

SVJS & ASSOCIATES

Company Secretaries

Profile

A firm of Practicing Company Secretaries established in the year 2008, SVJS strives for sustained excellence in the field of corporate practice, by being a true blend of the traditional and modern values systems, practices and culture. SVJS is headed by 5 Partners, who together bring to the fore more than 70 years of experience in Compliance and Governance management. The firm places paramount importance on the value addition that it seeks to bring to clients through its different services, and is mindful of even the smallest kind of service rendered. SVJS is supremely committed to the needs of each of its clients and spares no efforts in fulfilling these effectually.

Being an ISO certified firm, there is a constant endeavour within SVJS to review and improve existing areas of service, while at the same time adding new areas of service, keeping in sight changing times and the oddly turbulent business environment. The firm seeks to provide professional services of the highest standard which is mirrored in each of the assignments undertaken.

Vision, Mission and Philosophy

VISION

To redefine traditional corporate consultancy practices, keeping in tune with changing times, by blending the modern and traditional values systems, practices and culture.

MISSION

To be proactive in adopting innovative initiatives, revolutionary technology, creative solutions, honourable values and vibrant work culture through mutual empowerment and constant learning.

PHILOSOPHY

SVJS provides prompt, efficient and proactive professional services through its committed team members who are specialized in their respective areas of practice, with rich and wide experience.

SVJS understands that intricate and complicated strategic corporate affairs call for creative and pliable business solutions.

SVJS strives to maintain a high level of professionalism in all its efforts. A sincere effort to understand the clients' requirements, systematic planning and documentation, precise reporting and application of expert knowledge are at the core of its work culture. The urge to excel, achieve and accomplish are the driving forces behind all its endeavors.

SERVICES

1. Secretarial & Legal

Services under the Companies Act, 2013 and the Rules thereunder, Listing Agreement, SEBI Regulations, and other allied statutes.

Company Law Matters

- a. Registration of all types of Companies
- b. Regular legal, Secretarial and procedural compliance
- c. Secretarial Audit
- d. CSR Compliance
- e. Due Diligence
- f. Corporate restructuring including amalgamations, mergers, demergers, acquisitions and other restructuring arrangements
- g. Corporate Governance Reports
- h. Assistance in the conduct of meetings, polls, postal ballot, e-voting etc.
- i. Assistance in preparing Board Report and all related documents
- j. Preparation, certification and filing of various forms and returns
- k. Appearances before NCLT and other authorities

Securities Law matters

- a. Reporting, compliance and certification under the listing agreement / SEBI regulations
- b. Liaison and co-ordination with market regulators and intermediaries
- c. Conducting stock broker audit
- d. Delisting of Securities
- e. MSME listing
- f. Procedural matters in relation to IPO and Listing of shares
- g. Demat of Securities

Forex Law matters

- a. Managing Foreign Direct Investments and External Commercial Borrowings
- b. Reporting and certification under Foreign Exchange (Management) Act (FEMA) and the Rules and regulations thereof , including Annual Returns.
- c. Obtaining approvals from Foreign Investment Promotion Board (FIPB) and Reserve Bank of India
- d. Drafting of Joint Venture Agreements and Foreign Collaboration Agreements and Agreements for technology transfer

Representations / Legal Advisory Services

- a. Providing expert opinions
- b. Drafting / vetting agreements such as shareholders / promoters' agreement, share purchase agreement, take over agreements, MoUs, Non-Disclosure Agreements, Confidentiality agreements etc
- c. Drafting / vetting of various policies
- d. Appearances before National Company Law Tribunal, Regional Director, Registrar of Companies, Development Commissioner of Special Economic Zones and other Authorities

Support services under Insolvency Bankruptcy Code (IBC)

Support services to Insolvency Professionals on matters under IBC that includes claim processing, facilitating meetings, voting etc.

Funding Advisory Services

- a. Developing funding strategies
- b. Managing discussions / presentations / negotiations
- c. Designing term sheets, financial projections / project reports etc.

CSR Management

- a. Designing CSR Policy
- b. Supporting CSR Project governance
- c. Impact assessments / evaluations
- d. Reporting of CSR implementation agencies

LLP Management

- a. Registration of LLP
- b. Drafting / amending of LLP agreements
- c. Conversion of LLP to Company
- d. Developing governance tool for LLP

HR Management

- a. Drawing employee contracts
- b. Assistance in performance appraisal
- c. Conducting labour audit
- d. Developing HR policies
- e. Conducting training programmes

Intellectual Property Rights

- a. Registration of Trade Marks
- b. Registration of Copy Rights
- c. Drafting IPR Assignment Agreements and other agreements

2. Accounting and Taxation

- a. Total assistance in accounting
- b. Liaison with auditors and accounts finalisation
- c. Managing compliance of TDS
- d. GST registration, return filing and other compliance
- e. Generating MIS reports
- f. Preparation of Project Reports
- g. Filing Income Tax Returns
- h. Obtaining MSME / Udyog Aadhar registrations
- i. Obtaining Import Export Code
- j. Registration of Partnership Firms
- k. Conducting Internal audit
- l. Registration under Financial Intelligence Unit - India (FIU-IND) For Chit registration
- m. Providing Accounting Training

3. NGO Management

- a. Formation of Non-Governmental Organisations (NGO) / Non-Profitable Organisations (NPO) / Voluntary Organisations (VO)
- b. Obtaining income tax exemptions
- c. Obtaining FCRA registration and related compliance
- d. Support in fund raising, fund accounting, reporting and liaison with funding bodies
- e. Implementing unique NGO governance process
- f. Support in obtaining Government Grants and related reporting
- g. Conducting unique internal audit for NGOs

4. ADR, Education and Training

Alternative Dispute Resolutions

- a. Facilitating discussions and negotiations
- b. Providing Arbitration Services
- c. Facilitating / Conducting Mediation

Education and Training

- a. Exclusive training to directors and Key Managerial Personnel on compliance and governance
- b. Need based training to managers / officers / staff
- c. Academic / professional training to professionals and students

5. Start-up Exclusive Services

- a. Developing and implementing unique and simple governance module for start ups
- b. Handling negotiations and discussions with investors, representing start-ups
- c. Support in getting start up registration
- d. Assistance in legal documentation
- e. Assistance in valuation process and agreement drafting
- f. Implementing effective accounting and reporting systems
- g. Customised training on governance

6. Financial Planning and Management support to Start-ups

- a. Educate start-ups on the importance of finance discipline
- b. Helping them understand the significance of financial decision making and its impact on business
- c. Conduct trainings and sessions to impart basic knowledge of financial planning and management
- d. Advise on timely investment decisions/plans and parking of excess funds to finance the future growth of the business.
- e. Assistance with decisions on investment in fixed capital assets and the timing of these investment decisions so as to take maximum benefit of tax concessions considering the aspects of depreciation etc.
- f. Helping in reading and understanding basic financial statements viz. Cash flow statement, Profit & Loss Account and Balance Sheet and its implications
- g. Support in understanding the importance of setting finance goals and their pursuit
- h. Insights into capital and revenue expenditure and maintaining judicious control over them

Partners

1. CS. P.D. Vincent

Education

- Fellow member of The Institute of Company Secretaries of India
- Masters in Law and Business Administration
- Insolvency Professional registered with the Insolvency and Bankruptcy Board of India
- Certified CSR professional under ICSI
- An eligible Independent Director registered on the database of Independent Directors and certified by the Indian Institute of Corporate Affairs

Skill and Experience

- Practical thinker and decision maker having over 20 years of multi departmental corporate experience spanning secretarial, legal, internal audit, vigilance and administrative functions.
- Perceptive with remarkable skills of interpretation in jurisprudence, bringing forth pre-eminent legal/secretarial opinions and advice.
- Keen analyst lending form and shape to myriad judicial orders on amalgamation/mergers/reverse mergers etc.
- Discerning practitioner having comprehensive knowledge, in-depth understanding and expansive exposure to Corporate Governance, Secretarial Audit, Listing guidelines, SEBI regulations, Foreign collaboration agreements and Joint ventures
- Skilled Resolution Professional (RP), adept at handling different stakeholders involved in the Corporate Insolvency Resolution Process, drafting of necessary reports and making appearances before the National Company Law Tribunal in this regard.

Positions

- Trustee, Attakkalari Public Charitable Trust of Contemporary Performing Arts, an international NGO
- Faculty member at Kochi Chapter of ICMA and ICSI during the initial years when coaching was introduced for young aspiring professionals

2. CS. Jayan K.

Education

- Fellow member of the Institute of Company Secretaries of India
- Bachelor of Commerce and Law
- Holder of Certificate in Dispute Resolution from Indian Institute of Arbitration and Mediation (IIAM) and Diploma in Financial Management and Accountability (FMSF & TISS)
- Masters in Science (Yoga)

Skill and Experience

- Impassioned mediator with a strong sense of empathy, making the ideal go-between in dispute resolution.
- Keen professional possessing exceptional skills of deduction, having almost 2 decades of experience in company law practice and procedures, especially in complex, multifaceted matters.
- Resilient partisan of societal improvement, with a natural flair and expertise in the set-up, governance and management of NGOs.
- Committed lecturer having more than 14 years of experience in teaching and mentoring budding professionals
- Exposure to audit, finance and budgeting functions and years of advisory experience on financial planning and management

- Eloquent speaker at eclectic forums on topics ranging from mediation and management to yoga and mind conditioning

Positions

- Chief Financial Consultant, Attakkalari Public Charitable Trust of Contemporary Performing Arts, an international NGO
- Treasurer, Indian Institute of Arbitration and Mediation (IIAM)
- Treasurer, India International ADR Association (IIADRA)
- President, People's Mediation Society, an NGO for promoting Mediation
- Faculty member of Kochi Chapter, ICSI for 14 years and counting
- Chairman, Institute of Company Secretaries of India, Kochi Chapter (2013)

3. CS. Sreekumar P.S.

Education

- Fellow member of the Institute of Company Secretaries of India
- Bachelor of Commerce
- Post Graduate diploma in Intellectual Property Rights

Skill and Experience

- Erudite professional with experience traversing almost 2 decades in company law compliance, especially in areas of incorporation, complicated routine compliance and corporate secretarial advice
- Proficient at drafting trademark applications and representations before the trademark registry
- Practiced hand at matters relating to government companies, including their incorporation, specific compliance, governance and management, drafting of detailed notes necessary for cabinet/government orders (GOs) for reconstitution of the Board etc.
- Adroit at incorporation of LLPs, drafting of LLP agreements, alterations to LLP agreements and related compliance
- Exposed to GST, accounts and tax

4. CS. Lekha Ashok

Education

- Fellow member of the Institute of Company Secretaries of India
- Bachelor of Commerce

Skill and Experience

- Diligent professional with an eye for detail, having experience of over 15 years in the area of Company law, procedures and practice including appearances before National Company Law Tribunal and Regional Director
- Considerable exposure to FEMA and RBI regulations and in effective liaison with the regulators on behalf of MNCs for their respective compliance on foreign investments, transfers and routine compliance
- Due-diligence, compliance with Listing guidelines and SEBI regulations
- Head of the Bangalore Branch of SVJS since 2010

- **Positions**

- Governing Board member, Attakkalari Public Charitable Trust of Contemporary Performing Arts, an international NGO
- Was visiting faculty at Chinmaya Vidyapeeth, Kochi, handling Accountancy for students pursuing Bachelor of Business Administration (BBM)

5. CS. Rohini Varma K.

- **Education**

- Fellow member of the Institute of Company Secretaries of India
- Bachelor of Commerce
- Successfully completed the Certificate Course of Women Director from ICSI

- **Skill and Experience**

- A thorough professional with a penchant for systematic and structured working, having profound knowledge and understanding of corporate law and practice and experience spanning more than a decade in corporate compliance.
- Vast exposure to take-overs and honed skill in its documentation, in its entirety, including drafting and vetting of agreements, due diligence and handling necessary correspondence with the regulators involved in the process.
- Greatly experienced in project management including drafting of project reports and liaison with project participants
- Exposure to FEMA and RBI regulations including appearing before the regulators in respect of hearings on behalf of clients.
- Addressed several professional forums on Corporate law and its compliance
- Head of the Chennai Branch of SVJS since 2014

- **Positions**

- Treasurer of ICSI Kochi Chapter (2013)

Offices

SVJS has a total workforce of over 40 members across its different facilities at Kochi, Bangalore and Chennai. The offices at the different locations have adequate infrastructure and a well-equipped team to facilitate timely execution.

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