



# TVA & Co. LLP

## Company Secretaries

### Delhi

145A, Ground Floor  
N-Block  
Greater Kailash - 1  
Delhi – 110048

### Noida

A-14, First Floor  
Sector - 15  
Sector 1  
Noida - 201 301

### Mumbai

Level LG 2 & 3  
Art Guild House, B-Wing  
Phoenix Market City  
L.B.S. Marg, Kurla West  
Mumbai-400070

### Bengaluru

4th Floor, Aishwarya Sampurna  
79/1, Vani Vilas Road  
Basavanagudi  
Near Ramakrishna Ashrama Circle  
Bengaluru - 560004

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## PROFILE

*TVA & Co. LLP (TVA) is a firm of Company Secretaries, which provides **Secretarial and Legal Services**. It was established with the aim of dedicating itself to provide impeccable services to the Corporate Sector in India and abroad. Its unmatched and unparalleled solutions not only helped the corporate world to solve their complex problems but also help them to generate better profits. Since then, the firm along with its associates have grown leaps and bounds. **Ours is a team of 22 persons** which comprise **Company Secretaries, Insolvency Professionals and Advocates**. The firm pride on its expertise and understanding of its client needs for customized corporate solutions. The firm has been widely recognized for its **excellence, consistency, commercial sense** and has a reputation of working on challenging and innovative transactions.*

*We have a **diverse experience in helping the foreign companies and individuals to set up their shops in India**. Our experience to represent the companies with the government and heads of various state offices has helped the offshore companies to make a smooth entry in India. In short, we have developed a diverse team, network and experience.*

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### OUR CORE TEAM: DELHI - NOIDA

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#### **CS TANUJ VOHRA** *IP, LLB, FCS, M.Com.*

*Mr. Vohra is the Managing Partner of the firm. He is a fellow member of the Institute of Company Secretaries of India (ICSI), Bachelor of Laws from Delhi University, Registered Insolvency Professional (IP) with the Insolvency and Bankruptcy Board of India (IBBI) and holds Master's Degree in Commerce. He brings with him an experience of 25 years in the areas of Company Law Matters, Due Diligence, Secretarial Audits, Liquidation, FEMA Compliance, Government Approvals and SEBI matters.*

*He is a Secretarial Auditor to Grade A Listed Companies. He has been on the Board of several companies and acted as consultant to various Corporate House and BIG-4. He is also a retained advisor to the several MNC's. With effective communication, leadership & problem-solving skills, he has developed commanding traits in drafting a variety of contracts and agreements.*

*Mr. Vohra has closely worked with various IBanks and PE Funds and carried out due diligence in company law and labour law matters.*

**CS Heena Sethi**  
ACS, B.Com.

*Ms. Heena is a member of the Institute of Company Secretaries of India (ICSI) and has an experience of more than 5 (five) years in handling diversified assignments like drafting and documentation, conducting of Committee Meeting(s), Board Meeting(s) and General Meeting(s), drafting of Annual*

*Reports, Secretarial Audits, Scrutinizer Reports, incorporation of private and public companies including foreign subsidiaries, compounding of offences, XBRL filings, FLA Filings, GST Registration and Filings, shifting of Registered Office from one state to another, drafting and filing of various e-forms, Liaison with government departments etc. She is handling section 8 companies and represents the clients at Ministry of Electronics and Information Technology, Govt. of India (MeitY) and also assists the Board of Directors in conducting board meetings and general meetings.*

**CS Hritika Deepani**  
ACS, LLB, B.Com.

*Ms. Hritika is an Associate Member of the Institute of Company Secretaries of India and a Law Graduate from CSJM University, Kanpur. She brings with her over four years of experience in compliance management, having worked with prominent brands such as Honda Sael, Everest Industries, Radico Khaitan, Bharat Gears, Avantha Group Companies, Spack Automotives, and Bloomsbury. Her expertise includes managing complex matters related to the issuance and redemption of preference shares, as well as overseeing regular compliance for unlisted companies.*

*Ms. Hritika also liaises effectively with various statutory and regulatory authorities, ensuring seamless coordination and compliance. She has been actively involved in handling matters related to managerial remuneration and securing necessary approvals from the Ministry. Additionally, she supports senior colleagues in conducting Secretarial Audits, Corporate Governance Audits, Due Diligence exercises, and compliance under RBI regulations for Non-Banking Financial Companies (NBFCs).*

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## **OUR CORE TEAM: BANGALURU**

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**CS Biswajit Ghosh**  
LLB, FCS, M.Com.

*Biswajit is a Corporate Law compliance expert and has over 2 decades of rich experience and expertise in RBI and FEMA related Compliances. Biswajit is involved in setting up best compliance practices for the Corporates. Biswajit also represents corporates before quasi judiciary authorities like NCLT, RD etc. During his employment tenure he was associated with Aditya Birla Group. Before getting into the corporate world, he served Indian Air Force for a decade.*

### **CS Pramod SM**

**LLB, FCS**

*Over 2 decades of experience in handling compliance for Listed Companies, advising on Mergers & Amalgamations, restructuring transactions, SEBI Regulations, Capital Markets laws. Pramod was the past Chairman of ICSI Bangalore Chapter, has handled devising continual learning opportunities, catering to constantly enriching knowledge base & skill sets of professionals. He is also an Insolvency Professional registered with the Insolvency & Bankruptcy Board of India (IBBI). He was the member of Expert Committee of ICSI on Company Law for the year 2020. During his employment tenures he was associated with Tata Consumer Products, SAB Millers and Mysore cements.*

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## **OUR CORE TEAM: MUMBAI**

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### **CS Komal Shrimankar**

**ACS, B.Com.**

*With over nine years of experience in both corporate and advisory roles, Komal specializes in corporate compliance, secretarial audits, public offerings, due diligence and mergers & acquisitions. During her employment, she was associated with leading organizations such as Hitachi Energy, Raisoni Group amongst other. Her expertise spans SEBI and stock exchange compliance, corporate restructuring, and board advisory, ensuring businesses operate smoothly within legal frameworks.*

### **CS Priyal Jain**

**ACS, B.Com.**

*Mr. Priyal is an Associate Member of the Institute of Company Secretaries of India and a Law Graduate. He brings with him 2.5 years of experience in compliance management, with a focus on regulatory matters for reputed MNC's. His expertise includes raising capital and handling cases related to managerial remuneration, including securing approvals from the Ministry. In addition, he supports senior professionals in conducting Secretarial Audits, Corporate Governance Audits, Due Diligence assignments.*

## AREAS OF PRACTICE

- *Biz Start up Advisory*
- *FEMA*
- *Corporate Governance*
- *Corporate Restructuring*
- *Labour Laws*
- *Accounting & Taxation*
- *XBRL*
- *Secretarial Audit*
- *Due Diligence*
- *Drafting and Documentation*
- *Intellectual Property Rights*
- *Liquidation and Winding up*
- *Investment in Nepal*
- *Other Corporate Laws*

### SECRETARIAL AUDIT

*Secretarial Audit is required to be conducted for every listed company and a company belonging to other class of companies as may be prescribed pursuant to the provisions of section 204 of the Companies Act. We help the company to provide an independent and objective based assurance to add value and improve compliance management system of the company. At TVA we help the organisations to bring systematic, disciplined approach to evaluate and improve effectiveness of risk management, control and governance process.*

### LIQUIDATION AND WINDING UP

*Apart from being appointed as Liquidator, team TVA has worked on several winding up matters. It has represented various companies at the office of official liquidator and high court as well. Our clear understanding over the subject has helped our clients to successfully conclude their winding up process well in time.*

*We are specialized in catering foreign clients and understand their requirements w.r.t the subject.*

### CORPORATE RESTRUCTURING

*TVA possesses the unequivocal and explicit knowledge of corporate restructuring laws and practice. We at TVA through the analytical skills provide the clients an integrated and value added solution pertaining to procedural as well as legal perspective corporate restructuring. Our dedicated and experienced team assess the requirements of clients risk and opportunities in the transaction and advise them with optimal and high quality solution for a successful closing. With an astonished talent of our competent team, we aim to endeavour the strategic goals of our clients by identifying and then implementing to realign their corporate structure in a most ideal manner.*

## **FEMA**

*We advise our domestic and international clients on FDI and ODI matters. We assist them in defining the appropriate route by sharing our knowledge and experience on Indian business practice and rules. The Firm has vast experience in handling various regulatory requirements and compliances involving FEMA transactions and assists its clients in matters pertaining to Clearances and Approvals from the Reserve Bank of India (RBI) and other regulatory authorities. The firm counsel the clients in right and proper management of foreign exchange transactions.*

## **BIZ START-UP**

*TVA provides you with a comprehensive knowledge to register your business in India and abroad in a simple and economical way. We have a vast experience of working with international brands and conglomerates and very well understand their requirements. We are accustomed to work within the stringent timelines but without compromising with the international standards. We understand and appreciate that setting up of a Company is a crucial decision which requires in depth strategic, business and legal considerations. We not only assist to set up your business but also assist you in compliance with various post registration requirements.*

## **DUE DILIGENCE**

*Due Diligence is our forte. We at TVA have carried out Due Diligence for various transactions which primarily relates to Company Buy Out, Partial Acquisition of Shares, Third Party Investment, Private Equity Transactions and Venture Capital Funding, both by the Indian as well as the Foreign Investors. We carry out investigative due diligence on behalf of our clients to reduce their exposure to reputational and commercial risks. We have carried out various such investigations over the past decade and leveraging the expertise and extensive research for the clients.*

*We carry out Due Diligence for our clients under the Companies Act, Foreign Exchange Management Act and the Indian Labour Laws. We have a wide range of experience in providing services to the various I Banks, Venture Funds and Top Law Firms.*

## **CORPORATE GOVERNANCE**

*TVA helps the companies in formulation of “codes and standards for ethical conduct and practice” which ensures good corporate governance. We also formulate policies which ensure implementation of various Government Regulations and SEBI guidelines. Thus we ensure the protection of interest of stakeholders and disclosure of adequate information on corporate financial performance. We also help the corporate in drafting corporate governance report as required under Clause 49 of the Listing Agreement.*

## **LABOUR LAWS**

*TVA offers a range of labour law compliance services for both for domestic as well as international clients. Our Team through its in-depth knowledge and expertise provide value added services in the compliance of various Labour Laws. Our double insulation mechanism not only protects the interests of labour, industry and stakeholders but at the same time prevent unwanted lawsuit and penalty for non compliance. TVA provides consultation and end-to-end services under various Acts such as the Employees’ Provident Fund & Misc Provisions Act, 1952, Employees’ State Insurance Act, 1948, Shops & Establishments Act, Factories Act etc.*



*We to help companies to deal with challenges pertaining to the complex legal issues concerning the employment laws in India. Our advisory portfolio includes POSH compliances, employment contracts, handbooks and policies, compliances, retrenchment and termination, benefits & compensations, investigations and enquiries, organisational restructuring and transfers, secondment and deputation, downsizing of work force, employment issues in course of mergers and like transactions, etc. We also help the companies to handle their litigation pertaining the labour laws matters.*

## **ACCOUNTING & TAXATION**

*TVA under the guidance of Kumar Sagar, a seasoned Chartered Accountant, handles assignments of Audit, Advisory and Compliance Services in the areas of Statutory Audit, Tax audit, Direct Tax, GST, NRI Tax, Book keeping and Due Diligence Services and other Compliances since the date of inception of the firm. The services offered by the firm ensure that the diverse needs of its clients are achieved through efficiency, organization and precise means. Our services are widely appreciated by the clients for its reliability and appropriate results.*

## **DRAFTING AND DOCUMENTATION**

*Drafting and Vetting of documents is an addendum to our suite of services. Our expertise in the field of drafting and vetting of documents is widely appreciated by our clients. Our team of legal experts ensures that proper contracts are drawn and interests of our esteemed clients are protected. Our firm's years old experience helps us to deliver highest degree of services to the various clients. We have abundant experience of drafting Share Purchase Agreements, Commercial and Trade Agreements, Partnership Deeds and General Agreements.*

## **INTELLECTUAL PROPERTY RIGHTS**

*TVA comprise of highly skilled and qualified professionals who with its innovative approach towards the field of IPR related services give their best to meet the client requirement. The firm has established a benchmark in the IPR and provides a whole range of quality and value added services.*

## **XBRL**

*TVA is one of the leading XBRL service provider and Consultant in India. TVA is committed to provide impeccable services to the Corporate Sector in India. It combines the experience and expertise of a large organization with the approachability of a smaller personal advisor. Our experience and expertise enable us to offer a rare blend of professional expertise and personal service to a wide range of clients which range from top Indian listed and unlisted companies as well as the MNC's.*

## **INVESTMENT IN NEPAL**

*We at TVA provide assistance to companies for routing entry strategies for investment in Nepal. We assist clients through Government regulations and procedures for setting up their operations in Nepal. Our professional team have in depth knowledge of government procedures, laws, rules and regulations as prevalent in Nepal and have practical exposure of dealing with various regulatory bodies such as the Department of Industries (DOI), Nepal Rashtriya Bank (NRB), Company Registrar Office (CRO) and various commercial Banks. We have an experience of working closely with many world renowned Law firms and helped the corporate in execution of various projects and transactions.*

**WE HAVE THE PRIVILEGE TO WORK FOR THE FOLLOWING BRANDS**





