

Child Protection & women empowerment
Religious Institution
Charitable Institution
Research Foundations
Rehabilitations activities
Environment Global warming
Cultural Institutions
Educational Institutions
Medical Institutions

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Governance

Compliance

Risk Management

Rubaru Professionals

Where ethics command the profession





OUR Objective

To facilitate the Institution by:

- Ensure timely compliances of applicable laws, rules, regulation, policies and standards;
- Getting registrations, approvals, recognitions, Inspections to be statutorily required;
- Periodical audits verifications and assessments with timely and correctly submissions, appearances, follow- ups before the Regulators or Authority
- Support in preparations and drafting of by relevant statutory records, registers, minutes, resolutions etc.
- Support in drafting and implementing agreements, appointment letters, policies and procedure, internal approvals etc
- Advise on governance, compliances, risk management and long term sustainability

NGO compliances at Glance

Registration & Approvals	Governance Policy	Records & Registers	Minutes	Legal Documents	Statutory returns	Reports & Disclosures	Audits & Verification
Society	Board Policy	Registers of Trustees	Notices	Land Papers	ITR-Form 5/7	Audit Report	Financial Audit
Private Trust	Gifts/donation Policy	Register of Members	Agenda	Building Approval Plans	Form 10 BD/ Tax audit	Board Report	Tax Audit
Section-8 Co.	Digitalize Policy	Register of staff	Minutes of Board Meeting	Approved Naqsa	FCRA-Annual Returns (FC-4)	Annual Report	Secretarial Audit
AOP	Risk Magt Policy	Register of assets	Notice of Annual Function	Lease Deed/NOC	ROC Return	Publishing results and Performance	HR Verifications
Waqf	Compliance Policy	Register of Loan & advance	Agenda of Annl Function	Service Agreements	A-Return Societies Act	Performance Reports	Internal Audits
Cooperative Society	Loan and advance Policy	Register of related parties	Minutes of AGM	Appointment letters	GST return, if applicable	Staff Behaviors and cultures	Govt Audits
12 A license	Travel policy	Financials	Attendance of Attendees	Khasra Khatauni	Intimation for change in Board/Members	feedback Reports	
80G license	Awareness and Marketing Policy	Day book	Gifts/ honerium to chief guest	143 (conversion)	Intimation of change in Bylaws	Appreciations	
FCRA Regn	Sexual harassment Policy	Cash / bank Book	Constitution of Committees	Deeds/ MOA/AOA	A-Return Waqf Property Act	Awards	
NGO Darpan	Leave/ OT Policy	Ledgers	Minutes of Committees Meeting	Affiliation	Return with councils/ed.Boards	Compliance Ratting by regulator	
PAN/TAN	CSR Policy	Receipt books	Voting results	Inspection Report	A-R Payment of Wages Act, 1936	Quality Ratings by agency	
BSA/CBSC	Environment / climate policy	Sale/Purchase	Keeping and signing of Minutes	AOP deed	A-R Minimum Wage Act, 1948		
Medical Council	Social and Help to Poor Policy	Trial/ general	Extract of Resolutions	Merger/Takeover Agreement	A-R Maternity Leave Act		
Clearance Con Dept/Ministry	Funds Raising/MgtPolicy	Expenses	Profile of Board Members	Waqf Deed	A-R Sexual Harassment Act		
Govt Grants or Schemes	Internal Control Policy	Imprest Ledger	KYC of Members	Court/Investigation Papers, if any	A-R Payment of Bonus Act		
Trade mark / IPR		Attendance		Slip/Letter by Gram Panchayat			
Trade mark		Wage Sheet		Valuation Report			

Core Professionals Services:

Drafting Deeds, Agreements, Memorandums, and Articles, employment agreements, appointment letters

Registration services with Concerned Regulator.

Accountings, GST & Income Tax Returns, Audits and Financials

Internal Policies, Minutes, Resolutions, Registers and Records

Secretarial & Legal matters and compliances

Annual Reports

Risk Management and sustainability

Funds management support services

Why Rubaru Professionals is different ?

1

- More than 15 year industrial Experience in Labour Laws, Finance, Taxations, Trade Mark, FEMA, and FERA laws serving industries, NGO

2

- Focus on 100 percent Compliances with developing Governance principles

3

- Advisory services on long term and sustainable business

4

- Support in Risk Management and Fair Decision Making of Board

5

- Corruption free professional practices i.e. 100 % honesty, integrity and transparency

6

- Understand to your great contribution towards the society as opportunity for us to irrigate by implementing of Governance Policy

We advocate on that : 1) Every stakeholder should be abide by law. 2) Treat the entity as separate from board, promoter, members and officials. 3) Promote the diversified members on board with different skills, knowledge, competency etc

Our key strengths

Step	Systematic approach
1	Identifying the applicable Laws, existing procedures and controls
2	Support in drafting and implementation relevant Policies & procedures
3	Developing new controls and procedure to ensure 100 percent compliance
4	Conducting Internal Audits
5	Report to management of Payments, outstanding, receivables, Assets, Loans, liabilities, penalties, cost and fines to be imposed by the authorities and regulators
6	External Audits
7	Risk Management support

Highly Qualified Professionals Team

National and Intercanal Qualification and experience

Rich Experience of Industries and Corporates in Compliances.

Well versed with current position of Government Policies and planning.

Updated with judicial affairs of India

Expertise on relevant Applicable Statutory Laws: Labour Laws, FEMA, FERA and International Laws

Systematic approach to Governance not only compliances

Registration of your School, Institute and Foundation under any of the following statute ?

**The
Registration
Act, 1908**

**The
Societies
Registration
Act, 1860**

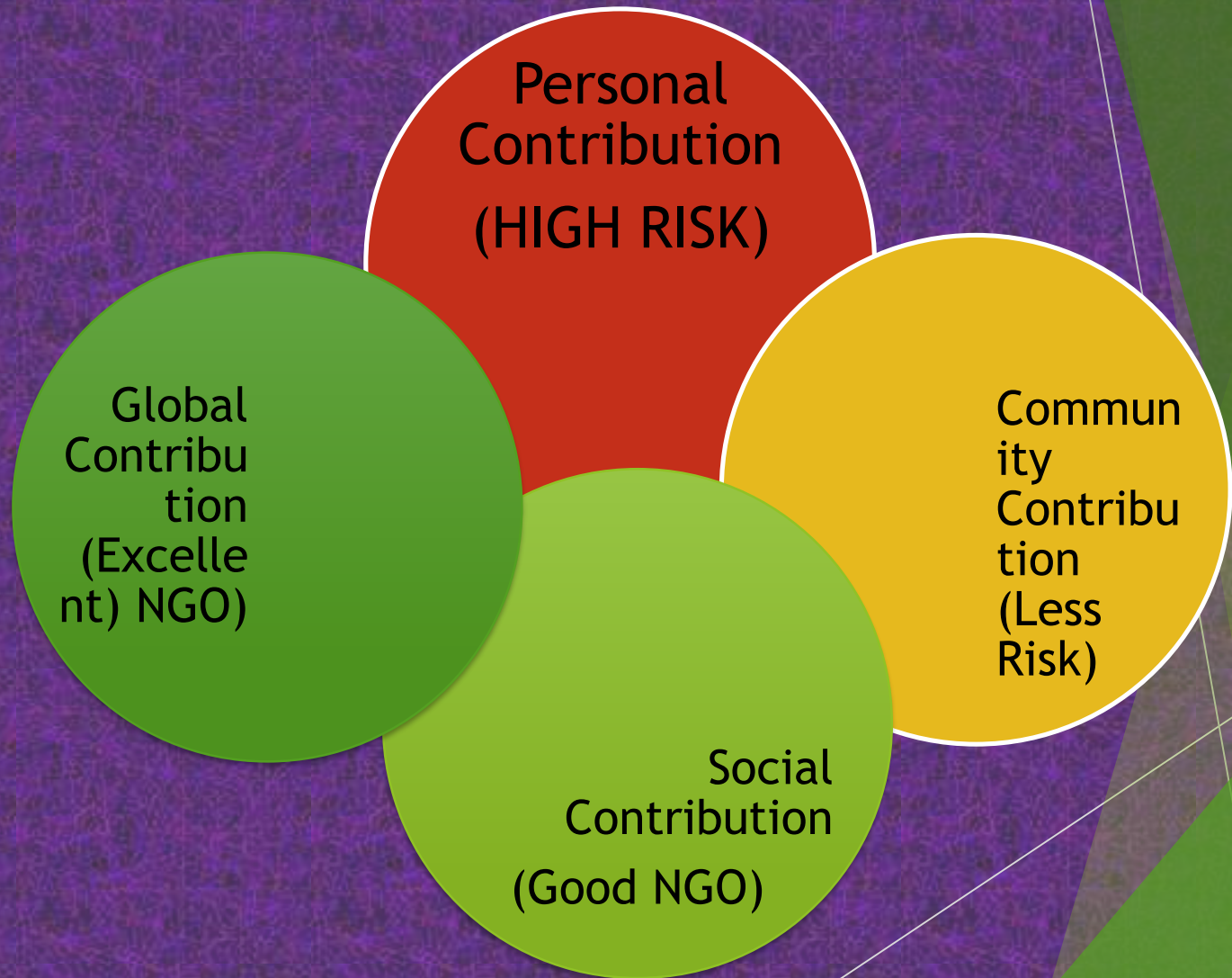
**Company
Registered
under S-8 of
Companies
Act, 2013**

**The Waqf
Act, 1995**

You may run the school and madrasa by executing Committee deed (AOP)

Don't worry, please execute a committee deed on Rs. 100/- stamp paper, obtain PAN. Now you have unregistered entity in your hand, please start compliance, if not want to be registered or not required statutorily to be registered ?

Please do analysis for your NGO, to whom it is serving ?



Please keep in mind the following Educational statute !



The Right of Children to Free and Compulsory Education Act

The National Commission for Minority Educational Institutions Act, 2004

The University Grants Commission Act, 1956

The Board of Madrasa Education Act

ANNUAL REPORT

Make Disclosures through **Annual Report**, Balance sheet is not sufficient, Various central and state statute mandate it for every NGO

Report of Board of Trustees / Members

Audit Report

Profit and Loss and Balance Sheet

Notes to accounts

Risk Management Policy

Audit Committee Observations

Employment Policy

Environment Protection Policy

Social Contribution Policy

Power and energy consumption policy

Digitalization policy

Health and Safety Policy

Community Welfare Policy

Compliance and Governance Policy

Educational awareness and promotion programs



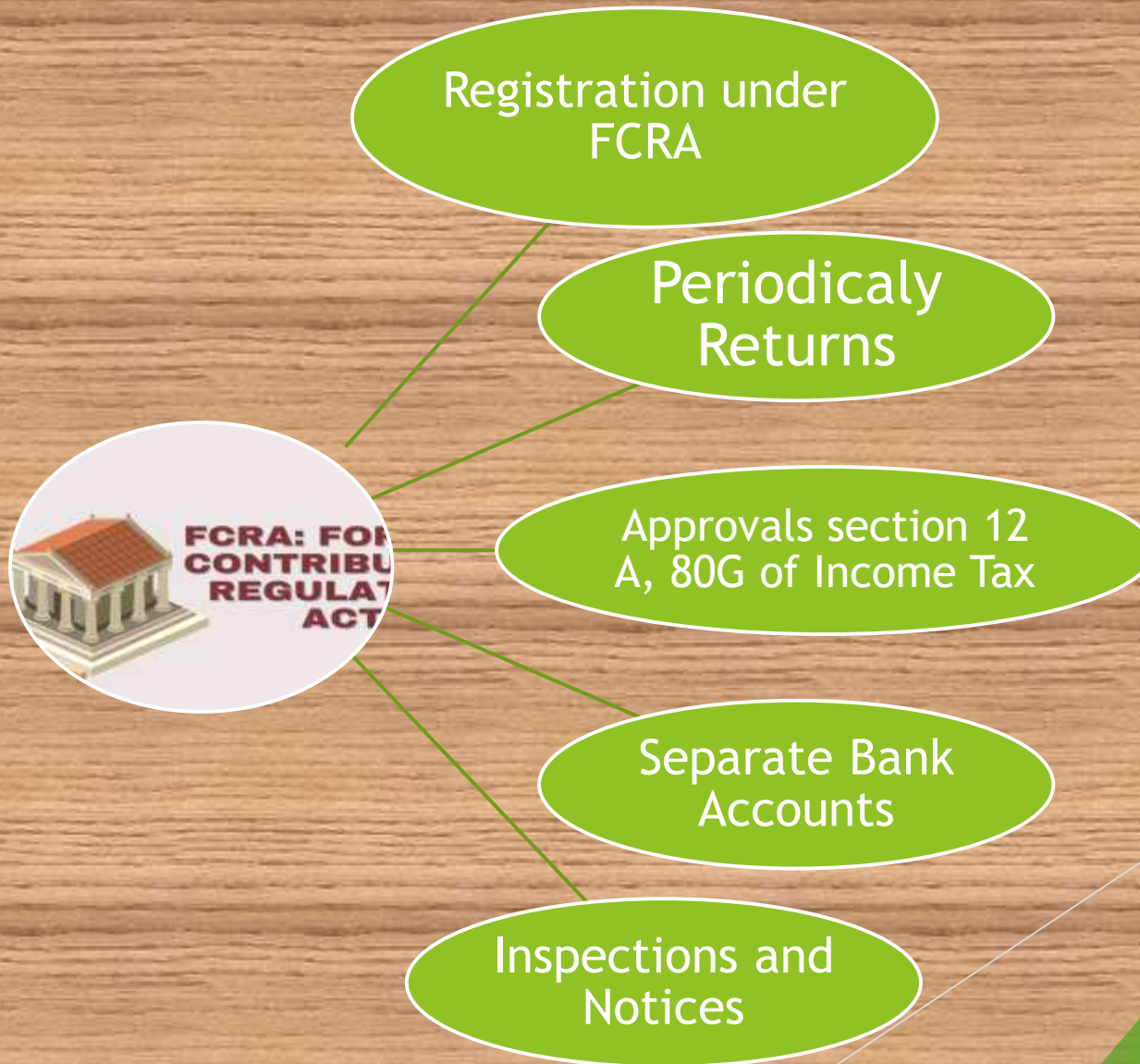
india.gov.in

PLEASE BE PART OF MISSION OF EDUCATION TO ALL CHILDREN OF THE COUNTRY AS OBJECTED UNDER THE ACT

1. Reserve 25 per cent of their seats for children belonging to socially disadvantaged and economically weaker sections obtaining the age 6 years to 14 years upto Elementary level
2. Maintain SEPARATE REGISTER of students with proof of date of birth.
3. Get physically examined and verified by the Authority appointed under the Act.
4. Get follow up for grants and subsidies as provided under the Act with provision in Financials of the

THE RIGHT TO
EDUCATION
(RTE) ACT,
2009

Are your foundation receiving donations or contributions domestic or international, please keep in mind?



FCRA



FORM FC-3
RULE 9: OF
FOREIGN
CONTRIBUTION
(REGULATION)
RULES, 2011

REGISTRATION WITH MINISTRY OF HOME AFFAIRS

Online application along with hard copy to filed within 30 days.

Separate Bank Account need to be opened before application.

Application shall be accompanied with fee of Rs. 2000 (Renewal Rs. 500) by DD or Cheque in favour of “Pay and Accounts Officer, Ministry of Home Affairs”, payable at New Delhi.

Validiy : 5 Years from the date of Issue

FCRA



MAINTENANCE OF ACCOUNTS

1. Detail of Key Members/Managerial Personal/Functionaries
2. Details of foreign contribution received-Please refer FC-4
3. Details of utilization of foreign contribution-Please refer FC-4
4. Details of utilization of foreign contribution-Please refer FC-4
5. Details of assets purchased (Movable and Immovable) -Please refer FC-4
6. Details of investment/Transfer of Foreign Contribution) -Please refer FC-4
7. Details of foreigners as Key functionary/ working/associated -Please refer FC-4
8. Details of designated FC bank account for receipt of Foreign Contribution -Please refer FC

FCRA



MAINTENANCE OF ACCOUNTS

- 9) Receipt of foreign contribution by way of gift from relatives- Please refer FC-1
- 10) Foreign Contribution in Article- Please refer FC-1
- 11) Foreign Contribution in Securities Article- Please refer FC-1
- 12) Details of hospitality proposed to be availed- Please refer FC-2
- 13) Details of foreign source(s) from which the foreign contribution is proposed to be received- Please refer FC-3B.

FCRA



ANNUAL RETURN

Application for **ANNUAL RETURN** under the Act.

IMPORTANT CLARIFICATIONS:

Time: Within 9 Months from the end of Financial Year i.e. 31st December.

Duly accompanied balance sheet and statement of receipt and payment, which is certified by a Chartered Accountant.

Submission of a 'NIL' return is also mandatory, but audited statement of accounts not required, if NO FC receipt and utilisation.

If foreign contribution in Article, File FC-7

If foreign contribution in Security, File FC-8

Every return shall be accompanied with A copy of Bank statement duly certified by Bank Officer.

Accounting & Bookkeeping

- *Online Access anywhere by any one on actual position of transitions.*
- *Protection of worth by inserting True and fair view of assets and liabilities in books*

Arranging Bills
vouchers, invoices,
reimbursements and
expenses

Reconciliation:
Bank, GST,
Customers and
vendors ledger

Advances and loans
to employees or
trustees or
members

Advising of proper
book keeping

GST ledgers and
Returns



Auditing each bills,
expenses and assets
and liabilities

Reports: Trails
Balance, Cash Flow
Statement, P&L,
Balance sheet



Accounting & Bookkeeping

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**



Accountings/GST &
Income Tax
filing/Assessment /
Internal Audits

Please get 12A
license to get
donation

Please get 80G
license to get Tax
benefits

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



**Secretarial
and 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

Did you know your staff and teachers are subject to Labour Laws compliance ?



The Employees' Provident Funds and Miscellaneous Provisions Act, 1952

The Employees' State Insurance Act, 1948

The Payment of Wages Act, 1936

The Payment of Bonus Act, 1965

The Minimum Wages Act, 1948

The Contract Labour (Regulation and Abolition) Act, 1970

The Payment of Gratuity Act, 1972

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013



Legal 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



Legal 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



**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



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

- 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

STATUTORY 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

MINUTES OF MEETING

MINUTES OF MEETING OF BOARD OF TRUSTEES / MEMBERS

1. Confirmation of appointment of trustees and with written intimation to them.
2. Calling of Contributions as declared in Trust deed
3. Opening of Bank Account
4. Apply of PAN
5. Selection of premises for running the school/institute with execution of lease deed and NOC etc
6. Consideration of students fees, courses, affiliations and approval etc
7. Appointment of Teachers and staff for school
8. Take note on Registration under 12 of Income Tax, Act 1961
9. Take note on registration under 80G of Income Tax, Act 1961
10. Enrollment the details of NGO/Trust at Government Portal i.e. <https://ngodarpan.gov.in/>

MINUTES OF MEETING

MINUTES OF MEETING OF BOARD OF TRUSTEES / MEMBERS

11. Take note on registration under Foreign Contribution and registered with Foreign contribution and regulation Act (FCRA).
12. Take note on registration under Educational Institution of minorities, if applicable.
13. Authorization to maintain the statutory registers and Minutes of Meetings of trust/societies.
14. Authorization to sign and execute needed in day by day affairs
15. Take note on separate Bank account in case of Foreign Contribution Registration.
16. Take note on registration of School Brand or Name under Trade Mark Act, 1999
17. Take note on appointment of Statutory Auditor for the trust/societies.
18. Take note on appointment of Company Secretary as for compliances and Legal Drafting matters.

MINUTES OF MEETING

MINUTES OF MEETING OF BOARD OF TRUSTEES / MEMBERS

19. Take note on Registration under state shop and Establishment Act
20. Take note on registration under Goods and Service Tax, Act, 2017, if applicable
21. Take note on Drafting the different key policies –
 - *HR Policies-Travel / Advance / Reimbursement, welfare etc*
 - *Leave policies*
 - *Sexual Harassment at work place Policies*
 - *Retirement policies*
 - *Safeguarding and Welfare of Children School Policies*
 - *Environment Policies*
 - *Environment Policies*
 - *Finance Policies*
 - *School staff and teacher policies*
 - *Special Educational Needs for Poor and disabilities Policies*
 - *School Development and improvement of Polices*
 - *General Member Policies*



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



NITI Aayog, Government of India

Home About Us NGO Directory Search NGOs Report Guidelines Circulars Help

Apply Grant Login/Register

NGO DARPAN

In order to strengthen services of the portal, Government has decided to make PAN Number of VOs/NGOs mandatory.

Last Date Extended to 31-10-2017 : All NGOs / VOs are requested to update office bearers information including PAN & Aadhaar Numbers of each by due date. Please check your register

REGISTRATION AT DARPAN PORTAL OF THE DATA OF ALL NGO RUN IN

In a notification, the ministry said that existing NGOs, which were registered under the Foreign Contribution Regulation Act, and those which are seeking registration or prior permission or accepting foreign contributions are required to register with the DARPAN portal of the Niti Aayog.



**GET REGISTERED
UNDER THE
EMPLOYEES
PROVIDENT FUND
AND
MISCELLANEOUS
PROVISIONS ACT,
1952**

Did you think persons (Imaam/Muajjin/Ustaad) or their family heaving much talent is service you and your community is secured on his retirement age ? If yes please get covered under the EPF Act

Benefits:

A big amount accumulation at the end of service

Employee can take advance in between also

Pension start after attaining the age of retirement

Family pension in case of death of member

EDLI claim upto Rs. 700000/- in case of death on service

Think, if not you are not coverable, can outsource your payroll to the covered business entity?



**GET REGISTERED
UNDER THE
EMPLOYEES
STATE
INSURANCE ACT,
1948**

Did you think persons (Imaam/Muajjin/Ustaad) or their family heaving much talent is service you and your community is secured on his retirement age ? If yes please get covered under the ESIC Act

Benefits:

Free medical services to the member, his family and dependent parents.

Big amount if dead in case epidemic disease or death in employment.

Monthly salary if ill or incapacitated due to accident

Think, if not you are not coverable, can outsource your payroll to the covered business entity?

MADRASA WITH MODERAN EDUCATION

Did you know madrasa students reciting Quraan are brilliant than school ordinary students, if you allow and support them to get technical and professional education as well as religious education ?



Get registered your entity with Basic Education Authority of state. (BSA)

Convert your madrasa into research institution or school

Get registered with Madrasa Education board

Start key subject education and get certificate from another recognized school.

Get admitted as well your students with another school.

Risk Management

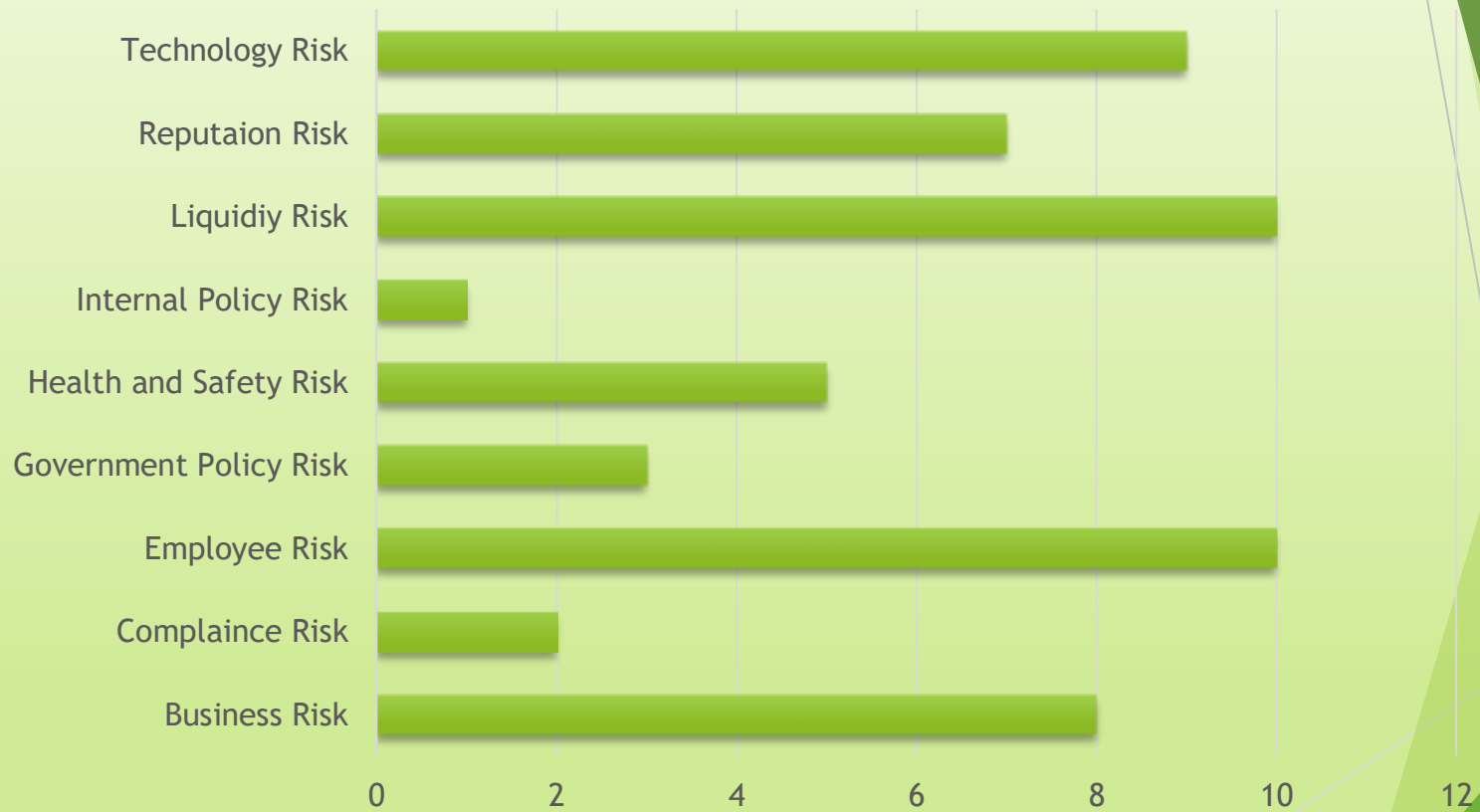
We assist to protect your entity and assets by drafting and implementing appropriate policy

Five Steps of Risk Management Process



Key Risks to education Industry

Total



Re**S**PE**C**t

The Customers

We heartly
respect
to your contribution
towards building the society, community and Nation

Our past and present respected customers

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



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.

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.

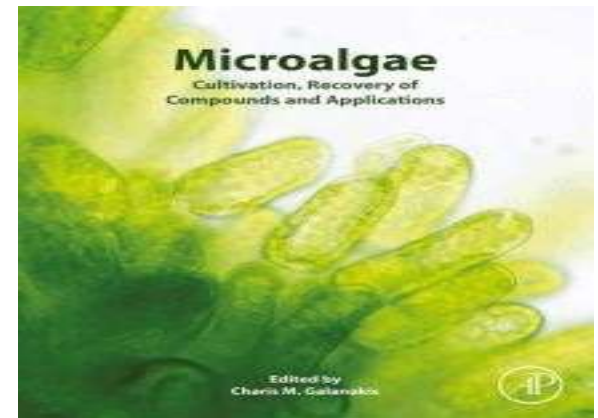
11. SHALINI AND ASSOCIATES,
Chartered Accountants, Laxmi Nagar,
working as company Secretary in
Practice Responsible to look after
Secretarial and Labour Laws.

**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 Labourors, 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.



20. AL MERAJ EDUCATIONAL TRUST

OFFICE:- B -71, SHALIMAR GARDEN
MAIN, SAHIBABAD, GHAZIABAD –
201005



21. SHAMSUL ULOOM EDUCATIONAL SOCIETY Madarsa Shamsul Uloom Rehra Basti, Ganaur, Sonipat, Haryana



20. MUSLIM MUNTAZMA COMMITTEE

H NO. B -268 JJ COLONY HASTSAL,
UTTAM NAGAR WEST DELHI
110059



21. Scientist Farzand Husain Islamic International school

88, Gulab Nagar, Dehradun Road
Roorkee, Uttra Khand





New India Trust

Village Asara, District Baghpat, Uttar Pradesh.

Founded by Dr. Anis Ahmad, Kuwait Appointed us as legal and financial and compliance advisor

There are other many masjid, madrasa and religious Institutions running in Uttar Pradesh, Punjab, Haryana, to which we are service through our advises and consultancy services.

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

Thank You

Everyone for the kind birthday wishes.

birthdaythankyou.com



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 and Governance Professional)

**Represented by
CS. Naseem Ahmed**

- **Fellow Member of Institute of Company Secretaries of India.**
- **Fellow Member of Institute of Governance Professionals, Canada**
- **Qualified (PE-II) from Institute of Chartered Account of India**
- **Law Graduate (LL.B), B.COM**
- **Certificate Holder of Institute of Arbitration and Mediation**

Founders and Promoter:

**Rubaru Professionals LLP (Limited Liability Partnership)
Naseem Ahmed and Associates- Company Secretaries**

Registered office:

**B-12, First Floor, Shani Bazar, Uttam Nagar, New Delhi-110059 Corporate Office:
S-27, Pasha Commercial Complex, D.L.F. Ghaziabad, Uttar Pradesh-201005**

Governance

Compliances

Finance and Tax

Legal Services

ICSA
Chartered Secretaries Canada


THE INSTITUTE OF
Company Secretaries of India
IN PURSUIT OF PROFESSIONAL EXCELLENCE
History begins under an Act of Parliament
ICSI
Institute of Company Secretaries of India



Institute of
Chartered
Accountants of
India

