

Annual Engagement Proposal

Background

On behalf of the entire corporate services team of Taxmantra, we appreciate your taking time out of your busy schedule and communicating your interest in experiencing our services. In this regard, we will be glad to extend our services for FY 2017-18.

Scope of Work

A- Accounting , RoC and Taxation Compliances:

(1) Review and Maintenance of books of accounts-

In this, we would provide the following:

- Review of all financial data in Quickbooks/Tally ERP 9
 - Review of drawing up of Profit and loss statements
 - Review of drawing up of Balance Sheet
 - Review of drawing up of Trial Balance
 - Finalization of Accounts
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Scope of Work

(2) Filing of return of income relating to Income Tax -

This would include following:

- Preparation/filing of the Income Tax Return for the financial year ended March 31, 2018;
- Tax Planning and Advice;
- Deriving Form 26AS (TDS Statement) from Income Tax website;

(3) Filing of returns with the Registrar of Companies (RoC)-

This includes filing of necessary forms by a LLP on annual basis with MCA, as mandated by LLP Act, 2008 which necessarily includes :

- Form 11 - Annual Return of Limited Liability Partnership
 - Form 8 - Statement of Account & Solvency
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Scope of Work

(4) Monthly TDS Payments: This would include following:

- Monthly Calculation of TDS payments (to be paid by 7th day of the succeeding month)
- Monthly TDS calculation sheets submission

(5) Quarterly TDS Return Filing: This would include following:

- Preparation and filing of the TDS Return for every quarter pertaining to FY 16-17
 - Generation of quarterly Form 16A and annual Form 16 (TDS Certificates)
 - Deposit of quarterly Form 27A (26Q) and Form 27A (24Q) to NSDL Department
 - Generation of quarterly tokens and acknowledgements of TDS filing.
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Scope of Work

B- Audit Compliances :

This comprises of statutory audit which shall be conducted by our network CA firm i.e R.K. Patnia & Co. (Chartered Accountants) –

Statutory LLP Audit –

Statutory Audit under LLP Act, 2008 wherein R.K. Patnia & Co. (Chartered Accountants) shall carry out the entire auditing procedures which shall be duly certified by a Chartered Accountant which shall serve the purpose of Certification.

Tax Audit Compliance(under IT Act)-

We would be assisting in audit compliance for statutory tax audit under Income Tax Act, 1961 wherein our network CA firm R.K. Patnia & Co. (Chartered Accountants) shall carry out the entire auditing procedures which shall be duly certified by a practicing Chartered Accountant which shall serve the purpose of Certification along filing of Form 3CB/CD.

Fees

(A) Accounting, RoC & Taxation Compliances- Rs. 60000/- plus GST as applicable. Government fees, Digital Signature Certificates and/or out of pocket expenses would be on actuals.

(B) Audit Fess – Rs. 35000 plus GST as applicable.

Payment Terms –

50% at the start of the assignment and 50% before 31st March, 2018.

Service Level Agreement and Disclaimer Policy –

- The accounts/billing department of TM Solutions Private Limited will raise an invoice on your LLP at least 3 days prior to the due date, and send a copy to you by mail.*
- Interest @ 1% per month (or part of the month) will be levied for the delay in payment.*
- Any assignment which is not covered in the scope of work will be taken up upon your instruction immediately, and fees pertaining to the same will be payable in the quarter in which services are provided.*
- TM Solutions Private Limited would not be liable for non-completion of assignment within the prescribed due dates, in cases where client does not provide sufficient documents required by TM Solutions Private Limited or fails to communicate any required details within time or fails to make payment within the aforesaid due date.*
- Transfer pricing and International Taxation related consultancy and assignments are not covered.*

Scope Limitations –

Further, this fees do not include, any taxes, penal interest or penalty, if may be paid by you. Also, this fee does not include other out of pocket expenses, if required to be incurred at the IT Department or other Government Department and litigation matter with Government Department

Thanks for giving an opportunity to do business with us. We assure you and your organization our timely and hassle free services.

TaxmantrāTM.com
Experience Excellence

