

# Andhra Pradesh Urban Infrastructure Asset Management Limited

Reg. Off: 4th Floor, NTR Administrative Block, Pandit Nehru Bus Station

Vijayawada - 520 013

CIN: U65999AP2016PLC103663

## **Selection of a Practicing Company Secretaries (PCS) Firm for Company Secretarial Services for a period of Six months, can be extendable for maximum next six months with mutual consent**

APUIAML intends to engage a firm for providing Company Secretarial Services on monthly retainership basis. The firm shall be registered with ICSI and should have at least one partner have valid Certificate of Practice with ICSI.

### **Scope of Services includes:**

Secretarial Documentation:

#### A. Statutory Registers:

- Maintaining of applicable secretarial records and Updation of all statutory registers.
- Any other related work like compliance advisory, guidance, coordination, and client briefing in accordance with the provisions of the Companies Act 2013/1956.

#### B. Committee, Board Meetings & AGMs

- Preparation of all Notices, Agendas and draft Minutes for Committees, Board Meetings and Shareholders General Meetings and all their related Compliance.
- Filings requisite forms/e-forms with RoC and any other concerned regulators or departments.

#### C. E-Forms:

- All e-forms under the provisions of the Companies Act, 2013 as applicable from time to time and transaction based.
- Preparation of Director's Report, Annual Reports of the Company
- Uploading/filing of all required Statutory Forms and e-forms to Registrar of Companies / Ministry of Corporate Affairs including pending e-forms if any.
- Filing of Annual Financials in AOC-4 or AOC-4 (XBRL) and Annual Returns in MGT-7 or MGT-7A and all applicable e-Forms with Registrar of Companies / Ministry of Corporate Affairs.
- Any other related work like compliance advisory, guidance, coordination, and client briefing.
- ROC: Representing before Registrar of Companies

#### D. Representations:

#### E. NCLT/NCLAT:

- Preparation and filing of all applications of condonation/ appearances /compounding / adjudication matters / petitions to ROC /Regional Director / NCLT or representing before such applicable authorities

#### F. Others:

- To independently coordinate with the clients and get the works completed within timelines
- Any other secretarial works not included above however may be necessary in the opinion of the client

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## **GENERAL TERMS & CONDITIONS FOR SELECTION OF PCS FIRM:**

- No extra charges will be paid if the same is not specified in the quote
- Payment will be made either through cheque or RTGS post submission of invoice
- Selected PCS Firm will raise monthly Invoice on:  
Andhra Pradesh Urban Infrastructure Asset Management  
Limited 4th Floor, NTR Administrative Block, Pandit  
Nehru Bus Station Vijayawada - 520 013  
GST No.: 37AAOCA6442P1ZY

**Please submit your Quote (on or before 3 pm of February 26, 2024)** in a sealed envelope at the address given below or by way of mail to [sairajesh.thota@apurban.in](mailto:sairajesh.thota@apurban.in) with a cc to [pavan.kurumaddali@apurban.in](mailto:pavan.kurumaddali@apurban.in), [harish.nawani@apurban.in](mailto:harish.nawani@apurban.in) and [sankar.modugula@apurban.in](mailto:sankar.modugula@apurban.in),

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**For any clarification on the, may please be contact to Mr. Sai Rajesh Thota (Mobile No. 8121115967)**

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### **-:DISCLAIMER:-**

The final decision to award contract shall always reside with APUIAML. APUIAML Management keeps the full right:

- (a) to take all decision in respect of the Bidding Process for selection of the PCS Firm
- (b) Not to disclose with anyone the reasons for rejection/ selection of any quote

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