

MINIMUM SCALE OF FEES FOR PROFESSIONAL ASSIGNMENTS

I) DEEDS/ AGREEMENTS

Professional Fees Scale

(a) i) Partnership Deed ii) Partnership Deed (With consultation & Tax Planning)	Rs.6,000/- & Above Rs.10,000/- & Above
(b) Filing of Form with ROF	Rs. 2,500/- Per Form
(c) Supplementary Partnership Deed	Rs. 2,500/- & Above
(d) Modification in the Deed	Rs. 2,500/- & Above
(e) Leave & Licence Agreement i) Drafting ii) Registration& Modification	Rs. 5,000/- & Above Rs. 2,500/- & Above
(f) Gift Deed: i) for Movable Properties ii) for Immovable Properties	Rs. 5,000/- & Above Rs. 15,000/- & Above
(g) Trust Declaration Deed	Rs. 10,000/- & Above
(h) Drafting of Will (In English): i) Simple ii) With Trust Planning	Rs. 10,000/- & Above Rs. 15,000/- & Above
(i) Agreement to Sell i) Agreement to Sell, Society formalities etc ii) Only Agreement to Sell	Rs. 20,000/- & Above Rs. 10,000/- & Above
(j) Documentation i) Power of Attorney: Specific ii) Power of Attorney: General iii) Indemnity Bond- Affidavit iv) HUF- Partition Deed	Rs.7,500/- & Above Rs.7,500/- & Above Rs.5,000/- & Above Rs.10,000/- & Above

II) INCOME TAX WORKS

A. Filing of Return of Income

I) For Individuals / HUFs etc.

(a) Filing of Return of Income With Salary/Other Sources/Share of Profit	Rs. 3,000/- & Above
(b) Filing of Return of Income With detailed Capital Gain working i) Less than 10 Transactions ii) More than 10 Transactions	Rs. 5,000/- & Above Rs. 8,000/- & Above
(c) Filing of Return of Income With Preparation of Bank Summary, Capital A/c and Balance Sheet	Rs. 5,000/- & Above
(d) Advance Tax Calculation	Rs. 2,000/- Per installment

II) (a) Partnership Firms/Sole Proprietor with verification of:

1) Method of Accounting	}
2) Stock Valuation	}
3) G. P. Ratio	}
4) Expense Ratios etc.	}
(b) Small Proprietorship/ Partnership	Rs. 5,000/- Per Verification
(c) Minor's I. T. Statement	Rs. 3,000/- & Above

II) INCOME TAX WORKS (Contd..)

(d) Private Ltd. Company:

- i) Active
- ii) Defunct

(e) Public Ltd. Company

Professional Fees Scale

Rs. 7,500/- & Above

Rs. 5,000/- & Above

Rs. 20,000/- & Above

B. Filing of Forms etc.

(a) Filing of TDS/TCS Return (per Form)

- i) With 5 or less Entries
- ii) With more than 5 Entries

(Quarterly Fees)

Rs.2,000/- & Above

Rs.3,000/- & Above

(b) Filing Form No. 15-H /G(per Set)

Rs. 1,000/- & Above

(c) PAN/TAN Application

Rs. 1,500/- & Above

C. Certificate

(a) Other Certificates (Like Lower TDS Certificate, 115JB)

Rs. 5,000/- & Above

D. Filing of Appeal etc.

(a) First Appeal.

Preparation of Statement of Facts, Grounds of Appeal, Etc.

Rs. 10,000/- & Above

(b) Second Appeal (Tribunal)

Rs. 15,000/- & Above

E. FBT

Rs.3,000/- & Above

per quarter incl. Return

F. Deferred Tax Calculation

Rs. 5,000/- & Above

NOTE:

When Matters are referred to Counsel personal time will be billed separately

G. Assessments etc.

(a) Attending Scrutiny Assessment/ Appeal

Rs. 3,000/- Per Visit

sub. to min. Rs.5,000/-

(b) Attending Summons

Rs. 3,000/- Per Visit

(c) Drafting and Attending for Rectifications/
Refunds/ Appeal effects Etc.

Rs. 3,000/- Per Visit

sub. to min. Rs.3,000/-

(d) I. T. Survey

Rs. 50,000/-

(e) T.D.S. Survey

Rs.20,000/-

(f) I.T. Search & Seizure

Discretionary

III) CHARITABLE TRUSTS

(a) (i) Registration Under local Act

Rs. 10,000/- & Above

(ii) Societies Registration Act

Rs. 10,000/- & Above

(b) Registration Under Income Tax Act.

Rs. 15,000/- & Above

(c) Exemption Certificate U/s. 80G of I. T. Act.

Rs. 15,000/- & Above

(d) Filing Objection Memo

Rs. 2,000/- & Above

(e) Filing of Change Report

Rs. 2,000/- & Above

(f) Filing of Various Forms

Rs. 2,000/- Per Form

IV) COMPANY LAW WORK

(a) Filing Application for Name Approval

Rs. 5,000/- & Above

(b) Incorporation of a Private Limited Company

Rs. 20,000/- & Above

(c) Incorporation of a Public Limited Company

Rs. 25,000/- & Above

IV) COMPANY LAW WORK (Contd..)

- (d)(i) Company's ROC Work, Preparation of Minutes, Statutory Register & Other Secretarial Work
- (ii) Assisting in Other Certificate
- (e) Filing Annual Return Etc.
- (f) Filing Other Forms Like: F-32, 18, 2
- (g) Increase in Authorised Capital
Filing F-5, F-23, including preparation of Slips
Pages for Memorandum/Articles of Association

Professional Fees Scale

Rs. 3,000 **Per Quarter**

Rs. 3,000/- & Above

Rs. 5,000/- & Above

Rs. 1,500/- & Above

Rs. 5,000/- & Above

V) V.A.T. / PROFESSION TAX:

A. Registration Work

- (a) Registration Under V.A.T. & C.S.T.
- (b) Profession Tax Registration (PTR)
- (c) Profession Tax Enrolment (per application)

Rs. 10,000/- & Above

Rs. 1,500/- & Above

Rs. 1,500/- & Above

B. Filing of Return (V.A.T.)

- (a) Monthly Challans with Annual Return
- (b) Quarterly Challans with Annual Return
- (c) Six Monthly Challans with Annual Return

Rs. 1,500/- + **(Per Month)**

Rs.1,500/- + **(Per Quarter)**

Rs. 3,000 + **(Per 6 Months)**

C. Assessments/ Appeals

- (a) Attending Sales Tax Assessments
- (b) Attending Sales Tax Appeals

Rs. 3,000/- **(Per Visit)**

Rs. 5,000/- (per visit)

D. Filing of Appeals

- (a) First Appeal (AC/DC)
- (b) Second Appeal

Rs. 10,000/- & Above

Rs. 15,000/- & Above

E. Miscellaneous Work

- (a) Professional Tax Returns & Assessment
- (b) Obtaining C/F/H Forms under S.T.
 - (i) First Time
 - (ii) Renewal

Rs. 3,000/- & Above

(Per Application)

Rs. 4,000/- & Above

Rs. 2,000/- & Above

VI) AUDIT WORKS and OTHER ASSIGNMENTS

(On the basis of time devoted and Billed accordingly)

On Time Basis

- (a) Statutory Audit, Tax Audit, Internal Audit, Accountancy and Secretarial Work:
 - (i) Principal
 - (ii) Qualified Assistants
 - (iii) Semi Qualified/Other Assistants
- (b) Taxation Work:
 - (I) Principal
 - (ii) Qualified Assistants
 - (iii) Semi Qualified/Other Assistants

Rs.900/- to 1,800/- Per hour

Rs.450/- to 900/- Per hour

Rs.150/- to 300/- Per hour

Rs.1,500 to 3,000 per hour

Rs.750 to 1,500 per hour

Rs.300 to Rs.600 per hour

VI) AUDIT WORKS and OTHER ASSIGNMENTS

Subject to minimum indicative Fees as under:

- (i) Tax Audit
- (iii) Company Audit
 - (a) Small/ Inactive Pvt. Ltd. Co.
 - (b) Medium Size Pvt. Ltd. Co.
 - (c) Large Size Pvt. Ltd. Co./ Public Ltd. Co.
- (iv) V.A.T. Audit
- (v) Review Of TDS Compliance
- (vi) FBT: Compilation & Tax Payment Calculation
- (viii) FBT Yearly Return
- (ix) Transfer Pricing Audit

Professional Fees Scale

Rs. 10,000/- & Above

Rs. 5,000/- & Above
Rs. 10,000/- & Above
Discretionary
Rs. 10,000/- & Above
Rs. 3,000/- per quarter
Rs. 3,000/- Per Quarter
Rs. 5,000/- & Above
Rs. 50,000/- & Above

VII) INVESTIGATION, MANAGEMENT SERVICES OR SPECIAL ASSIGNMENTS

- (a) Principal
- (b) Qualified Assistant
- (c) Semi-Qualified/Other Assistants

Rs. 2,250 to 4,500 per hour
Rs.1,125 to 2,250 per hour
Rs.375 to 750 per hour

Giving expert evidence in courts of law in the Union of India according to professional standing of the witness

Rs. 7500 to Rs. 15000 for each day or part thereof, spent in attendance and/or travelling

VIII) CERTIFICATION WORK

- (a) Routine Certificates:For LIC/Passports/Credit Cards

Rs. 500/- per certificate

IX) WEALTH TAX

- (a) Per Statement
- (b) Statement & Filing Return

Rs. 3,000/- & Above
Rs. 3,000/- & Above

X) NBFC/ RBI MATTERS

- (a) NBFC Registration with RBI
- (b) Other Returns

Rs. 1,00,000/- & Above
Rs. 10,000/- & Above

XI) SERVICE TAX

- (a) Registration
- (b) Per Challan with Half Yearly Return
- (c) Income Tax Clearance Certificates
- (d) Assessment

Rs. 5,000/- & Above
Rs. 6,000/- & Above
Rs. 5,000/- & Above
Rs.10,000/- & Above

XII) FEMA MATTERS

1. Filing Declaration with RBI in relation to transaction by NRIs/OCBs (Form DIN/IPI 7 Etc.)
2. Obtaining Prior Permissions from RBI for transaction with NRIs/OCBs (Form ISD/ ISD(R)) Etc.
3. Technical Collaboration:
Advising, obtaining RBI permission, drafting and preparing technical collaboration agreement and incidental matters
4. Foreign Collaboration:
Advising, obtaining RBI permission, drafting and preparing technical collaboration agreement and incidental matters
5. Advising on Non Resident Taxation Matters including Double Tax Avoidance Agreements & FEMA

Rs. 15,000/- & Above

Rs. 25,000/- & Above

Rs. 1,25,000/- & Above

Rs. 1,50,000/- & Above

Discretionary

XII) FEMA MATTERS

6. Issuing Certificates for Deduction of Tax in respect of payments to Non-Residents incl. consultations.
7. Obtaining IEC Code No.
8. Licences for export
9. Project Report/Feasibility Report
10. Preparation of bank loan certificate, CMA

Professional Fees Scale

Rs. 5,000/- & Above

Rs. 10,000/-

Rs. 10,000/- per licence

Discretionary

Rs. 10,000/-