

Represented by
CS. Naseem Ahmed
B. Com, FCS, LL.B, CA (I)
Company Secretary in Practice since 2009 –2021
Company Secretary in employment 2005 to 2009

Founder and Managing Partner
RUBARU PROFESSIONALS LLP

Registered office:

B-12, First Floor, Shani Bazar, Uttam Nagar, New Delhi-110059

Corporate Office:

**A-203, Rajan Apartment, Shalimar Garden Main, Sahibabad, Ghaziabad,
Uttar Pradesh-201005**



OUR PHILOSOPHY

To facilitate the management of establishment by ensuring the timely statutory registrations, approvals, recognitions, periodical compliances, inspections, verifications, audits and assessments through timely and correctly submissions, appearances, follow-ups, assistance and cooperation to establishment and Regulators by applying Independent professional approach under ethical environment enabling the establishment complied with relevant applicable laws.

**Our Core Service
field:
We can serve
you !**

**Labour / HR
Audits &
Compliance**

**RBI/DGFT/
Custom Matters**

**Accountings/GST
& Income Tax
filing/Assessment
/apperances**

**Educational and
Religious
Institutional
compliances**

**Secretarial &
Legal matters and
compliances**

**Trade Mark
filing, and
representations**



Secretarial and Legal Matters

Secretarial Services:

- ❖ Company Incorporation
- ❖ LLP registration
- ❖ Firm Registration
- ❖ Registering NBFC Company
- ❖ Society Registration
- ❖ Trust Registration
- ❖ Annual Returns and Filings with ROC and RBI
- ❖ Shifting in Registered Office
- ❖ Allotment of Shares
- ❖ Drafting of Minutes
- ❖ Issue, allotment and transfer of shares to Non-Resident / foreign citizen / foreign companies.
- ❖ Compliance with Authorized Dealer / RBI for obtaining external commercial borrowings.
- ❖ Reserve Bank of India, SIA/ FIPB approvals.
- ❖ Compounding and Regularization of Offences or Non-compliances.
- ❖ Annual Reports and Board Reports



**Secretarial
and Legal
Matters**



Legal Services:

- ❖ **Drafting Shareholding Agreement**
- ❖ **Drafting Partnership Agreement**
- ❖ **Drafting Promoter Agreement**
- ❖ **Drafting Memorandum of Understanding (MOU)**
- ❖ **Drafting Contractual service Agreement.**
- ❖ **Drafting Employment agreement**
- ❖ **Drafting Appointment Letters**
- ❖ **Declarations**
- ❖ **Joint ventures**
- ❖ **Tripartite Sponsorship Agreement**

LABOUR LAWS /HR SERVICES



Payroll Processing

1. Arranging Muster rolls and attendances.
2. Salary structuring with consideration of Finance, Revenue Laws, Labour Laws and Laws relating to educational, Medical and Non Profit Organization and revenue laws.
3. Keeping and updating record of advances against salary, reimbursement, incentives, overtime and bonus etc.

Payroll Processing

4. Generating and issuing Pay slips
5. Preparation of Wage sheet, Salary Register, Overtime Register, Advance register EPF and ESIC Reports & tax reports etc.
6. Arranging and assisting in transfer of salary and wages through electronic mode/cheques

LABOUR LAWS /HR SERVICES



Employees Provident Fund & Miscellaneous Provisions Act, 1952

1. Registration at EPF/Sharam Suvidha Portal
2. Preparing and uploading return (ECR)
3. Allotment of EPF and UAN no.
4. KYC of employees on the EPF portal
5. registration of worker at EPF portal
6. Execution of form 19 and 10C and 13 Form 31, EDLI, Pensions on portal
7. Consultancy under the Act, rules and policy
8. Support services in conducting Inspection
9. Exemption under EDLI
10. Submission replies, clarification to EPFO

LABOUR LAWS /HR SERVICES



The employees state and insurance Act, 1948

1. Registration at ESIC/Sharam Suvidha Portal
2. Preparing and uploading return
3. Allotment ESIC Number by Generating TIC
4. KYC of employees on the EPF portal
5. Execution of ESIC settlements, Accident matters, benefits
6. Consultancy under the Act, rules and policy
7. Support services in conducting Inspection
8. Submission replies, clarification to ESIC

LABOUR LAWS /HR SERVICES



- The Payment of Bonus Act, 1960
- The payment of gratuity Act, 1972
- The Maternity Benefit Act
- The Contract Labour (Regulation & Abolition) Act, 1970.
- The Employee Compensation Act-1923
- The Minimum Wages Act – 1948
- The payment of Wages Act, 1936.
- The The Sexual Harassment of women at workplace (Prevention, prohibition and redressal) Act, 2013,
- The Child Labour (prohibition And Regulation) Act, 1986
- The shop and establishment Act

1. Registers and records to maintained under the Act
2. Annual and half yearly return with Labour Office and SDM
3. Drafting Employees Gratuity /superannuation Trust Deed / Fund deed
4. Exemption from Commissioner of Income Tax (E)
5. Consultancy under the Act
6. Internal complaint committee and policy thereof
7. Representation before the Authorities

LABOUR LAWS /HR SERVICES



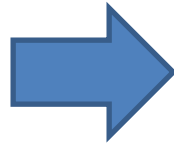
Labour Audits and Verifications

1. Conducting Labour Audits of the establishments and Factories
2. Conducting Labour Audits of Contractors and third parties
3. Overtime Audits
4. Time Sheet audits (attendance)
5. HR benefits and reimbursements verification
6. Leave and holidays verifications

LABOUR LAWS /HR SERVICES



Well versed and well prepared to assist the industries for implementing New wage codes and Rules



- 1. The Code on Wages, 2019 No. 29 of 2019 with rules made there under**
- 2. The Code on Social Security, 2020 with rules made there under**
- 3. The Industrial Relations Code, 2020 with rules made there under**
- 4. The Occupational Safety, Health And Working Condition Code 2020 with rules made there under**

LABOUR LAWS /HR SERVICES



Well versed and well prepared to assist the industries for implementing New draft rules under the code proposed by Many State Governments



- 1. The Code on Social Security Rules, 2021**
- 2. The Code on Occupational safety Heath and working condition Rules, 2021**
- 3. The Code on Wages Rules, 2021**
- 4. The Code on Industrial Relations Rules, 2021**



RBI/DGFT/ Custom Matters

1. Deals with IEC Code
2. Reconciliation of Bank export remittances
3. Get issued BRC
4. Advance Licenses for goods and capital items
5. Export promotion schemes (MEIS) (SEIS)
6. Clearance services on certain ports
7. Redemption of Advance Licenses
8. Appearance before DGFT, Custom authorities and Various Committees
9. Audits and inspections services under the Custom Act and EXIM Policy
10. Approvals from Reserve Bank of India for extension of realization times.
11. Compounding offences under the FEMA or The customs Act

ACCOUNTING RELATED SERVICES

1. Arranging bills, vouchers, invoices, reimbursements, expenses, advances, loans and guarantees, purchase orders, work orders, agreements, wages sheets, KYC of vendors, customers, workers, employees and staffs.
2. Posting in Quick Books (Online Software) all entries and get generated, Ledgers, trial balances, balance sheets, and Profit and loss, GST reports, cost centers, sales reports, purchase reports etc
3. Finalization of Financials, Board reports and Annual Reports
4. Get audited all bills, expenses, books, ledgers, account receivables and account payables, fixed assets, reimbursement, purchase and sale, payment of taxes, challans or fees, purchase orders, work orders, agreements, deeds if any.

ACCOUNTING RELATED SERVICES

5. Consulting and advising in computations, challans, vouchers, day books, registers and records, supporting documents, and documentary evidences, bank reconciliations etc

PERIODICALLY RETURN FILING SERVICES

1. Annual Returns on Income Tax Portal
2. Income Tax Scrutiny Assessments
3. TDS payments and Returns
4. GST Returns on GST Portals
5. GST Mismatching/Assessments/appearances before GST authorities
6. Internal Audit and verification services under Accounting, Income Tax and GST



Drafting, pleadings, appearances, representations & appeals before the Government Authorities, Regulators and Labour Courts as “Company Secretary in Practice”

Since inception, we have appeared before the various Regulators, Government Authorities, Labour courts as Company Secretary in Practice on behalf of company and industries and succeeded in getting **inspections, approvals and assessments matters under Companies Act, Labour Laws, Revenue Laws and DGFT, Custom Authorities etc in very cost effective and timely manner.**

We have been appreciated by the Corporates and their officials on many occasions on getting completed their critical long pending assignments in very easiest, honest, transparent and systematic manner.



Drafting, pleadings, appearances, representations, appeals before the Government authorities as “Company Secretary in Practice

Authorities/Courts	Locations
Registrar of Companies	Delhi and Kanpur
Regional Directors, Ministry of Corporate Affairs	NOIDA, Kolkata and Mumbai
Labour / EPF / ESIC enforcement officers	Delhi, Noida, Meerut, Gurgaon, Chandigarh, Ludhiana, Dehradun, Agra and Faridabad.
Chief/Deputy Labour Commissioner	Delhi, Noida, Meerut, Gurgaon, Chandigarh, Ludhiana, Dehradun, Agra and Faridabad
Labour Courts	Delhi, Noida, Meerut, Gurgaon, Chandigarh, Ludhiana, Dehradun, Agra and Faridabad
VAT/Income Tax/GST	Delhi, Noida, Rohtak, Roorkee, Dehradun

Educational and Religious Institutional compliances

REGISTRATION:

1. The Registration Act, 1908
2. The Societies Registration Act, 1860
3. Company Registered under S-8 of Companies Act, 2013
4. The Indian Trust Act, 1882

REGISTERS AND RECORDS:

1. Minutes of meeting of governing body or members or Trustees
2. Register of Settler/Trustees/Members
3. Register of Properties / gifts Investments
4. Register of Interest of trustees
5. Register of staff / Teachers
6. Grants-in-aid received from various sources.
7. Scholarship and special stipends.
8. Funds such as building, library, laboratory, sports, furniture, equipments, endowment, provident fund, poor students fund, deposits, etc.
9. Immovable properties and other fixed assets.
10. Investments.
11. Loans
12. Stock (for books, stationery, uniform, etc.
13. Register of Contracts and agreements



Educational and Religious Institutional compliances

FINANCIAL STATEMENTS OF AN EDUCATIONAL INSTITUTION:

1. Balance Sheet
2. Income and Expenditure Account
3. Cash Flow Statement
4. Notes forming part of financial statements
5. Purchase Book
6. Sales Book
7. Bill Book
8. Inventory Register
9. Day book
10. Cash Book
11. Bank Book
12. Ledgers
13. Journal Vouchers
14. Other Books as deemed necessary



Educational and Religious Institutional compliances

APPROVALS AND RECOGNITIONS

1. Getting approval from 12A and 80G of the Income Tax Act, 1961 by issuing exemption certificate.
2. To Make appearance and representations before Home Ministry for FCRA approval .
3. Make appearances and representation before Labour office, conciliation officers and Labour Courts.
4. Representations with Home ministry, Reserve Bank of India, Banks and concerned Government Department.
5. Representation and appearance before Education Board / Universities for approvals and recognition of the educational institutions
6. Transfer of land and properties to Trust and societies





TRADEMARK

1. Filing Application with Registrar of Trade Mark
2. Preparation and Submissions of replies, clarifications and written statements
3. Preparation and submission of objections, infringements before the Registry
4. Appearance, arguments and appeals before trade Mark registry and Court
5. Consultancy and advising on under the Trade Mark Act, 2000 and rules made there under

PAST AND PRESENT KEY CUSTOMERS/EMPLOYER AND SERVICE RECIPIENTS

1. **ALLIED NIPPON LIMITED, SAHIBABAD**, Ghaziabad working as Secretarial Assistant in Legal and secretarial department.



2. **GHOSH KHANNA & CO.** L-2A, Hauz Khas Enclave, New Delhi working as Company Secretary - Secretarial and Labour Laws compliances served in Labour laws to the various Companies including Bharti Airtel and Bharti Comtel Limited, Gurgaon, Meerut, Agra



3. **LUTHRA AND LUTHRA**, Chartered Accountants, Vasant Vihar, New Delhi, working as Company Secretary - Secretarial and Labour Laws compliances have served in Labour laws to the various Companies including Max, LIC etc



PAST AND PRESENT KEY CUSTOMERS/EMPLOYER AND ASSOCIATES

4. CONTITECH INDIA PRIVATE LIMITED, Badhkhalsa Sonapat, Haryana, have been worked as **Laour Laws Consultant, Labour Laws advisor**, Secretarial and DGFT Assignments.



5. UST SOFTWARE INDIA PRIVATE LIMITED, 4th Floor, Statement House, Barakhamba Road, New Delhi, working as Company Secretary in practice – looking **labour laws**, secretarial, finance, GST and Income Tax compliances and Matters.



6. THE BRAND ACTIVATIONS, 80, Site-III, Vikas Puri, New Delhi Working as Company Secretary in Practice looking labour laws compliances, Accounting and revenue Laws.

PAST AND PRESENT KEY CUSTOMERS/EMPLOYER AND ASSOCIATES

7. **JV INTERNATIONAL**, 34G, Pocket A3, MayurVihar Phase-3, New Delhi-96 working as Company Secretary in Practice looking Accounting, GST and revenue Laws.

8. **ZTE TELECOM INDIA PRIVATE LIMITED**, 6th floor, tower-b, building no. 10 DLF cyber City Phase-II Gurgaon HR 122001, have been worked as **Labour Laws Consultant** to look after Labour laws registrations, Licenses and Compliances in North India Basis



9. **HUMANFIRST CONSULTING PRIVATE LIMITED** Building P, Patel Nagar East, New Delhi, have been worked as **Labour Laws Consultant** to look after all labour laws compliances, license and registrations

10 TA NETGABLES PRIVATE LIMITED,
6th Floor, Tower-1, C-25, Sector-62,
Noida, working as Company Secretary
in Practice to look after Secretarial and
labour laws compliances.

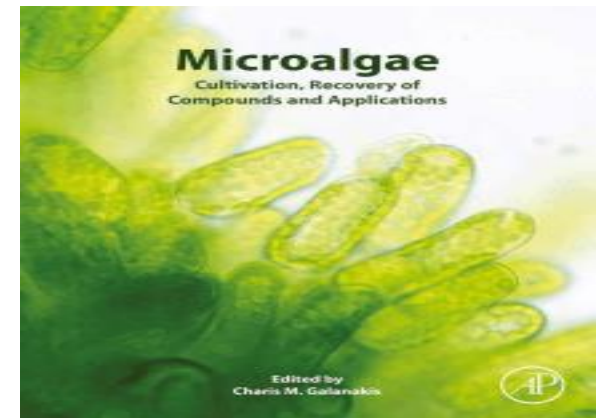
11. SHALINI AND ASSOCIATES,
Chartered Accountants, Laxmi Nagar,
working as company Secretary in
Practice Responsible to look after
Secretarial and Labour Laws.

**12. MICROALGAE SOLUTIONS INDIA
PRIVATE LIMITED,** Unit 217, Plot No. B 8,
Tower C Noida One , Sector 62 Noida Gautam
Buddha Nagar Up 201301, working as **Labour
Laws consultant**

13. AGRINOS INDIA PRIVATE LIMITED
301, 3rd Floor, DLF Tower “A” Jasola,
District Centre, New Delhi-110025
working as Labour Laws Consultant to
look after labour laws registrations,
license and compliances, Secretarial,
GST Compliances.

SARALWEB

BUILD AN EFFICIENT PROCESS DRIVEN ORGANISATION



 **Agrinos**[®]

14. SANJAY RAWAL & CO. Dayanand Colony, Lajpat Nagar, New Delhi working as company Secretary in Practice to look after Secretarial and Labour laws Compliances

15. KUMAR GAURAV & CO. working as Company Secretary in Practice to look after compliances, Secretarial and Labour Laws.

16. NEW HOLLAND INDUSTRIAL PRIVATE LIMITED Plot-3, Ecotech, Udyog Kendra, Greater Noida **working since 2016 as Labour Laws Auditor to audit and verify *Labour Compliances of vendors and contractual Labourers, establishment time Sheet Audits, Overtime Audits and verifications.***



17. CRYSTAL HUES LIMITED SDF K-11, NSEZ, Noida, Uttar Pradesh Pin – 201305 working as Labour Laws Consultant *to look after Labour Compliances, appearances, inspections and audits.*



18. FIBRETECH INSTRUMENTS, 88 Gulab Nagar, Roorkee, Haridwar working as Company Secretary in Practice *looking Secretarial, Labour, GST and income tax compliances.*



19. DMS SUPPORT SERVICES PRIVATE LIMITED-55-B, Pocket A-13, Kalkaji Extension, New Delhi-110019, *looking EPF and ESIC work.*

20. ALSTRONG ENTERPRISES INDIA PVT LTD

E-40/3, Pocket D, Phase II, Okhla Industrial Estate, New Delhi, Delhi 110020 working as Company Secretary in Practice *to look after DGFT and Custom Compliances*



ALSTRONG™
always looks new

21. AL-FALAH BOLOSOMS LIMITED AND ITS GROUG COMPANIES

274-A, Al-Falah House, Jamia Nagar, Okhla, New Delhi, Delhi 110025 working as Company Secretary in Practice looking Secretarial compliances.



22. ABBTRON TECHNOLOGIES PRIVATE

A-173, DSIIDC, Industrial Complex, Narela, Delhi 110040 looking Secretarial and Labour Laws work.



BRIEF INTRODUCTION

Rubaru Professionals LLP (AAE-2619) is promoted by Mr. Naseem Ahmed, who is fellow member (FCS) of **Institute of Company Secretaries of India**, Graduate in Law (LL.B.), Qualified PE-II course from **Institute of Chartered Accountants of India** and Commerce Graduate (B.Com) with holding various Certificate courses in Labour Laws, Trade Mark Act, 1999, Export/Import polices and Goods and Service Tax.

He has been serving to the industry, Companies, Establishments and business and Governments since 2005 though compliances, coordination, audits, inspections, appearance, hearings, appeals working experience in Labour laws and Companies Act. 2013, Foreign Exchange Management Act, 1999, **Trade Mark**, GST and Income Tax (Approvals and Exemptions ONLY) related Matters.

He has obtained professional certificates under Trade Mark Act, 1999 as Trade Mark Agent, Certificate in Export and Import and GST from reputed organisations and Institutes.

He has successfully handled various corporate assignments including representation on behalf of the corporates before Government offices and Regulators in the state of Delhi and NCR, Uttar Pradesh, Haryana, Punjab, Uttarakhand, Rajasthan and Gujrat by completing his professional experience of around 15 years (2005-2020) during his professional carrier as Company Secretary in employment as well as in practice since June, 2005 with good appreciations by seniors and corporates.

He is also a **Practicing Company Secretary** having Certificate of Practice No.- 8788 and Membership FCS-8111 issued by the Institute of Company Secretaries of India enabling him to certify the prescribed statutory and non statutory forms, documents and compliances.

Thanking you



Why Rubaru Professionals ??????

- Because we do the **ethical practice** based on full honesty and integrity and transparency towards client and regulators
- Because we do the practice based on **object oriented practice** with full commitments.
- Because we have **rich experience and expertise of more than 15 years** of our field
- Because we have **cost effective approach** of industry.
- We believe on **100 percent compliances and governance** of laws
- We promote to accomplish the **service on merit base environment**
- Because we **promote the mediation and amicable solution**, in case of dispute and difference note litigation.
- We believe to build **respectful relations** with officials & regulators



Thank You!

Special Thanks

We heartily thanks to the concerned Officials and personals who has granted us the opportunity to render the services your esteemed organization.

We wish of wellness, growth and long life for each officials, staffs, establishment and every contributor to this assignment.

We ensure that our services for your establishment will become an effective tool for achieving the targets while implementing the result oriented policies, processes and procedures of establishment.

It will be happiest movement for us If you would like to call and discuss in details about the aforementioned subject.

Thanking you,

Naseem Ahmed
(Company Secretary in Practice)

B.Com, FCS, LL.B, CA(I), Pursuing Company Secretary Course of **Canada**