
CORPORATE SECRETARIAL

Kaveri Kumar | Founder & Head Corporate Practice

kaveri@ivy-law.com | [+91 99713 03042](tel:+919971303042) | www.ivy-law.com



We focus on the law so you can focus on your business.

Ivy Law, inspired by the word ivy meaning evergreen growth, was founded in 2018 by members with legal proficiency and substantial business insights. We follow a simple pragmatic principle. Our team focuses on the legalities so you can focus on what's important to you, whether it's a new product launch, business expansion or day-to-day commercial operations.

Ivy Law provides legal support to companies and individuals for joint ventures, mergers and acquisitions, dispute resolution, regulatory compliance, corporate commercial and other practice areas, for both domestic and cross border transactions. We have worked with clients across a wide range of industries including retail, real estate, hospitality, startups and e-commerce.

Our team focuses on a business-oriented approach and specializes in undertaking matters pertaining to day to day corporate secretarial compliances. Ivy Law on a regular basis provides compliance and advisory solutions for all corporate secretarial matters including drafting of notices, agenda and minutes of board and shareholder meetings, maintaining registers and other records under the provisions of the Companies Act, 2013 ("Act"), Limited Liability Partnership Act, 2008 ("LLP Act"), Foreign Exchange Management Act, 1999 etc.

Broadly, our scope of work in matters pertaining to corporate secretarial includes:

- Assisting with incorporation of different kind of entities, corporate restructuring and related activities under the provisions of the Act and LLP Act.
- Assisting with statutory filings with the Registrar of Companies (ROC) across India, ROC liaisoning and compounding proceedings with ROC.
- Conducting corporate secretarial audits.
- Assisting with compliance of corporate governance norms.
- Assisting in allotment of shares to foreign investors and buy-back of equity shares under the provisions of the Act.
- Preparation and filing of various annual and other returns as required under the provisions of the Act and LLP Act.
- Preparation of documents for increase in the authorised share capital, alteration in the object clauses of the Memorandum and Articles of Association of companies.
- Assisting with procedures and compliances pertaining to revival and winding up of companies.
- Assisting with conversion of a private company into a public company and vice-versa and also conversion of a private/ public company into a Limited Liability Partnership (LLP) and vice-versa.
- Drafting and vetting of petitions regarding shifting of a registered office of a company from one state to another.
- Preparation of applications and other documentation for obtaining approvals pertaining to related party transactions.