

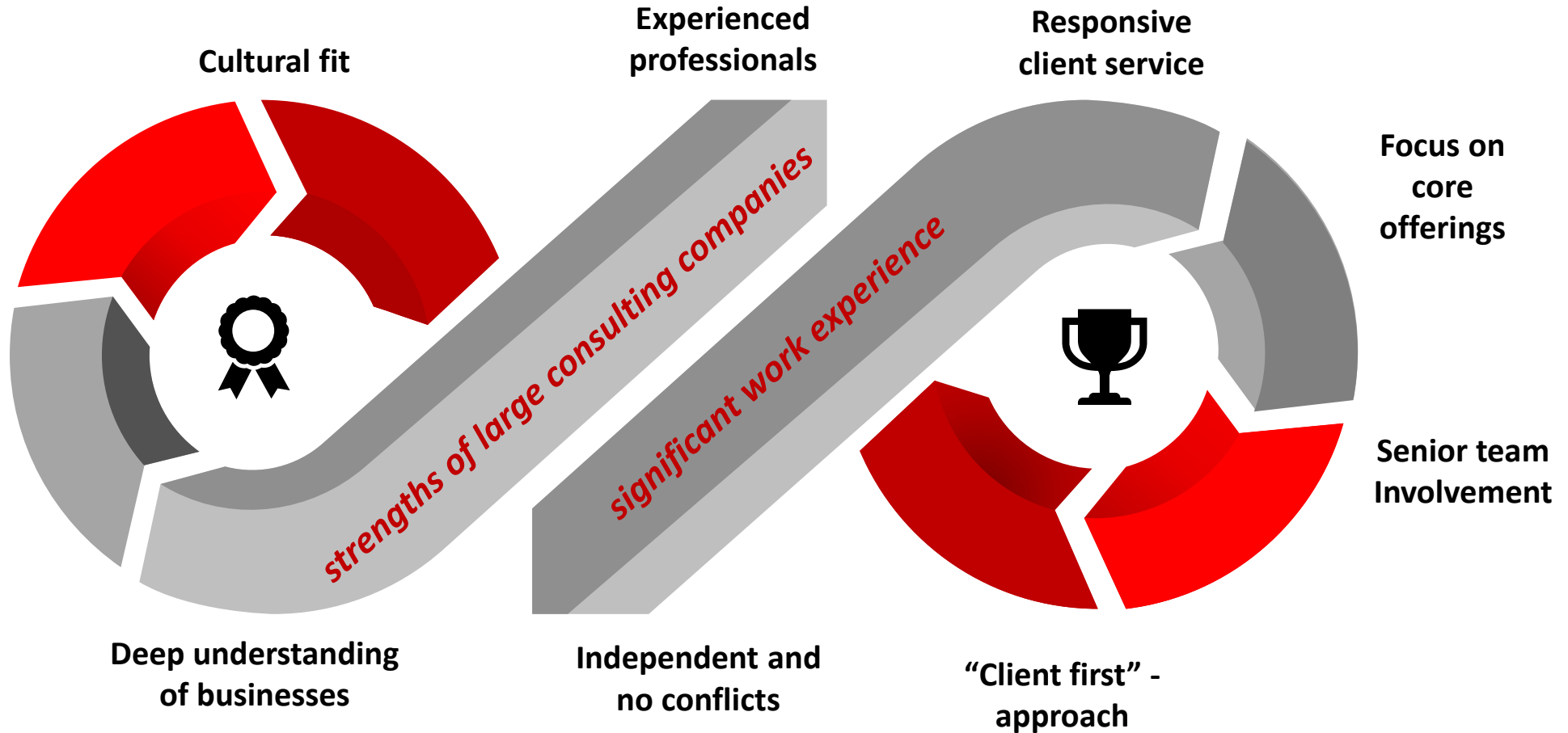


**Financial Reporting, Accounting & Corporate Compliances
Services**

- ✓ **Acquisory** was incorporated in 2010, by highly credentialed and experienced professionals, from PricewaterhouseCoopers, Arthur Andersen and Protiviti.
- ✓ The management team among themselves represent extensive experience in specialized services across M&A Advisory, Investment Banking, Asset Management and Operations & Risk Consulting.
- ✓ We have an appreciation for dynamics of business, operations, transactions and necessary skills to blend practical business & commercial insights with tax & regulatory knowledge to identify effective solutions to all business problems.
- ✓ We partner with our clients through the entire business continuum from identification of the problem, to solution, to implementation.



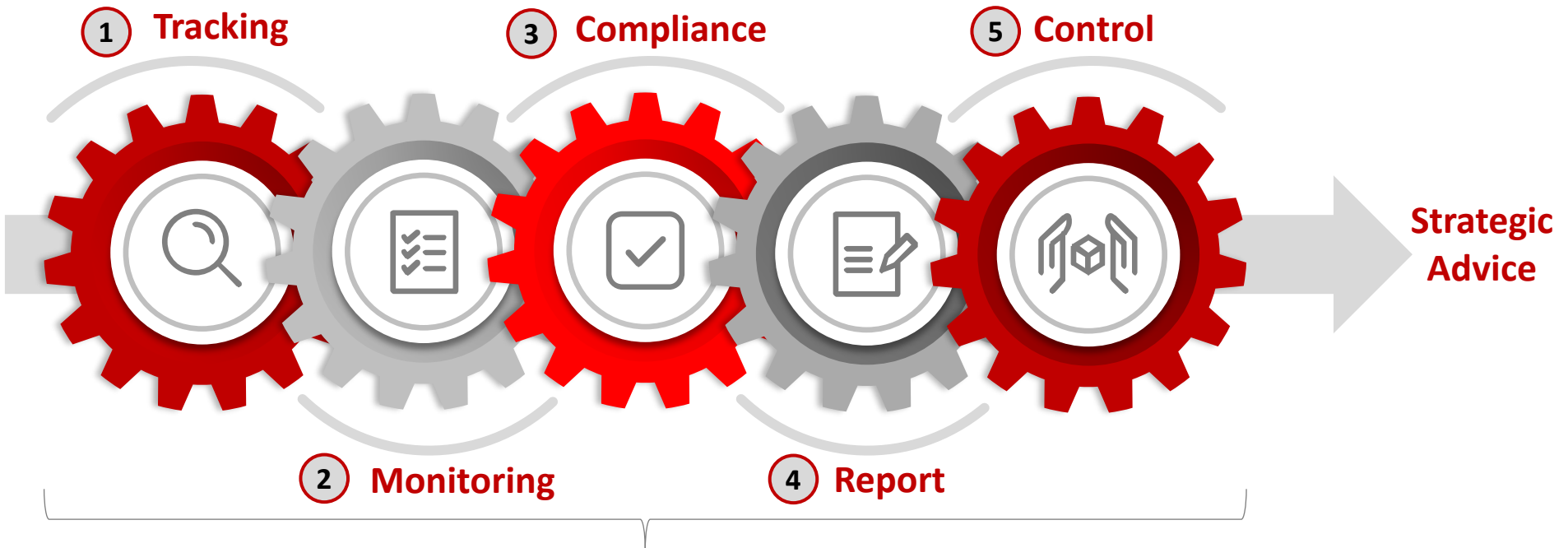
Acquisory fills a unique and valuable position in the market, as depicted below. We bring a unique blend of knowledge and experience to the table which combine the focus, dedication and independence of a boutique firm, with the methodologies & deep skill-sets of the Big 4.



Our Compliance and Legal services are the **solution** to support our start ups, private equity, Banks / NBFC clients in meeting their objectives of **maximizing returns and ensuring compliances**. Our services have been designed to address the challenges being faced by investors in **managing the operational, strategic and financial** aspects of their investee companies, as they are not able to get the right management information in time and remain worried about fraud, misappropriation or misconduct in their investee companies.

Smart investors know that it is prudent if investments are followed up with a continuous monitoring of key business risks. **Acquisory becomes your eyes and ears on the ground** and helps you manage such risk factors by ensuring necessary compliance checks and balances.

Our Process

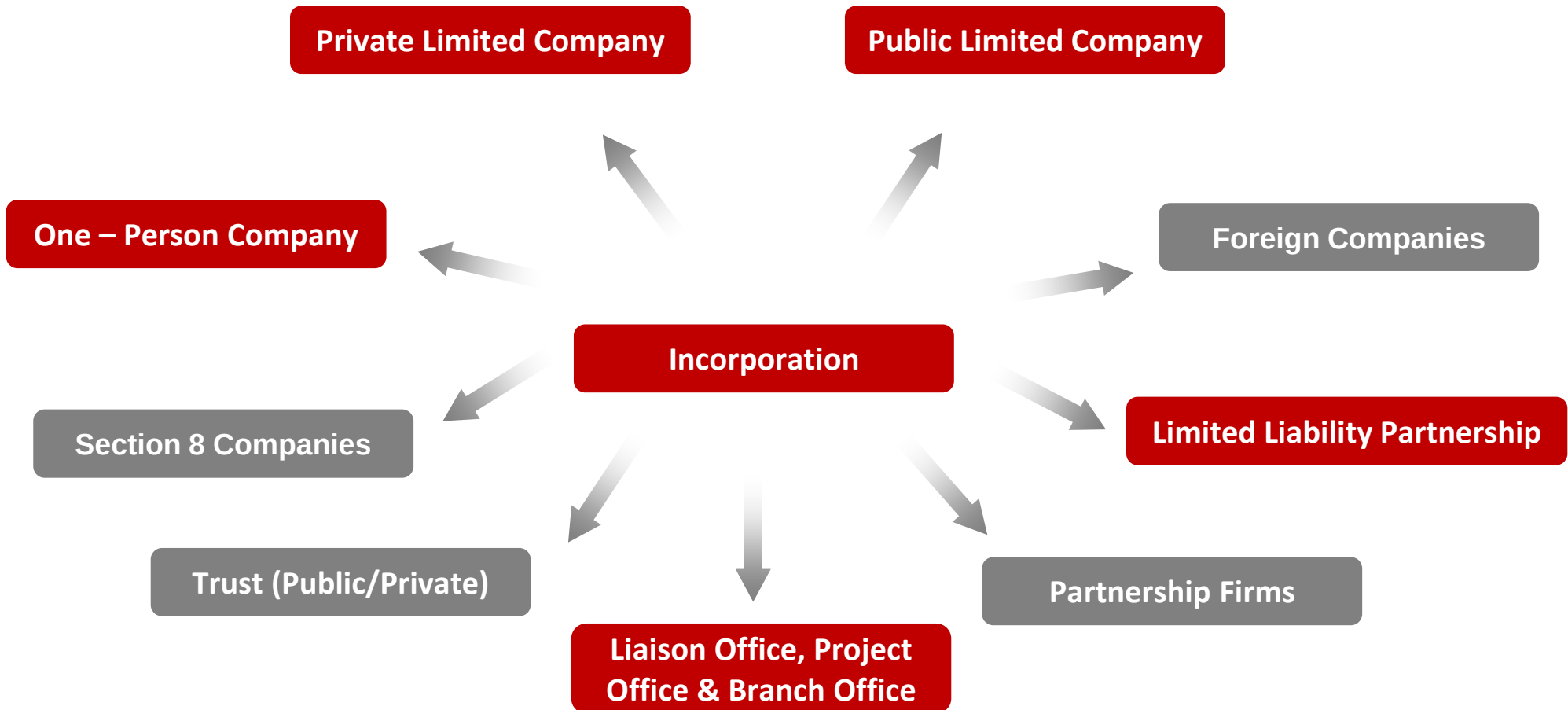


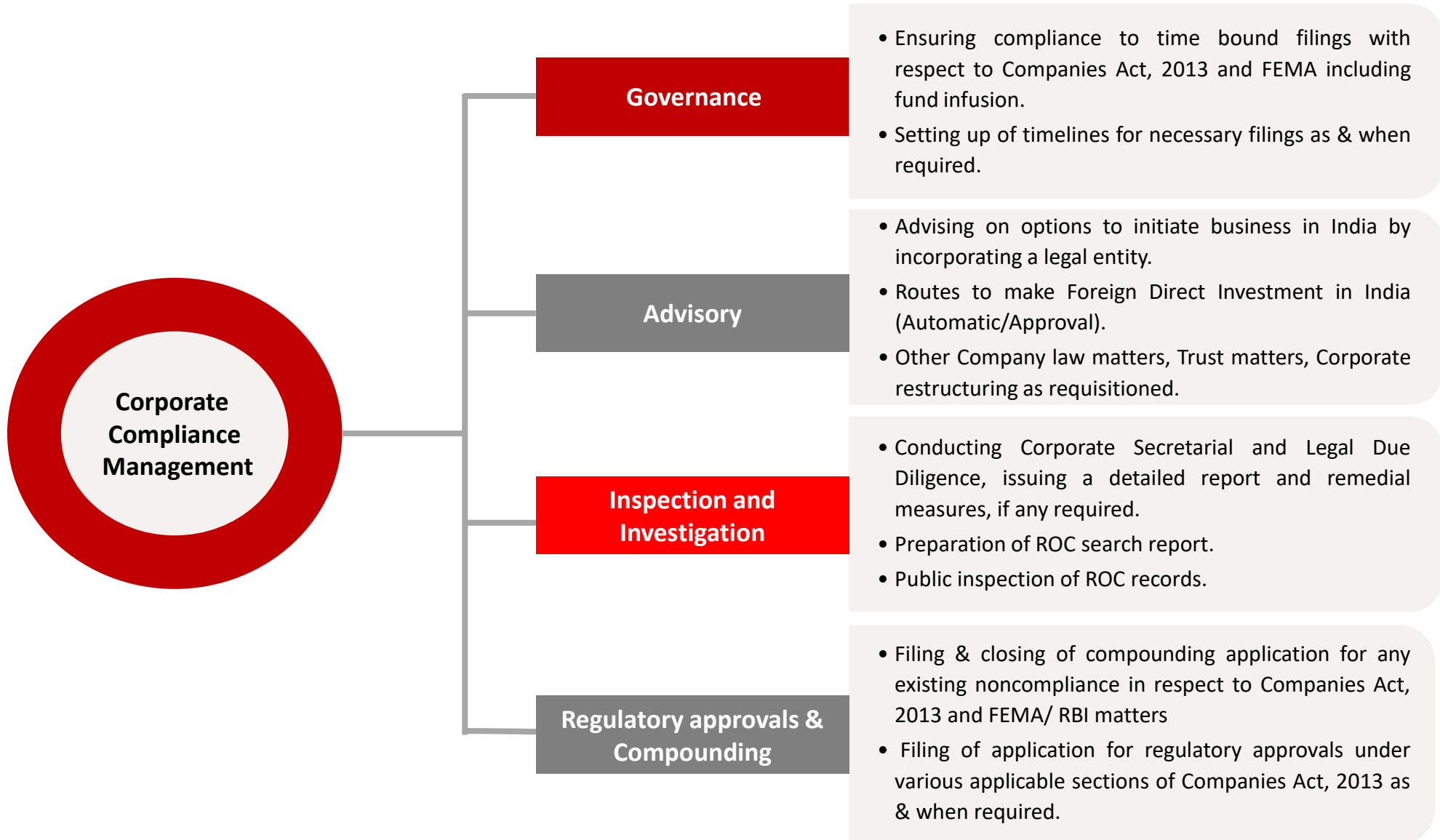
Portfolio Management





When starting a business, one of the most important choices to make is the structure of the entity, since this determines the ease of functioning of business and the nature and quantum of compliances required.





We bring a structured approach to each and every assignment, with a unique set of objectives, requiring specific priorities, designed to deliver the best results. With a widespread and detailed understanding of operations, we are able to rapidly formulate and execute practical solutions in complex business problems / environment.

Companies Act**FEMA/RBI****STATUTORY HEALTH CHECK**

- Statutory review to ensure compliance of the portfolio companies with statutory rules
- Corporate Secretarial alert: setting-up, monitoring and updating corporate calendar
- Remedial work to regulate anomalies and to remedy compliance failings identified during status check and statutory review procedures
- Ensuring appropriate documentation and book-keeping of statutory records

ADVISORY

- Assistance for matters of regulatory compliance as per Companies Act, 2013, FEMA and other statutory laws of land
- Providing support in case of any queries and doubts and in relation to various sections of the Companies Act, 2013 and FEMA-FDI/ODI regulations and other applicable laws
- Providing advisory services and assistance from time to time for any compliance inline with existing SSHA or any other funding related agreements or matters

PERIODIC CHANGES

- Updating the team on the latest amendments and changes
- Keeping track and review of Companies Act and FEMA filings
- Report to the team for any deviations
- Keep track of compliance in line with the SSSHA or shareholder's agreement in force and ensuring appropriate real time updates to the investors at the time of reporting



Your Needs

Corporate Compliance - Companies Act

- Maintenance of statutory records as per Companies Act 2013 i.e., Board papers (Notice, Agenda) of meetings; Board Minutes; AGM; Filing of Forms with ROC; Annual Returns; Statutory registers; Auditors appointment;
- Event based filings i.e., Change in registered Office within the same state; Issue of share capital; Change in the management (resignation, removal and appointment of directors) etc.
- Preparation and Maintenance of compliance calendar; to review, monitor and update the secretarial compliance on quarterly, half yearly and annual basis of all type of Companies and LLPs
- Keeping check on Secretarial compliances and other related compliances and aiding for regulatory compliance viz; Annual compliance, funding matters, event-based compliance, corporate restructuring, change in management, etc.

Services offered

FEMA

- Ensuring compliance to time bound compliances with respect to reporting of foreign direct investment and issue/ transfer of shares in Form FC-GPR and FC-TRS respectively under Automatic/ Approval route;
- Setting up of compliance calendar for due dates with respect to necessary filings as & when required for reporting of allotment/ transfer of shares in respect of foreign direct investment in corporate entities;
- Following up with RBI/ Authorised Dealer Bank for timely approvals with respect to the filings made in order to avoid LSF (Late Submission Fee);
- Assisting in statutory audit for the records required by the statutory auditor for the FEMA compliance done by the Company.
- Ensuring ODI/ ECB compliance and draft documents, file ODI/ ECB Forms, Liaison with AD bank and RBI and filing of monthly, quarterly and annual reports thereof





We specialize in advisory and process implementation on all corporate actions including fund raising and investment cycles for startups, NBFC Compliances, Postal ballot transactions for listed companies and Capital structuring matters including ESOP management and advisory



We assist investors and fund houses in making an informed decision while investing in an entity by helping with the entire legal, RBI Compliance (for NBFCs) and regulatory due diligence and commenting on possible risks and advising risk mitigants



We offer end to end solutions for turnkey restructuring exercises and M&A transactions, Fast Track Mergers/Demergers involving NCLTs, RBI, SEBI, Regional Director and MCA involving strategic planning, valuations, documentation and regulatory advisory support and representations

Fund raise

Trademark
Registrations

M&A Implementation

FEMA/FDI/ODI
FFMC

NBFC
Compliances

Legal and Regulatory
Due diligence

FSSAI /Legal
Metrology /MSME

Investor
relations/reporting

Trust Advisory
and Registration

Striking off
Companies/Voluntary
Liquidation



01

ROUTINE SECRETARIAL- ADVISORY AND COMPLIANCES

- Assisting in ensuring of Board and Shareholder's Meetings Notice/Agendas of Company with respect to relevant filings and matters in line with the SSSHA/agreements
- Advising and completing the day-to-day compliances of the Company with respect to Companies Act, SEBI and RBI, FEMA and Stamp duty.
- Monitoring Compliances on day-to-day basis and escalating to company about anticipated issues and sharing weekly report on compliance status

02

INVESTMENT AND EXIT COMPLIANCES

- Assisting in ensuring the compliances with regard to the specific transactions with Investee Companies
- Holding timely discussions with the CS/Legal team of the Company in ensuring that the compliance processes are being carried out in timely manner
- Coordinating with the administrator team for documentation of CP's and other documents of investee companies
- Monitoring and ensuring timely FEMA filings like FIRC, ARF & FCGPR filings

03

CORPORATE ACTIONS- LEGAL COMPLIANCES

- Analyzing all the transactional documents (including Shareholders Agreement and all other legal agreements and documents) and enlisting and ensuring compliances arising therefrom
- Evaluating and Advising on compliances on any new deals / transactions from legal and regulatory compliance standpoint
- Assisting in tracking, collating and ensuring compliances on Companies Act, SEBI and RBI/FEMA on event based corporate actions



Our approach for Special Events

Review of Historical Records

- Understand and discuss the process of record to report (R2R)
- Preparation of check list for documents and information to be reviewed
- Collection of data and information from client
- Review of data and documents
- Identify the Gaps in records and compliances
- Discussion with Management with respect to Gaps and discrepancies noted
- Prepare a checklist for corrective steps to be taken
- Define a timeline for corrections to be completed
- Execute the steps and solutions required to bridge the Gaps and rectify the discrepancies
- Regular status update to Management

ROC Filings for Specific Events

Filing of necessary forms based on specific events basis the executed documents provided by the management :

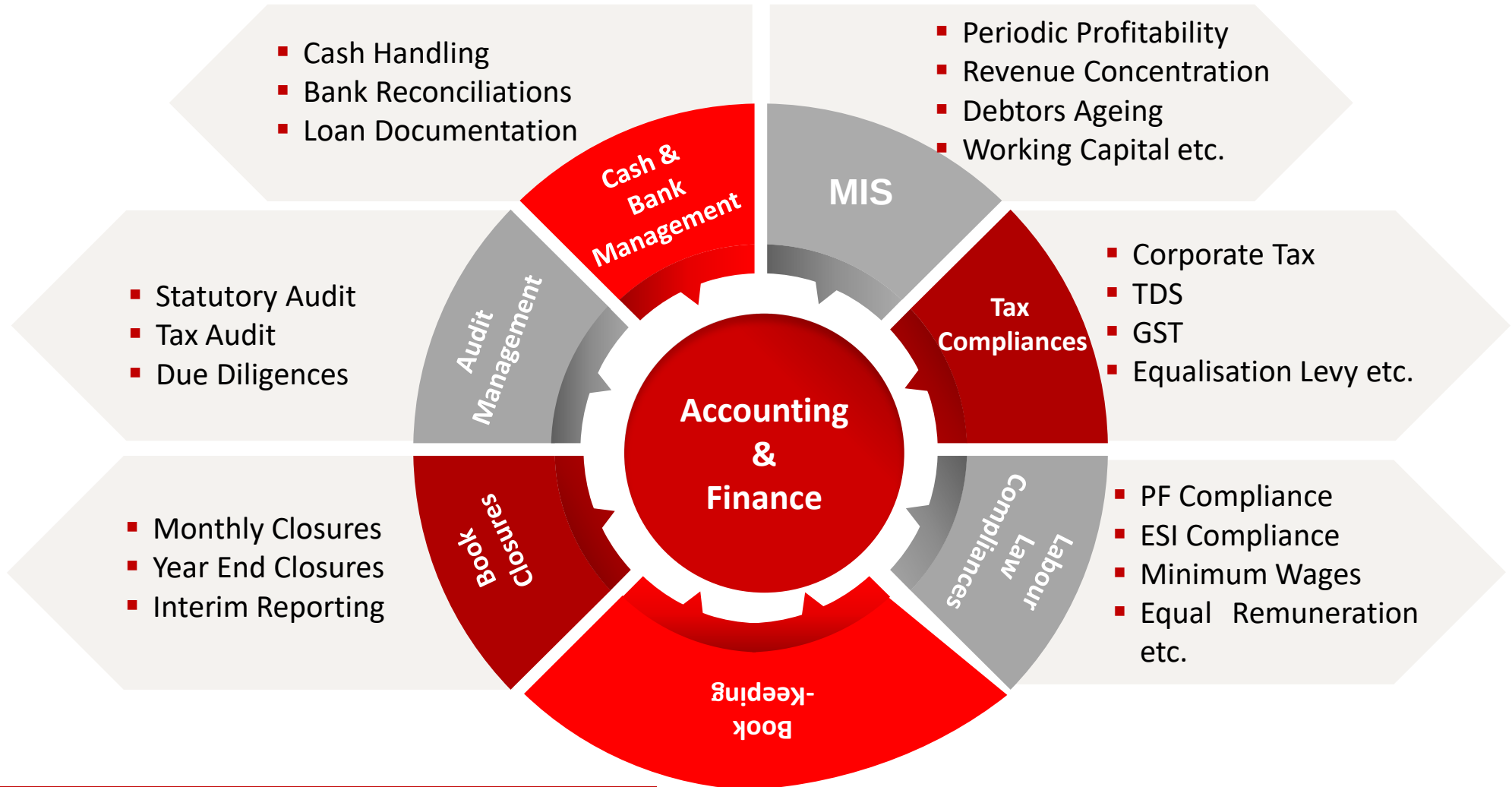
- Constitutional changes, e.g. change of company name, registered office, business, allotment of shares
- Change in the management (resignation, and appointment of directors)

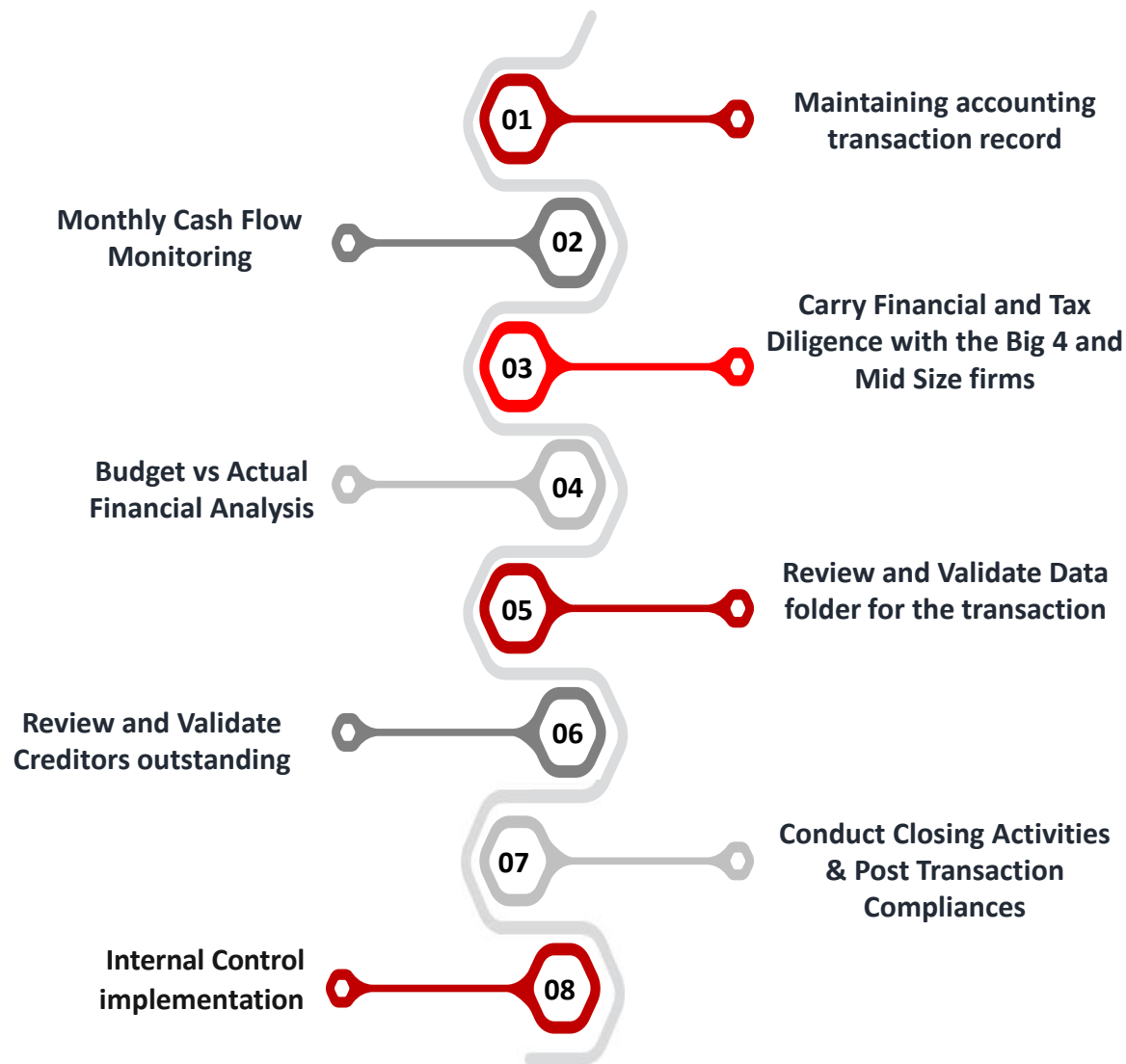
Further infusion of equity & Valuations, for each funding

Drafting & Filing of documents for further equity infusion and compliances thereafter:

- Drafting of Offer papers for equity Right/preferential offer
- Drafting of Board Meeting papers for offer and allotment of shares
- Filing of necessary forms with ROC
- Drafting & filing of reporting documents with RBI
- Valuation of equity for further infusions
- FEMA compliances
- Vetting of Investment contracts and agreements

For every Business be it a start up or established business, Financial Reporting and Accounts department is the key focus area as almost every other function revolves around it for any information, analysis etc. This makes it more important for this department to have smooth line of function so that information can flow easily through it. The key focus areas of any Financial Reporting and Accounts department are summarized in the below graph:





Our Financial Reporting and Accounting Support Services are designed to support clients right from initial set up of finance function, to support routine accounting / reporting requirements and to support any change management due to compliance with regulatory changes like GAAP, Taxation etc.

Your Needs

Step 1

Setup Accounting Function

- We have a three Phased Approach:
DEFINE
DEVELOP
IMPROVE
- Dedicated / Part time accountant at client place
- Book-keeping of income, expenses, receipts and payments
- Bank reconciliation
- Develop and document monthly book closure checklists
- Payroll Processing
- Assistance in developing authority limits for expenses and payments

Step 2

Tax Compliance

- Direct Tax Checklists – calculation, payment, return filling
- Indirect Tax - GST return preparation, payment and return filling
- Equalization Levy
- Ensuring processing of PF, ESI, labour welfare fund, PT calculation
- Compliance Checklist
- Assistance in Tax Audit

Step 3

Review and Data Folder

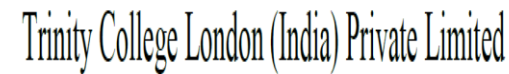
- Review of accounting transactions
- Monthly Invoice
- Business Agreements
- Inventory list
- Cash flow / working capital monitoring
- Creation of BOM
- Margin Analysis - Mapping of Sales with Purchase
- sku-wise Sales and Purchase file

Step 4

Financial Reporting

- Customized MIS
- Visits to client office by designated Manager
- Key Performance Indicators (KPIs)
- Profitability Statement
- Annual Financials per applicable Accounting Standards
- Assistance in statutory Audit
- Debtors Ageing
- Creditors Ageing
- Interim Reporting









**Divya Vij**

Qualification - CA
Experience – 20+ Years

**Adarika Ghose**

Qualification – ACS, LLM
Experience – 14+ Years

**Jagdish Sharma**

Qualification – ACA
Experience – 10+ Years

**Shashank Goyal**

Qualification – CA
Experience – 14+ Years

**Swati Jain**

Qualification – CS
Experience – 4+ Years

**Rajiv Sharma**

Qualification – CS
Experience – 4+ Years

**Radhika Chhag**

Qualification – CS
Experience – 4+ Years

Awards

- Acquisory received the Indian Achievers' award for "Promising MSME – 2022"
- Acquisory received the award of "M&A Advisory Firm of the Year" in 2013
- Acquisory received the award of "Due Diligence Experts of the Year" in 2014



Contact us



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