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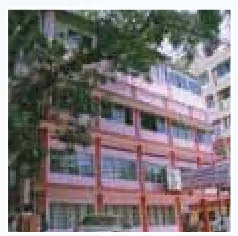
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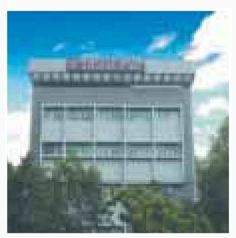
New Delhi


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Committee for Capacity Building of CA Firms and Small & Medium Practitioners (CCBCAF & SMP)
The Institute of Chartered Accountants of India
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The Institute of Chartered Accountants of India

Minimum Recommended Scale of Fees for the Professional Assignments done by the Chartered Accountants

Committee for Capacity Building of CA Firms and Small & Medium Practitioners
The Institute of Chartered Accountants of India
(Set up by an Act of Parliament)
New Delhi

COMMITTEE FOR CAPACITY BUILDING OF CA FIRMS AND SMALL & MEDIUM PRACTITIONERS (CCBCAF & SMP)

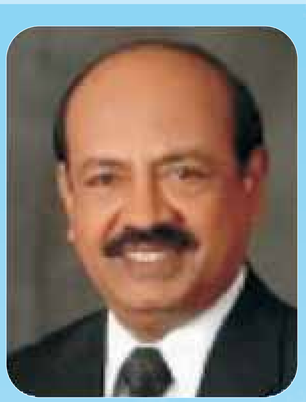
O V E R V I E W

The Committee for Capacity Building of CA Firms and Small & Medium Practitioners is a non-standing Committee of the Institute of Chartered Accountants of India formed under regulatory provisions of Chartered Accountants Act, 1949. This Committee was formed in the month of February, 2010 under nomenclature 'Committee for Capacity Building of CA Firms and Small & Medium Practitioners' (CCBCAF & SMP) by combining previously formed Committees, Committee for Capacity Building of CA Firms and Committee for Small & Medium Practitioners. Initially, Committee for Capacity Building of CA Firms was thought to establish for facilitating consolidation and capacity building of CA firms in order to address various problems faced by CA firms and to conceptualize and implement various means for strengthening their capacity as well as providing comprehensive guidelines for consolidation of CA firms. Similarly, Committee for Small & Medium Practitioners was formed in 2009 to empower Small & Medium Practitioners to assimilate and apply ways for carrying out their profession in efficient manner. Thus the ultimate objective of the Committee is to strengthen CA firms as well as Small & Medium Practitioners to rejuvenate their practice portfolio.

Bearing above objective, the prime duty of the Committee is to create awareness amongst CA firms on capacity building through consolidation by networking, merger & setting up management consultancy services firm and popularizing the concept of union through arranging workshops, symposia and summit on the benefits of consolidation and endurance to better accounting, auditing and ethical standards. The Committee assists Small & Medium Practitioners in improving their visibility amongst the business community and also attempts to create additional professional opportunities for them.

In tune to vision of ICAI which is 'The Indian Chartered Accountancy Profession' will be the valued trustees of world class financial competencies, good governance and competitors, the committee has its motto for Capacity Building of Indian CA firms through consolidation and empowering small & medium practitioners by developing and upgradation of their professional competence. Accordingly, the Committee has following issues to deal with;

- Preparation of code for consolidation of CA firms.
- Identifying means and ways for empowering SMPs.
- Upgrading and updating the knowledge and skills set on standard practice.
- Developing practice areas for SMPs.
- Identifying role of SMPs in emerging areas.
- Developing technical material to facilitate practice in new areas of profession.
- Facilitation on IT savvy office management and audit tools for CA firms & SMPs.



CA. G. Ramaswamy
President, ICAI

President's Message

I am delighted to know that the Committee for Capacity Building of CA Firms and Small & Medium Practitioners (CCBCAF&SMP), ICAI has taken initiative to recommend the minimum scale of fees for the professional assignments done by the Chartered Accountants.

SMPs no longer operate only in their domestic jurisdictions. Many of the services they render are to cross-border clients, and they do this by establishing various structures and/or agreements with pertinent professionals in other countries. Because many SMPs are already engaged in this type of international activity, and there is a growing movement toward globalization, the group as a whole needs support in enhancing their international presence. The professional firms in the SAFA region being predominantly Small and Medium sized Practices (SMPs), their Values and Perspectives on the South Asian Accounting and Auditing Profession impacts a significant dimension. SMPs, being relatively more vulnerable to practice risks, need to ensure proper management of professional risk through quality assurance of their services. The membership profile of ICAI is also predominantly comprised of SMPs. In cognizance of this issue, the ICAI has formulated several initiatives, policies and programmes designed to strengthen the SMPs in enhancing their technical expertise, competence and quality assurance of their services. One such endevour undertaken by the ICAI is by means of providing the Recommendatory Minimum Scale of Fees to be charged by Chartered Accountants in India.

The Committee for Capacity Building of CA Firms and Small & Medium Practitioners of the Institute of Chartered Accountants of India looks after the interests of professional Chartered Accountants operating in small and medium sized practices who provide accounting, assurance and business advisory services. It also provides and promotes practical support to SMPs so as to enhance their ability to provide high quality and relevant professional services to their clients.

I sincerely hope that Practitioners & CA Firms will be greatly benefitted by this Recommendatory Minimum Scale of Fees.

I congratulate CA. Vijay K. Garg, Chairman-CCBCAF & SMP and CA. Atul C. Bheda, Vice Chairman- CCBCAF & SMP for this proactive initiative for enhancing the visibility, voice and recognition of SMPs.

CA. Jaydeep N. Shah
Vice President, ICAI

Vice-President's Message

I am pleased to note that the Committee for Capacity Building of CA Firms and Small & Medium Practitioners (CCBCAF&SMP) of the Institute has come out with Recommendatory Minimum Scale of Fees for the benefit of the Small and Medium Practitioners (SMPs).

Small & Medium Practitioners (SMPs) dominate the professional scene in SAFA countries. In our country majorly firms of Chartered Accountants belong to this sector. The growing involvement of SMPs in a wide range of professional activities, and their contribution to the development of profession, has prompted the management of many organizations to reconsider their position on them. Small and medium-sized Practitioners have always had – and will continue to have – a significant share of the professional services market of many countries.

SMPs have wide geographical spread and offer a variety of services. However, because of their size, most of them limit their offerings to only a few. Thus defining their unique position in the industry in terms of what they do. Thus, it is the appropriate to put more emphasis on developing the strengths of SMPs so that their position improves.

Due to globalization and widespread competition, a need is felt to enhance the competency of Indian CA firms in order to enable them to grow big and contribute in their overall growth. The Committee for Capacity Building of CA Firms and Small & Medium Practitioners is working with the aim of supporting SMPs by enhancing their portfolio and the competencies of the practitioners and the CA Firms with the contemporary knowledge and skills.

As one such initiative, the Committee has prescribed the Recommendatory Minimum Scale of Fees to be charged by Chartered Accountants for services rendered by them. Keeping in mind the value of time, the fees recommended has been prepared separately for metro & non metro cities for enabling the CAs to charge appropriately for their services.

I place on record my appreciation for the dedicated and untiring efforts put in by CA. Vijay K. Garg, Chairman, – CCBCAF&SMP and CA. Atul C. Bheda, Vice Chairman- CCBCAF&SMP. I hope that this Recommendatory Minimum Scale of Fees greatly benefits the CA fraternity.

Chairman's Message

I feel great pleasure in bringing out the Recommendatory Minimum Scale of Fees for the professional assignments done by the Chartered Accountants.

Small & Medium Practitioners (SMPs) have important role in domestic market and they cater to majority of professional work of middle class business clients in all developing nations. Through consolidation amongst themselves, SMPs may grow into bigger professional team having multi-location presence. Like the large firms, SMPs no longer operate only in their domestic jurisdictions, which have thrown open more challenges and opportunities for professionals. It is imperative to strengthen the small and medium Indian CA firms who provide a broad range of professional services spanning audit, assurance, accounts preparation, financial management etc. with an aim of supporting them by enhancing their importance, profile, capacity and relevance at the global level.

In pursuance of these objectives, the Committee for Capacity Building of CA Firms and Small & Medium Practitioners (CCBCAF&SMP), ICAI has brought out this Recommendatory Minimum Scale of Fees to be charged by Chartered Accountants for services rendered by them.

This Recommendatory Minimum Scale of Fees has been issued separately for metros, i.e. cities having 4000 and more members in practice and for non-metros, i.e. cities having less than 4000 members in practice.

I hope this effort goes a long way in benefitting the CA fraternity. I place on record the efforts put in by CA. Atul C. Bheda, Vice Chairman of the Committee in finalizing it. I also place on record the efforts put in by the Secretariat of the Committee.

CA. Vijay Kumar Garg
Chairman
Committee for Capacity Building of CA Firms
and Small & Medium Practitioners, ICAI

Vice-Chairman's Message

I take great pleasure in the initiative of the Committee for Capacity Building of CA Firms and Small & Medium Practitioners (CCBCAF&SMP), ICAI to bring out this Minimum Recommended Scale of Fees for the professional assignments done by the Chartered Accountants.

The aim of the Committee is to help position and equip SMPs in their day to day practice. The SMPs do lot of work for SMEs. SMEs generally do not value the services as they feel nothing tangible is seen. Therefore they are reluctant to pay the professional fees. These recommendations for fees will give guidance and support to the SMPs in charging the fees. The committee tries to do lot of things for the benefit of SMPs and do hand holding exercise for SMPs to go to next level in their professional practice and help them manage their practices better. The Recommendatory Minimum Scale of Fees to be charged by Chartered Accountants for services rendered to their clients is a step towards that direction.

I hope that our members shall equip themselves with the necessary competencies to provide high quality business advise to their clients.

CA. Atul Chunilal Bheda
Vice-Chairman
Committee for Capacity Building of CA Firms
and Small & Medium Practitioners, ICAI

MINIMUM RECOMMENDED SCALE OF FEES FOR THE PROFESSIONAL ASSIGNMENTS DONE BY THE CHARTERED ACCOUNTANTS

For Metro Cities

I) ADVISING ON DRAFTING OF DEEDS/ AGREEMENTS

	Rate
(a) i) Partnership Deed	**Rs. 5,250/-** & Above
ii) Partnership Deed (With consultation & Tax Advisory)	**Rs. 7,500/-** & Above
(b) Filing of Form with Registrar of Firms	**Rs. 2,250/-** & Above Per Form
(c) Supplementary / Modification in Partnership Deed	**Rs. 4,500/-** & Above

II) INCOME TAX

A. Filing of Return of Income

	Rate
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 (For Shares & Securities)	**Rs. 4,500/-** & Above
ii) More than 10 Transactions (For Shares & Securities)	**Rs. 7,500/-** & Above
(c) Filing of Return of Income for Capital Gains on Immovable property	**Rs. 15,000/-** & Above
(d) Filing of Return of Income with Preparation of Bank Summary, Capital A/c & Balance Sheet.	**Rs 5,250/-** & Above
II) (a) Partnership Firms/Sole Proprietor with Advisory services	**Rs. 6,000/-** & Above
(b) Minor's I. T. Statement	**Rs. 3,000/-** & Above
(c) Private Ltd. Company:	
i) Active	**Rs. 11,250/-** & Above
ii) Defunct	**Rs. 5,250/-** & Above
(d) Public Ltd. Company	
i) Active	**Rs. 30,000/-** & Above
ii) Defunct	**Rs. 11,250/-** & Above

B. Filing of Forms Etc.

	Rate
	(Quarterly Fees)
(a) Filing of TDS/TCS Return (per Form)	
i) With 5 or less Entries	**Rs. 1,500/-** & Above
ii) With more than 5 Entries	**Rs. 3,750/-** & Above
(b) Filing Form No. 15-H/G (per Set)	**Rs. 1,500/-** & Above
(c) Form No. 49-A/ 49-B	**Rs. 1,500/-** & Above
(d) Any other forms filed under the Income Tax Act	**Rs. 1,500/-** & Above

C. Certificate

Obtaining Certificate from Income Tax Department	**Rs. 6,000/-** & Above

D. Filing of Appeal Etc.

(a) First Appeal.	
Preparation of Statement of Facts, Grounds of Appeal, Etc.	**Rs. 15,000/-** & Above
(b) Second Appeal (Tribunal)	**Rs. 30,000/-** & Above

E. Assessments Etc.

(a) Attending Scrutiny Assessment/ Appeal	
(i) Corporate	See Note 1
(ii) Non Corporate	**Rs. 15,000/-** & Above
(b) Attending before other Authorities	**Rs. 4,500/-** & Above Per Visit
(c) Attending for Rectifications/Refunds/ Appeal effects Etc.	**Rs. 3,000/-** & above per Visit
(d) Income Tax Survey	**Rs. 37,500/-** & above
(e) T.D.S. Survey	**Rs.22,500/-** & above
(f) Income Tax Search & Seizure	See Note 1
(g) Any other Consultancy	See Note 1

III) CHARITABLE TRUSTS

	Rate
(a) (i) Registration Under Local Act	**Rs. 11,250/-** & Above
(ii) Societies Registration Act	**Rs. 15,000/-** & Above
(b) Registration Under Income Tax Act.	**Rs. 11,250/-** & Above
(c) Exemption Certificate U/s. 80G of Income Tax Act.	**Rs. 9,000/-** & Above
(d) Filing Objection Memo/other Replies	**Rs. 4,500/-** & Above
(e) Filing of Change Report	**Rs. 4,500/-** & Above
(f) Filing of Annual Budget	**Rs. 4,500/-** & Above
(g) Attending before Charity Commissioner including for Attending Objections	**Rs. 3,750/-** & Above per visit
(h) (i) F.C.R.A. Registration	**Rs. 15,000/-** & Above
(ii) F.C.R.A. Certification	**Rs. 3,750/-** & Above

IV) COMPANY LAW AND LLP WORK

(a) Filing Application for Name Approval	**Rs. 3,000/-** & Above
(b) Incorporation of a Private Limited Company/LLP	**Rs. 15,000/-** & Above
(c) Incorporation of a Public Limited Company	**Rs. 30,000/-** & Above
(d) (i) Company's/LLP ROC Work, Preparation of Minutes,Statutory Register & Other Secretarial Work	See Note 1
(ii) Certification (per Certificate)	**Rs. 4,500/-** & Above
(e) Filing Annual Return Etc.	**Rs. 4,500/-** & Above per form
(f) Filing Other Forms Like: F-32, 18, 2 etc.	**Rs. 1,500/-** & Above per form
(g) Increase in Authoursed Capital	
Filing F-5, F-23, preparation of revised Memorandum of Association/Article of Association/ LLP Agreement	**Rs. 11,250/-** & Above
(h) DPIN/DIN per Application	**Rs. 1,500/-** & Above
(i) Company Law consultancy including Petition drafting	See Note 1
(j) Company Law representation including LLP before RD and CLB	See Note 1
(k) ROC Representation	See Note 1

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

	Rate
A. Registration Work	
(a) Registration Under V.A.T. & C.S.T.	
Corporate	See Note 1
Non Corporate	**Rs. 7,500/-** & Above
(b) Professional Tax Registration (PTR)	**Rs. 3,000/-** & Above
(c) Professional Tax Enrollment (per application)	**Rs. 1,500/-** & Above
B. Filing of Return (V.A.T.)	
(a) Monthly Challans with Annual Return	**Rs. 1,500** + (Per Month)
(b) Quarterly Challans with Annual Return	**Rs.2,250** + (Per Quarter)
(c) Six Monthly Challans with Annual Return	**Rs. 3,000** +(Per 6 Months)
(d) Yearly Composition Return	**Rs. 4,500** & above
C. Assessments/ Appeals	
(a) Attending V.A.T./Commercial Tax Assessments	**Rs.7,500/- + 3,750/-** (Per Visit)
(b) Attending V.A.T./Commercial Tax Appeals	**Rs. 7,500/- + Rs 4,500/-** (Per visit)
D. Filing of Appeal / Appeals Drafting	
(a) First Appeal (AC/DC)	**Rs. 7,500/-** & Above
(b) Second Appeal	**Rs. 11,250/-** & Above
E. Miscellaneous Work	
(a) Professional Tax Returns & Assessment	**Rs. 3,750/-** & Above
(b) Obtaining C/F/H Forms under V.A.T./Commercial Tax	**(Per Application)**
(i) First Time	**Rs. 3,000/-** & Above
(ii) Renewal	**Rs.1,500/-** & Above

VI) AUDIT AND OTHER ASSIGNMENTS

	Rate
Rate per day would depend on the complexity of the work and the number of days spent by each person.	
(i) Principal	**Rs. 7,500/-** & Above per day
(ii) Qualified Assistants	**Rs. 3,750/-** & Above per day
(iii) Semi Qualified Assistants	**Rs. 1,500/-** & Above per day
(iv) Other Assistants	**Rs. 750/-** & Above per day
Subject to minimum indicative Fees as under:	
(i) Tax Audit	**Rs. 18,750/-** & Above
(ii) Company Audit	
(a) Small Pvt. Ltd. Co. (Turnover up to Rs. 2 Crore)	**Rs. 22,500/-** & Above
(b) Medium Size Pvt. Ltd. Co.(Turnover between Rs. 2 to 10 Crore)	**Rs. 37,500/-** & Above
(c) Large Size Pvt. Ltd. Co./ Public Ltd. Co.	See Note 1
(iii) V.A.T. Audit	**Rs. 11,250/-** & Above
(iv) Review of TDS Compliance	**Rs. 11,250/-** & Above
(v) Transfer Pricing Audit	See Note 1

VII) INVESTIGATION, MANAGEMENT SERVICES OR SPECIAL ASSIGNMENTS

	Rate
Rate per day would depend on the complexity of the work and the number of days spent by each person.	
(a) Principal	**Rs. 15,000/-** & Above + per day charge
(b) Qualified Assistant	**Rs. 7,500/-** & Above + per day charge
(c) Semi Qualified Assistant	**Rs. 3,750/-** & Above + per day charge

VIII) CERTIFICATION WORK

	Rate
(a) Issuing Certificates under the Income Tax Act i.e. U/S 80IA/ 80IB/ 10A/ 10B & other Certificates	See Note 1
(b) Other Certificates	
For LIC/ Passports/ Credit Cards/ Etc.	**Rs. 3,750/-** & Above
(c) Other Attestation (True Copy)	**Rs. 750/-** per form
(d) Networth Certificate for person going abroad	**Rs. 7,500/-** & above

IX) WEALTH TAX

	Rate
(a) Per Statement	**Rs. 7,500/-** & Above
(b) Statement & Filing Return	**Rs. 10,000/-** & Above

X) CONSULTATION & ARBITRATION

	Rate
Rate per hour would depend on the complexity of the work and the number of hours spent by each person.	
(a) Principal	**Rs. 15,000/-** & above (initial fees) + additional fees @ **Rs 3,750/-** & above per hour
(b) Qualified Assistant	**Rs 2,625/-** & above per hour
(c) Semi Qualified Assistant	**Rs 1,125/-** & above per hour

XI) NBFC/ RBI MATTERS

	Rate
(a) NBFC Registration with RBI	See Note 1
(b) Other Returns	**Rs. 7,500/-** & above

XII) SERVICE TAX	Rate
(a) Registration	**Rs. 7,500/-** & Above
(b) Registration with Consultation	See Note 1
(c) Tax Advisory & Consultation i.e about value, taxability, classification etc.	See Note 1
(d) Monthly Challan with Half Yearly Return	**Rs. 7,500/-** & Above + **(Rs. 1,500/-** Per Month)
(e) Quarterly Challan with Half Yearly Return	**Rs. 7,500** & Above + **(Rs. 2,250/-** Per Quarter)
(f) Adjudication	**Rs. 22,500** & above
(g) Appeal & showcause notice drafting / reply	**Rs. 15,000** & above
XIII) FEMA MATTERS	
1. Filing Declaration with RBI in relation to transaction by NRIs/ OCBs	**Rs. 15,000/-** & Above
2. Obtaining Prior Permissions from RBI for transaction with NRIs/ OCBs	**Rs. 22,500/-** & Above
3. Technical Collaboration:	
Advising, obtaining RBI permission, drafting and preparing technical collaboration agreement and incidental matters.	See Note 1
4. Foreign Collaboration:	
Advising, obtaining RBI permission, drafting and preparing technical collaboration agreement and incidental matters. (incl. Shareholders Agreement)	See Note 1
5. Advising on Non Resident Taxation Matters including Double Tax Avoidance Agreements including FEMA	See Note 1
XIV) PROJECT FINANCING	
(a) Preparation of CMA Data	See Note 1
(b) Services relating to financial sector	See Note 1

Notes:

1) Fees to be charged depending on the complexity and the time spent on the particular assignment.
2) The above recommended minimum scale of fees is as recommended by the CCBCAF&SMP Committee of ICAI and duly considered by the Council.
3) The aforesaid table states recommendatory minimum scale of fees worked out by taking into account average time required to complete such assignments. However, members are free to charge varying rates depending upon the nature and complexity of assignment and time involved in completing the same.
4) Office time spent in travelling & out-of-pocket expenses would be chargeable. The Committee issues for general information the above recommended scale of fees which it considers reasonable under present conditions. It will be appreciated that the actual fees charged in individual cases will be a matter of agreement between the member and the client.
5) Service Tax should be collected separately wherever applicable.
6) The Committee also recommends that the bill for each service should be raised separately and immediately after the services are rendered.

Initiatives of the Committee for Capacity Building of CA Firms and Small & Medium Practitioners (CCBCAF & SMP), ICAI

Committee's exclusive website www.icai.org.in

The Committee for Capacity Building of CA Firms and Small & Medium Practitioners (CCBCAF & SMP), ICAI has developed a Website namely **www.icai.org.in,** where the Firms and Practitioners may create their portals as per the norms laid down by the Council of the Institute of Chartered Accountants of India. The website provides a platform for the CA Firms to upload their firms' details and gives them an opportunity to reach out to the members and CA firms practicing worldwide.

The website has various downloadable software useful for office management and efficient documentation for the members and firms. The website includes e-library facility containing various Knowledge resources such as Guidance Notes, Accounting Standards, Publications, Expert Advisory Opinions etc. for easy reference by the practitioners. This will be helpful in enhancing the knowledge base of the members and CA Firms. The website also contains the Code of Ethics issued by the Council of the Institute of Chartered Accountants of India so that members may be aware of the ethical standards and ensure ethical compliance while rendering their services.

The website also acts as a forum for consolidation of the members and CA Firms by providing for consolidation measures like Networking, Merger and Corporate Form of Practice. The members may visit portals of other members and firms and like-minded persons may join hands to grow big to compete in the international front.

The website also contains Minimum Recommended Scale of Fees for the Professional Assignments done by the Chartered Accountants, which is about the fee as per the work performed for various professional assignments and the amount quoted under respective heads of professional work. The fee has been recommended separately for metro and non-metro cities. The prescribed fee will enhance the productivity and efficiency of the practitioners and CA Firms.

The website also contains a Discussion Forum wherein the members may share their knowledge and experience gained through their practice.

The Committee has initiated various measures to strengthen and enhance the portfolio of members and Firms and awareness on such measures is being created through this website so that the Practitioners may be benefitted by such endeavors of the Committee.

An Insurance Protection for Members in Practice & CA Firms of ICAI

The Committee has taken a major initiative for arranging Insurance against Professional Indemnity through New India Assurance Co. Ltd., Mumbai. A MOU has been signed by ICAI with New India Assurance Co. Ltd. , extending facility for insurance against professional indemnity for members and CA Firms. The details of the Scheme can be downloaded http://220.227.161.86/22415announ12793.pdf

Revision of Guidelines for Networking

The Committee has considered practical difficulties in consolidation of CA Firms – formation of Networking. Various impediments have been examined and to address these issues, the Committee is appropriately finalizing the revised Guidelines for Networking facilitating members and firms for its easy adoption.

The Committee is also shortly coming out with revised FAQs on Networking, Merger- Demerger and setting up of MCS Company to address members' queries.

To facilitate concessional loans through Corporation Bank

The Committee has taken a major initiative for arranging financial assistance to SMPs in the form of liberalised loan scheme through Corporation Bank. The scheme – "Corp - CA" is specially designed for the Chartered Accountants. Through the scheme, eligible Chartered Accountants can avail finance for construction of office premises including cost of furniture/fixture/office equipments-computers and other accessories. The scheme would also enable the Chartered Accountants to finance a part of the working capital for building their profession and will take care of the needs of freshers (CAs with experience below three years). The details of loan scheme can be downloaded http://www.icai.org/ corpca/index.html.

Arrangement of online access to Transfer Pricing Database

The Committee in order to enable members to have access to qualitative database for doing comparative study for transfer pricing, has tied up with C-MOTS Internet Technologies Pvt. Ltd. for providing access to Capitaline TP Corporate Database (online version) at a special discounted price of Rs. 10,000/- plus taxes only. The database is complemented with powerful analytical software tools to enable extensive query and search. Members desirous of availing the benefit of this arrangement may visit http://www.icai.org/ccbcaf/capitaline/Register.html.

Audit tool kit containing software namely K-doc & e-Secretary

The Committee has compiled ready-to-use illustrative checklists for various areas of professional needs such as Accounting Standards, Audit manual, CARO, Bank Branch Audit, Tax Audit and illustrative formats for day to day Income Tax correspondence etc. The tool kit containing softwares namely KDOC and eSecretary, will help the members in efficient audit documentation and Knowledge & Contact Management. The CDs containing software are being sent in a tool kit free of cost to all the members and CA Firms. The details of use and benefits can be downloaded http://www.icai.org/ ccbcaf/kdoc-esecretary.html.