



**NITIN MITTAL & CO.**

**CHARTERED ACCOUNTANTS**

**Head Office:**

**105, Anupam Plaza  
6, Local Shopping Centre  
Ghazipur, Delhi-110096  
nitin@nmcindia.net, 9810147514**

**Branch Office:**

**C-21B, Ground Floor  
South Extension-I  
New Delhi-110049  
skg@nmcindia.net, 93111-15404**

**Branch Office:**

**B-350, Defence Enclave,  
Sardhane Road, Kankarkhera,  
Meerut, Delhi-110096  
dinesh@nmcindia.net, 98182-36300**

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## **ABOUT US**

Nitin Mittal & Co. was formed in August 2001 as a Chartered Accountancy firm. The said concern is a partnership concern based out of Delhi having its branch office at Meerut.

Our strategic policy is concentric operations and accordingly we render specialized and innovative professional services with speed, accuracy and reliability. It is speed that derives from sizeable infrastructural support and an extensive base of associates, accuracy that result from an understanding of the science and reliability that only commitment can bestow.

Today our world is being brought together not simply by the mandate of nations, but by the power of individuals who allow themselves to hope for a better life. Nothing holds greater possibility than a world with hope for its own future. Although the road may not be easy or quick we think we can help our clients achieve even greater success.

Our mission is to serve our clients with creativity, which is brought about by out of the box thinking, enthusiasm, which stems from the blend of young, experience and dynamic team members, diligence assured by cumulative years of firms experience and vision which is captured by pre-empting client needs. This principle is at the heart of our work.



## **FOUNDER**

### **Nitin Mittal**

**B. Com (Hons.), FCA, MBA**

A Fellow Member of the Institute of Chartered Accountants of India having a professional experience of over 10 years. 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 and has demonstrated capability to register companies as 100% EOU unit with NSEZ (formerly NEPZ) including other legal formalities with Customs, Sales Tax.

He has been the visionary on whose ideology the organization treads along today; ready to step into the new era of rendering professional services of the highest standards globally. He has lead from the front, playing a key role in the strategic growth of the organization.

As well as his management responsibilities, he continues to take personal responsibility for a number of the firm's long-standing clients. He also has considerable interest in the development of new, entrepreneurial businesses

+91-98101-47514, [nitin@nmcindia.net](mailto:nitin@nmcindia.net)



## **PARTNERS**

### **Dinesh Kumar**

B.Com (Hons.), FCA

A Fellow member of the Institute of Chartered Accountants of India, since 2001.

Earlier he was working with a reputed chartered accountant firm, having its branches in many cities across India, and has handled several prominent clients. He is also responsible for staff matters, and takes a particular interest in the professional education of the firm's trainees.

He is currently looking after the finance & accounting activities of MNC clients. He has successfully completed numerous audits of large and medium size companies under both statutory and GAAP accounting rules.

+91-98182-36300, dinesh@nmcindia.net

### **Sunil Kumar Gupta**

M.Com, FCA, DISA, LLB

Member of the Institute of Chartered Accountants of India since 2004. Sunil is resident expert of audits and leads our Audit Division.



Apart from the routine audit services, he is also looking after the loan syndication and representation before the financial institutions and banks. Sunil 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.

+91-93111-15404, [skg@nmcindia.net](mailto:skg@nmcindia.net)

**Nikhar Gupta**

B.Com (Hons.), ACA

An associate member of the Institute of Chartered Accountants of India. He is responsible for directing the Assurance and BPO activities for a number of professionals and provides services to a broad range of clients.

He has been assisting various Multi National and closely-held companies, and has specialized expertise in servicing clients in Information Technology and Service industry. In addition to his above mentioned responsibilities, he heads the specialist department dedicated to the affairs of overseas investors in India and is a member of the firm's IT Committee. He is currently looking after Audit and Assurance and BPO activities.

+91-98101-31816, [nikhar@nmcindia.net](mailto:nikhar@nmcindia.net)



**Manoj Jain** B.Com (Hons.), ACA

An associate member of the Institute of chartered Accountants of India. Manoj is an avid reader and a keen follower of the Regulatory requirements of the country and the guidelines of the Institute of Chartered Accountants of India. He has successfully completed numerous audits of large and medium size companies under both statutory and GAAP accounting rules.

+91-98102-52425, manoj@nmcindia.net

**Mohit Sharma** B.Com (Hons.), ACA

An associate member of the Institute of Chartered Accountants of India. Apart from the routine tax compliance services, he is also looking after the litigation and representation before the tax authorities. Mohit has successfully balanced his broad tax expertise with personal service. He serves his clients not only as a trusted advisor, but also as a valuable friend keeping the individual needs of his clients in the forefront.

+91-99103-59992, mohit@nmcindia.net

**Yogesh Sharma** B.Com (Hons.), ACA

An associate member of the Institute of Chartered Accountants of India. He has a good background with exposure to Accounts, Audit, Budgeting, Secretarial work, T.D.S., and Customs.

+91-98710-52872, yogesh@nmcindia.net

## **SERVICES**

### **Legal & Secretarial**

- Registration & Incorporation of companies
- 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.

### **Finance & Accounting**

- Finance & Accounts
- Tax (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
- Fund & Cash management

## **SERVICES**

### **Payroll Processing**

- Salary compositions/ break up
- Preparation of salary masters
- Preparation of monthly payroll sheets
- Tax withholding from the payroll
- Preparing secure pay slips
- Arranging the payment of salaries by preparing Bank transfer advise in bank specific formats
- Taking care of the all the Income Tax forms as well

### **Management Services**

### **India Entry Strategy Services**

Today India is looked at as an investment destination by many international organizations. We have been assisting global organizations in their India entry strategy by providing an end to end solution by acting as a single window. Our services include the following:

- 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 EOUE/ 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

## **SERVICES**

### **Taxation Services**

Few areas of commercial life are as challenging and constantly changing as tax. Our sophisticated tax department provides a level of technical skills of the highest order, supported by many years' experience of tax planning and assessments at the Income Tax Department.

#### Direct Tax Services

- Filing Tax Returns – Corporate and Non-Corporate
- Advice on payment of advance tax
- Tax planning – Corporate and Non-corporate
- TDS Compliance services
- Devising employee emoluments structure
- Bulk filing of employee returns
- Fringe Benefit Tax compliances

#### Indirect Tax Services

- Sales Tax/VAT registration & compliances for different states, including Haryana , U.P. & Delhi
- Custom & Central Excise compliances
- Compliances of Foreign Trade Policies
- Service Tax registration & compliances

### **Litigation**

- Review and analysis of past assessments
- Preparing submissions and grounds of appeals
- Appeal before Commissioner Appeals and Appellate authority

## **SERVICES**

### **Transfer Pricing**

- Devising long term strategy
- Assisting in maintenance of documents
- Assisting in Transfer Pricing study
- Conducting Transfer Pricing audit
- Assisting in Transfer Pricing assessments

### **Other Services**

- Registration & Compliances under the labour laws
  - Shops & Establishment Act
  - Provident Fund Act
  - ESI Act
  - Actuary Valuations
- 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.

### **Audit & Assurance**

The firm endeavors to understand the client and its business needs before chalking out an audit programme.

- Statutory Audits

The guiding principal of a statutory audit assignment is to ensure that the financial statements prepared by the management give a true and fair view. We review compliance with accounting procedures, provisions of various law, standards and guidelines in accordance with the Generally Accepted Accounting principles to ensure that financial statements are free of any misstatements, errors and discrepancies.

## **SERVICES**

- Internal Audits

An internal audit is a vital tool in corporate governance. It provides independent assurance that the key risks facing an organization have been identified and managed, and that systems and controls are robust and appropriate.

- Tax Audits

We conduct Tax Audit of assesses as required under Section 44 AB of the Indian Income Tax Act. This involves reporting on the certain factual details by assesses to the Income Tax Department to enable proper assessment of tax by the Department

- Compliance Audits

We conduct compliance and secretarial audits. It helps strengthen the Corporate Governance in an organization. Compliance audit assists Audit Committee Board by providing the status of various management compliances.

It also assists in evaluating of the effectiveness of internal control and compliance mechanism within an organization.

- System Audit

Audits are no more restricted to accounts related tick and bash, which, in our case, has become a minor part of the overall gamut of activities covered. Process flows in an organization are mapped along with their internal controls etc. as part of an audit, other than checking into routine accounts etc.

Conducting systems and management audits with recommendations on efficiency and propriety of decisions.

## **CLIENTELE**

The services that we provide are based upon a deep knowledge and understanding of the local and international market conditions at the macro and micro levels. 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.

Our aim is to build a niche for ourselves as a *single window access* professional concern. Our philosophy is based upon building deep and long lasting relationships rather than to seek profit exclusively from short-term opportunities.

### **Key Industries served:**

- Information Technology & Software
- IT Enabled /BPO
- Manufacturing
- Garment Manufacturers
- FMCG Retailers/ Distributors
- Industrial Trading Concerns
- Foreign Companies having Branch / Liaison Offices in India.
- Education & Welfare
- Food Processing
- Pharmaceuticals
- Real Estate & Construction
- Travel, Tourism & Leisure
- Aviation
- Pharmaceuticals

PS: References available on request