



AVANTIS
A TeamLease company



AVASEC

Automate your secretarial practice!



About **Avantis**

Avantis, a TeamLease Company, 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 1,500 legal entities across 28 States and 8 Union Territories. Avantis 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.

About **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 every day. 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)

Company **Secretarial Compliances**

More than 95% of the corporates outsource their compliance activity to the Secretarial Firms. These include various types of companies

-  **Public Listed Companies**
-  **Public Unlisted Companies**
-  **Private Limited Companies**
-  **Trusts and NGOs**
-  **LLPs**

These companies need assistance with the compliances under Companies Act 2013, SEBI Regulations, Secretarial Standards and more. Currently, there are over 661+ compliance and 100+ filings applicable to various types of companies, and the rules and regulations are amended frequently by the regulatory bodies like Ministry of Corporate Affairs (MCA) and SEBI.



Current **Challenges** in front of the Secretarial Firms

Highly manual process

PCS work in a paper-based and highly people dependent manner. Staff cost is directly proportional to customers i.e. to service newer customers, additional resources have to be hired. Additionally, manual activities may also lead to errors and delays.



Data and document management

Master data and documents of multiple clients need to be stored, updated regularly, and referred to on an on-going basis. On an average 30% of the time is wasted in document management and locating the required data at an appropriate time, and more so for a copy-paste job to fill various forms, registers, and other documents.



Knowledge management

In fluid regulatory environment keeping your whole team updated with the latest changes in the law, their interpretation, applicability to your clients, and related compliance activity is a huge challenge.



Customer invoice management

Keeping track of Invoices along with the expenses incurred for each individual customer manually is time consuming and opportunity cost is much higher. With smaller teams, this activity is mostly neglected and customer invoicing / recovery is delayed leading to blockage of capital.



Meeting the due dates for all the clients

Meeting the due dates for statutory and regulatory compliance and form filing for all the clients in a short while poses a huge challenge, often resulting in missed due dates and invoking penalties.



AVASEC – Solution Offers

All compliances related to MCA & SEBI are automatically populated based on the selected agendas

Comprehensive procedure (Step-by-Step activity) for agenda specific to each company type available within the Product

Comprehensive repository of templated Agenda, Notices, Minutes, Resolutions, SEBI notifications & intimations. This facilitates generation of pre-filled documents at a click. This saves significant amount of time & effort.

Master details of all your clients such as entities, directors, committees, KMPs & auditors are comprehensively captured (via e-Form Upload) to avoid duplication of efforts during record preparation and are used for compliance applicability checks



Generates the relevant e-Form automatically based on the agendas selected in the meeting

Generates the relevant statutory registers automatically based on the relevant inputs

All regulatory changes / legal updates are available to users on a real time basis via emails, web platform and mobile app

Flexible options to configure user access rights ensuring the data is accessed on a need-to-know basis for maximum security

Multiple types of compliance reports can be generated and exported from the system as per your and the clients' needs, along with the standard reports

Secretarial rules adhered with secretarial standards (quorum, voting, meeting requirements, etc.) built into the platform to facilitate "auto compliance applicability assessment"

Comprehensive listing of Procedural requirements / activity listing (including good practices) available within the platform

Rich and colour coded presentation of the real-time status of the actionable items for yourself and the team in a graphical form with drill down capability

Benefits of AVASEC – DFM

AVASEC-DFM enables in catering to more clients with greater client satisfaction with limited team & resources, less effort and time, and reduced cost of operations.

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Digitization of customer invoice tracking and generation



Access to Authorized Users and round-the-clock access to authorized users

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Automation increases team's efficiency, reduces cost and increase practice margins

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Provides a real time status of customer's compliances



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Centralized repository of all customer documents



Effective management of employee timesheets and expenses

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Facilitates standardization of records and documentation due to templated repository

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One-click document generation for minutes, resolutions, e-forms, registers, etc



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Automates secretarial practice with digital transformation



Timely legal updates

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Online support from experienced company secretaries

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Facilitates "Self Onboarding" of customer data on the platform





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