

# SARKK & Associates



**FIRM**

**PROFILE**

Assurance | Tax Consultancy | Auditing | TDS | PF | ESIC | Startup Mentorship

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# About Our Company

## A Brief Story About The Company

We are a registered professional consultancy firm offering our services in various dimensions. Our diversified, competent and professional team is always willing to help our clients.

Saraf & Co. was started as a sole proprietor in the year 2000. Since inception, it has served clients with principles of hard work and integrity. Later converted in SARKK & Associates as conglomerate of CAs, lawyers, CS, MBAs and other professionals. Firm believed in having a practical approach and ensured all assignments reached their logical conclusion. Firm has varied experience of over 20 years in the field of accounting, auditing, taxation, advisory, management and legal consultancy.

Today, as a partnership firm, we have an edge due to the unification of experience and youth. Each partner specializes in a different area of the profession which gives the clients an advantage of specialization under a single roof.

# Our Core Values

At SARKK, we believe that every business and individual has the potential to better manage, grow, and plan for their wealth. The key lies in knowledge. Our duties now see us taking an active role in helping to direct your business or finances in a direction which helps you grow and develop your wealth.

**Our core values underpin how we work with our clients & our team. The core values we practice every day are:**

## OBJECTIVE

SARKK will not allow bias, conflict of interest or undue influence of others to override its professional or business judgments

## PROFESSIONAL COMPETENCE

SARKK maintains professional knowledge and skill at the level required to ensure that clients receive competent professional services.

## INTEGRITY

SARKK will be straightforward and honest in all professional and business relationships.

## CONFIDENTIALITY

SARKK will respect the confidentiality of information acquired as a result of professional and business relationships and therefore, do not disclose any such information to third parties.



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# Why Us ?



## 01 Desire

In India's evolving and relatively complex regulatory environment, we always strive to help our clients succeed in the market place by exceeding expectations and delivering value in everything we do. The Firm has a vast experience in providing Auditing and Attestation services. It also specializes in Consultancy, Advisory and Regulatory matters in areas of Direct & Indirect Taxation, Company Law and other related Legal issues. We strongly believe in establishing long term relationships with the clients. Every assignment is under direct charge of an engagement partner who directs and supervises from inception to the deliverables.

## 02 Responsibility

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## 03 Relations

Our strength lies in the versatility, wherein clients have the advantage of being served personally by a partner and yet draw upon the vast experience and skills of other partners and firms' professionals to ensure an all round solution. We constantly update ourselves with the ever changing laws and economic scenarios so that solutions provided stand strong in the legal framework and sustain the dynamic business environment.

## 04 Creative

# Our Services

We offer professional services in the areas of audit & assurance, tax & regulatory, business advisory and support services. It is our endeavor to provide solutions which are ideal, practical and the best that our clients would expect.



## Audit & Assurance

Our audit and assurance services are based on a complete understanding of the clients' business specifics, industry peculiarities and the applicable laws. The audit approach is based on the compliance issues, the nature and requirement for audit, the clients' requirement and key risk issues involved. Our review and verification procedures are based on generally accepted accounting principles and policies and in compliance with the Statutory

### Requirements.

- Operations & System Audits
- Internal Audits
- Tax Audits
- Audit under All India Value Added Tax Acts
- Management Audits including Risk Analysis
- Statutory Audits
- Investigation Audits
- Bank Audits
- Certifications
- Due Diligence Reviews

Our client base includes companies, large education group, healthcare companies, small businesses, partnership firms, non-profit organizations and high net worth individuals.





## Tax & Regulatory

### Direct Taxes

The taxation laws are getting more and more complex and the recent times have shown an increasing trend of business entities relying on tax professionals for Tax Planning and advisory related services. It is our endeavor to formulate an ideal tax strategy for our clients which is compliant with the law, legitimately reduces the tax bills and yet is not prone to invite litigation.

Our regulatory compliance services ensure that the clients attain a high level of stringent tax law compliances.

- Tax Strategy and Compliance
- Preparation & Filing of Return of Income
- Representation before Income Tax Officers
- Preparation and filing of appeals before the Commissioner & Tribunal (ITAT)
- Preparation and filing of revision and rectification petitions
- Taxation & Legal Opinions
- Withholding Tax - eTDS compliance
- Certifications under the Income Tax Act
- Return of wealth

### Indirect Taxes

The laws relating to indirect taxation in India are in the state of evolution with constant reforms, alterations and amendments. Further, these indirect taxes are levied at the National level as well as the State level, making their compliance more complicated for the management.

We offer a wide area of services for indirect taxes at the State as well as National Level, helping the management to be updated with the evolving laws and stay focused on the business of the entity. Our Indirect Tax Practice covers GST, Service Tax & Excise under Central Government Law and Value Added Tax & Profession Tax under State Government Laws.

- Filing of Returns under respective statutes
- Representation before tax officers
- Preparation and filing of appeals before the Commissioner & Tribunal
- Preparation and filing of revision and rectification petitions
- Taxation & Legal Opinion





## Advisory

We offer multi disciplinary advisory services to clients in our main areas of practice i.e. taxation and regulatory, audit and assurance and company law. Besides we also offer advisory solutions on partnership and LLP laws, societies and trusts laws, exchange control regulations, employee benefit regulations etc.

Our integrated approach which involves combining our skills with the understanding of clients' ambitions, business and environment extends a clear commercial advantage.

- Taxation & Regulatory Matters
- Inbound & Outbound Investments
- Financial Advisory
- Business Advisory
- Valuations



## Business Start-up & Support

Today's business environment requires entities to be constantly involved in their business activities making it difficult for the management to participate in support services. Corporates are outsourcing various finance and accounting processes with a view to streamline respective processes and obtain consistency, uniformity and stronger controls.

- Management Accounting
- Incorporation of Companies
- Acquiring necessary Registrations and Licenses
- Book Keeping & Accounting
- Assistance for company secretarial matters
- Pay Roll Management

In addition to it, one of the partner CA Siddharth Saraf is authorized by Startup India as a registered mentor. And appointed as mentor at IIM Bodh Gaya's Incubation Centre.



## Secretarial Work

### CORPORATE MATTERS:

- Maintenance of Secretarial records and statutory Books.
- Preparation and review of Minutes of Board Meeting, Committee Meeting and General Meeting.
- Secretarial Audit of the Companies, Audit of Depository Participants and Registrar and Transfer Agents.
- Amalgamation, Merger and corporate restructuring.
- Due diligence of companies.
- Preparation and filing of various forms and returns under Companies Act, 2013
- Per-certification of documents required to be filed with the Registrar of Companies.
- Filing of documents in extensive Business Reporting Language to various authorities.
- Creation, Modification and Satisfaction of charges and search report thereon including filing of petition with Regional Director.
- Filing of petitions and applications before the NCLT/NCLAT and appearing as an authorized representative before the various authorities.
- Alteration of Memorandum and Article of Association.
- Process of postal ballot and working of scrutinizer.
- Shifting of Registered office from one state to another state.
- Conversion of Companies into LLP and LLP to Companies.
- Organizing and managing shareholders meetings on behalf of clients.
- Corporate consultancy in various issues in respect of operation of the Companies.
- Drafting of Board/General Meeting Resolution.
- Transfer of Shares.

### STOCK EXCHANGE, SEBI AND RBI MATTERS :

- Advising on capital market, SEBI Act, 1992, Compliance and audit of various rules, regulations and guidelines issued there under. Drafting of letter of offer and other related documents and obtaining various approvals in association with the lead merchant banker.
- Listing and delisting of shares on Stock Exchanges and assisting in the Compliance of disclosures as per the listing Regulations as required therein.
- Issuing Secretarial Compliance Report
- Filing of Documents with Stock Exchanges.
- Filing of Documents in electronic mode with various authorities.
- Compliance of Direction issued to NBFC/Banking Companies under RBI Act, 1934.
- Liaisoning with SEBI and stock exchanges, RBI, ROC, NSDL/CDSL, other regulatory authorities for varied legal issues.
- Filing and reporting of various matters with RBI.
- Drafting of various business agreements.



# Our Clientele



The professional regulations prohibit us from disclosing the names of our esteemed clients. Our clients are pioneers in their respective fields and industries and we take immense pleasure in being associated with each one of them and in making a humble contribution to the success of their businesses by rendering successful professional service.



- Manufacturing
- Healthcare
- Trading
- Entertainment
- Retailers & Distributors
- E-Commerce Companies
- Engineering
- Recruitment
- Education and Welfare
- Logistics
- Real Estate and Construction
- Government Companies
- Legal
- Various Societies / Trusts

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# Our Super Team

**Mr. Keval Katkani**

Chartered Accountant

**Mr. Siddharth Saraf**

Chartered Accountant

**Mr. AMIT BHAGYAWAN**

Chartered Accountant

**Mrs. Vibhuti Singhai**

Chartered Accountant

**Mr. Rakshay Agrawal**

Chartered Accountant

**Mr. Palash Jain**

Company Secretary

**Mr. Anil Saraf**

Advocate

**Mr. Utkarsh Jain**

Advocate

**Mr. Ankit Jain**

Advocate

**Mr. Rajeev Saraf**

Advocate

**Mr. Sunil Jain**

GST Consultant

**Mr. Manoj Jain**

PF/ESIC Consultant

**Mrs Shivani Vajpayee**

Advocate

Supporting Staff (12) consists of graduates working within their fields under respective mentors for couple of years.

# Thank You

Because, we're here to help

## OUR PRESENCE:

1. Indore
2. Jhabua
3. Nagpur
4. Guna
5. Ashoknagar



### Address

27, Bijli nagar, Bicholi Hapsi Road Indore, 452001



### Telephone

+91 9407220255



### Website

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