

HUDCO/CS/SE/2021

13<sup>th</sup> September, 2021

**Listing Department  
National Stock Exchange of India Ltd.  
Exchange Plaza, C-1, Block G,  
Bandra Kurla Complex, Bandra (E)  
Mumbai - 400051  
NSE Symbol- HUDCO**

**Sub: Brief profile of the Statutory Auditors of HUDCO appointed for the financial year 2021-22.**

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Dear Sir/ Ma'am

This is in continuation of our letter dated 1<sup>st</sup> September wherein, the intimation in compliance of Regulation 30 of SEBI (LODR) Regulations, 2015 was made to Stock Exchanges regarding appointment of M/s A P R A & Associates LLP, Chartered Accountants as Statutory Auditors of HUDCO, for the FY 2021-22.

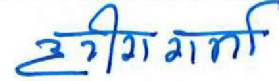
Further, as desired by you vide email dated 9<sup>th</sup> September, 2021, the brief profile of the Statutory Auditor's firm is enclosed.

This is for your information and dissemination.

धन्यवाद

भवदीय

फॉर हाउसिंग एंड अर्बन डेवलपमेंट कॉर्पोरेशन लिमिटेड



हरीश कुमार शर्मा

कंपनी सेक्रेटरी एंड कंप्लायंस ऑफिसर

हाउसिंग एंड अर्बन डेवलपमेंट कॉर्पोरेशन लिमिटेड (भारत सरकार का उपक्रम) कोर 7 ए, हडको भवन, भारत पर्यावास केन्द्र, लोधी रोड, नई दिल्ली-110003

दूरभाष : 011-24649610-23 फैक्स: (011) 24625308, आई एस ओ 9001:2015 प्रमाणित कम्पनी

वेबसाइट : www.hudco.org सी आई एन : L74899DL1970GOI005276, GST : 07AAACH0632A1ZF

**Housing and Urban Development Corporation Ltd.,** (A Govt. of India Enterprise) Core - 7'A', HUDCO Bhawan, India Habitat Centre  
Lodhi Road, New Delhi - 110 003, Tel:011-24649610-23, Fax:011-24625308, AN ISO 9001:2015 Certified Company

website :www.hudco.org CIN : L74899DL1970GOI005276 GST : 07AAACH0632A1ZF

**Profitability with Social Justice**



**APRA & ASSOCIATES LLP**  
CHARTERED ACCOUNTANTS



## About Us

A P R A & Associates LLP, Chartered Accountants provides auditing, taxation, consultancy and financial management services to a large and wide variety of clients throughout India including multi national, PSUs and government companies.

Our firm is a medium sized accounting firm in India with a team of dynamic accountants and professionals serving domestic and international clients. We have a staff of about 150 persons including Chartered Accountants, Cost Accountants, Company Secretary, Graduates and other professionals.

## Work Philosophy

At A P R A, we take pride in assisting our clients in attaining their goals and objectives in their various business ventures and activities. In all these efforts, we are guided by our work philosophy of rendering "Service with a difference".

Our mission is to provide superior and distinctive service to the clients and to contribute to the economic development of the country. In striving to achieve our mission, we are guided by our desire to provide quality service that adds value to our clients.

Our wide range of services addresses the full spectrum of our clients business needs. Our focus is on providing the client with integrated business solutions. Our emphasis is on working closely with client to develop innovative solutions by combining both board level and operational perspectives.

## Partner's Profile

### CA Atul Kumar Gupta

B.Com (Hons.), LLB, FCA, FCMA, CIQA, PGDEMM, MIMA.

CA Atul Kumar Gupta is a Central Council Member of the Institute of Chartered Accountants of India. He was enrolled as member of the ICAI in 1999. He remained the Chairman of NIRC of ICWAI (2005- 06) and NIRC of ICAI (2010-11). Also he was member of Special Task Force (Service tax) of ASSOCHAM and Chairman of Indirect taxes committee of ICAI (2014-15 & 2015-16). He has been awarded for best commendable performance (2004-05) by NIRC of ICAI. He is founder of "Do You Know Series" (DYKS) relating to key regular updates on Indirect Taxes.

#### ***Presently, He is:***

- Chairman of the Board of studies (BOS) committee & IT committee of ICAI
- Chairman of SAFA-CPD committee
- Director of Accounting Research foundation (ARF) of ICAI
- Member of more than 15 committees of ICAI
- Member of Advisory committee for GST in GSTN board
- Member of Finance committee of Delhi management association

He authored various books on Indirect Tax some popular are naming ["GST Concept & Roadmap, Comprehensive Guide to Service Tax, Refund under Service Tax, An Introduction to Service Tax"](#) and many others. His articles are regularly published in leading Newspapers, Magazines & Professional Newsletters.

He addressed more than 1000 Seminars and workshops organized by Various Professional Bodies, Institutions, Trade Associations & Chambers across India. He frequently speaks on platform of ICAI, ICWAI, JIMS, IP University & many other Corporates. He is a leading Advisor on Service Tax/GST in various renowned Pvt. & Public Sector Corporates.

## Partner's Profile

### CA Sudershan Kumar Garg

B.Com, FCA

CA Sudershan Kumar Garg was enrolled as member of the ICAI in 1973. He holds a Bachelor's Degree in Commerce and a Chartered Accountant by profession. He has 44 years of varied experience in the field of Oil & Power. He worked with Indian Oil Corporation Limited for 29 years and has acquired rich experience in Finance, Marketing, Pipelines, Excise & Customs, Oil Pricing etc. He was Executive Director (Finance) in Indian Oil Corporation. He joined the board of NHPC Ltd. (A Govt. of India Enterprise) as Director (Finance) in 2003. In October 2005, he became CMD of NHPC and NHDC (a subsidiary of NHPC) and remained on these posts for more than five years till his superannuation in Dec. 2010. In addition, he was also CMD of Loktak Downstream Hydroelectric Corporation Ltd. from October, 2009 to Dec. 2010.

During his tenure with NHPC, he has the distinction of commissioning five Hydro projects, with an aggregate installed capacity of 1820 MW and got the corporation with 'Mini Ratna category – I' status from Government of India. He was responsible for implementing Enterprise Resource Planning (ERP) in NHPC. Apart from diversifying in thermal and wind power, he got several new Hydro Projects cleared from the Government and also expanded its business by entering into joint ventures for developing Power Projects. He was also responsible for bringing a highly successful maiden IPO of NHPC which was oversubscribed by 24 times in 2009. He also brought a turnaround in the financial health of the Corporation and made it a cash surplus Company by increasing the net profits more than four times during his 7½ years stint with NHPC.

Mr. Garg was on the Board of International Hydro Association (IHA).

Mr. Garg was conferred with 'Lifetime Achievement Award' by the Institute of Economic Studies in 2010, 'CA Professional Manager's Award' in personal capacity by the Institute of Chartered Accountants of India in 2008, the 'SRCC Alumni award' by Sri Ram College of Commerce in 2009 and 'CEPM – PMA Honorary Fellowship Award' by the Centre for Excellence in Project Management (CEPM) and Project Management Associates apart from getting several other awards.

## Partner's Profile

### CA Arun Kumar Gupta

B.Com (Hons.), FCA, DISA

CA Arun Kumar Gupta was enrolled as member of the ICAI in 1991 and has experience of more than twenty five years. He is also DISA qualified from ICAI. He is in charge of Delhi office at Pitampura and looking after the entire range of practice relating to Audit, Direct Taxes & Indirect taxes including planning for corporate.

He is the convener of North Ex CA study Circle and in this capacity regularly organized seminars for enhancing the knowledge of the members of the Institute. The NIRC of ICAI for the services of the Study circle honored him the award of the best Study circle of North India. He has also been awarded by NIRC of ICAI for outstanding contribution to the cause of the profession in the year

2010-11

### CA Raman Kumar Gupta

B.Com, FCA

CA Raman Kumar Gupta was qualified as Chartered accountant in May 2004. He also has done valuation course and course on International taxation conducted by Institute of Chartered Accountant of India. He is also pursuing LLB.

He has vast experience of handling taxation matters upto appellate level and working with multinational and reputed organizations. He remained member of Indirect tax committee of ICAI. He was also member of various study and research group of ICAI including GST research group. Currently he is convener of North Ex Study circle of NIRC of ICAI of India.

He is a regular speaker on various seminar and training conducted by ICAI, study group of NIRC and other forums. He is a regular faculty for GST in National Academy Custom, Excise and Narcotics (NACEN). He has executed various impact studies of GST pertaining to different sectors. He has represented Power sector to the Ministry of Power for assessing the impact of GST on Power sector.

Currently he is looking after international taxation, VAT and GST matters and is involved in various GST implementation study of various PSU's and MNC's.

## Partner's Profile

### CA Arun Bansal

B. Com, FCA

CA Arun Bansal was enrolled as member of the ICAI in 1995 and looking after the affairs of Gurgaon branch. He had worked as Manager, Direct taxation in M/s Price Water House Coopers for the period year 1995 to year 2000 and thereafter started self practice in the name of M/s Arun Bansal & Associates and merged the firm in APRA & Associates in the year 2006.

Apart from advising clients (both domestic and international) on various issues under the Income- Tax Act, Wealth Tax Act, Double Taxation Avoidance Agreements & Transfer Pricing, he has a vast experience in handling assessment proceedings under the Income-tax Act. He also handles appellate matters before the Commissioner of Income tax (Appeals) and the Income-tax Appellate Tribunal (ITAT).

### CA Anoop Gupta

B.Com, FCA

CA Anoop Gupta qualified as Chartered Accountant in November 2001. He is senior partner in M/s APRA & Associates which is a renowned name in the field of Indirect and Direct Taxes.

His core competency and area of expertise includes GST, Service Tax and VAT.

He is a member of the Indirect Tax committee of Institute of Chartered Accountants of India, He remained member in the study group of Service tax of ICAI. He was a Member in research group on GST constituted by Institute of Chartered Accountants of India during 2015-16.

He is a regular speaker in various seminars/trainings conducted by ICAI, study groups of NIRC of ICAI and other branches and Forums.

He has been called upon by various PSU's, MNCs and other companies and organizations to provide corporate training on taxation and allied matters.

### CA Inder Kumar Ghai

B.Com, FCA

CA Inder Kumar Ghai was enrolled as member of the ICAI in 1991 and has experience of more than twenty five years.

He has a vast experience of hospitality industry and consistently providing his experience in enhancing the value addition in the industry and besides provides services related to both Direct and indirect taxes.

## Partner's Profile

### CA Ashok Gupta

B.Com (Hons.), FCA

CA Ashok Kumar was enrolled as member of the ICAI in 1987 and has experience of more than 29 years. He has over the years acquired proficiency in Statutory Audits and Finalization of Financial Statements.

He has been the convener of North Ex CA study Circle and in this capacity regularly organized seminars for enhancing the knowledge of the members of the Institute. The NIRC of ICAI for the services of the Study circle honored him the award of the best commendable Study circle of North India.

### CA Vishal Gill

FCA

CA Vishal Gill was enrolled as the member of ICAI in the year 2009. He has been awarded the best paper of Mathematics by ICAI. He is handling Service Tax/GST, Direct Taxes and allied matters.

He has also written various articles on Service Tax and GST.

### CA Trilok Chand Bansal

B.Com (Hons.), FCA

CA Trilok Chand Bansal was enrolled as member of the ICAI in 1988 and has an experience of more than 28 years. He is a commerce graduate from Shri Ram College of Commerce, Delhi University.

He has been contributing articles in Tax magazines and delivering lectures on various issues as well.

## Partner's Profile

### CA Deepak Kataria

B.Com, FCA

CA Deepak Kataria was enrolled as member of the ICAI in 2004. He is looking after Service tax/GST, Direct taxes and allied matters.

Apart from advising clients (both domestic and international) on various issues under the Income- Tax Act, Wealth Tax Act, Double Taxation Avoidance Agreements & Transfer Pricing, he has a vast experience in handling assessment proceedings under the Income-tax Act. He also handles appellate matters before the Commissioner of Income tax (Appeals) and the Income-tax Appellate Tribunal (ITAT).

### CA Anil Kumar

FCA

CA Anil Kumar is an fellow member of the ICAI. He is looking after Service tax/GST, Direct taxes and other related matters. He is being constantly writing articles relating to GST and service tax.

### CA Suresh Kumar

B.Com, FCA

CA Suresh Kumar was enrolled as member of the ICAI in 2000 and in charge of Baddi Branch, Himachal Pradesh.

He is providing consultancy services relating to establishment of new Industrial undertaking.

### CA Sumeet Sareen

ACA

CA Sumeet Sareen is an associate member of the ICAI. He is looking after Service tax/GST, Direct taxes and other related matters.

### CA Saurabh Sharma

B.Com, ACA

CA Saurabh Sharma is an associate member of the ICAI. He is looking after Direct taxes and allied matters.

## Partner's Profile

### CA Vikas Chhabra

B.Com, FCA

CA Vikas Chhabra is an fellow member of the ICAI.

He is looking after Service tax/GST, Direct taxes and other related matters.

### CA Shubham Goyal

B.Com, ACA

CA Shubham Goyal is an associate member of the ICAI. He is looking after Direct taxes/ Service Tax and GST and allied matters.

### CA Sumit Mishra

B.Com, FCA

CA Sumit Mishra was enrolled as member of the ICAI in 2011. He is looking after Service tax/GST, Direct taxes and other related matters.

### CA Anmol Gupta

B.Com, ACA

CA Anmol Gupta is an associate member of the ICAI. He is looking after Service tax/GST, Direct taxes and other related matters.



## Our Services

### Assurance and Risk advisory

- ✓ External audit service
- ✓ Internal audits and internal controls
- ✓ Financial accounting services

### Taxation

- ✓ Direct tax Services
  - Corporate taxation
  - Employee taxation
- ✓ Indirect Tax Services
  - Goods and service tax
  - Service tax
  - VAT/ sales tax
- ✓ International Taxation
  - Transfer pricing study and documentation

### Advisory

- ✓ Business advisory
  - Setting up of business
- ✓ Corporate advisory and regulatory matters
  - IFRS, IAS and Indian GAAP
  - Labour and administrative law compliance
  - Company law compliance
- ✓ FEMA/RBI regulatory matters
- ✓ Representation before authorities

### Back office operations

- ✓ Payroll processing
- ✓ Vendor payments
- ✓ Debtors realization
- ✓ Other services

## Assurance and Risk advisory

Our separate division provides services relating to audit that include both statutory audits as well as internal audits. We also give comprehensive advice on various business matters which assist the corporate decision making function. We also issue certificates as may be required under various statutory requirements from time to time.

### External audit service

We at A P R A conduct audit for our client required under various statutes. Some of the designated services are in relation to:

### Statutory audits

Companies Act, 2013 imposes an obligation on all the companies registered under the Companies Act to have its financial statements audited by an eligible firm of Chartered Accountants. Our audit Firm undertakes the statutory Audit.

### Tax audits

Section 44AB of the Income Tax Act imposes an obligation on the corporate/ firms/ individuals, having prescribed annual turnover to appoint an auditor for conducting tax audit. Our audit firm undertakes the tax audit of corporate/ firms/ individuals and issues a report, required to be attached along with the tax return

### Bank audits

Under the RBI panel for statutory auditors for bank audits, APRA falls under category A of chartered accountant firms. For the past many years APRA has been associated with leading nationalized banks as statutory branch auditors. Apart for this, APRA also carries out concurrent audit for nationalized banks.

### Other external audit assignments

- Audit of Non-profit/ charitable organizations
- Audit of Superannuation Trusts maintained by Corporate for their employees
- Audit of Gratuity Trusts maintained by Corporate for their employees
- Audit of Provident Fund Trusts maintained by Corporate for their employees

## Miscellaneous certifications

We also provide Chartered Accountants' Certificate, required for various purposes under the various statutes, like:-

- I. Certificate u/s 195 of Income Tax Act, for deducting TDS on making payment outside India;
- II. Certificate for valuation of Shares;
- III. Certification required under Foreign Trade Policy;
- IV. Certification required under FEMA;
- V. Certification required for claiming refund of sales tax, etc.

## Internal audit and internal controls

We also undertake Internal Audit assignments to ascertain whether the company is in compliance to the provisions under the Income Tax Act, Companies Act and any other statutes applicable to the company. The scope of our Internal Audit usually includes, but not limited to, the following areas:

- I. Review of Internal Control system and procedure;
- II. Stock Audit, Purchase Audit, and Sales Audit;
- III. Inter Branch office reconciliation;
- IV. Cash/bank receipts and payments audit;
- V. Salary and wages audit;
- VI. Compliance of various segments with the policies, plans and procedures of the enterprise; etc.

## Financial accounting services

We provide accounting services to our various clients (including PSU clients) in accordance with their requirements. The service includes:

- I. Preparation of expense ledger accounts, revenue ledger accounts and various other accounts;
- II. Preparation & Maintenance of Vouchers;
- III. Preparation of Bank reconciliation statements; debtors & creditors reconciliation statements;
- IV. Finalization of accounts

## Taxation

We have dynamic and experienced teams for handling the taxation matters working separately in their respective area of specialization.

### Direct taxation service

We have dynamic team working in the field of direct taxes advisory and compliances both at corporate and individual level.

### Corporate taxation

#### Advisory services

We provide detailed advice relating to various corporate tax issues to enable the maximization of benefits under the provisions of the domestic tax law and also ensuring that tax litigation risks are minimized. We also provide advice on various issues relating to DTAA such as tax residence, creation of permanent establishment, tax credits etc. Our endeavor is to approach the issues on corporate tax to reduce risk and resolve conflicting issues at the first level of audit of the tax returns by the Tax officers.

#### Compliance matters

##### TDS Compliances

During the course of business activities the payments are made to outside parties on a regular basis, like payments made towards contractual work, rent, fee for professional or technical services and commission, etc which attract the provisions relating to deduction of tax at source as contained in the Income Tax Act, 1961. In this connection, we provide our assistance in the following areas:

- Review of financial accounts and scrutinizing the bills and supports to examine the applicability of withholding tax
- Preparation of tax payment challan for deposit of taxes withheld.
- Preparation of withholding tax certificate (Form 16A) for the taxes withheld on various payments like contractor, rent, professional or technical services and commission;
- Preparation of Quarterly and Annual returns of taxes withheld and submission of the same with the Tax Authorities;
- Representation in connection with verification proceedings of withholding tax returns filed with the Income tax authorities.

### Corporate Tax Returns

Provisions of Income Tax Act, 1961 (the Act) require all companies/ assessees to estimate their income in advance and deposit the annual tax liability on advance basis in four quarterly installments. We estimate the annual tax liability on quarterly basis based on estimated profit and loss account, both under the normal provisions of the Income Tax Act and Minimum Alternate Tax and thereby determining the advance tax liability.

The tax returns are finalized & submitted before the due date after verifying the followings.

- Review of various expenses and determining the deductibility of the same under the Act;
- Review of financial statements for the sole purpose of preparing the corporate tax return; and
- Preparation of the Corporate Tax Return in the prescribed form and submission of the same with tax authorities within the due date.

### Employee taxation

#### Advisory Services

We provide detailed advice relating to various employee tax issues which may relate to hiring of international staff etc. We advise the clients on salary structuring, drafting of employment agreements, secondment agreements etc. in the most tax efficient manner after considering the domestic tax law including the Double Taxation Avoidance Agreements (DTAA) between India and various countries.

#### Compliance Services

We assist the clients in obtaining the Permanent Account Number (PAN), computation of estimated tax liability and complying with the withholding tax provisions (which also include the deposit of the taxes withheld), assisting the expatriates to submit the tax return, representation before the tax authorities and obtaining "Income Tax Clearance Certificate" for departing expatriates.



## Taxation

### Indirect taxation services

We have a separate division, which provide services to various corporate clients in the following areas of indirect taxation and handle matters relating to Goods and service tax, Service tax, sales tax (including works tax), and allied laws.

### Goods and Service Tax

We at APRA believe in change for improvement. As the Indian economy is going through tax reforms, Goods and service tax is seen as a revolutionary indirect tax regime. Keeping in view our philosophy of 'service with a difference', we have evolved with a team of experts engaged in thorough research on the topic. Our dedicated team is rendering services to corporate in the following spheres of Goods and service tax:

- Providing the client with a road map to effective implementation of GST;
- Development of accounting and procedural manuals keeping in mind the GST framework and clients work philosophy;
- Training the client's personnel on the various aspects of the tax regime and equipping them with skill sets to handle the issues;
- Implementation of procedures and practices required for effective compliance with Goods and service tax requirements;
- Helping the client in grafting the software incorporated with GST compliances.

### Service Tax

We have been rendering following services on issues relating to service tax matters for past decade:

- Carrying out diagnostic study of records for client.
- Advising the clients on the applicability of service tax.
- Obtaining Service Tax Registration under the appropriate head.
- Determining Service Tax liability on monthly/ quarterly basis
- Determining/ advising on the availability of service tax credit in accordance with the provisions of CENVAT Credit Rules 2004.
- Preparation of challan (TR-6) and depositing the service tax within the due dates and Preparation of half-yearly Service Tax Returns (ST – 3)
- Liaisoning/ Representation before the Service Tax authorities for any notices issued or for any other matter, as may be required.

### VAT/ sales tax

We have been rendering following services on issues relating to sales tax /VAT matters:

- Obtaining Registration under Sales Tax/ VAT
- Advising the Clients on routine matters;
- Various compliances including deposit of taxes within the stipulated time;
- Preparation and submission of returns; and
- Liaisoning with/ representation before the revenue authorities.

### International taxation

#### Transfer pricing study and documentation

We provide complete solution to our clients relating to Transfer Pricing issues. The Transfer Pricing Regulations (TP Regulations) requires that all "international transactions" between "associated enterprises" should be undertaken at an "arm's length price" and requires that Transfer Pricing certification be obtained from accountants relating to international transactions within the Multi National Corporations (MNCs). In this regard, we assist the client's in the following manner:-

- Evaluating the existing transfer pricing policy and the basis/ methodologies for determining prices of international transactions with associated enterprises.
- Evaluating/ understanding the Import and Exports from/to associated enterprises, Payment of royalty/fees for technical services to associated parties & Services from associated enterprises.
- Advising adjustments that may be required to ensure that the transfer pricing policy is in tune with Indian TP Regulations.
- Ensuring that all relevant documents and relevant information are maintained by the Company to enable it to support its transfer pricing policy, if necessary, before the statutory authorities.

We also represent the clients before the tax officers with respect to their Transfer Pricing policies.

## Advisory

We, at APRA, have a dynamic and experienced team of professionals engaged in providing advisory services catering the various needs of client business.

### Business advisory

#### Setting up of business

We assist our clients in setting up business in India which includes setting up of Liaison Office, Branch Office, Project Office and creation of wholly owned subsidiary companies, forming joint venture alliances and limited liability partnerships, strategic collaborations etc.

We assist our clients in getting all requisite approvals from the various Government bodies including Foreign Investment Promotion Board (FIPB) / Reserve Bank of India (RBI) and all other government ministries and their respective departments.

We assist our clients in establishing 100% Export Oriented Units under the Scheme of Software Technology Parks of India (STPI). We assist in preparation of documents/ application to be filed with the STPI and obtaining approval and thereafter, we assist in getting the office premises of the client, Customs Bonded. This includes liaisoning with the STPI and Customs Office.

### Corporate advisory and regulatory matters

#### IFRS, IAS and Indian GAAP

As a part of economic reforms, there has been a revolution in the reporting requirements for the corporate. With the introduction of IFRS, the reporting requirements have, on one hand, become stringent and on the other hand, more users oriented. We, at APRA, provide the following services in relation to IFRS, IAS and Indian GAAP based on thorough research:

- Providing the client with a road map to effective implementation of IFRS;
- Development of accounting and procedural manuals keeping in mind the reporting framework and clients work philosophy;
- Training the client's personnel on the various aspects of the IFRS and Indian GAAP and equipping them with skill sets to handle the issues;
- Implementation of procedures and practices required for effective compliance with reporting requirements of IFRS and Indian GAAP;
- Helping the client in grafting the ERP software incorporated with IFRS and Indian GAAP requirements.

#### Labour and administrative laws

We, at APRA, also deal in the various matters relating to Labour and administrative law procedures and disclosure requirements. We assist the client in complying with the provisions of ESI, EPF, Gratuity, Bonus, Indian contractors, and other allied statutes.

#### Company law compliance

We render services relating to all aspects of compliance under the Companies Act of India, which inter alia includes liaisoning with all offices of Registrar of Companies (ROC), Department of Company Affairs and Company Law Board. Our secretarial department is headed by a qualified company secretary.

Under the Companies Act, with respect to dealings with the Registrar of Companies/ Company Law Board, our services range from:-

- Incorporation of public/ private companies
- Registration of Offices in India of Foreign Companies.
- Preparation and filing of statutory forms and annual return as required under the Companies Act,
- Preparation of any petition/ documents for obtaining any approval/ order, as may be required, from the Company Law Board
- Liaisoning with the Registrar of Companies/ Company Law Board; etc

With respect to compliances of the provisions of the Companies Act, we provide following services to our corporate clients:-

- Advising/ assisting the clients of routine corporate law matters.
- Assisting in preparation & Maintenance of Minutes of the Board/ General/ Committee meetings.
- Assisting in preparation & Maintenance of Statutory and other Registers required to be kept under the Companies Act and updating thereof, for example:- Register of share application and allotment, Register of members, Register of share transfer, Register of directors, Register of Director's attendance, Register of Fixed Assets etc.
- Providing compliance Certificate as required under the Act, as may be required by the client.

## Our Services

### Advisory

#### FEMA/ RBI Regulations

We, at APRA, provide the following services relating to FEMA/ RBI regulations:

- Assisting in various foreign exchange transactions.
- Obtaining approvals required for various transactions from RBI, e.g. for issuing shares to foreign entities, availing External Commercial Borrowings (ECBs), etc.
- Assisting for forms and returns as required to be filed with Reserve Bank of India (RBI) for some particular transaction.
- Liaisoning with RBI for any matter as required from time to time.

#### Representation before authorities

We, at APRA, have a learned and experienced team of individual specialized in various aspects of taxation and other regulatory matters to represent the client before the authorities and handle their cases in a diligent manner. We have been handling the appeals and scrutiny cases to the tribunal level for our clients based in India.

### Updates

Our separate division keeps updating all the clients about the latest amendments, proposed amendments, latest case laws, etc. under the various statutes. We are publishing fortnightly updates called "Just 5 Minutes" & "Do you know Series" which gives the client a gist of all the amendments that have been made during the fortnight. We also introduce "Online course in Service Tax/GST" through "Do you know series". We also update our clients about the specific industry related changes immediately, as may be applicable to them.

We also publish yearly synopsis of Finance Budget, announced by the Union Finance Minister every year on the very next day of announcement of the Finance Budget.

## Back office operations

There is a separate department for providing Back Office Operation Services. We provide wide range to Back office Operation Services as per their requirements, which includes, but not limited to the following:

### Payroll processing services

We provide the following assistance for processing of salary, handling PF/ESI matters, professional tax, TDS on salary, etc.

#### Salary Processing

- Checking of computation of estimated income for the purpose of determining the amount of average monthly withholding tax to be deducted from the monthly salary of the employees
- Checking of final tax computation for the employees to determine the total tax payable by them on the salary income earned in the relevant fiscal year;
- Depositing taxes with held and obtaining the receipt from the bank for the tax so deposited;
- Preparation of Tax withholding certificates (Form 16)
- Preparation of quarterly TDS Returns of tax deducted on Salary.

#### Compliance to Provident Fund (PF) Requirements

- Filing of Form2 (Revised) "Nomination & Declaration" in the PF Commissioner's office on monthly basis in case of new joiners during the month.
- Preparation of PF payment challan for deposit of PF and obtaining the receipt from the bank for the PF so deposited;
- Preparation and submission of monthly statement in the prescribed forms within the due date; and
- Preparation of annual return in the prescribed forms within the due date.

#### Superannuation Fund

Calculation of employer's contribution towards employees Superannuation policy on monthly basis and calculation of Superannuation premium on quarterly basis at the close of the financial year and depositing of the same with Life Insurance Corporation of India.

#### Compliance to Employees State Insurance (ESI) Requirements

- Preparation of ESI challan for deposit of ESI;
- Preparation & Filing of Half yearly statement within the due date.

### Vendor payments

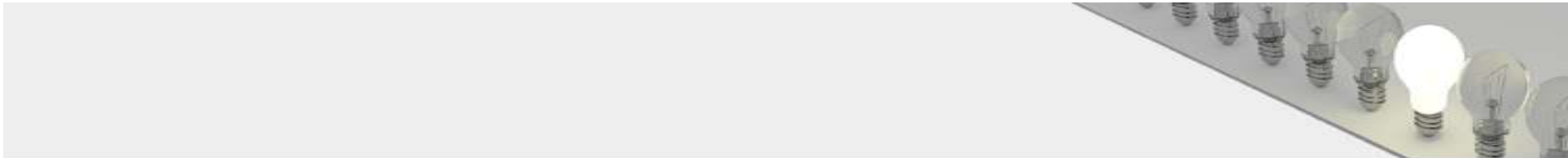
Here, we assist our clients in the following manner:

- Tracking & Maintaining all the relevant information of all the vendors/ service providers
- Preparation & issuance of cheques by due date on the basis of company's payment norms;
- Reconciliation on fortnightly/ monthly basis, as per the requirement of particular client, of payments made and payment due to each vendor/ service provider.
- Checking of purchase invoices on the basis of authorization summary sheet.
- Follow up with vendors/ service providers for any correction in their invoices or for any discrepancies found.
- Reconciliation of cheques issued to vendors/ service providers which have been cleared or not.
- Preparation of monthly/ quarterly report for the purpose of management information.

### Debtors realization

Here, we assist our clients in the following manner:-

- Tracking & maintaining all the relevant information of all the debtors.
- Reconciliation on fortnightly/ monthly basis as per the requirement of particular client, of payments received and payment to be received from each debtor.
- Follow up with debtors for any discrepancies found.
- Preparation of monthly/ quarterly report for the purpose of management information.



## Contact us



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## Our Prominent Clients

