

**START OR EXPAND**

# YOUR BUSINESS IN INDIA

**STEP BY STEP GUIDE TO SETUP YOUR BUSINESS IN INDIA**



## **SECTION-1**

### **Introduction & Setup in India**

1. Introduction
2. Set up your Business in India
3. Company Incorporation
4. Virtual Office
5. Bank Account in India

## **SECTION-2**

### **Business Registration in India**

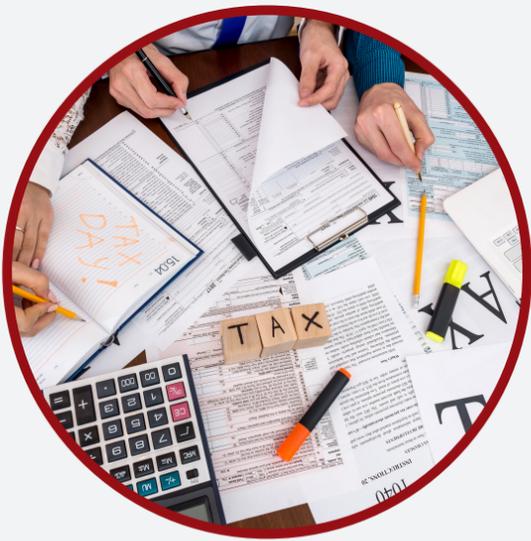
1. Trademark Registration
2. ISO Certification
3. GST Registration
4. MSME Registration
5. PF & ESI Registration
6. Startup Recognition
7. Import Export Code



## **SECTION-3**

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3. GST Compliances
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5. Income tax Compliances
6. TDS Compliances
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**MISSION**



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# INTRODUCTION

## Section-1 : Introduction & Setup in India

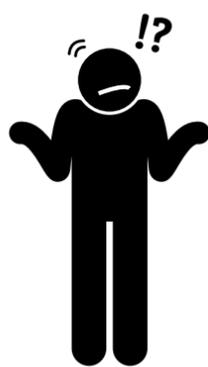
### Setup Your Business In India for Better Tomorrow



## WHY & WHEN REQUIRED

### TO REACH A LARGE GROUP OF PEOPLE

To reach the greatest customer base in the world's most democratic nation, India is one of the most progressive countries in the world, with enormous human potential and a 1.4 billion-strong market. With such a large market and tremendous potential in India, massive sums of Foreign Direct Investment have been made into the nation, and trends indicate that FDI intake into the country is expanding year after year as a result of several foreign corporations establishing operations in the country. India has tremendous prospects for foreign investors.



## WHAT WILL YOU GET

### WE WILL PROVIDE YOU

We provide one-stop handholding support in India to establish your presence in India, such as Company formation, PF Registration, PAN Registration, TAN Registration, ESI Registration, IEC Registration, GST Registration, Trademark Registration, ISO certification, ROC Compliances, GST Compliances, ITR Compliances, KIT for Bank Account Opening in India, and free consultation for other necessary licenses, as mandated by the nature of the business.



## INPUT NEEDED FROM CLIENTS

### WITHOUT THESE WE CAN'T PROCEED

To register a foreign national's business in India, a few papers will be necessary, including a PASSPORT, a business address in India, a minimum of two directors (1 of whom must be a resident Indian), and evidence of address (Driving License, Voter Id, Bank Statement, etc.). The original papers should be notarized by a Notary in the foreign Director's home country or by the Indian Embassy in the nation where the foreign Director resides.



## PROCESS & TIMELINE

### MORE AUTOMATED LESS HUMAN DEPENDENT

Preparation of the client's documentation is the first stage in starting a foreign company in India. After receiving the essential information from our clients, we produce the required papers. AOA, MOA, director and shareholder statements; subscription forms; DSC application forms. These documents are then provided to the client for inspection, approval, signature, and notarization. In India, we can assist you to register your business. If all prerequisites are satisfied, the department generally provides the certificate within 15 - 25 working days. Then we'll register for GST, ISO, IEC, and other important corporate registrations.

## WHY SHOULD YOU OPT



## NEUSOURCE?

### WHERE WE CAN ASSIST YOU

- We help you decide on the most suitable structure and city to start.
- We help to prepare all the documents and submit them to the concerned authorities
- We assist you with the bank account opening and all other labor law registrations.
- Once you commence your business we assist you with legal compliances
- We advise on which Indian state and entry method to register, so you avoid costly mistakes
- We help the Complete the Indian Company Formation solution
- Our expert consultant guidance you about India market entry to get the necessary registrations
- Our team helps to Navigate India's Bureaucracy
- Our team deals with Indian officialdom on your behalf.
- We offer a temporary or permanent address for your proposed business formation in India.
- We offer various flexible aftercare packages
- We can help to run your first board meeting in India after Indian Company Formation.



## TO REGISTER A COMPANY IN INDIA

### PREREQUISITES

- You need to appoint a minimum of two directors and at least one should be a resident of India.
- You need a local registered address for the company office in India.
- You need to appoint a statutory auditor within 30 days from the date of company incorporation.

# COMPANY INCORPORATION

## Section-1 : Introduction & Setup in India

The first step to setup in India

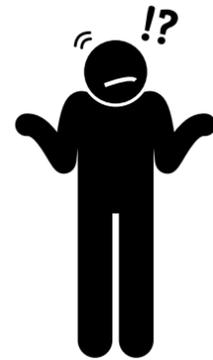


### TO BUILD GOODWILL IN INDIA



#### WHY & WHEN REQUIRED

Incorporating your company is the key to unlock your Corporate dreams into reality. There are various types of companies according to one requirement like Private Limited, Public Limited, Nidhi company, Section 8 company etc. A registered business helps to have startup funding and develop trust in the eyes of employees, investors, vendors, customer etc. who want to deal with you. Company Incorporation is to be done when an entrepreneur has a plan or idea to implement or It can be done when an existing entrepreneur wants to legalise their business or expand their business.



#### WHAT WILL YOU GET

### WE WILL PROVIDE YOU

Corporate Identity Number (CIN ), memorandum of association (MOA), article of association (AOA), 2 Digital Signature (DSC), 2 Director identification number (DIN ), PAN AND TAN of company, Master data of the company, Current account opening Kit, PF and ESI credentials and Professional Tax registration in the state of Maharashtra and Karnataka.



#### INPUT NEEDED FROM CLIENTS

### WITHOUT THESE WE CAN'T PROCEED

Unique company name, Age of the director or shareholder must be 18 or more, Objectives of the business must be legal. Company must have one Indian Director. In case of One person company, nominees must be of India resident, KYC of All Directors, Promotor, Member & nominee if any, Address Proof of Proposed Place of business



#### PROCESS & TIMELINE

### MORE AUTOMATED LESS HUMAN DEPENDENT

The first step of company incorporation is to scrutinize and verify the necessary documents and details. In the next step, we proceed with DSC preparation and verification. In the meantime, necessary drafts documents are sent to the applicant for signature. Once All the documents and DSC are done then we proceed to the submission of the final form to the respective department. Department usually takes 10 - 15 working days for approval, if no deficiency is found.



### MUST BE READ THOROUGHLY AND CAREFULLY

We provide DSC (digital signature certificate) of only two persons, and authorised capital up to rupees one lakh only, more than that will be considered as an additional requirement. It also excludes department visit and liaison for any specific name approval during the registration process, if any. In addition to this, in case of companies proposed to be incorporated in the states of Madhya Pradesh (MP) & Punjab are required to pay stamp duty separately.



### IT WILL CREATE RECURRING RESPONSIBILITY

After business registration it is your mandatory responsibility to inform to government about your business progress and status at regular intervals, i.e monthly, quality, half yearly and annually as the case may be.

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# VIRTUAL OFFICE

## Section-1 : Introduction & Setup in India

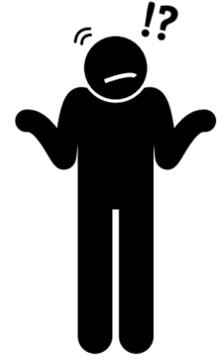
Work from anywhere without much investment!

### GOING GLOBAL? BE CLEVER!

With virtual office solutions, you may be a worldwide entrepreneur. A virtual workplace provides many of the benefits of a physical office without the actual area. A virtual office is used when an entrepreneur lacks a physical location or wants to develop their firm in India or globally. Companies may create and maintain a presence in desired locations without having to pay actual rent. Entrepreneurs who lack a physical location for their firm demand a virtual office. In this case, individuals establish a virtual office to develop a PAN India presence without spending lots of money on a physical office.



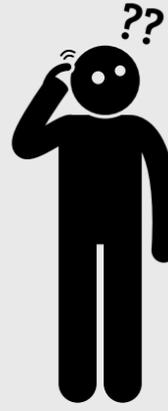
### WHY & WHEN REQUIRED



### WHAT WILL YOU GET

### WE WILL PROVIDE YOU

We help to finalize virtual offices that allow our international customers and enterprises to have a presence in most major cities. This service is just for registering your business/company in India. This service gives everything you need to manage an office without the expenditures of rent, personnel, and overheads.



### INPUT NEEDED FROM CLIENTS

### WITHOUT THESE WE CAN'T PROCEED

A postal address, virtual office, phone number, and even assist you incorporate your subsidiary may be set up for a little price. If you want to use virtual office facilities, gather the relevant documentation, such as evidence of identity and address for each application, a passport-sized picture for each applicant, and proof of residency and contact information for each applicant.



### PROCESS & TIMELINE

### MORE AUTOMATED LESS HUMAN DEPENDENT

Our Virtual Offices provide a respectable location, a local landline phone number, and secretarial services. The first step is to gather the necessary information and documentation from the customer. Once we get the relevant information and papers, we will verify their legitimacy. Once we are happy with your data and papers, we will approve your virtual office access and begin the company registration procedure. It takes 3-4 working days to finish the procedure after receiving the client's data and documents.



### EXCLUSIONS

### MUST BE READ THOROUGHLY AND CAREFULLY

We supply simply the permission to utilise the virtual office address as your company location; we do not provide any seating facilities. Any documentation proving an address, such as a lease agreement, rent receipts, or utility bill, will not be provided. For virtual office services, we will provide recommendations for other service providers who provide these services. We will assist you in collaborating with these service providers in this case. In this case, you may request a sitting area and also request rental agreement documentation, among other things.



### RENEWAL & RECURRING

### IT WILL CREATE RECURRING RESPONSIBILITY

Agreements like this are usually made for a set amount of time, like a year. When this time is up, the service must be renewed to keep the effects of the agreement going without a hitch. So, you need to keep your virtual office service renewed each year, and also before the end of the term.

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# BANK ACCOUNT IN INDIA

## Section-1 : Introduction & Setup in India

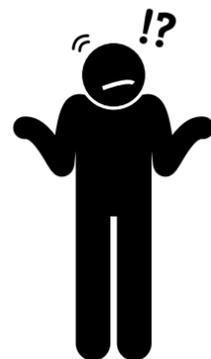
Cash Inflow Outflow made easier with Indian banking system



### WHY & WHEN REQUIRED

#### BANK ACCOUNT TO OPERATE IN INDIA

Running a business, especially a foreign business, is in no way an easy task. After the formation of the Company in India, It's mandatorily required to open a business bank account in the name of the company and have to transfer the amount equivalent to Paid-up share capital. The same will be useful for Foreign Exchange Management Act (FEMA) compliance (governed by the Reserve Bank of India) which is mandatory to comply when the company has investment from outside India.



### WHAT WILL YOU GET

#### WE WILL PROVIDE YOU

Choosing a good current account for your corporation is also a small yet critical decision that you need to take at the onset. Under this, we provide business bank account opening KIT which is required to open business accounts in India. We will take care of the entire process of bank account opening. All packages include assistance in bank account opening.



### INPUT NEEDED FROM CLIENTS

#### WITHOUT THESE WE CAN'T PROCEED

A business bank account is one of the most important tools in running the business smoothly. For bank account opening in India, we require the company's COI (Certificate of incorporation), MOA (Memorandum of association), AOA (Article of Association), PAN Card, KYC of authorized signatory, resolutions duly signed by the directors, etc. board. You will need to submit the documents as per the KYC rule.



### PROCESS & TIMELINE

#### MORE AUTOMATED LESS HUMAN DEPENDENT

We acquire all required information and data before drafting papers for directors' signing. Upon receipt of signed paperwork, we contact bankers on your behalf, provide essential information, and submit the account opening application with all required documents. The process of opening a bank account in India normally takes 3-5 working days. If a director or shareholder has to be designated as an authorized signatory in a bank, they must come to India.



### EXCLUSIONS

#### MUST BE READ THOROUGHLY AND CAREFULLY

The most suitable bank for your requirements will be identified and a current account will be opened with that bank; nevertheless, you will be responsible for managing your bank account on your own; we are unable to allow our organization to manage your bank account in India.



### RENEWAL & RECURRING

#### IT WILL CREATE RECURRING RESPONSIBILITY

The bank accounts are issued for life with recurrent obligations including minimum balance, KYC compliance, and transaction limitations. Despite the RBI's endorsement of KYC norms, each bank may demand additional documents and data as specified by its internal standards for building up a record, notably for overseas transactions or foreign entities.

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# TRADEMARK<sup>®</sup> REGISTRATION

## Section-2 : Business Registration in India

Intellectual Property rights are the  
biggest asset for your business



### BRAND PROTECTION TOOL

Trademark helps you to secure your brand, so that it cannot be used by others without your permission. A registered trademark helps to make a brand globally recognised. It also builds trust & goodwill in the eyes of your customers among various competitors, because in today's online business world, most customers prefer to use registered brand products and services only. Generally, Trademark is done once the business gets started or at the time of expansion of business. Trademarks are a valuable asset. Trademarks can appreciate in value over time. The more your business reputation grows, the more valuable your brand will be.



### WHY & WHEN REQUIRED

### WE WILL PROVIDE YOU

Trademark Filing means to file the application with the authority whereas Trademark Registration means to File all necessary notices/Objections/ Reply or to attend hearings so as to get the Trademark Registration Certificate. In Trademark Filing we will provide a Trademark Application Receipt. In Trademark Registration we will provide Trademark Registered Certificate.



### WHAT WILL YOU GET

### WITHOUT THESE WE CAN'T PROCEED

Applicants must have an unique Trade name, wordmark or Logo for getting Trademark registration. In addition to this organization's registration documents i.e. COI, MOA, LLP Deed, Partnership Deed, Trust Deed, MSME certificate, KYC of Directors, Proprietor, Individual Person or Partner as the case may be including Email Id and Mobile Number.



### INPUT NEEDED FROM CLIENTS

### MORE AUTOMATED LESS HUMAN DEPENDENT

**Trademark Filing Process** : The first step is scrutiny of necessary documents & logo. thereafter we provide drafts for signing. The final step is to submit the necessary details in the application. Once application receipt gets generated, the same will be shared to the client. It will take 7-10 days in a normal scenario.

**Trademark Registration Process** : File replies to the notices, if any received from the department. Attend hearings, as & when required. Once all the necessary replies & hearing is done successfully, then trademark registration certificate gets generated. In a normal scenario It will take 10-12 months.



### PROCESS & TIMELINE

### MUST BE READ THOROUGHLY AND CAREFULLY

**Trademark application filing process** does not include, any reply to the department notices, like examination reports, hearing notices, third party objections etc and it also does not include logo designing. By default this will be included in your package.

**Trademark registration process** does not include trademark watch services, like taking care of infringement of trademarks, filing objections to similar trademark applications etc. By default this will be not included in package if not specify by the client.

### IT WILL CREATE RECURRING RESPONSIBILITY

After trademark application filing we will have to check the department notices, then proper necessary replies have to be submitted before the provided due date, until we successfully get the trademark registration certificate. After registration of a trademark it also requires renewal in every 10 years otherwise registration will expire and you will have no right over it.



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# ISO 9001 : 2015 CERTIFICATION

## Section-2 : Business Registration in India

Great things happen when the  
world agrees

Customer

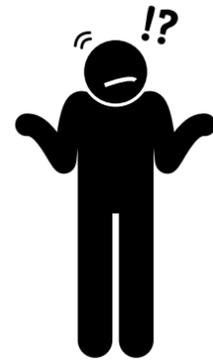
ISO  
9001

### RECOGNIZE YOUR BRAND WORLDWIDE

It is beyond any doubt that the ISO certification process gives an authentic recognition to an organisation. ISO 9001 certification is issued by the International Organization for Standard and is accepted worldwide. In case of cost consideration, getting a non-IAF ISO certification is much feasible as it does not require quality audits at regular intervals. The IAF member bodies are supposed to conduct regular audits, if any organisation is participating in tender specially in government tenders or the organisation main business is into import and export then IAF-ISO is mandatorily required at the initial stage.



### WHY & WHEN REQUIRED



### WHAT WILL YOU GET

### WE WILL PROVIDE YOU

Apart from ISO 9000, we also provide various other ISO certifications like Information Security Management Systems, Environmental Management, Risk Management, Energy Management, Social Responsibility, Occupational Health and Safety, Food Management Systems etc., According to your requirements you can choose from various available options.



### INPUT NEEDED FROM CLIENTS

### WITHOUT THESE WE CAN'T PROCEED

Name & address of the enterprises along with supporting documents i.e. Certificate of Incorporation. Scope of activities along with supporting documents i.e. MOA, AOA, LLP Deed, Partnership agreement, Purchase or Sales Invoice, utility bills i.e. electricity bill, rent agreement in case place of business has been taken on rent. ISO certification is available only for the business entities, an individual cannot get ISO certification on its name, even though the individual has its own brand name.



### PROCESS & TIMELINE

### MORE AUTOMATED LESS HUMAN DEPENDENT

First step is to collect all mandatory details, thereafter we provide a draft of proposed ISO to the client for review & approval. Once we receive final approval from the client after all required corrections & modifications, then the final ISO certificate will be framed and delivered to the client. Execution time required for IAF ISO is 7-10 working days and Execution time required for NON IAF ISO is 4-6 working days.



### EXCLUSIONS

### MUST BE READ THOROUGHLY AND CAREFULLY

Non IAF ISO certification included in this package if not specified by the client, In case of IAF ISO Certification, there will be a requirement of proper physical verification and audits, which will be conducted by the IAF affiliated bodies itself. This audit and physical verification requirement is not taken care of by us. These are to be handled by the client itself.



### RENEWAL & RECURRING

### IT WILL CREATE RECURRING RESPONSIBILITY

ISO certification is mandatorily required to be renewed at regular intervals. Once your enterprise has been certified under ISO standards, that certification is valid for a fixed period of time. You are required to submit a reassessment process to renew your certification before the expiry of your ISO Certificate.

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# GST REGISTRATION



## Section-2 : Business Registration in India

Be a Register dealer Today to become trustable tomorrow

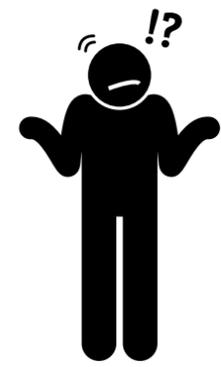


### TO GAIN COMPETITIVE ADVANTAGE OVER UNREGISTERED DEALER



#### WHY & WHEN REQUIRED

Business whose turnover exceeds Rs. 40 lakhs is required to take GST registration mandatorily, and you are required to apply for GST Registration within 30 days from the date when the threshold limit of turnover is achieved. Knowing the GST number of an organization is extremely important, because every supplier of the goods or services need to quote the GSTIN in all invoices, which will lead to the right allocation of ITC. GST registration is not mandatory until you reach the threshold limit, but If you want to do business with any registered dealer, then you have to be registered under the GST regime otherwise no registered dealer will do business with you.



#### WHAT WILL YOU GET

### WE WILL PROVIDE YOU

With the registration under GST (Goods and service tax), we provide GST registration certificate, along with this we also provide you the login credentials which you will require at the time of accessing your GST account for filling of your GST returns or posting any request to the department with respect to your GST registration.



#### INPUT NEEDED FROM CLIENTS

### WITHOUT THESE WE CAN'T PROCEED

It is a PAN based registration, so pan card is the first mandatory document for GST registration. In addition to this few more documents is needed i.e. KYC of all applicants, latest electricity bill of the business premises, rent agreement, in case rented business premises, details of goods and services in which applicant is doing business. Further to reduce the approval time & to avoid the physical verification, aadhar card of the applicant is also required.



#### PROCESS & TIMELINE

### MORE AUTOMATED LESS HUMAN DEPENDENT

First we collect required details from the client, thereafter documents will be sent to the client for verification & signatures, after this, the application will be filed. A link will be generated for aadhaar verification by client. Once verification is done, ARN will be generated by the department. Thereafter within 3 working days of getting ARN, department either approves or raises a query on the application. Next step is to submit the reply of the query if any raised by the department. If they are satisfied by the reply then application will be approved & GST registration certificate will be issued. If aadhaar verification opted for registration, then it will take 6-7 working days and if aadhaar verification has not been opted, This whole process will take around 15-20 working days.



#### EXCLUSIONS

### MUST BE READ THOROUGHLY AND CAREFULLY

GST registration includes only providing of registration certificate. Any additional services like updations in details, inclusions of new businesses, change or addition of new business places etc are excluded in GST registration, any of this will be considered as additional work.



#### RENEWAL & RECURRING

### IT WILL CREATE RECURRING RESPONSIBILITY

After GST registration it is your mandatory responsibility to inform the government about your business transaction at regular intervals, i.e monthly, quarterly, half yearly and annually as the case may be.

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# MSME REGISTRATION



## Section-2 : Business Registration in India

Get advantage of Central & State government schemes

**SMALL MEDIUM SIZED ENTERPRISES**



### WHY & WHEN REQUIRED

#### TO SUBSIDIZE YOU EXPENSES

MSME (Micro, small and medium enterprises) is the backbone of Indian economy, and is rapidly growing with regular support from the government by various schemes, the government always tries to provide various aids, subsidies & facilities to boost the MSME sector at regular intervals. If you are a MSME registered business then you can avail benefits like Collateral free bank loans, subsidy on patent registration, overdraft interest rate exemption, industrial promotion subsidy eligibility, protection against delayed payments, fewer electricity bills. All the business should get themselves registered under MSME as earliest as possible if they want to gain these benefits.



### WHAT WILL YOU GET

#### WE WILL PROVIDE YOU

With MSME ( Micro, small and medium enterprises) registration we provide enterprise's MSME registration certificate, and you can also get consultancy about various benefits available to an MSME registered businesses with our consultants.



### INPUT NEEDED FROM CLIENTS

#### WITHOUT THESE WE CAN'T PROCEED

Before applying for an MSME registration applicant should ensure that he has various details ready with him, like aadhar card, PAN card, bank account details, complete address, business objective details, contact number, employee details like number of persons employed in the organisation etc.



### PROCESS & TIMELINE

#### MORE AUTOMATED LESS HUMAN DEPENDENT

First step is to obtain all the necessary details and documents from client, thereafter filling the application with all mandatory details, once application is filled up properly, then submitting the online form to the department, after submission UDYAM number will be generated, then normally within 3-4 working days registration certificate will be delivered on registered email id.



### EXCLUSIONS

#### MUST BE READ THOROUGHLY AND CAREFULLY

In the MSME registration process, we provide application filling services on the government portal, until the MSME registration certificate gets generated, but it does not include any visit or hearing in the department. Any additional services, like MSME loans, MSME subsidy consultations etc. are treated as separate assignments.



### RENEWAL & RECURRING

#### NO NEED TO RENEW IT

When it comes to the MSME registration, users have one benefit here that there is no requirement of any kind of renewal under MSME development Act, and this saves lots of money which is generally required in other renewable registrations.

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# PF & ESI REGISTRATION

## Section-2 : Business Registration in India

Taking care of future & safety of your employees

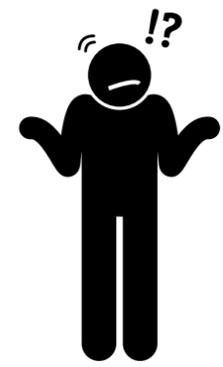


### EMPLOYEES ARE MOST VALUABLE ASSETS

EPF stands for Employee Provident Fund that is a scheme for providing a monetary benefit to all salaried individuals after their retirement. ESI is a self-financing social security and health insurance scheme for Indian workers. Both PF and ESI are for the benefit of the employees and workers during their employment and afterwards employment. Now onwards PF ESI is mandatory for every new entity but for existing entities it is still voluntary, if not crossed statutory limits. Statutory limits for EPF registration are any industry having 20 or more persons and in case of ESI it is mandatory if employees are 10 or more in a factory. The establishment must obtain the registration within 1 month of attaining the strength.



### WHY & WHEN REQUIRED



### WHAT WILL YOU GET

### WE WILL PROVIDE YOU

With the registration under PF & ESI Department, we provides PF & ESI registration certificate, along with this we also provides you the login credentials which you will require at at the time of accessing your PF & ESI account for filling of your PF & ESI returns or posting any request to the department with respect to your PF & ESI registration.



### INPUT NEEDED FROM CLIENTS

### WITHOUT THESE WE CAN'T PROCEED

Before applying for PF & ESI registration an applicant should ensure that he has various details ready with him, like PAN card of organisation, copy of cancelled cheque, other business supporting documents i.e. partnership deed, certificate of registration, LLP agreement, GST registration certificate, list of all eligible employees with details like their date of joining, salary structure etc. In addition to this, KYC of all applicants like PAN card of directors, partners, copy of aadhaar card etc. will also be required.



### PROCESS & TIMELINE

### MORE AUTOMATED LESS HUMAN DEPENDENT

First step towards PF & ESI registration is to obtain all necessary details and documents such as checklist, specimen signatures, consent letter etc. from the client, after obtaining all required information we will prepare and file the application on the department's website and required documents will be uploaded. Once a complete application is submitted on the portal, and verification done successfully, then registration certification will be issued.



### EXCLUSIONS

### MUST BE READ THOROUGHLY AND CAREFULLY

PF & ESI registration includes, filling of registration application and taking care of application status, till the registration certificate is issued by the department. Department visits and hearings are excluded and this will be considered as the additional work. Apart from this other additional services like updations in details of employees and claims etc are also not included and will be treated as separate work.



### RENEWAL & RECURRING

### IT WILL CREATE RECURRING RESPONSIBILITY

When it comes to the PF & ESI registration, users have one benefit here that there is no requirement of any kind of renewal under PF & ESI, however After PF & ESI registration it is your mandatory responsibility to file returns at regular interval, i.e monthly, quarterly, half yearly and annually as the case may be.

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# STARTUP RECOGNITION

## Section-2 : Business Registration in India

Recognize your Idea to get funds and Tax Benefits



### WHY & WHEN REQUIRED

#### GET BENEFIT OF STARTUP INDIA SCHEME

Startup India is a platform which helps new and innovative startups to have various benefits in order to achieve the target of growth of Indian Economy. Any eligible entrepreneur may register themselves as a Startup and avail the benefits of Income Tax Savings, Reduction of Patent cost, Easy to get funds, Tax Savings for investors and various more. Every entrepreneur has an urge to have successful growth in the economy and in order to build that aura every business must have to grab all the opportunities around them. Benefits under the Startup Registration are the opportunity every eligible entity must have after incorporating their business.



### WHAT WILL YOU GET

#### WE WILL PROVIDE YOU

Under this we will file the application for your business Startup recognition certificate , we also file replies to department's objections and notices if any objection and notice served by the department. Once your business is recognised as Startup by the department, then we apply for the tax benefits also.



### INPUT NEEDED FROM CLIENTS

#### WITHOUT THESE WE CANT PROCEED

First requirement to avail this scheme benefit is that the applicant must be registered as a private limited company or a LLP or as a registered partnership. Apart from this few more supporting details and documents are also required i.e. COI, MOA, AOA, your website or a brief note about your creative business. ITR, financials of your business, pitch deck etc. As we are only filling and presenting the application, hence all required inputs, detailed information, documents, data research on business ideas etc, should be provided by the client himself.



### PROCESS & TIMELINE

#### MORE AUTOMATED LESS HUMAN DEPENDENT

First step towards applying under startup india scheme is to obtain all necessary details and documentation from the client. Then the next step is to file an online application to the department, thereafter in the next step the department will scrutinise the mandatory requirements for approval. Once the department is satisfied about the correctness and completeness of the application, then the application will be approved and a startup recognition certificate issued. Usually it takes 10 - 15 working days to get the business recognised as a startup from the department after receiving all the inputs from the client side.



### EXCLUSIONS

#### MUST BE READ THOROUGHLY AND CAREFULLY

We are only filing the application for getting the recognition of Startup under Startup India scheme, which includes submitting the online replies of departments notices and objections also, raised by the departments, if any, but departmental visit and hearing with respect to this application is not included. Department visit and hearing will be considered as a separate task which will require additional charges as and when required .



### RENEWAL & RECURRING

#### RENEWAL OPTION NOT AVAILABLE

This is one time benefit provided to the Startup by the government which is not required to renew the regular interval therefore When it comes to the Startup Recognise, no requirement of any kind renewal under Startup India programme, and it will expire one day after receiving the benefit of this programme.

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# IMPORT EXPORT CODE

## Section-2 : Business Registration in India

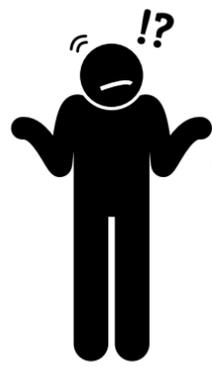
Bring endless possibilities with EXIM License



### WHY & WHEN REQUIRED

#### NECESSITY FOR INTERNATIONAL BUSINESS

In this age of cut-throat competition, entrepreneurs want to grow their business beyond the limits of the domestic market. However, doing business globally isn't just a cup of tea for everyone. Before going global, you must know the laws of the country. IEC (Import Export Code) license is one such prerequisite when you're thinking of importing or exporting from or to India. No export or import shall be made by any person without obtaining an IEC. Any bonafide person/company starting a venture for International trade of Export and Import or for any foreign transfer on account of business compulsorily requires IEC Certificate.



### WHAT WILL YOU GET

#### WE WILL PROVIDE YOU

Under this, we provide IEC registration certificate and logins issued by DGFT, Ministry of Commerce and Industries. This contains a ten-digit identification number that has to be quoted by the business during every transaction of import and export; This IEC code has lifetime validity which assists you in taking your services or product to the global market and growing your business.



### INPUT NEEDED FROM CLIENTS

#### WITHOUT THESE WE CANT PROCEED

For applying to IEC we need a passports size photographs of applicants, a Copy of PAN card, a Business registration certificate, a Bank Certificate or Cancelled Cheque Copy of the entity, a Copy of Rent Agreement or Electricity Bill copy of the premise, apart from these KYC documents and details of directors, partners, e-mail id & mobile numbers.



### PROCESS & TIMELINE

#### MORE AUTOMATED LESS HUMAN DEPENDENT

The first step toward getting an IEC is to gather all mandatory details and documents. After that, we prepare an application form in the specified performa. After completing the form with all required details we file it with DGFT via Class III DSC (Digital Signature Certificate) and pay the required fee for the IEC Registration. Usually, within 5 - 7 working days, the application is approved and the ministry will deliver the Soft copy to the applicant mail.



### EXCLUSIONS

#### MUST BE READ THOROUGHLY AND CAREFULLY

Under this, we provide the IEC with a lifetime validity but it does not include any modifications post IEC generation. Post-registration changes will be treated as fresh assignments which will cost additional charges. We do not provide IEC registration if import or export is done for personal use. Class III DSC needs to be applied separately, it is not included in IEC registration.



### RENEWAL & RECURRING

#### IT WILL CREATE RECURRING RESPONSIBILITY

When it comes to the IEC registration, users have one benefit here there is no requirement for any kind of renewal with DGFT, however, last year The Director-General of Foreign Trade (DGFT) has directed that all Import Export Code (IEC) holders are now legally required to update their IEC details every year from April to June online, even if there are no changes.

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# AUDITOR APPOINTMENT

## Section-3 : Compliances In India

Review your hard work, modify your plans, Ensure the success.



### WHY & WHEN REQUIRED

#### AUDITOR: WATCH DOG FOR YOUR BUSINESS

When your business is registered under the company Act, then it is a mandatory legal requirement , if not complied with then it will attract a monetary penalty. Auditors make sure that the company's financial records and accounting procedures comply with the law. Auditor also ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation. Within thirty days from the date of the registration of the Company it's Board of Directors need to appoint first auditor of the company.



### WHAT WILL YOU GET

#### WE WILL PROVIDE YOU

Under this we provide consent of the auditor appointed in the company, Auditor appointment letter & acceptance letter. All the documents will be on the letter head of the CA Firm and it will be duly signed and stamped by the auditor. Auditor will be appointed for the next five year.



### INPUT NEEDED FROM CLIENTS

#### WITHOUT THESE WE CAN'T PROCEED

To appoint an auditor your company should be registered under the Companies Act. We require CIN (Corporate Identification Number or Corporate Identity Number. Apart from this we also require a copy of the resolution from the board of directors of your company, resignation of previous auditor with NOC, if any, before starting the auditor appointment process.



### PROCESS & TIMELINE

#### MORE AUTOMATED LESS HUMAN DEPENDENT

To appoint an auditor first we will obtain all the necessary details of the company in which the auditor is supposed to be appointed. Once we receive the details then we will obtain written consent from the proposed auditor. Thereafter we prepare the documents for auditor appointment and send it to the client for signatures and verification. After receiving a signed document from the client side we file the required documents and forms to the department. Then share the company master data with the client. Usually it takes 2 - 3 working days, after inputs received by the client side to appoint the auditor.



### EXCLUSIONS

#### MUST BE READ THOROUGHLY AND CAREFULLY

Under this we provide auditor appointment service under companies Act only and it does not include any additional services which is not the part of Auditor appointment. In other words It excludes filling of various forms with Registrar of companies (ROC) like annual returns, balance sheet, directors KYC and other compliances like preparation of financial statements, accounting, filing of ITR, etc.



### RENEWAL & RECURRING

#### IT WILL CREATE RECURRING RESPONSIBILITY

Appointment of the auditor is a legal requirement which must be compiled to avoid legal and financial consequences. So it is mandatory to take care of the renewal of the auditor appointment services before the expiry of its tenure.

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# ROC COMPLIANCES

## Section-3 : Compliances In India

Non Compliant to MCA leads to directors disqualification

### GAIN PUBLIC TRUST ON YOUR BUSINESS

ROC compliances are mandatory legal compliances for every company and LLP (Limited Liability Partnership). ROC compliances are required to represent the true and fair value of the business. In case of delay comply, it attracts the penalty up to 12 times of normal fee. Furthermore in case of consecutive 3 years non filing there are chances of strike off by ROC and Disqualification of directors. As per new rules few ROC non compliances penalties can be 100 rupees per form per day, it means overall annual penalty in case of one company can reach in lakhs. Proper compliance creates a good image in public and helps in easy approval of loans & other schemes.



### WHY & WHEN REQUIRED

### WE WILL PROVIDE YOU

Under ROC compliances we provide filing of various mandatory forms which can save the penalties of lakhs, like annual filing forms, filing of companies financial statements, filing of directors KYC forms. Preparation of companies financial statements, audit of accounts under companies act etc. In addition to this we give support, consultation in companies legal and financial matters as per the requirement of clients.



### WHAT WILL YOU GET

### WITHOUT THESE WE CAN'T PROCEED

To file ROC compliances we require company financial details, income and expenditure details, profit and loss details. Details about changes in board of directors. Details of changes in shareholding of members, companies board meeting and members meeting details, director report on company's overall annual business etc.



### INPUT NEEDED FROM CLIENTS

### MORE AUTOMATED LESS HUMAN DEPENDENT

First step towards proper ROC compliance is to obtain all necessary inputs from the client about his company like company financial details, income and expenditure details, profit and loss details. Details about changes in board of directors. Details of changes in shareholding of members, companies board meeting and members meeting details, director report on company's overall annual business etc. Once we receive all the details then we will prepare the documents like balance sheet, annual reports, directors reports, notices etc. Once documentation is done we will share it with the client for signature and approval. Thereafter we will fill the online forms and submit it to the department within the due date .



### PROCESS & TIMELINE

### MUST BE READ THOROUGHLY AND CAREFULLY

Under ROC compliance we provide preparation of documents and filing of existing mandatory forms with ROC, but it does not include filing of any new forms, if any, launched by the department at a later stage. It does not include a visit to the department, if any, required with respect to ROC filing. Apart from this it does not include preparation of financial statements and payment of challans generated during filings .



### EXCLUSIONS

### IT WILL CREATE RECURRING RESPONSIBILITY

ROC compliances are a mandatory legal requirement which has to be complied with before the due date every year to avoid penalties and legal consequences. So every company & LLP must renew their ROC compliances every year without any delay. Cost of delay in renewal can be even more than the entire annual cost of ROC filing, So it's advisable to renews your ROC compliances before anything



### RENEWAL & RECURRING

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# GST COMPLIANCES

Section-3 : Compliances In India

One Nation, One Tax



## WHY & WHEN REQUIRED

### TO TAKE INPUT TAX CREDIT

It is a mandatory legal requirement. Business whose turnover exceeds threshold limit of Rupees 40 lakhs, is required to take GST registration, and GST registered business is mandatorily required to submit the GST compliance time to time to avoid penalties and legal consequences. GST compliance is supposed to be filed monthly, quarterly and annually as per the requirement. Most importantly if a business want to avail Input tax credits it has to submit the GST compliances on time.



## WHAT WILL YOU GET

### WE WILL PROVIDE YOU

Under GST compliances we provide filing of all mandatory forms on monthly, quarterly and annual basis. Apart from this we also provide the facility to prepare the computation. For this we provide our format in which the client can fill the details of his business sale and purchase. In addition to this, as per the requirement of client we also provide consultation, in case any required



## INPUT NEEDED FROM CLIENTS

### WITHOUT THESE WE CAN'T PROCEED

Before proceeding for GST compliance we need few inputs from client side like his business GST number, invoice details, taxable value of supplies, GST rate, amount of IGST, CGST, SGCT, details of applicability of reverse charge if any, details about availability of input tax credit to set off output taxes, summary of debit notes, and credit notes, monthly transaction details of sales & purchase, inventory details and stock details, account and ledger balances, reconciliations etc.



## PROCESS & TIMELINE

### MORE AUTOMATED LESS HUMAN DEPENDENT

For GST compliance we need inputs like GSTIN, login credentials, details for supplies of goods & services, invoices details etc. After receiving these details we prepare the computations and share it with the client for approval. Then we create challans for tax payment. After Payment we file the returns with the DSC of the Authorized person. As GST compliance includes filing of different forms & deadlines for these forms are also different, so we take care of deadlines. Time required for execution and filing of return depends on the smooth functioning of GST portal. After receiving all the required inputs from the client side, it usually takes 3-4 working days to file the compliance, if there are no site technical glitches or issues.



## EXCLUSIONS

### MUST BE READ THOROUGHLY AND CAREFULLY

Under GST compliance we provide service of computation and filing of existing mandatory forms with GST the department, but it does not include filing of any new forms, if any, launched by the department at a later stage. It does not include a visit to the department, if any, required with respect to GST filing. Apart from this it also does not include preparation of financial statements & Any Reply to Notice served by the department and any type of GST audit etc.



## RENEWAL & RECURRING

### IT WILL CREATE RECURRING RESPONSIBILITY

GST compliances are a mandatory legal requirement which has to be complied with before the due date to avoid penalties and legal consequences. Even in case of only one GST registration overall annual penalty can be very high. So every GST registered business must renew their GST compliances packages every year without any delay. Cost of delay in renewal can be even more than the entire annual cost of GST filing, So it's advisable to renew your GST compliances before anything.

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# PF & ESI COMPLIANCES

## Section-3 : Compliances In India

Comply with labour laws to get government contracts



### TO WIN TRUST OF YOUR EMPLOYEES

All the enterprises who have registered under PF & ESI act, are required to file the PF & ESI compliances. It is a mandatory legal requirement if not complied with then it will attract monetary penalty. During the term of employment it helps to give benefit of government facilities to the employees like help employees to overcome unforeseen circumstances including medical emergencies maternity leave or disability situations, sickness, injury related to workplace during employment & helps in saving huge amount of money in the long term.



### WHY & WHEN REQUIRED

### WE WILL PROVIDE YOU

Under PF & ESI compliances we provide filling all necessary returns as prescribed under the respective laws which are in force at present and give electronic challan of Return filed or acknowledgement receipt. Apart from this as per the requirement of the client we also provide consultation as and when required with respect to the PF & ESI compliances.



### WHAT WILL YOU GET

### WITHOUT THESE WE CAN'T PROCEED

To file PF & ESI compliances we require various details like enterprises name, PAN card, bank detail of the company, DSC of principal employer, state where your factory / establishment is located. login credential, list of all employees working in the establishment, employee details such as name, father's name, mobile number, date of birth, date of joining, salary details, name of the nominee, grade, identity proof such as PAN or aadhaar card, bank account number, attendance register of the employees etc.



### INPUT NEEDED FROM CLIENTS

### MORE AUTOMATED LESS HUMAN DEPENDENT

To file the PF & ESI compliance we need all necessary inputs from the client like login credentials, details of enterprises and principal employer, list of employees with complete KYC details, salary details of employees etc. Once we received all the necessary details from the client then we filed returns with the respective departments we take care of deadlines and due date of filling the form. Time required for execution and filing of PF & ESI returns depends on the smooth functioning of the portal. After receiving all the required inputs from the client side, it usually takes 3-4 working days to file the compliance.



### PROCESS & TIMELINE

### MUST BE READ THOROUGHLY AND CAREFULLY

Under PF & ESI compliance we provide service of filing of existing mandatory forms with respective departments, but it does not include handling & taking care of employee wise accounts. Apart from this It does not include visit to the department, if any required with respect to PF & ESI filling. It also does not include filing of any reply to the notice served by the department.



### EXCLUSIONS

### IT WILL CREATE RECURRING RESPONSIBILITY

PF & ESI compliances are mandatory legal requirements which have to be complied with before the due date to avoid penalties and legal consequences. So every business which has been registered under the PF & ESI act must renew their compliances packages every year without any delay. Cost of delay in renewal can be even more than the entire annual cost of compliances.



### RENEWAL & RECURRING

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# INCOME TAX COMPLIANCES

## Section-3 : Compliances In India

Essential to get loan & funding



### WHY & WHEN REQUIRED

#### TO SET OF CARRY FORWARD LOSSES

It is a mandatory legal requirement, if not complied with then it will attract monetary penalty, and most important thing about ITR is to know that without a proper ITR (Income tax return) records, you will never be able to get the loan. The income tax is levied by the government as per the rates prescribed under union budget every financial year. ITR is must if you want to take advantage of business initial losses, by proper tax planning using set off & carry forward of loss provisions of income tax act.



### WHAT WILL YOU GET

#### WE WILL PROVIDE YOU

Under Income Tax Return we provide the service of computation of tax on your income, preparation of prescribed forms and filling of respective forms with the department. In addition to this we provide ITR payment challans, returns filed acknowledgement and user id password of the assessee.



### INPUT NEEDED FROM CLIENTS

#### WITHOUT THESE WE CAN'T PROCEED

Before proceeding to file ITR (Income Tax Return) we need to check that in which head your income tax filing is to be done. For this we require few details like PAN number, aadhaar number, all the bank account details of the assessee, financial transaction details, TDS certificates (Form 16, Form 16A, Form 26AS, etc), Tax Payment Challan. Investment Proofs (Investments and deductions that can be claimed under various sections to reduce your tax liability)



### PROCESS & TIMELINE

#### MORE AUTOMATED LESS HUMAN DEPENDENT

First step towards filing the ITR (Income Tax Return) is to obtain all necessary inputs from the client like PAN number, aadhaar number, login credentials, all the bank account details, financial transaction details, TDS certificates, Tax Payment Challan. Investment Proofs, etc. Once we receive all the details then we will prepare the computation to calculate the tax liability. Thereafter we fill the details and create challans for applicable tax payment, then and after processing of challan, file the respective return with the department after affixing Digital signature or through generation of OTP. After receiving all necessary inputs from the client usually it takes 5-7 working days to complete the process.



### EXCLUSIONS

#### MUST BE READ THOROUGHLY AND CAREFULLY

Under ITR (Income Tax Return) compliance we provide service of computation of tax liability and filling of existing mandatory forms with the department, but It does not include preparation of financial statements and visit to the department, if any required with respect to ITR filing. Apart from this it also does not include preparation of financial statements & any penalty or additional payments and any reply to notices served by the department, any type of Tax audit etc.



### RENEWAL & RECURRING

#### IT WILL CREATE RECURRING RESPONSIBILITY

ITR (Income Tax Return) compliances are a mandatory legal requirement which has to be complied with before the due date to avoid penalties and legal consequences. So every individual and business who are liable to file ITR must renew their compliances packages every year without any delay because the cost of delay in renewal can be more than the cost of compliances, so it's advisable to renew your ITR compliances before anything.

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# TDS COMPLIANCES

## Section-3 : Compliances In India

Help Government to collect taxes



### RESPONSIBILITY CREATED BY THE LAW

It is a mandatory legal requirement , if not complied with then it will attract a monetary penalty. TDS compliance is required to be done by those who deduct TDS. Like employers deduct TDS of salaried person, Non salaried person or NRI. It helps the government to collect advance tax. It is compulsory for deductors to submit a TDS return on time. TDS return is supposed to be given to the department quarterly. If you fails to deduct TDS on a payment, on which you were supposed to deduct TDS then the entire payment will be added to your income while computing your taxable income.



### WHY & WHEN REQUIRED

### WE WILL PROVIDE YOU

Under TDS compliance we provide the service of TDS return filing with the department at regular intervals along with this we also provide a detailed list of rates of deduction & TDS certificates. In addition to this we give TDS return filing acknowledgement to the client.



### WHAT WILL YOU GET

### WITHOUT THESE WE CAN'T PROCEED

To submit TDS returns we need a few details from client side like PAN card details of deductee, amount of payment, date of payment, date of deduction, details of TDS, TDS Challan etc. Apart from this the taxpayer Must have a TAN number issued by the income tax department.



### INPUT NEEDED FROM CLIENTS

### MORE AUTOMATED LESS HUMAN DEPENDENT

First step towards filling the TDS return is to obtain all necessary inputs from the client like TAN details, PAN card details, amount of payment, date of payment, date of deduction etc. Once we receive all the details then we will arrange the documents in proper sequence as per the requirement. After that we fill the details and make the payment of fees. Thereafter we file an online return to the department. Once everything is done then we give acknowledgement to the client. After receiving all necessary inputs from the client it usually takes 4 -5 working days to complete the process.



### PROCESS & TIMELINE

### MUST BE READ THOROUGHLY AND CAREFULLY

Under TDS compliance we provide service of filing of existing mandatory forms with the department, but It does not include visit to the department, if any required with respect to TDS filling. Apart from this it also does not include any reply to notices served by the department etc.



### EXCLUSIONS

### IT WILL CREATE RECURRING RESPONSIBILITY

TDS compliances are mandatory legal requirements which have to be complied with before the due date to avoid penalties and legal consequences. So every individual and business who are liable to deduct TDS must renew their TDS compliance packages every year without any delay because the cost of delay in renewal can be more than the cost of compliances.



### RENEWAL & RECURRING

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# EMPLOYEE CONTRACT

## Section-3 : Compliances In India

To win in the marketplace you must first win in the workplace

### PEOPLE WILL FORGET IF YOU SAY BUT THEY WILL NOT IF YOU WRITE

It is the type of contract between employer and employee which specifies the employment terms and conditions and reduces chances of future disputes. Employee contracts are required at various points of time. like when an employee joins the organisation, at the time of change in terms and conditions, at the time of promotions of an employee. Apart from this, these contracts are also required whenever any changes made by the organisation. It is advisable for all employers to have employee contracts for avoiding future contingencies.

### WHY & WHEN REQUIRED

### WE WILL PROVIDE YOU

Under this, as per specific requirement of the client, we provide the soft copy of the required contracts over the mail. In addition to this we also provide templates free of cost, if they do not want any customization.

### WHAT WILL YOU GET

### WITHOUT THESE WE CAN'T PROCEED

To draft the employee contract we need few information about the requirements of the particular contract which includes details of the organisation, KYC details of the subject employee like his name, father's name, full address, designation etc. In addition to this we also require passport size photograph of employee & brief about Specific terms and condition of contracts or agreement etc.

### INPUT NEEDED FROM CLIENTS

### MORE AUTOMATED LESS HUMAN DEPENDENT

First step towards drafting the required employee contracts is to obtain all mandatory inputs from the clients. Once we receive the required inputs from the client then we prepare the draft of the employees contracts. After completion of the draft we share it with the client for his approval and suggestion. Then we make the updation in the draft , if any updation or correction is requested by the client. Thereafter we again share the updated drafts with the client for his approval. Once we receive the final approval then we prepare the final employees contracts and share it with client over the mail. After receiving the all required inputs usually it takes 3 - 5 working days time to deliver the final employees contracts.

### PROCESS & TIMELINE

### MUST BE READ THOROUGHLY AND CAREFULLY

Under this we provide the employees contract as per the requirement of the client, but it does not include any revision after final approval received from the client. Apart from this it also does not include the stamp papers which are required while preparing the employees contracts. We provide only preparation of the employees contracts but registration of these employees agreement is excluded.

### EXCLUSIONS

### IT WILL CREATE RECURRING RESPONSIBILITY

Employees contracts are the part of regular requirements of any organization, hence it requires updation and modification time to time. It is advisable to renew your employees contracts on time to keep it effective continuously.

### RENEWAL & RECURRING

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# VENDOR AGREEMENT

## Section-3 : Compliances In India

You only exist because of the agreements you made with the others

### ABSENCE OF AGREEMENTS IS REALIZED WHEN DISPUTES ARISE

Vendor Agreement is a legal document which stipulates the provisions regarding the work performed by the vendors, freelancers and other service providers. Vendor Agreement can be made for many purposes like, freelancer works, office supplies, consultant, technology, services etc. It is needed when Business owner hires a person who provide specific service or goods as per the requirement. So whenever you are hiring any vendor then you need a proper vendor agreement to reduce any future disputes. It should be executed before hiring any vendor.

### WHY & WHEN REQUIRED



### WE WILL PROVIDE YOU

Under this, as per specific requirement of the client, we provide the soft copy of the required contracts over the mail. In addition to this we also provide templates free of cost, if they do not want any customization.

### WHAT WILL YOU GET



### WITHOUT THESE WE CAN'T PROCEED

To draft a proper vendor agreement we need few information from the client with respect to his expectations from this vendor. Apart from this other mandatory input like KYC details of the vendor which includes his business registration certificate, in case the vendor is individual then his name, father's name, full address etc. Details of goods or services which the vendor will be providing. In addition to this we also require briefs about terms and conditions, quotation, timeline, quality measures, payment terms etc.

### INPUT NEEDED FROM CLIENTS



### MORE AUTOMATED LESS HUMAN DEPENDENT

First step towards drafting the required Vendor Agreement is to obtain all mandatory inputs from the clients. Once we receive the required inputs from the client then we prepare the draft of the Vendor Agreement. After completion of the draft we share it with the client for his approval and suggestion. Then we make the updation in the draft , if any updation or correction is requested by the client. Thereafter we again share the updated drafts with the client for his approval. Once we receive the final approval then we prepare the final Vendor Agreement and share it with the client over the mail. After receiving the all required inputs usually it takes 3 - 5 working days time to deliver the final Vendor Agreement.

### PROCESS & TIMELINE



### MUST BE READ THOROUGHLY AND CAREFULLY

Under this we provide the vendor agreement as per the requirement of the client, but it does not include any revision after final approval received from the client. Apart from this it also does not include the stamp papers which are required while preparing the vendor agreement. We provide only preparation of vendor agreement but registration of these vendor agreement is excluded.

### EXCLUSIONS



### IT WILL CREATE RECURRING RESPONSIBILITY

Every time whenever you are buying goods or services from any vendors then there is the requirement of a vendors agreement. Hence these are the part of regular requirements of any organization, So It is advisable to renew your vendors agreement on time to keep it effective continuously.

### RENEWAL & RECURRING



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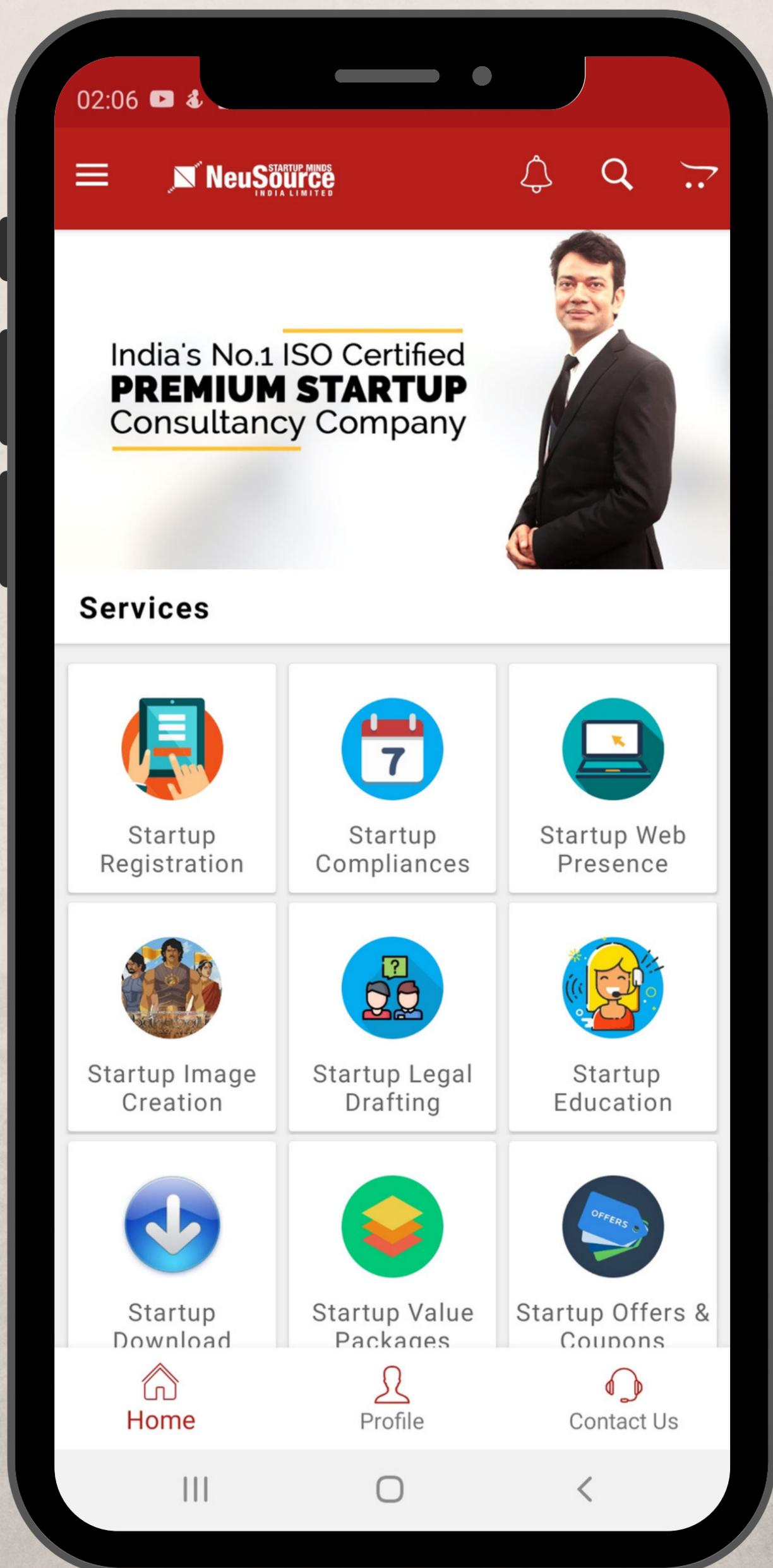
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# OUR PUBLICATION FOR STARTUP

## HOW TO VALIDATE ANY BUSINESS IDEA



**Validate Your Idea by Creating "Prototype" of your Business Model.**

"Validation reduces the risk, speeds up the delivery of a value-creating service in the market, and minimizes the costs"



**We Help Startups..... to Start**

## HOW TO ATTRACT INVESTORS



**"Business is not about how much you get, it's about how much you invest!"**

Investment is the main requirement for starting any business!



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## HOW TO TRAIN YOUR SALES PEOPLE



**Make A Sales Person, Not A Sale!**

"If You Are Not Taking Care Of Your Sales Team, Your Competitor Will"



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## HOW TO USE SOCIAL MEDIA FOR BUSINESS



**"Social media is just a buzzword until you come up with a plan"**

"Social media is More about sociology and psychology than technology."



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## HOW TO TURN BUSINESS IDEA INTO PRODUCT



**Turning Your Great Idea Into Marketable Product "The Next Big Thing"**

"If you are convinced that your idea has commercial value or it will meet the social impact goals then move on"



**We Help Startups..... to Start**

## HOW TO IMPROVE CUSTOMER SATISFACTION



**Satisfied Customer is the Best Source of Advertisement**

"Make a customer, not a sale."



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## HIRING YOUR EMPLOYEE - (TIPS FOR A SUCCESSFUL CANDIDATE INTERVIEW)



**Choosing the Right Candidate. "Great vision without great people is irrelevant."**

"Human Resources isn't a thing we do. It's the thing that runs our business."



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## HOW TO SETUP ACCOUNTING SYSTEM



**"Life is like accounting, everything must be balanced."**

"The word accounting comes from the word accountability. If you are going to be rich, you need to be accountable for your money"

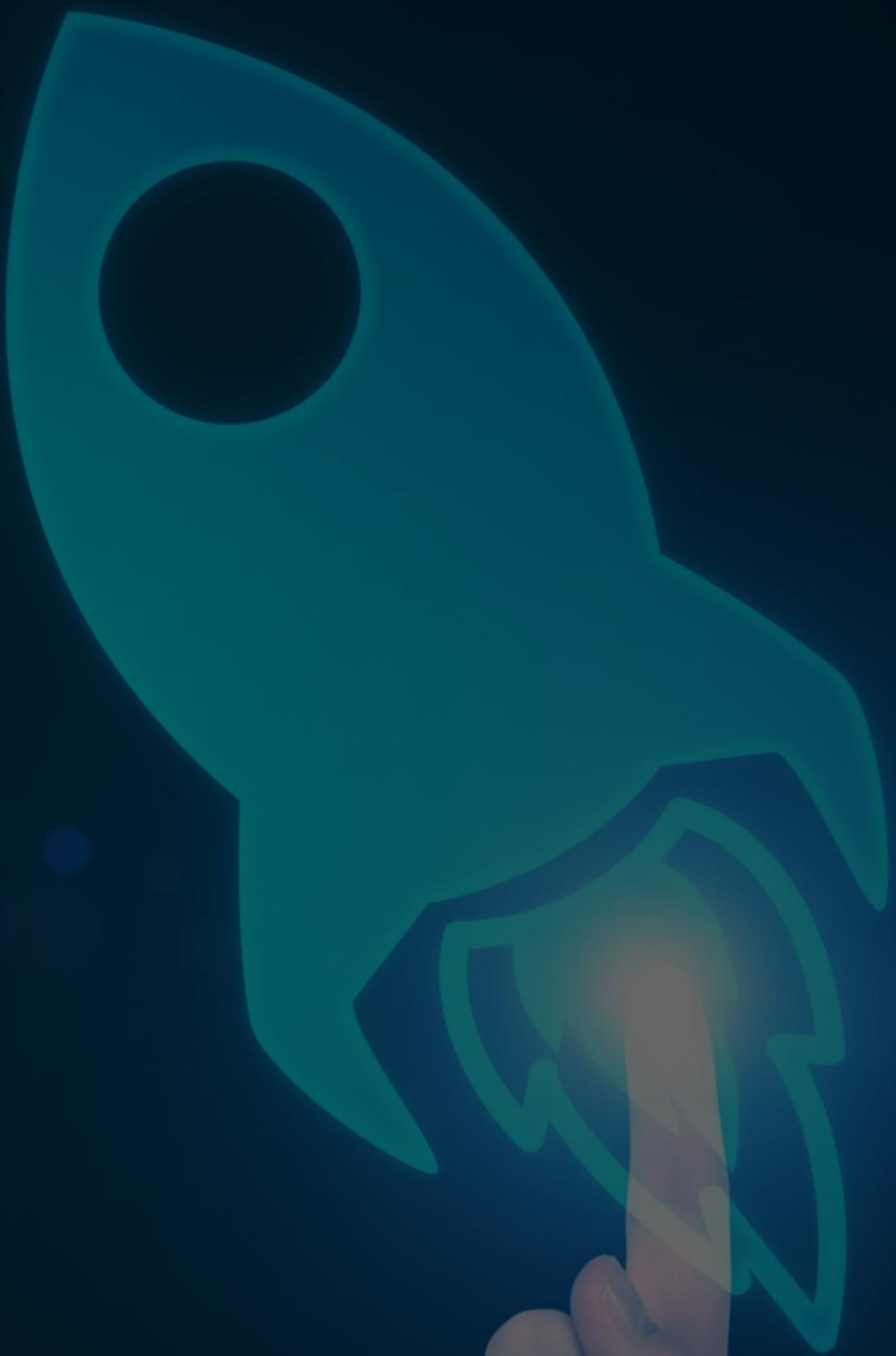


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BUSINESS JUST TO MAKE  
MONEY START A BUSINESS TO  
MAKE A DIFFERENCE**



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