Assist in preparation/verify the records vis-a-vis agenda, notices and minutes of the meetings of the board of directors and committees of board and shareholders relating to ESOPs

Maintain records in relation to granting, vesting, lapse and exercise of option in relation to ESOPs in the stipulated format

Assist in review of ESOP scheme

Evaluate eligibility criteria for grants basis achievement of vesting conditions

Assist in reviewing executed documents for allotment of option

Assist in regulatory filings

# Company secretarial - other services

## Use of technology, compliance review and trainings



### Technology platform

Implement robust platform to manage and monitor compliances

Provide periodic review of compliance status in the solution

Manage reporting and presentation of compliance status to board of directors



### Due diligence

In-depth operational review of the business activities and transaction cycle

Review applicable laws on an entity within the regulatory framework

Outline the position of compliance with the applicable legislature framework



### Training and development

Design and customise training content/programme

Train with courses designed and delivered by experienced industry experts

Option to choose live online (webinar) or classroom training to meet your specific needs



A photograph of three men in business suits. One man is standing and pointing at a laptop screen, while two others are seated at a desk, looking at the screen. The background is a blurred office setting.

**1.**

Agreements such as shareholders or share purchase, joint venture, and external commercial borrowings agreement

**2.**

Statutory documents such as Memorandum and Articles of Association of companies and LLP Agreements

**3.**

Trust deeds

**4.**

Service agreements





Roll over the categories to  
read the related informations







**1.**

Compliance of rules and regulations, documents drafting and obtaining approvals under Foreign Direct Investment, Overseas Direct Investment and External Commercial Borrowing

**2.**

Filing annual “foreign liabilities and assets” return with RBI as an annual compliance

**3.**

Advisory services related to inbound and outbound regulations under FEMA

**4.**

Set up of LO/BO/PO

**5.**

Winding up LO/BO/PO

**6.**

Due diligence services

**7.**

Compounding of offences with RBI

**8.**

Obtain specific approval from the RBI





**1.**

Assist in seeking registration/renewal under FCRA

**2.**

Assist in seeking prior approval under FCRA

**3.**

Utilisation of foreign contribution in accordance with the utilisation guidelines

**4.**

Assist in declaration of receipt of foreign contributions

**5.**

Assist in preparation, execution and filing of annual return under FCRA

**6.**

Advise on various provisions under FCRA

**7.**

Due diligence services

**8.**

Other applications/approvals under FCRA

# Global and domestic delivery capability

With focused capability delivery teams in Bengaluru, Dehradun, Gurgaon, Mumbai and Noida, we apply strong technical guidance to ensure high levels of quality and client experience.



## Focused delivery centres

Centre	Location	Headcount* & Nature of service
India USJV	Bengaluru	1000+ Audit, tax, advisory support
BPS	Noida, Bengaluru, Hyderabad & Mumbai	250 Mid and back office support
IKCC	Dehradun	75 Mid and back office support
GRC	Gurgaon	55 Mid office support
FS Team	Mumbai & Bengaluru	65+ Financial services (AML) and FS Risk practitioners with Asset Management / Controls Assurance experience
dGTL Team	Bengaluru, Chennai, Delhi/Gurgaon & Mumbai	75+ qualified techno-functional and technology professionals with expertise on diverse emerging technologies and tools including AI, ML, Digital Finance, Advance Analytics, etc.

## Grant Thornton in India talent pool

Capability	Headcount*	% of qualified staff**
Audit	1,500	61%
Advisory	1,100	73%
Tax	500	60%
Other	1,400	55%

4,500+

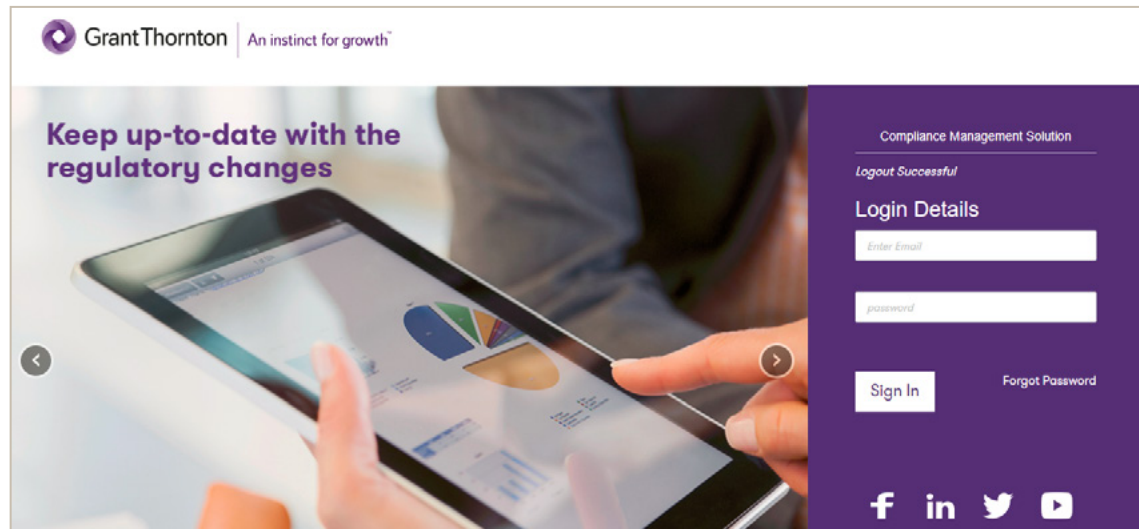
\* Approximate headcount

\*\* Holding a professional qualification (eg CA) or a master's level degree or equivalent diploma/qualification

# Our comprehensive compliance management solution

At Grant Thornton Bharat, we have built a reputation for helping large organisations manage compliance-related intricacies effectively through a technology platform that helps create efficient workflows

## A sneak peek into our compliance management solution



## Dashboards



Third-party compliance management functionality

Synchronisation with Microsoft Outlook

Audit functionality and trail

Internal compliance management functionality

Event-based compliances

Real-time and automatic legal updates

## A digital library of acts and rules built in the tool

950+  
State & Central Acts

65,000+  
Unique compliance

2,100+  
Corporate actions

22+  
Countries compliance database

70,000+  
Act-related documents

6,500+  
Legislative updates

\*Compliance management solution to be implemented if opted by the client

# Why we believe we are the ideal fit

Our approach to quality outsourcing is designed not only to ensure compliance with all relevant regulatory requirements but to ensure that we deliver the best every time.



Roll over the categories to read the related informations

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To know more, contact:



**Devesh Uniyal**

Partner,  
Grant Thornton Bharat  
devesh.uniyal@in.gt.com



**Leena Madhok**

Director,  
Grant Thornton Bharat  
leena.madhok@in.gt.com

# About Grant Thornton Bharat

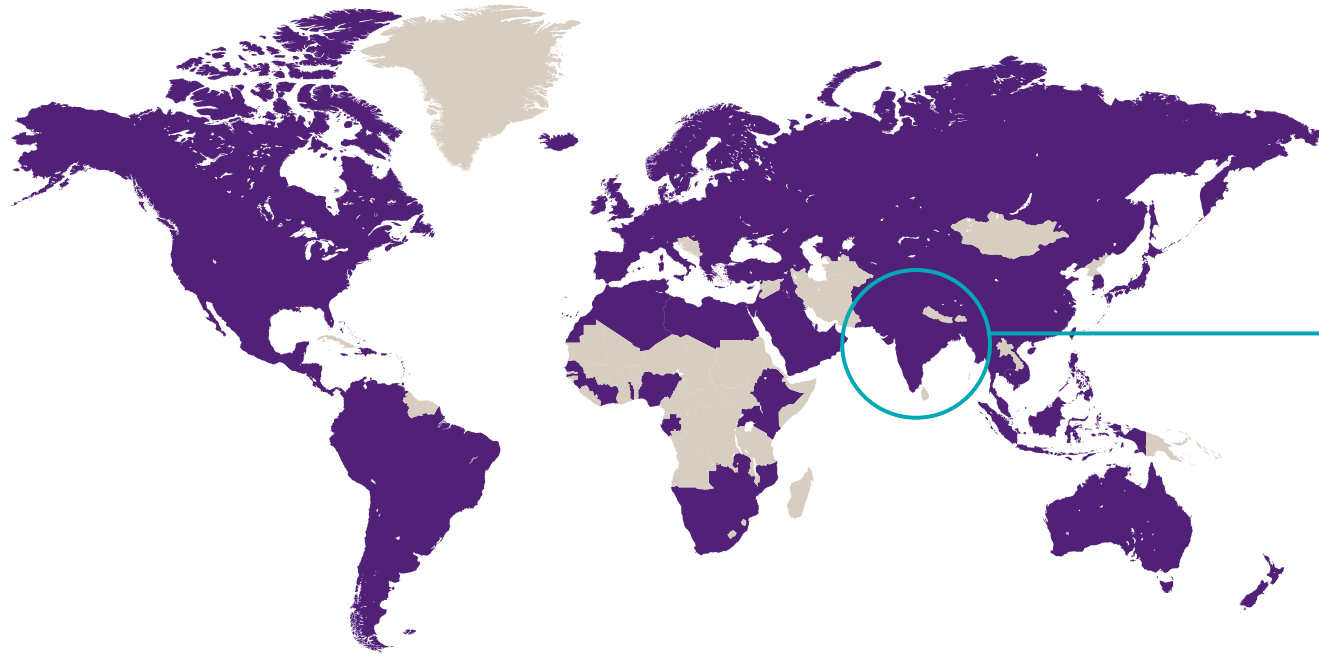
## Global snapshot

**58,000+**  
people around the  
world

**130+**  
countries

**USD5.76bn**  
global revenue  
(FY2020)

**750+**  
offices globally



## India

**4,500+**  
people in India

**15** offices in  
**13** locations

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Presence in **13 major cities** of India – Ahmedabad, Bengaluru, Chandigarh, Chennai, Delhi, Dehradun, Gurgaon, Hyderabad, Kochi, Kolkata, Mumbai, Noida and Pune

# Contact us

To know more, please visit [www.grantthornton.in](http://www.grantthornton.in) or contact any of our offices as mentioned below:

<b>NEW DELHI</b> National Office, Outer Circle, L 41, Connaught Circus, New Delhi - 110001 T +91 11 4278 7070	<b>NEW DELHI</b> 6th Floor, Worldmark 2, Aerocity, New Delhi - 110037 T +91 11 4952 7400	<b>AHMEDABAD</b> 7th Floor, Heritage Chambers, Nr Azad Society, Nehru Nagar, Ahmedabad - 380015	<b>BENGALURU</b> 5th Floor, 65/2, Block A, Bagmane Tridib, Bagmane Tech Park, CV Raman Nagar, Bengaluru - 560093 T+91 80 4243 0700
<b>CHANDIGARH</b> B-406A, 4th Floor, L&T Elante Office Building, Industrial Area Phase I, Chandigarh - 160002 T +91 172 4338 000	<b>CHENNAI</b> 9th floor, A wing, Prestige Polygon, 471 Anna Salai, Mylapore Division, Teynampet, Chennai – 600 035, Tamil Nadu, India T +91 44 4294 0000	<b>DEHRADUN</b> Suite No 2211, 2nd Floor, Building 2000, Michigan Avenue, Doon Express Business Park, Subhash Nagar, Dehradun - 248002 T +91 135 2646 500	<b>GURGAON</b> 21st Floor, DLF Square, Jaaranda Marg, DLF Phase II, Gurgaon - 122002 T +91 124 462 8000
<b>HYDERABAD</b> 7th Floor, Block III, White House, Kundan Bagh, Begumpet, Hyderabad - 500016 T +91 40 6630 8200	<b>KOCHI</b> 6th Floor, Modayil Centre Point, Warriam Road Junction, MG Road Kochi - 682016 T +91 484 406 4541	<b>KOLKATA</b> 10C Hungerford Street, 5th Floor, Kolkata - 700017 T +91 33 4050 8000	<b>MUMBAI</b> 11th Floor, Tower II, One International Center, SB Marg Prabhadevi (W), Mumbai - 400013 T +91 22 6626 2600
<b>MUMBAI</b> Kaledonia, 1st Floor, C Wing, (Opposite J&J Office), Sahar Road, Andheri East, Mumbai - 400 069	<b>NOIDA</b> Plot No 19A, 2nd Floor, Sector - 16A, Noida - 201301 T +91 120 485 5900	<b>PUNE</b> 3rd Floor, Unit No 309-312, West Wing, Nyati Unitree, Nagar Road, Yerwada Pune - 411006 T +91 20 6744 8800	

For more information or for any queries, write to us at [gtbharat@jn.gt.com](mailto:gtbharat@jn.gt.com)



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