



Seamless Compliance
Empowering Business

J & A ASSOCIATES COMPANY SECRETARIES

- ▶ **CORPORATE GOVERNANCE**
- ▶ **SECRETARIAL COMPLIANCE**
- ▶ **LEGAL ADVISORY**
- ▶ **MANAGEMENT CONSULTING**

A photograph of three business professionals (two women and one man) standing in a modern office with large, curved glass windows. They are silhouetted against the bright light coming through the windows. The office interior is visible through the glass, showing desks and chairs. The overall color palette is blue and white.

ABOUT US

J & A Associates, Company Secretaries, a Peer-Reviewed entity by the Institute of Company Secretaries of India (ICSI), upholds the highest professional standards. Founded in 2025, our firm is built on a shared vision to provide end-to-end support to a wide spectrum of entities, including Private, Public, Listed, and Government Companies, NBFCs, Banking Companies, Securities Market Intermediaries, LLPs, and businesses with foreign presence.

A women-led firm of Practicing Company Secretaries, we combine deep expertise in corporate laws with hands-on experience across diverse sectors. Our solutions are strategic, compliance-focused, and governance-driven—crafted to meet the evolving needs of modern businesses.



OUR SERVICES

Our core areas of expertise include:

Corporate Law & Secretarial Compliance

- ❖ Incorporation of Companies, LLPs, Trusts, and other forms of business concerns;
- ❖ Support in preparation and maintenance of Statutory Registers and records;
- ❖ Drafting and vetting of board / general meeting resolutions and minutes of meetings
- ❖ Preparation, certification and filing of various Forms and Returns under the Companies Act, 2013 and Rules made thereunder
- ❖ Legal opinion on provisions of Companies Act, 2013 and Rules made thereunder

Securities & Capital Structuring

- ❖ Advisory on issue and allotment of securities including private placements,
- ❖ Drafting and vetting of offer documents for issuance of securities and commercial papers in line with RBI and SEBI Regulations
- ❖ Capital structuring guidance including term loans and working capital planning.

Specialized NBFC & RBI Compliance

- ❖ End-to-end compliance support for Non-Banking Financial Companies (NBFCs), including regulatory filings, internal policy creation, and advisory in line with RBI and SEBI norms.

Corporate Governance & Legal Advisory

- ❖ Legal opinion on SEBI, RBI, FEMA and other regulatory frameworks;
- ❖ Support in corporate governance practices including CSR advisory, risk management, and internal controls.

Audit & Assurance Services

- ❖ Secretarial Audit as per the provisions of the Companies Act
- ❖ Reconciliation of Share Capital Audit Report under Regulation 55A of the SEBI Depositories' Regulations
- ❖ Annual Secretarial Compliance Report as per SEBI requirement
- ❖ Due Diligence of records of the Company and Due Diligence for Banks as per RBI requirements
- ❖ Internal Audits for Companies

Drafting, Vetting & Internal Documentation

- ❖ Preparation or vetting of Agreements, including but not limited to shareholder agreements, non-disclosure agreements, business purchase agreements, commercial agreements, service agreements, financing agreements, customized agreements in connection with transactions between company and its stakeholders etc.
- ❖ Internal Policies and Standard Operating Procedures as stipulated by laws or as part of good corporate governance practices

Certification

- ❖ Certification and filing of Annual Returns, event-based e-Forms, and other statutory filings under the Companies Act, 2013
- ❖ Certification under FEMA and SEBI Regulations

PARTNERS PROFILE

CS Jinu Mathen, MBA, FCS

Founding Partner

Membership No.: F12280 | **COP No.:** 26479

- ★ Post Graduate in Business Administration (MBA) and a Fellow Member of the Institute of Company Secretaries of India (ICSI) with over 12 years of experience corporate compliance, governance, and regulatory advisory
- ★ Former Company Secretary & Compliance Officer of Muthoot Homefin (India) Ltd, an NBFC and subsidiary company of Muthoot Finance Limited
- ★ Hands on experience in Public Issue and Private Placement of Non-convertible Debentures (NCD) and the listing thereof on BSE Limited.
- ★ Former Treasurer, Secretary and Vice-Chairperson of ICSI Kochi Chapter and currently the Chairperson of the Kochi Chapter
- ★ Faculty member of the ICSI Kochi Chapter

CS Arya Devu, M. Com, FCS

Founding Partner

Membership No.: F13398 | **COP No.:** 24782

- ★ Post Graduate in Commerce and a Fellow Member of Institute of Company Secretaries of India (ICSI) with over 9 years of experience in corporate compliance, governance, and regulatory advisory
- ★ Practicing Company Secretary since the year 2020 offering tailored secretarial and legal support across diverse sectors
- ★ Served as a Consultant Company Secretary at Ind-finity Corporate Services LLP, specializing in Governance, Risk & Compliance and Board Advisory.
- ★ Former Company Secretary of Eastern Mattresses Private Limited, part of the Meeran Group (formerly known as Eastern Group)
- ★ Former Company Secretary & Compliance Officer of Muthoot Vehicle and Asset Finance Limited, an NBFC and the vehicle & asset finance division of the Muthoot Group.
- ★ Hands on experience in Public Issue and Private Placement of Non-convertible Debentures (NCD) and the listing thereof on BSE Limited.
- ★ Director of Smarther India Private Limited, a company incorporated for the empowerment of women entrepreneurs.

Whether launching a new venture or expanding an existing one, J & A Associates helps you build a strong, future-ready corporate structure. From entity setup to critical business decisions, we provide end-to-end support that ensures compliance, clarity, and growth. Guided by integrity and professionalism, our tailored solutions are designed to align with your goals and help your business thrive in a complex regulatory environment.

*Let's connect to explore
how we can support your growth journey.*



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