

Kapgrow Corporate Advisory Services Private Limited

An Introduction

We inspire growth

Consultants????

How does it feel having so many consultants – one for each area like HR matters, strategic management matters, policy decisions, employee engagement, recruitment solutions, training solutions, corporate laws, direct taxes, indirect taxes, labour laws, industrial laws, POSH, environmental laws, export – import matters, FEMA matters, certifications under corporate laws, dealing with ROC, SEBI, MCA, POSH, GST, etc.

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How would you feel if you get all these services under one roof??

- Your search for a **one-stop solution** ends with us.
- We offer all these services and a lot more.
- ***Our motto “We Inspire Growth” is evident from the fact that we provide you all the services that you would need right from the incorporation of an organization and throughout its life....***

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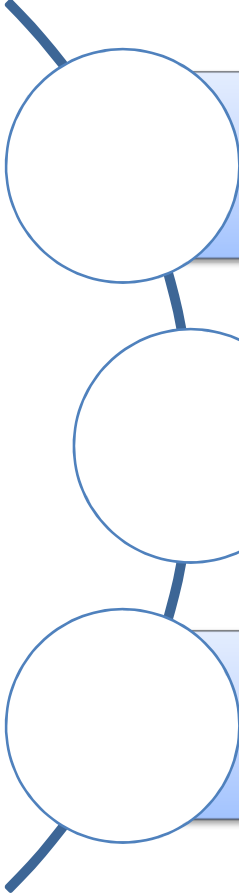
Kapgrow

*Kapgrow is a **Knowledge Company** that believes in the power of the human capital. We believe that everyone has the capability to do wonders and achieve excellence, they only need the right direction and guidance. We at Kapgrow are always ready to nurture people. The **investment in human and intellectual capital is the best investment** that is bound to deliver returns irrespective of the market conditions.*

*Our USP is that we are a **one stop solution** for all your corporate needs. Our Team of professionals would give you practical solutions that would help your organization to implement various new initiatives in a smooth manner. To know more about us, please visit www.kapgrow.com*

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Our Divisions



HR Consultancy

Management Consultancy

Legal & Secretarial Division

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Human Resource Division

We provide the following specialized HR services:

- Talent Acquisition / Recruitment
- Training & Development
- Employee Engagement Activities
- Employee surveys
- Designing JDs, KRAs, KPIs
- Designing & Implementing Performance Management Systems (PMS)

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Human Resource Division

- Payroll management, Salary Structuring, etc
- Consultancy and assistance in Planning for bringing in efficiency in terms of costs and time w.r.t. Labour and Industrial Law Compliances
- Advisory / Training on new Labour Codes; Transition from old to new labour laws, etc
- Advising on management of various trusts like Employees Provident Fund, Employees Gratuity Fund, Employees Superannuation Fund etc.
- Employee Awareness and Sensitization on POSH, Nomination of external member on IC
- Handling Trade Unions, Employee Unions, etc

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Human Resource Division

- Assessment of Training needs of the Company
- Organizing various trainings for the employees like
 - ✓ Infusing Creativity in employees
 - ✓ Team Building
 - ✓ Communication & Presentation Skills
 - ✓ Business Etiquettes
 - ✓ Motivational and Morale Boosting
 - ✓ Achieving Management Excellence
 - ✓ Health & Wellness
 - ✓ Financial Prudence in decision makingthe list goes on...
- Assessment of effectiveness of training

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Management Consultancy Division

- Designing internal structure of the organization
- Handling turnaround of under performing / ailing business units
- Preparing senior management team in the following areas:
 - Strategic Management
 - Management in the dynamic economic environment
 - Tactical Management
 - Crisis Management
 - Critical Analysis
- Counselling & Mentoring for Managers

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Management Consultancy Division

- ✓ Designing & Development of effective Management Information System (MIS) covering macro and micro areas for the organization
- ✓ Advisory on Corporate Strategy
- ✓ Development of Business Plan/ Business Model
- ✓ Change Management
- ✓ Corporate Restructuring
- ✓ Organization Behaviour (OB) & Organization Development (OD) interventions

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Legal & Secretarial Division

We provide the following services:

- ✓ Incorporation of Companies
- ✓ Trainings on various Laws, Contracts, etc
- ✓ Compliance Management, Reviews and Audit w.r.t. any Law
- ✓ Consultancy in Corporate Law matters
- ✓ Compliance with POSH law
- ✓ Transition to new legislations (e.g. GST)
- ✓ Advisory w.r.t. Labour & Industrial Law matters & Labour Law Audit

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Legal & Secretarial Division

- ✓ Drafting of contracts and agreements
- ✓ Other secretarial services like certification and filing of e-forms, handling postal ballots, acting as scrutinizer, etc.
- ✓ Advisory Services on direct and indirect tax matters
- ✓ Registration under various Acts like GST, PAN, TAN, PSTD, Shops & Establishments, Professional Tax, etc.
- ✓ Matters pertaining to FEMA, Foreign Collaboration, Technical Collaboration, including royalty and other remittances, etc.
- ✓ Advisory on various laws & Trainings thereon
- ✓ Tax Planning Services

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POSH Services

- ✓ Policy Making
- ✓ Formation of Internal Committee (IC)
- ✓ Nomination of external member on IC
- ✓ Sensitization and Strategic Guidance to Senior Management Team
- ✓ Orientation session of members of IC
- ✓ Sensitization of HR Team as the first responder
- ✓ Awareness sessions for employees across all levels
- ✓ Conducting Inquiries into Complaints
- ✓ Counselling employees to settle matters in informal process
- ✓ Drafting of documents pertaining to complaints
- ✓ Drafting of final order of the IC
- ✓ Ensuring proper compliance with the law
- ✓ Making of Annual Return
- ✓ Legal opinion & Advisory
- ✓ Regular updates w.r.t. to latest court rulings, corporate trends, etc

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Why Us???

*We, at Kapgrow, understand the business environment and the **Psyche of the Indian workforce**. Our team consists of professionals who possess the legal knowledge, are experts on people issues and can handle the queries from the employee as well as organization perspective.*

We will give you a complete view on the law, its impact on the organization and the employees as well as the steps to be taken by the management so that things do not go out of hand.

Our team members bring on board a unique combination of Legal, HR, OB, OD as well as Training experience. Moreover, they have an extensive experience of working at various levels in the corporate set-ups in Indian Companies as well as MNCs so they are well aware of the nuances of the corporate world.

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Why Us???

We have experts who would be handling each POSH session. ***A Team of one Male and one Female trainer shall be taking up each session so as to cover the aspects related to both the genders.***

As on date, our team members have been nominated on more than 15 IC panels for various clients.

Our team members have legal knowledge and have been working closely with various corporates to ensure a harassment free workplace for all employees. We guide you on the Legal, HR as well as organizational aspect of the matter and provide you the solution that takes care of the perspective of all the stakeholders and is in the best interest of the organization.

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Why Us???

Our clients always fall back upon Kapgrow for an 'out of the box' solution to their problems and we have been able to deliver more than their expectations every time.

The solution given to you by our team shall always be well thought of from an organizational perspective, keeping all the stakeholders in mind; very much practical as well as in compliance with the law.

It will always be a "customised solution" and never a "copy-paste job"

Our Clients have saved a lot of efforts, resources and money by acting upon the advises of experts at Kapgrow!!

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Some of our Esteemed Clients...

- ❖ Fareye
- ❖ GAIL
- ❖ Tata Motors
- ❖ Goodyear India
- ❖ SRF
- ❖ The Supreme Industries
- ❖ Marelli India
- ❖ Quy Technology
- ❖ Qube Cinema Technologies
- ❖ Relaxo Footwear
- ❖ SSIPL Retail
- ❖ Precimeasure Controls
- ❖ Avery India
- ❖ Discovery Communications
- ❖ Quippo Oil & Gas
- ❖ Scania Commercial Vehicles India
- ❖ Subros India
- ❖ Innisfree Cosmetics
- ❖ National Fertilizers Limited
- ❖ Indian Coast Guard
- ❖ Indian Navy
- ❖ Eupheus Learning
- ❖ Visible Alpha Solutions
- ❖ Karcher Cleaning Systems
- ❖ BCCI
- ❖ AVI-Oil
- ❖ Massive Restaurants
- ❖ Indiannica India
- ❖ ITC Limited
- ❖ Zodiac Clothing
- ❖ Sunrise Sports
- ❖ Shoghi Communications
- ❖ Globus Infocom
- ❖ Netsurf Communications

..... and many more.....

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