

INTELLEX CORPORATE SERVICES PRIVATE LIMITED

The educational background, knowledge, training and exposure that our professional team possess, make us a versatile professional team, capable of rendering a wide range of services to companies and businesses of all sizes & nature, other commercial and industrial organisations, small scale units, firms, etc. The firm offers a wide range of Corporate Management Services, Accounting, Internal Audit and Risk Management, Secretarial & Corporate Law Services and Managerial Consultancy Services to its clients from spectrum of industries, businesses, services etc. The plethora of services, which can render, are listed below:

Virtual Chief Finance Officer

A relatively new concept of Virtual Chief Finance Officer (CFO) to assist small and medium sized organizations to get the benefit of having highly qualified and experienced Chartered Accountants and Management professionals at a fraction of cost that they would have incurred to hire a full time CFOs. A CFO assigned from Intellex will virtually and effectively function as a CFO of your organization handling the entire gamut of Accounting, Banking & Finance, Taxation and other statutory compliances etc, M.I.S and Budgeting etc. Essentially he will guide, monitor and supervise your Accounting Team by visiting your offices as well as available on call for effective discharge of his duties. At the same time, Intellex, as an organization will take responsibility for the successful handling of the assignment. He, will be, virtually a C.F.O. for your organisation.

We cover the following services under VCFO:

- Supervising Accounting & Finalization of Accounts
- Banking, Finance & Investment Operations
- Internal Audit & Controls
- Taxation Advisory
- Company Law and other statutory compliances
- M.I.S and Budgeting etc
- Corporate Governance

Accounting Outsourcing:

Intellex can undertake the functions of the entire Accounting and related activities of your organisation whereby you can concentrate on your core functions. Our team can virtually and effectively undertake the entire gamut of Accounting, Banking & Finance, Taxation and other statutory compliances, M.I.S and Budgeting etc. for your organization, whether it is a small/medium/large organization. The entire responsibility of the above activities will lie with Intellex as an Organization. Our team members will be deployed in your organisation to carry out the accounting functions of your organisation. All of our team members are highly experienced staff effectively supported by qualified professionals like Chartered Accountants and M.B.A.s

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PROJECT PLANNING

- Promotion, formation and incorporation of companies, and matters related therewith including choice of type of company, availability of name, drafting of Memorandum and Articles of Association and other documents, their stamping and registration with the Registrar of Companies.
- Identification of Project.
- Selection of location for the project and advising on various incentives available.
- Selection of land, search of titles, and getting required approvals for carrying out industrial/commercial activities on such land.
- Advising on size of the project, drawing schedule of implementation and follow up from the stage of conceiving of project up to the commencement of commercial production.
- Advising on expansion and modernisation.

Corporate Finance & Financial Services

- Preparation of Project Reports and Feasibility Studies.
- Syndication of long term and short term loans from financial institutions, banks and other agencies.
- Loan documentation, registration of charges, search and status report.
- Advisor/Consultant in issue of shares and other securities.
- Drafting of prospectus/offer for sale/letter of offer/other documents related to issue of securities, and obtaining various approvals in association with lead managers.
- Listing of securities/delisting of securities with recognised stock exchanges.
- Private placement of shares and securities.
- Buy-back of shares and other securities.
- Raising of funds from international markets - ADR/GDR/ECB.
- Investment subsidies, sales tax and other incentives.
- Liaisoning with financial institutions, banks, other lenders, and stock exchanges, and furnishing periodical returns, reports and information required by them.
- Advising sick companies with respect to the provisions of the Sick Industrial Companies (Special Provisions) Act, 1985, and drafting of rehabilitation schemes.

CORPORATE RESTRUCTURING

- Planning strategies for amalgamation/merger, acquisition, takeover, spin off, reconstruction, reorganisation, restructuring and winding up of companies.
- Change of name, change of objects and shifting of registered office of the company.
- Drafting schemes of amalgamation or arrangement, public offer for acquisition or takeover, and Promoters Agreement.
- Complying with necessary legal and procedural requirements.
- Advising the management on post restructured scenario.

FOREIGN COLLABORATIONS AND JOINT VENTURES ABROAD

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- Advising on Foreign Collaborations.
- Advising on setting up of subsidiaries in India.
- Advising on setting up of joint ventures abroad or setting up of subsidiaries abroad.
- Drafting of Memorandum of Understanding, Promoters' Agreement, Shareholders' Agreement and Commercial Agreements.

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TAX PLANNING AND MANAGEMENT

Income Tax:

- Application for PAN, TAN etc
- Computation of tax payable, filing of returns of income of the company and its directors and obtaining permanent account numbers.
- Computation and payment of advance tax.
- Computation of deduction of tax at source, filing of forms and issue of TDS certificates.
- Acting as authorised representative before the Income Tax authorities during assessment proceedings, furnishing of records/ documents/explanations called for.
- Filing of appeals, claiming refunds, getting the transactions registered.
- Advising on tax planning and tax management, availing tax concessions, incentives, reliefs and tax benefits.

Wealth Tax:

- Acting as authorised representative before wealth tax authorities in matters of disputes relating to valuation of shares, debentures, stocks, assets, etc.
- Acting as registered valuer of shares, stocks, debentures, shares in partnership firm and of business assets including goodwill.

VAT & CST:

- Registration under State VAT, CST etc
- Computation of input credits, tax payable, filing of returns of the company on regular basis.
- Computation of deduction of tax at source under WCT, filing of forms and issue of WCT-TDS certificates.
- Acting as authorised representative before the Tax authorities during assessment proceedings, furnishing of records/ documents/explanations called for.
- Filing of appeals, claiming refunds, getting the transactions registered.
- Advising on tax planning and tax management, availing tax concessions, incentives, reliefs and tax benefits

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Service Tax:

- Registration under service Tax Act
- Computation of input credits, tax payable, filing of returns of the company on regular basis.
- Acting as authorised representative before the Tax authorities during assessment proceedings, furnishing of records/ documents/explanations called for.
- Filing of appeals, claiming refunds, getting the transactions registered.
- Advising on tax planning and tax management, availing tax concessions, incentives, reliefs and tax benefits

Excise:

- Acting as authorised representative before Central Excise Authorities.
- Valuation and classification of goods.
- Assessment of duty and obtaining refunds.
- Complying with formalities for removal of excisable goods for home consumption and exports.
- CENVAT procedures.
- Advising on search, seizure etc.
- Documentation.

Customs:

- Acting as authorised representative before Customs Authorities and the Appellate Tribunal.
- Assisting in clearance of import/export classification of goods.
- Valuation of goods and assessment of customs duty and obtaining refunds.
- Documentation.
- Availing duty exemptions and drawback benefits.

CORPORATE LAWS ADVISORY SERVICES

Companies Act:

- Incorporation of Companies
- Incorporation of Special Object Companies
 - Section 25 Company
 - Producer Company
 - Guarantee Company
 - Mutual Benefit Company
- Commencement of Business
- Alteration of Memorandum and Articles of Association of a Company
- Change of Name of Companies
- Conversion of Companies
- Struck off under section 560 of the Companies Act, 1956
- Annual Return Certification
- Filing and filing of various forms, returns etc. with ROC
- Registration of Charges, Search Reports and Status Reports
- Compliance Certificate under section 383A of the Companies Act, 1956

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- Maintenance of Statutory records and minute books under Companies Act, 1956
- Shifting of Registered Office from one State to another
- Compilation of status/search reports for companies, banks and financial institutions.
- Pre-certification of other documents and returns required to be filed with the Registrar of Companies.
- Advising on legal and procedural matters under the Act.
- Filing of petitions before the Company Law Board
- Appearing as authorised representative before the Company Law Board, Central Government, Regional Director and Registrar of Companies

SEBI LAWS

- Legal / Secretarial due diligence process in relation to IPOs
- Listing of Securities at BSE / NSE / INDONEXT
- Preferential Issues / Private Placements
- Right Issues
- Procedural formalities in relation to issuance of ESOP
- Compliances under Listing Agreements
- Compliances under Corporate Governance
- Secretarial Audit
- Takeover Code & Open Offers
- Insider Trading Compliances
- Delisting of Securities
- Buy back of Securities by a Listed Entity

MRTP Act/Consumer Protection Act:

- Appearing as authorised representative before the MRTP Commission/Consumer Forums.
- Advising company on dealership agreements, trade practices, sales promotion schemes, marketing and sales campaigns.

Foreign Exchange Management Act:

- Advising on legal and procedural matters falling under FEMA.
- Advising Non-Resident Indians regarding investment in India and repatriation of such investments and returns thereon.
- Obtaining RBI/FIPB approvals.
- Certification under FEMA and RBI Rules

Depositories Act:

- Appearing as authorised representative before Securities Appellate Tribunal.
- Conduct of Internal Audit of Operations of Depository Participants.

State Laws:

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- Advising on legal and procedural matters on various laws of different states on Pollution Control, Co-operative Societies, Public Trusts, Non Trading Corporations, Land Ceilings, Sales Tax, Revenue Laws etc.

EXPORT-IMPORT AND FOREX DEALINGS

- Advising on Export-Import policy and regulations.
- Export-Import documentation.
- Advising on Letters of Credit, and drafting suitable conditions in L/Cs.
- Advising and assisting in receipt and remittance of funds in foreign currency.

Human Resource Development

- Manpower planning and development.
- Recruitments, fixation of terms of appointment and devising pay packages.
- Temporary and Contract Staffing
- Advising on matters with respect to labour and industrial laws, maintenance of registers and records, filing of various forms and registers, and follow up with the authorities.
- Personnel & Manpower Training
- Payroll Management and related Services
- Formulation of H.R.Policies & Management
- Outsourcing of Human Resource Department for small and Medium sized organisations.
- Employment Laws & Regulatory related Advisory Services