



# Company Secretarial Services

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IMC's company secretary division provides pragmatic and expert advice in the matters pertaining to Company Law. We assist our clients from the very initial process of company incorporation to regular compliance process and on special assignments such as Secretarial Audit, Buy back of Securities, Change related matters and others.

- **Legal opinion on Company Law and Foreign Exchange related matters**
- **Secretarial Audit**
- **Change related compliance – registered office, share capital etc**
- **Incorporation of Companies**

**We will advise and assist you in implementing all types of corporate transactions including**

- **Allotment, transfer and transmission of shares**
- **Creation of new share classes**
- **Subdivision, consolidation or re-designation of share capital**
- **Bonus or capitalization issues**
- **Drafting and re-drafting Articles of Association**
- **Company purchase of own shares or redemption of shares**
- **Group re-structuring**
- **Intra group share transfers and applications for stamp duty relief**
- **Dividend vouchers and minutes**
- **Preparation of dormant accounts**
- **Change of company name**
- **Re-registration of private companies as public companies**
- **Re-registration of public companies as private companies**
- **Re-registration of private companies as unlimited companies**

To know more details, please contact [\*\*bc@intuitconsultancy.com\*\*](mailto:bc@intuitconsultancy.com)

You can also visit [\*\*www.intuitconsultancy.com\*\*](http://www.intuitconsultancy.com)