



**NITIN MITTAL & CO.**  
CHARTERED ACCOUNTANTS (ISO 9001:2015)



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## The Organisation

The Nitin Mittal & Co. was formed in August 2001 as a Chartered Accountancy firm. with the aim of providing a comprehensive range of services to various industries including Finance, IT Enabled /BPO, Consultancy, Manufacturing, FMCG Distributors/ Retail etc. with soaring aspiration and zeal to succeed, the Firm endeavours to be recognized as reputed professional managed .We are an innovator in Financial, Management Consultancy, Risk Management, Auditing, Taxation and Corporate Laws. In particular our office is staffed by people who understand the business culture, management requirements and multiple laws and possess the professional expertise that the market demands.

In the globally competitive & complex business environment of today, NMC has been playing a small but meaningful role in adding strength to the growth of Corporate India. NMC works diligently towards the faithful discharge of all implicit & explicit responsibilities to its multiple customers, be it clients, staff, the regulator or society.



We are empaneled with Public Sector Banks, Registrar of Societies and Comptroller Auditor General of India. We are working for almost all major PSU banks on different assignments/audits.

We are an ISO 9001:2015 certified firm. We are one of the few firms which are peer reviewed by ICAI.

We are working for national level NGO's, societies, listed companies, private limited companies, trusts, foreign corporates, expats, firms etc.

We have state of the art infrastructure, own servers, dedicated connectivity, in-house audio/video conference facility, board room with projector system etc.

We have got a good team including Chartered Accountants, Lawyers, Company Secretaries, retired senior manager and above rank bank officials, accountants , audit assistants, trainees etc.

### Empanelment

**We are registered and on panel of**

- Comptroller and Auditor General of India
- Registrar of Societies
- Nationalize Banks for different concurrent audits, internal audits and stock audits
- Reserve Bank of India for statutory audit of bank branches





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## Meet the Partners



CA Nitin Mittal  
B.Com (Hons.), FCA, MBA, LLB  
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nitin@nmcindia.net

The Founder and Partner of the firm. A Fellow Member of the Institute of Chartered Accountants of India (Since 2001) having a professional and business experience of two decades. A Tech-savvy Chartered Accountant with a diverse background with exposure to Accounts, Audit, Budgeting, MIS, Secretarial work, RBI, Taxation, T.D.S., Payroll and Customs.

He is an expert on matters related to start-ups.

As well as his management responsibilities, he continues to take personal responsibility for a number of the firm's long-standing clients. He assists clients with business and strategic planning, mergers & acquisitions, Due Diligence, internal controls and increasing operating efficiency. He has been responsible for numerous assignments in the multinational tax and transfer pricing areas, corporate-wide reorganizations, coordination of provision of global tax services, representation at various levels at tax authorities and other related tax matters. Currently he heads up the Income Tax, Management Consultancy division and Start up division of the firm



CA Dinesh Kumar  
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Forensic Auditor  
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A Fellow member of the Institute of Chartered Accountants of India, since 2001. Dinesh is an avid reader and a keen follower of the Regulatory requirements of the country. He is also responsible for staff matters, and continuing education and upgradation of skills of the firm's team.

He is currently heading the finance & accounting division. He is responsible for finance and accounting function of domestic and international clients. He has wealth of experience in handling accounting process migration and has been involved in migration of several processes – both for domestic and international clients.

Apart from the routine services, he is also looking after the loan syndication and representation before the financial institutions and banks. He has successfully completed numerous audits of large and medium size companies under both statutory and GAAP accounting rules. Dinesh has successfully balanced his broad audit expertise with personal service. He serves his clients not only as a trusted advisor, but also as a valuable friend focussing on the client's best interest.





## Team

We have a team comprising of Chartered Accountants, Company Secretaries Lawyers and Executives, who are committed to achieve the client's expectations and maintain high standards of professional ethics and ensuring regulatory compliances.



CA Mukesh Dutt  
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An Associate member of the Institute of Chartered Accountants of India since 2018. Mukesh is resident expert of audits and leads our Audit Division.

He has in depth knowledge of corporate laws, audit standards etc. for Statutory Audit, Tax Audit and Internal Audit. He has been exposed to audits of various companies in different sectors. He is also exposed to audits in ERP (SAP) environment. Apart from the above areas, he has good exposure in formulation of Standard Operating Procedures (SOPs).

He has a considerable experience in audit and accounts, carries wide experience in reviewing and analyzing existing systems and procedures and setting up appropriate internal control procedures for manufacturing, trading and service companies. With years of experience, he has developed considerable expertise encompassing Indian GAAP, US GAAP, accounting, auditing, management consulting, and quality control.



CA Ajay Kumar  
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An associate member of the Institute of Chartered Accountants of India since 2015. He is heading the Indirect Tax team along with International Tax Team.

He is responsible for international taxation related compliances, FEMA /RBI compliances, Import/Export incentives and compliances. He also heads training and knowledge sharing activities for the firm. He advises clients on various Goods and Service Tax (GST) matters including compliances and is a trusted Advisor to them. Actively assisting with various MNC's and Indian Clients on indirect tax matters including GST, FEMA, International taxation advisory, cross border tax structuring, domestic and international tax litigation, direct tax due diligence, transfer pricing, etc. for clientele spanned across industries, including various start up and established corporates.

In addition to his responsibility for a broad range of clients, he also takes a particular interest in the professional education of the firm's trainees. He is responsible for the firm's people strategy, including recruiting, performance management and creating a learning environment. His vision is an organization that inspires loyalty.





## Our Services

### Audit & Assurance

- Statutory Audits
- Internal Audits
- Tax Audits
- Compliance Audits
- Secretarial Audit
- GST Audits
- Cost Reduction Audit
- US GAAP

### Finance & Accounting

- Book Keeping & Accounting
- Taxation (Direct & indirect)
- Fixed Assets Management
- Reconciliation – parties, banks and inter countries
- MIS & Budgeting
- Vendor Management
- Cash flow & Fund flow
- Preparing their annual accounts
- Maintaining accounting records in all platforms including
- SAP, Oracle, Quick books etc.
- Fund & Cash management



### Goods & Service Tax

- GST Registrations
- Filing of GST Returns and related compliances
- GST Annual returns
- GST Consultancy/Advisory on various issues of GST
- GST Audits as per GST Act, 2017
- Compilation and Maintenance of Input Tax Credit records and others under GST Regime
- Supplier/Buyer Management
- HSN Code Finder
- E-way bill related advice and training
- Filing of GST refunds with the Goods and Services Tax department and related representation before GST Department
- Representation before various Tax Authorities in assessments, appeals and against show cause notices, etc.

### Investment Planning

- Portfolio Management
- Infrastructure Bonds
- RBI Bonds
- Company Deposits
- Mutual Funds
- Shares
- Investment of Capital Gain money





## Our Services

### Legal & Secretarial

- Registration & Incorporation of companies, private, public., NPO and Drafting of Memorandum and Articles of Association of Companies etc. as best suited to the business.
- Assist clients in completing their documentation for filing with the Registrar of Companies, both on an annual basis and in relation to events or activities and maintenance of records for compliance.
- Assisting corporate in drafting of their Subscription Agreement and Shareholders Agreement. The process also involves interaction with the key employees, prospective investor and venture capital entities.
- Assisting Clients to draft their legal and other agreements encompassing various aspects of their business.
- Assistance to Indian Corporate in drafting of their Transfer Pricing Agreements.
- Drafting and implementation of ESOP for various IT companies. Plans have also been devised for Indian companies who have parentage overseas.
- Assistance in establishing branch office, liaison office, project office or other similar offices in India by foreign entities and overseas by Indian entities.
- Assistance in drafting of Foreign Collaboration Agreements, Joint Venture Agreements and other legal agreements Rendering advice to corporate on their ex-pat employees/ consultants.



### Management Services

- Conceptualization of Business plan  
Location/ initial infrastructure planning and short selection
- Company incorporation including drafting of Memorandum and Articles of Association
- Obtaining initial regulatory approvals
- Obtaining EOU/ STPI/ Customs registrations and approvals
- Compliance with local laws of the state
- Designing the corporate structure
- Establishing the systems, policies, procedures for smooth conduct of business
- Corporate Tax Planning
- Assistance in Administrative and Human Resource functions for initial set up the organization.

### Payroll Processing

#### Input Analysing activities

- Analysing Organisation payroll policy
- Input validation

#### Payroll Calculation

#### Reporting process

- Statutory compliances like PF, ESI, TDS, etc.
- Payout
- Reporting and Accounting





## Our Services

### Start-Up India

- Advisory in business setup
- Structuring
- Tax planning
- Accounts outsourcing
- Buy side/ Sell side due diligence
- Business advisory & mentoring
- Legal & secretarial compliance including FEMA compliance
- Providing virtual CFO Services
- Process mapping & documentation

### STPI Services

- Foreign equity is allowed up to 100%
- Single-window clearance approval scheme.
- Permission to set up STP anywhere in India.
- Import of software and hardware goods for the business is allowed completely duty-free.
- Provision for import of second-hand capital goods.
- Provision to re-export the capital goods.
- Permission to start call centers.



### Other Services

#### Registration & Compliances under the labour laws:

- Shops & Establishment Act
- Employees' Provident Funds & Miscellaneous Provisions Act
- ESI Act
- Actuary Valuations
- Assistance in Obtaining 80G and 12A certificate to non-for-profit organisations from the Income Tax Department, granting their donors the ability to avail of a tax deduction on donation.
- Liaison with the Reserve Bank of India for FEMA/RBI compliances/approvals for both import, export etc.
- Issue/Transfer of shares between residents, non-residents/foreign companies including FEMA compliances.
- Regulatory compliances wrt STPI/SEZ/ EOU schemes.
- Approvals under the customs/excise wrt Foreign Trade
- Policy for duty free imports etc.
- Assistance in availing export incentives under Merchandise Exports from India Scheme and Service Exports from India Scheme
- Assistance in registration as star exporter  
Obtaining Export Credit Guarantee Corporation policies





## Our Services

### Taxation Services

#### Direct Tax Services

- Filing Tax Returns – Corporate and Non-Corporate
- Advisory on tax payments
- Tax Due Diligence
- Transaction Structuring
- Tax planning – Corporate and Non-corporate
- TDS Compliance services
- Devising employee emoluments structure
- Bulk filing of employee returns

#### Indirect Tax Services

- Sales Tax/VAT assessments for different states, including Haryana, U.P. & Delhi
- Custom & Central Excise refunds and assessments
- Compliances of Foreign Trade Policies
- Service Tax assessments & assistance in audits
- All services in GST, please refer GST under What we deliver



### International Tax Services

- Transfer Pricing Study – Determination of financial transactions at arm's length price, ensuring transactions adhere to regulatory framework and assist in filing report under section 92E of the Income Tax Act, 1961.
- Advisory on International Taxation – International tax treaties (DTAA), handling of transnational company affairs, international tax planning covering inbound and outbound investments.
- Expatriate Tax Advisory & Compliance services
- Assistance in tax compliances wrt to International transactions
- Filing for Form 3CEB
- Filing of Form 3CEAA and maintaining the master file
- Country by Country Reporting (CbCR) compliances

### Litigation

- Review and analysis of past assessments for Income Tax and Wealth Tax
- Preparing submissions and grounds of appeals for Income Tax and Wealth Tax
- Appeal before Commissioner Appeals and Appellate authority for Income Tax and Wealth Tax
- Appeal before Dispute Resolution Panel (DRP) for international taxation
- GST /VAT assessments and appeals
- Service Tax audit, appeals, revision, refunds and assessments
- Excise and Customs assessments including SAD refunds





## BPO Services

### Start-Up India

**NMC can assist in the following:**

- Advisory in business setup
- Structuring
- Tax planning
- Accounts outsourcing
- Buy side/ Sell side due diligence
- Business advisory & mentoring
- Legal & secretarial compliance including FEMA compliance
- Providing virtual CFO Services
- Process mapping & documentation

### Human Resources

- Providing you with skilled professionals who are focused specifically on HR
- Helping you reduce and manage operating costs
- Improving employee relations
- Employee and manager training
- Benefits administration
- Employee orientation programs.



### Virtual CFO Services

- Provide accurate and timely financial intelligence to accelerate your business growth
- Fuel your business with virtual CFO services – from accurate numbers to financial metrics
- Strategic Support
- Management Reporting
- Forecasting & Planning
- Financial Analysis
- Become investor ready. Raise capital with ease.
- Financial Management, minus the stress
- Hassle-free, timely compliance

### Why NMC

Why our core business process expertise, approach to empowering people & world class service delivery can help support your business objectives. What really distinguishes Nitin Mittal & Co. in the business process outsourcing marketplace are three important factors:

- our core business process expertise,
- our approach to empowering people
- our ability to partner with client and our world-class service delivery all of which are critical to helping clients manage more effectively and build shareholder value.





## Clientele



**Information Technology & Software**



**IT Enable /BPO**



**Manufacturing Concerns**



**Garment Manufacturers**



**FMCG Retailers/ Distributors**



**Industrial Trading Concerns**



**Liaison Offices in India**



**Education & Welfare**



**Food Processing**



**Pharmaceuticals**



**Real Estate & Construction**



**Travel, Tourism & Leisure**



**Aviation**



**Financial Institutions**



**NGO**



**Petrochemicals**





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