



K. K. SINGH & ASSOCIATES

Company Secretaries



K. K. SINGH
Managing Partner



K. K. Singh & Associates, Company Secretaries, (KKSA) is a professionally managed firm established in its field for the past 25+ years by its Founding Partners. KKSA is pioneer in the field of Regulatory Approvals and Labour Laws.

Established with the objective of rendering all kinds of corporate Compliances covering Legal, Corporate Advisory & Consultancy in the field of Corporate Laws, Restructuring & Planning, Regulatory Approvals (Licensing and Registration), IPRs, Finance & Taxation, Labour Laws and other allied fields *on pan India basis with following features:-*

- Dedicated team of professionals consisting CS, CA, Advocates.
- Serving Multinational clients varying from FMCG, Retail, Fast food Chain, Automobiles, IT, Real Estate etc.
- Serving the Start Ups as specialized professional firms and associated with Incubators TIEDS (IIT Roorkee)

About Us

Legal, Secretarial, Corporate Advisory, License and Registration, Labour Laws, Regulatory Approvals, IPR, Taxation, FEMA, RBI



Our Promise

We live by our Slogan
“SERVICE IS OUR RELIGION”

We at KKSA Ensures:

- Time Commitment for assignment completion.
- Quality of services rendered.
- One stop solution to all business compliances needs.
- On the go 24*7 services for Advisory.



Our Bouquet of Services

We provide diversified and customized services as per the needs of our clients.

Compliance & Governance Services

Services as Insolvency Professional

Regulatory Approvals/ Licensing and Registration

Legal & FEMA, FDI Related Services

Labour Law/New Labour Code Compliances

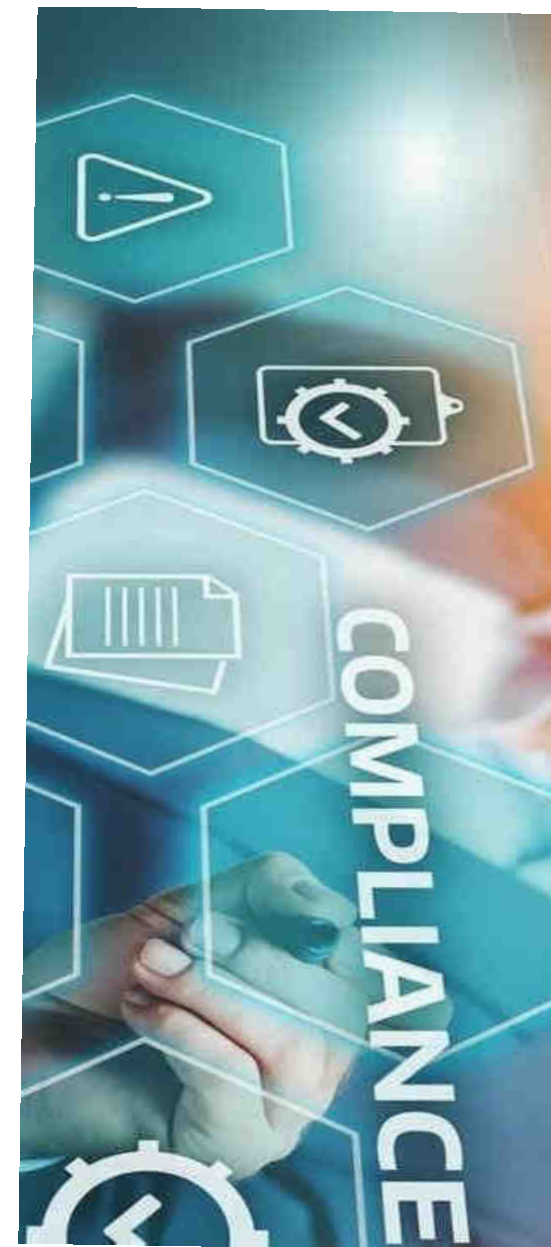
Expertise consultancy – LMA & , FSSAI

Accounts and Taxation compliances



Compliance and Governance

- ❖ **Selection to Formation** of organization in India and abroad.
- ❖ **Regular Compliance** and day to day advisory including keeping and maintaining of records
- ❖ **Due Diligence & Secretarial Audit** including customized audit for MIS.
- ❖ **Corporate Re-structuring** including Merger & Amalgamation, de-merger, Capital Restructuring, Buy-back of shares.
- ❖ **Regulatory approvals** from central or state authorities including compliance of licences and approvals thereof.
- ❖ **Advisory & Consultancy** including conferencing, legal notes and opinions.



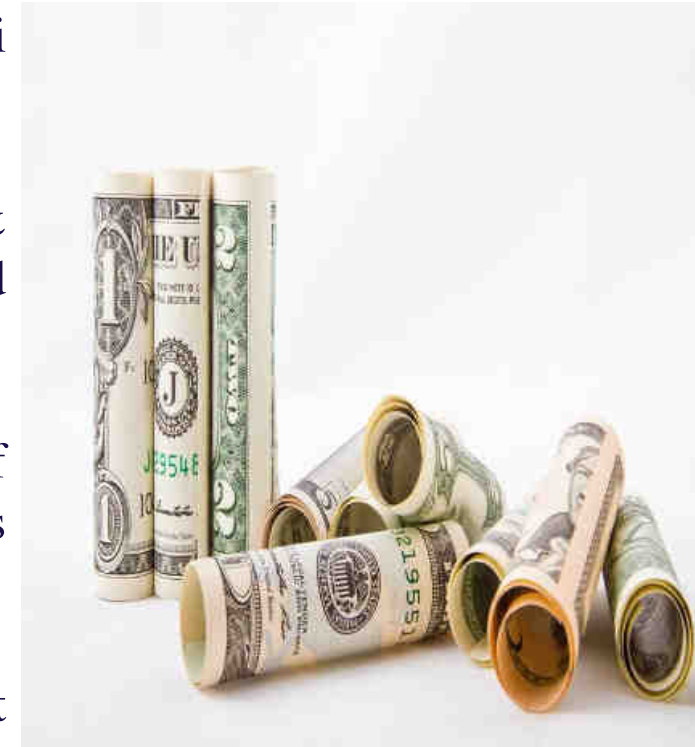
Intellectual Property Rights

- ❖ Complete IPR solution under IPR laws
- ❖ Providing advisory and consultancy for obtaining Trade Mark, Copy right, Design and Patent from concerned authorities.
- ❖ Appearance and Representation including making correspondence with the authority on behalf of clients with respect to laws :- Indian Copyright Act, 1957;
 - Trade Marks Act, 1999;
 - Patents Act , 1970 and
 - Designs Act, 2000.



Legal & FEMA, FDI related services

- ❖ **Legal drafting:** JV Agreements/ Shareholder Agreements (SSHA), Deeds, Foreign collaboration/know-how or Technology Transfer Agreements etc.
- ❖ **Appearance and Representation:** Appearance & representation before the quasi judicial and judicial authority for and behalf of the Company.
- ❖ **Advisory & Consultancy :** Advisory & Consultancy on different legal & compliance including legal opinion on the subject of FEMA and other related issues.
- ❖ **Branch/ Liaison Office:** Advising on the issues of establishment of branch/liaison/ project office in India by any foreign entity and any overseas branch of Indian entity.
- ❖ **FDI Consultancy :** Advisory and documentation for obtaining FDI with or without approval route and ensuring compliance of intimation and submission to the RBI.
- ❖ **Compounding of offences:** Compounding of offences under FEMA and related advisory and documentation thereof.



Licensing and Registration

- ❖ **Regulatory Approvals (Licensing and Registration) under central and state laws including Commercials and Industrial laws on Pan India basis.**
- ❖ **Annual Compliances under different licences and registration/approvals on pan India basis on annual retainership or casual assignment basis.**
- ❖ **Stamp duty advisory and its adjudication from authority - Complete stamp duty advisory and deed registration on pan India basis.**
- **Appearances and Representation services for and on behalf of clients before quasi judicial and judicial and prescribed authorities for different purposes as per the requirement of prescribed laws and reference of the clients i.e. Attorney Services.**



Regulatory Laws Compliance (Regulatory Approvals)

LEGAL METROLOGY ACT, 2009

- ❖ Package (Pre-packaged commodity, Packaged Product) Analysis and Clearance as per Legal Metrology (Packaged Commodity) Rules, 2011 for products under different regime.
- ❖ Registration as a Packer or Importer or Manufacturers under Legal Metrology Act (LMA).
- ❖ Verification certificate for Weights and Measure.
- ❖ Pre-approval/Clearance for importing of Machines, equipment etc. falling under mandatory registration under LMA
- ❖ Compliances as per Minimum Mandatory declarations under Packaging Rules for e-commerce Platforms.
- ❖ Compounding under Legal Metrology Act.
- ❖ Advisory related to Legal Metrology Act as a whole



Typical values	100ml	250ml contains	%GDA*	Typical adult
Energy	199kJ 47kcal	500kJ 120kcal	6%	2000kcal
Protein	0.5g	1.3g		
Carbohydrate	10.5g	26.3g	2%	90g
of which sugars	10.5g	26.3g	2%	70g
Fat	trace	trace		
of which saturates	trace	trace		
Fibre	trace	trace		
Sodium	trace	trace		

Licensing and Registration (Regulatory Approvals)

FOOD SAFETY AND STANDARDS ACT

- ❖ Registration/Licence under FSSAI for Food Business Operator including Manufacturer, Importer, E-Commerce FBO(s)/Facilitator, Petty FBOs etc.
- ❖ Licenses and Registration under State, Union Territories as well as Central.
- ❖ Import Clearance of imported foods/products under FSSAI Import Clearance System.
- ❖ Annual Return Yearly/Half yearly as the case maybe.
- ❖ Liasoning with Authorities.



Local laws

- ❖ Registration/License under Shops and Establishment Act along with specific exemptions.
- ❖ Business/Trade License, Health License, Health NOC, Fire NOC/Approval, Pollution Control Board (CTE, CTO) etc.

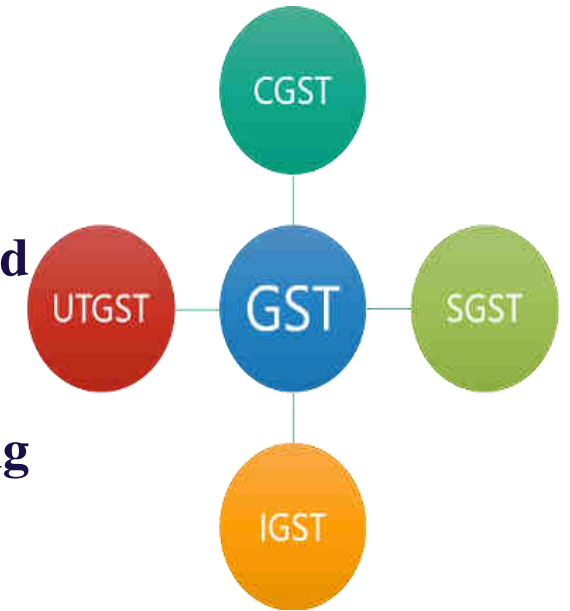
Labour Law Compliances

- ❖ Labour Laws Compliances including new labour Codes.
- ❖ Obtaining the license and registration under labour laws including Commercial and Regulatory Laws on pan India basis.
- ❖ Annual and Casual submission of challans, returns including correspondence with authorities.
- ❖ Audit, Inspection & adjudication: Conducting audit, assisting and managing the inspection of records by department, adjudication & compounding thereof.
- ❖ Attorney /Liasoning Services: Liasoning service with different departments and authorities
- ❖ Third Party Audit and voluntary labour laws audit, fire safety audit, MIS audit etc.



Accounts Taxation and Audit

- ❖ **Accounting:** Day to day entry and maintenance of accounts in tally and bank account reconciliation.
- ❖ **Submission and depositing :** , Billing, GST and TDS Compliances including payment of TDS, GST etc.
- ❖ **Compliances:** Filing of monthly quarterly, half yearly or yearly return as the case may be.
- ❖ **Audit, Inspection & adjudication:** Conducting audit, assisting and managing the inspection of records by department, adjudication & compounding thereof.



Our Valued start up clientele base



THE INDIAN



FormulateIP



10log9 MATERIALS



Our Team



K. K. Singh
(Managing Partner)



Geetanjali Aggarwal
(Partner)



Richa Singh
(Partner)

Supported by KKSA Team



Nilesh Bhardwaj
(Partner)

- Foreign Corrupt Practices Act (FCPA) Compliant : Each member of the KKSA are already aware about provisions of the FCPA and got Training who are working for their clients as well.

CONTACT US

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OUR OFFICES:

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