



# AVASEC

FOR CORPORATES

Automation product for  
Company Secretarial Compliances

# Secretarial Compliances: An Overview

Companies Act 2013 has significantly enhanced the disclosure requirement by companies and its Directors to Shareholders and various statutory authorities like registrar of companies, stock exchanges, etc. Additionally, multiple penal provisions had been introduced around imprisonment and significantly high monetary penalties.

Currently, the act requires 661+ compliances and 100+ filings applicable to various types of companies, and these rules and regulations are amended very frequently by the Ministry of Corporate Affairs (MCA).

All these requirements are complex and require in-depth understanding and expertise knowledge. Currently, these complex requirements are managed by Companies' Secretarial departments manually with no technological support mechanism.

## Types of Secretarial Compliance



# CURRENT CHALLENGES



## Complex

Requires in-depth knowledge and understanding



## Highly Manual

End-to-end activities from meeting management, records preparation and compliance is completely managed manually



## Document Management

Key resources can end up spending quality time in mundane document management tasks



## High Penalties

Missing critical compliance can have high monetary and criminal repercussions



## Regulatory Changes

Regulatory provisions change frequently



# TeamLease Regtech Solution Offering

## Compliance Management



### Procedural Requirements

- List of procedural requirements
- List of good practices



### Compliance Requirements

- Company specific
- Meeting and agenda specific
- Director Specific



### Legal Updates

- Regulatory changes/Legal updates
- Available on mobile, web, platform, and email



### Master Data

- Master details of
  - Entity, Directors, Committees
  - Avoid duplication of effort during record preparation



### Compliance Status Updates

- Compliance Status Reports
- Both Meeting and Agenda Specific



### Compliance Calendars and Sync Options

- Auto population of compliance calendar
- Updation of user personal calendar





## Document Management



### Auto Generation of Records & Compliance Documents

- Records
- E-Forms
- Registers
- In both statutory and non-statutory formats



### Templatized Repository

- Ready to use editable formats
- Company type and agenda wise
  - Notices
  - Agendas
  - Resolution
  - Minutes
  - Certified true copies



### Centralized Document Repository

- All records, compliance documents
  - Easy to search
  - Sort & Filter
- Version Control
- Tamper Proofing

## Meetings Management



### Board & Committees Meeting Management

- Scheduling
- Auto creation of notices
- Sharing of notices
- Agenda Preparation
- Minutes Preparation



### Agenda Discussion

- Directors can make personal notes digitally
- Seek explanation on specific items in agenda



### Video Conferencing

- Integrated video conferencing facility for the board & CS
- Auto-storage of the recording of the meeting



## Management View



### ATRs & Task Management Module

- Create Tasks
- Assign Tasks
- Define Timelines
- Access to Directors and CS



### Configurable Reminders, Escalations & Chats

- Auto emails to user profiles for
  - Reminders, escalations
  - Compliances
  - Due dates
  - CS and Directors can initiate private and public chats



### Smart Dashboard

- Colour coded graphical representation
- Intuitive dashboards
- User specific dashboards
- Update on a real time bases

## Security



### Role Based Access

Flexible options to configure user access rights



### Highly Secure

- High security standards
- Best encryption technology



# PRODUCT BENEFITS





## About TeamLease Regtech

TeamLease Regtech is India's leading Regulatory Technology (RegTech) solutions company focusing on Governance, Risk and Compliance (GRC) Platforms and enabling Ease of Doing Business for over 1,557 legal entities across 28 States and 8 Union Territories. TeamLease offers state of the art multi-tenant, SAAS solution on its web and mobile platforms, enabling a transparent, accountable and efficient risk, compliance and audit management.

The Platform helps enhance corporate governance for Enterprise and MSME employers by enabling digitization. TeamLease serves over 11,485 corporate users located in over 12,000 plants / offices / warehouse locations, tracks 2,00,000 compliances and digitises over 1,20,000 compliance documents (Registers, Returns, Challans, others) every month. The company envisions a cashless, paperless, presence-less and a simplified compliance administration as the building blocks of Compliance 3.0.

## About TeamLease

TeamLease Services is one of India's leading human resource companies offering a range of solutions to 3500+ employers for their hiring, productivity and scale challenges. A Fortune India 500 company listed on the NSE & BSE, Teamlease has hired 17 lac people over the last 17 years and has 2 lac+ open jobs everyday. One of India's fastest growing employers, Teamlease also operates India's first Vocational University and India's fastest growing PPP National Apprenticeship Program.

The company offers solutions to large, medium and small clients across the 3Es of employment (1.5 lac+ employees), employability (2 lac+ students) and Ease-of-doing Business (1,500+ employers)





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