

THE INSTITUTE OF  
CHARTERED ACCOUNTANTS  
OF INDIA



# QUICK INSIGHT 2012



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

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)

# OVERVIEW

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, this 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.

## MESSAGE FROM PRESIDENT, ICAI



Dear Professional Colleagues,

I am delighted that the Committee for Capacity Building of CA Firms and Small & Medium Practitioners (CCBCAF&SMP) has taken an initiative to prepare and publish 'Quick Insight 2012' for free distribution to CA Firms. The Quick Insight contains Important Information on tax, accounting & auditing standards, limited liability partnerships, management consultancy services, statements and standards on audit as well as information on important forms related to CA students.

The position of the profession in the business and society has cast responsibility on the practitioners to deliver quality services and ensure timely compliances. In light of continuous developments in professional arena, the ICAI makes focused efforts to facilitate the CA practitioners with professional knowledge and expand their professional competency to meet emerging challenges.

Keeping this objective in view, the Committee for Capacity Building of CA Firms and Small & Medium Practitioners has published this 'Quick Insight 2012' which compiles updated information on important areas of the CA profession.

I am sure that the Quick Insight will be a great aid in your profession and will help you serve your clients better. I congratulate CA. Pankaj Tyagee, Chairman-CCBCAF & SMP and his team for making this effort and I wish it a grand success.

CA. Jaydeep N. Shah  
President, ICAI

## MESSAGE FROM THE VICE PRESIDENT, ICAI



Dear Members,

I am pleased to note that the Committee for Capacity Building of CA Firms and Small & Medium Practitioners (CCBCAF&SMP), ICAI has prepared 'Quick Insight 2012' on CA profession with the aim of enhancing the knowledge base of the CA Practitioners and enriching them with latest updates on various emerging areas of the profession.

The Institute of Chartered Accountants of India is committed to make constant effort to facilitate the Chartered Accountants to face and take advantage of the existing competitive environment. To enable the Chartered Accountants to compete successfully in the global competitive scenario, it is imperative that they are provided with latest and updated knowledge & information on emerging areas of the profession.

The Quick Insight contains Important Information on Tax, Accounting & Auditing Standards, Limited Liability Partnership, Management Consultancy Services & other services, List of Mandatory Statements and Standards on Audit as well as information on important forms related to students. Members may refer to the Quick Insight for latest and updated information on matters pertaining to the CA profession.

I place on record my appreciation for the dedicated and untiring efforts put in by CA. Pankaj Tyagee, Chairman-CCBCAF&SMP, other Members of CCBCAF&SMP and CCBCAF&SMP Secretariat in bringing out this Quick Insight.

I hope that this Quick Insight greatly benefits the CA fraternity.

CA. Subodh Kumar Agrawal  
Vice President, ICAI

## MESSAGE FROM THE CHAIRMAN



Dear Members,

I feel great pleasure at the initiative of the Committee for Capacity Building of CA Firms and Small & Medium Practitioners to bring out 'Quick Insight 2012' on CA profession which will be circulated free of cost to all the CA Firms.

Over the years, our profession has grown globally and we have earned great respect and trust through our positive contributions to the society. But with power comes responsibility and in today's professional environment, it is imperative to be aware of the latest developments in the profession.

The Quick Insight is a perfect tool which will provide the practitioners with all requisite information. It compiles information on all important areas of the profession like Tax, Accounting & Auditing Standards, LLP, MCS & other services, list of Mandatory Statements and Standards on Audit as well as information on important forms related to students and will be of great benefit to the practitioners.

I deeply appreciate the efforts of all the contributors who provided inputs to bring out this Quick Insight. The Quick Insight has been put together through the selfless efforts of members of the Working Group of the Committee namely, CA. Shashi Garg, CA. Divyanshu Agrawal, CA. Kuber Nath Jha and CA. Monika Agarwal who have drawn on years of valuable experience to present it in the best possible way. I also place on record the efforts put in by Dr. Sambit Kumar Mishra, Secretary and other officials of the Committee.

CA. Pankaj Tyagee  
Chairman  
Committee for Capacity Building of CA Firms and  
Small & Medium Practitioners, ICAI

## MESSAGE FROM THE VICE CHAIRMAN



Dear Members,

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 'Quick Insight 2012' for the practicing Chartered Accountants for their easy reference on matters of the profession.

The Committee for Capacity Building of CA Firms and Small & Medium Practitioners is committed to the cause of the Small & Medium Practitioners. Considering the competition faced, prospective clients' need, demographics and market trends, the Committee has taken this initiative to provide the Quick Insight which compiles important information on Tax, Accounting & Auditing Standards, LLP, MCS & other services, list of Mandatory Statements and Standards on Audit as well as information on important forms related to students.

The Brochure on Quick Insight will be sent to all CA Firms free of cost. The practitioners may refer to the Quick Insight for solution to any professional query faced by them. It will also enrich them with the latest information on various emerging areas of the profession.

I hope that our members will use the Quick Insight 2012 and be greatly benefitted by it.

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

**TAX STRUCTURE**

| IND/HUF/AOP/BOI                                          | AY → | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 |
|----------------------------------------------------------|------|---------|---------|---------|---------|---------|
| <b>BASIC EXEMPTION</b>                                   |      | 150000  | 160000  | 160000  | 180000  | 200000  |
|                                                          | Upto | 300000  | 10%     | 10%     | 10%     | 10%     |
| Next 200000                                              | Upto | 500000  | 20%     | 20%     | 10%     | 10%     |
| Next 300000                                              | Upto | 800000  | 30%     | 30%     | 20%     | 20%     |
| Next 200000                                              | Upto | 1000000 | 30%     | 30%     | 30%     | 20%     |
| Rest                                                     | -    | -       | 30%     | 30%     | 30%     | 30%     |
| Surcharge (if net income exceeds Rs. 10 lac)             |      | 10%     | -       | -       | -       | -       |
| Edu. Cess & SHE Cess                                     |      | 3%      | 3%      | 3%      | 3%      | 3%      |
| <b>Basic Exemption:</b>                                  |      |         |         |         |         |         |
| Very Senior Citizen (80 yrs & above)                     |      | -       | -       | -       | 500000  | 500000  |
| Senior Citizen (60 yrs or more) (65 yrs till 31.03.2011) |      | 225000  | 240000  | 240000  | 250000  | 250000  |
| Resident Woman below 60 yrs (65 yrs till 31.03.2011)     |      | 180000  | 190000  | 190000  | 190000  | 200000  |

| FIRM                                         | AY → | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 |
|----------------------------------------------|------|---------|---------|---------|---------|---------|
| Tax Rate                                     |      | 30%     | 30%     | 30%     | 30%     | 30%     |
| Surcharge (if net income exceeds Rs.1 Crore) |      | 10%     | -       | -       | -       | -       |
| Edu. Cess & SHE Cess                         |      | 3%      | 3%      | 3%      | 3%      | 3%      |

| LLP (Concept introduced from AY 2010-11)AY →                      | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 |
|-------------------------------------------------------------------|---------|---------|---------|---------|---------|
| Tax Rate                                                          | -       | 30%     | 30%     | 30%     | 30%     |
| Surcharge (if net income exceeds Rs.1 Crore)                      | -       | -       | -       | -       | -       |
| Alternate Min. Tax (AMT) (% of adjusted total income) (Sec 115JC) | -       | -       | -       | 18.5%   | 18.5%   |
| Edu. Cess & SHE Cess                                              | -       | 3%      | 3%      | 3%      | 3%      |

Note: 115JC w.e.f. 1<sup>st</sup> April, 2011

- Where the regular tax of any person other than a company is less than the AMT on adjusted total income, such person other than a company shall be liable to pay AMT.
- Adjusted total income shall be the total income increased by deduction claimed, if any, under any section included in chapter VIA and deduction claimed if any u/s 10AA
- Applicability of AMT in case of every tax payer other than company w.e.f. FY 2012-13 and immunity from AMT to an Ind, HUF, AOP, BOI or an artificial juridical person if Adj. total income is Rs.20 lakh or less.

| DOMESTIC COMPANY                                 | AY → | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 |
|--------------------------------------------------|------|---------|---------|---------|---------|---------|
| Tax Rate                                         |      | 30%     | 30%     | 30%     | 30%     | 30%     |
| Surcharge (if net income exceeds Rs.1 Crore)     |      | 10%     | 10%     | 7.5%    | 5%      | 5%      |
| Min. Alt. Tax (MAT) (% of Book Profit)(Sec115JB) |      | 10%     | 15%     | 18%     | 18.5%   | 18.5%   |
| C/F of MAT Credit                                |      | 10 yrs  | 10 yrs  | 10 yrs  | 10 yrs  | 10 yrs  |
| Dividend Tax U/s 115-O                           |      | 15%     | 15%     | 15%     | 15%     | 15%     |
| Surcharge                                        |      | 10%     | 10%     | 7.5%    | 5%      | 5%      |
| Edu. Cess & SHE Cess                             |      | 3%      | 3%      | 3%      | 3%      | 3%      |

| TAX ON LTCG                                                    | AY → | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 |
|----------------------------------------------------------------|------|---------|---------|---------|---------|---------|
| Tax Rate (with indexation benefit)                             |      | 20%     | 20%     | 20%     | 20%     | 20%     |
| Surcharge on Ind/HUF/AOP/BOI (if net income exceeds Rs.10 lac) |      | 10%     | -       | -       | -       | -       |
| Surcharge on Firm /LLP (if net income exceeds Rs.1 Crore)      |      | 10%     | -       | -       | -       | -       |
| Surcharge on Domestic Company (if net income exceeds Rs.1 Cr)  |      | 10%     | 10%     | 7.5%    | 5%      | 5%      |
| Edu. Cess & SHE Cess                                           |      | 3%      | 3%      | 3%      | 3%      | 3%      |

Note: 1. Tax on LTCG can be taken as 10% + SC + Cess in case of transfer of listed shares / securities / units without indexation benefit.

2. Income from LTCG is exempt in case of transfer of equity shares / units of equity oriented fund which are liable to STT.

| TAX ON STCG                                                        | AY → | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 |
|--------------------------------------------------------------------|------|---------|---------|---------|---------|---------|
| Tax Rate                                                           |      | 15%     | 15%     | 15%     | 15%     | 15%     |
| Surcharge on Ind/ HUF/ AOP / BOI (if net income exceeds Rs.10 lac) |      | 10%     | -       | -       | -       | -       |
| Surcharge on Firm / LLP (if net income exceeds 1 Crore)            |      | 10%     | -       | -       | -       | -       |
| Surcharge on Domestic Company (if net income exceeds Rs.1 Crore)   |      | 10%     | 10%     | 7.5%    | 5%      | 5%      |
| Edu. Cess & SHE Cess                                               |      | 3%      | 3%      | 3%      | 3%      | 3%      |

| <b>SALARY</b>                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Transport Allowance</b> : Rs. 800/- Per Month                                                   | <b>Education Allowance</b> : Rs. 100/- Per Month Per Child up to 2 Children                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>House Rent Allowance</b> (Sec. 10(13A) and Rule 2A)                                             | <b>Least of the following is exempt from tax:</b><br>i) 50% of (Salary + DA) for metro/ 40% of salary for other cities ii) HRA received iii) Rent paid – 10% of Salary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Valuation of unfurnished rent free accommodation</b> [ Rule - 3(1)] for private sector employee | <b>Population exceeding 25Lac - 15% of salary (Basic + DA + Bonus + all taxable allowance)</b><br><b>Population exceeding 10 Lac but less than 25Lac - 10% of salary (Basic + DA + Bonus + all taxable allowance)</b><br><b>Any other - 7.5% of salary (Basic + DA + Bonus + all taxable allowance)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Leave Travel Concession or Assistance (LTC/LTA)</b> Section 10(5)                               | The exemption shall be allowed subject to following:<br>i) where journey is performed by air- Maximum upto air economy fare of the National Carrier by the shortest route<br>ii) where places of origin of journey and destination are connected by rail and the journey is performed by any mode of transport other than air – Max. upto air-conditioned first class rail fare by the shortest route.<br>iii) Where the places of origin of journey and destination or part thereof are not connected by rail and the journey is performed between such places:<br>a) where a recognized public transport system exists – Max. Upto 1st Class or deluxe class fare by the shortest route<br>b) where no recognized public transport system exists - Max. upto air conditioned first class rail fare by shortest route. |
| <b>Sec. 16 (iii) : Deduction of any sum paid on account of tax on employment</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| <b>HOUSE PROPERTY</b>                                                                           |
|-------------------------------------------------------------------------------------------------|
| <b>Gross Annual Value - Municipal Tax paid by landlord = Net Annual Value</b>                   |
| <b>Deductions u/s 24 :</b>                                                                      |
| i) Standard deduction u/s 24(a) - 30% of Net Annual Value                                       |
| ii) Interest on borrowed capital u/s 24(b) - Deduction is available on accrual basis.           |
| a) Interest payment for self occupied house for acquisition or construction upto Rs. 1,50,000/- |
| b) Interest payment for re-construction, repairs or renewals upto Rs. 30,000/-                  |

### **CAPITAL GAIN**

**Deduction u/s 80C to 80U not allowed on STCG (u/s 111A) and any LTCG.**

| Long Term Capital Gain – Exemption |                                                                | u/s 54                                                                  | u/s 54B                                                                                                                                               | u/s 54EC                                                                                     | u/s 54F                                                                                                                                                                                                                  |
|------------------------------------|----------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a.                                 | Who can claim exemption                                        | Ind/HUF                                                                 | Ind/(HUF w.e.f. FY 2012-13)                                                                                                                           | Any person                                                                                   | Ind/HUF                                                                                                                                                                                                                  |
| b.                                 | Eligible assets sold                                           | A residential House property                                            | Agriculture land which has been used by assessee himself or by his parents for agriculture purposes immediately preceding 2 yrs from date of transfer | Any long-term capital assets                                                                 | Any long term asset (other than a residential house property )provided on the date of transfer the taxpayer does not own more than one residential house property(except the new house) from the assessment year 2001-02 |
| c.                                 | Assets to be acquired for                                      | Residential house property                                              | Another agriculture land (urban or rural)                                                                                                             | Bond of NHAI or REC                                                                          | Residential house property                                                                                                                                                                                               |
| d.                                 | Time limit for acquiring the new assets                        | Purchase :1 year before or 2 year forward, Construction: 3 year forward | 2 yrs forward                                                                                                                                         | 6 months forward                                                                             | Purchase :1 year back or 2 year forward, Construction: 3 year forward                                                                                                                                                    |
| e.                                 | Exemption Amount                                               | Investment in the new assets or capital gain, whichever is lower        | Investment in the agriculture land or capital gain, whichever is lower                                                                                | Investment in the new assets or capital gain, whichever is lower (Max. Rs. 50 Lacs in a FY.) | Investment in the new assets / Net Sale consideration X capital gain                                                                                                                                                     |
| f.                                 | Whether deposit in "Capital gain account scheme" is applicable | Yes                                                                     | Yes                                                                                                                                                   | —                                                                                            | Yes                                                                                                                                                                                                                      |

### **Important Definitions under Capital gain:**

#### **Jewellery:**

Jewellery includes:

- ornaments made of gold, silver, platinum or any other precious metal or any alloy containing one or more of such precious metals, whether or not containing any precious or semi precious stone, and whether or not worked or sewn into any wearing apparel;
- precious or semi-precious stones, whether or not set in any furniture, utensil or other article or worked or sewn into any wearing apparel.

### Rural Agricultural Land:

Rural Agricultural land means an agricultural land in India:

- if situated in any area which is comprised within the jurisdiction of a municipality (whether known as a municipality, municipal corporation, notified area committee, town committee or by any other name) and its population should be less than 10,000 as per the last published census, or
- if situated outside the limits of municipality, etc., it should be situated certain kilometers away from the local limits of any municipality, etc. as may be specified by the Central Government in the Official Gazette. The Central Government can notify urban land upto maximum 8 kms from the limits of municipality, etc.

### COST INFLATION INDEX :

| Fin. Year | Index | Fin. Year | Index |
|-----------|-------|-----------|-------|
| 1980-81   | —     | 1996-97   | 305   |
| 1981-82   | 100   | 1997-98   | 331   |
| 1982-83   | 109   | 1998-99   | 351   |
| 1983-84   | 116   | 1999-00   | 389   |
| 1984-85   | 125   | 2000-01   | 406   |
| 1985-86   | 133   | 2001-02   | 426   |
| 1986-87   | 140   | 2002-03   | 447   |
| 1987-88   | 150   | 2003-04   | 463   |
| 1988-89   | 161   | 2004-05   | 480   |
| 1989-90   | 172   | 2005-06   | 497   |
| 1990-91   | 182   | 2006-07   | 519   |
| 1991-92   | 199   | 2007-08   | 551   |
| 1992-93   | 223   | 2008-09   | 582   |
| 1993-94   | 244   | 2009-10   | 632   |
| 1994-95   | 259   | 2010-11   | 711   |
| 1995-96   | 281   | 2011-12   | 785   |
|           |       | 2012-13   | ..... |

### OTHER SOURCES

Sec. 57 (IIa) - Deduction of Thirty three and one third per cent of family pension or Rs. 15000, whichever is less

### GIFT AS INCOME U/S 56(2) [Gift Tax abolished w.e.f. 01.10.1998]

| wef      | Recipient | Nature of receipt                          | Criteria                                              | Taxability as Income |
|----------|-----------|--------------------------------------------|-------------------------------------------------------|----------------------|
| 1-Apr-06 | Ind/HuF*  | Any sum of money                           | without consideration > 50,000                        | whole amount         |
| 1-Oct-09 | Ind/HuF*  | Any sum of money                           | without consideration where Stamp duty value > 50,000 | whole amount         |
|          | Ind/HuF*  | Immovable properties                       | without consideration where FMV > 50,000              | whole of stamp value |
|          | Ind/HuF*  | Movable Properties without consideration   | without consideration > 50,000                        | whole of FMV         |
|          | Ind/HuF*  | Movable Properties for consideration < FMV | FMV less consideration > 50,000                       | such excess amount   |
| 1-Jun-10 | Co/Firm** | Property being shares                      | without consideration > 50,000                        | whole of FMV         |
|          | Co/Firm** | Property being shares                      | FMV less consideration > 50,000                       | such excess amount   |

>> W.e.f. FY 2012-13 share issued by closely held company to resident person if consideration exceeds its FMV such excess shall be chargeable to tax in hands of the issuer company. The condition will be applicable if the shares are issued above face value.

\*Exempted, If received from relatives, under will/inheritance, on marriage, on death, from local authority, from Trust or Institution Reg. u/s12AA, Institution u/s 10 (23C). Meaning of relative - Spouse of the individual/Brother or Sister of the individual / Brother or Sister of the Spouse of the individual / Brother or Sister of either of the parents of the individual /any lineal ascendent or descendent of the individual / any lineal ascendent or descendent of spouse of the individual / spouse of the person above.(Relative also includes any member of an HUF,in case of HUF w.e.f. 1.10.09)

\*\*Other than companies in which public are substantially interested

### ACCRUED INTEREST ON NSC

| NSC (Int. accrued on Rs 1000)    | 1st Year | 2nd Year | 3rd Year | 4th Year | 5th Year | 6th Year |
|----------------------------------|----------|----------|----------|----------|----------|----------|
| Purchased on or after 01.03.2003 | 81.60    | 88.30    | 95.50    | 103.30   | 111.70   | 120.80   |

### CARRY FORWARD & SET-OFF OF LOSSES:

| CARRY FORWARD & SET-OFF OF LOSSES:              | Set-off During the year |              |                            | Carry Forward & Set-off |          |                                   |
|-------------------------------------------------|-------------------------|--------------|----------------------------|-------------------------|----------|-----------------------------------|
|                                                 | Same Head               | Another head | Against                    | C/F                     | Years    | Agst Profits From                 |
| 1. House Property                               | Yes                     | Yes          | -                          | Yes                     | 8 years  | same head                         |
| 2. Speculation Business                         | Yes                     | No           | From Speculation Profits   | Yes                     | 4 years  | Same/another Speculation Business |
| Unabsorbed Depreciation / Cap Exp on SR/FP      | Yes                     | Yes          | any income                 | Yes                     | No limit | any income (other than salary)    |
| Non-speculative Business or Profession          | Yes                     | Yes*         | Any Business Profits       | Yes                     | 8 years  | same head                         |
| 3. Long Term Capital Losses                     | Yes                     | No           | LTCG                       | Yes                     | 8 years  | LTCG                              |
| Short Term Capital Losses                       | Yes                     | No           | STCG/LTCG                  | Yes                     | 8 years  | STCG/LTCG                         |
| 4. Owning / Maintaining race horses             | Yes                     | No           | same income                | Yes                     | 4 years  | same income                       |
| 5. Income from Other Sources (except if exempt) | Yes                     | Yes          | NA                         | No                      | NA       | NA                                |
| 6. Specified Business u/s 35AD                  | Yes                     | No           | Specified Business Profits | Yes                     | No Limit | Any Specified Business            |

\* Other than salary.

## ADVANCE INCOME TAX

(Sr. Citizen not required to pay Adv Tax Having no business income W.e.f. FY 2012-13)

| Advance Income Tax : (if liability = or > 10000) |          |                    |
|--------------------------------------------------|----------|--------------------|
| Due Date                                         | Company  | Other than company |
| By 15th June                                     | upto 15% | -                  |
| By 15th Sep                                      | upto 45% | upto 30%           |
| By 15th Dec                                      | upto 75% | upto 60%           |
| By 15th Mar                                      | 100%     | 100%               |

## INTEREST ON INCOME TAX

|                                              |                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Filing of return after due date u/sec 234A   | Intt. @ 1% pm or part of the month from the end of Due Date for filing of return till the date of furnishing of return                                                                                                                                                                                                                                                  |
| Defaults in payment of Advance Tax u/s 234B  | Int @ 1% p.m. or part of the month from the 1st day of April next following such financial year to the date of determination of total income under section 143(1) and where a regular assessment, to the date of such regular assessment.<br><br>Interest is payable if Advance tax paid by the assessee during the previous year is less than 90% of the assessed tax. |
| Deferment in payment of Advance Tax u/s 234C | Int @ 1% p.m. or part of the month on the deficit amt as applicable.<br><br>Interest is payable if Advance tax paid on due date is less than specified percentage(see table of advance income tax)                                                                                                                                                                      |

## DEDUCTIONS

| PARTICULARS                                                                                                                                                                              | U/S              | 2009-10                                                                                                                                                           | 2010-11        | 2011-12        | 2012-13        | 2013-14        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|----------------|----------------|
| LIC / NSC/PPF/Tuition fee/ULIP /ELSS MF/Bank FDR (5yrs)/ H. Loan Repayment/ EPF/ Stamp Duty on Resi. H. Loan                                                                             | 80C**            | 100000**                                                                                                                                                          | 100000**       | 100000**       | 100000**       | 100000**       |
| Pension Fund                                                                                                                                                                             | 80CCC**          | 100000**                                                                                                                                                          | 100000**       | 100000**       | 100000**       | 100000**       |
| Long Term Infrastructure Bond                                                                                                                                                            | 80CCF            | -                                                                                                                                                                 | -              | 20000          | 20000          | Withdrawn      |
| Mediclaim (Payment by Any mode other than cash)                                                                                                                                          | 80D <sup>#</sup> | 15000*                                                                                                                                                            | 15000*         | 15000*         | 15000*         | 15000*         |
| For Sr. Citizen                                                                                                                                                                          |                  | 20000*                                                                                                                                                            | 20000*         | 20000*         | 20000*         | 20000*         |
| *Additional deduction for any payment of mediclaim for parents Rs. 15000/- (Rs. 20000/- if parents are Senior Citizen) (Sr Citizen ≥ 60yrs w.e.f A.Y- 2013-14 & 65yrs upto A.Y- 2012-13) |                  |                                                                                                                                                                   |                |                |                |                |
| #Preventive health check-up of self, spouse, dependent children or parents upto Rs. 5000/- included in above limit. (w.e.f FY 2012-13)                                                   |                  |                                                                                                                                                                   |                |                |                |                |
| Maintenance of Dependant with Disability                                                                                                                                                 | 80DD             | 50000 / 75000                                                                                                                                                     | 50000 / 100000 | 50000 / 100000 | 50000 / 100000 | 50000 / 100000 |
| Medical Treatment of Dependant                                                                                                                                                           | 80DDB            | 40000 / 60000                                                                                                                                                     | 40000 / 60000  | 40000 / 60000  | 40000 / 60000  | 40000 / 60000  |
| Interest on loan for Higher Edu.                                                                                                                                                         | 80E              | The amount of interest paid during previous year maximum upto 8 AY or until the interest referred is paid in full, whichever is earlier.                          |                |                |                |                |
| Donation                                                                                                                                                                                 | 80G              | 50% of Donation or (10% of adjusted GTI) whichever is lower, No deduction if donation in cash exceeds Rs. 10000 w.e.f. FY starting 1.4.13                         |                |                |                |                |
| Rent Paid                                                                                                                                                                                | 80GG             | Lower of (i) Rent paid -10% of total Income, (ii) 25% of the total income (iii) Rs. 2000/- per month.                                                             |                |                |                |                |
| Investment in Equity Saving Scheme                                                                                                                                                       | 80CCG            | 50% of total investment subject to Max. Invest ment in specified listed Equity Share is Rs. 50K and Assessee having GTI not more than Rs. 10 lakh in relevant AY. |                |                |                |                |
| Person with disability                                                                                                                                                                   | 80U              | Rs. 50000/- in case of a person with disability and Rs. 100000/- in case of a person with severe disability.                                                      |                |                |                |                |
| Interest on deposit in Saving Bank A/c                                                                                                                                                   | 80TTA            | Upto Rs.10000/- shall be allowed to Individual & HUF (w.e.f FY 2012-13)                                                                                           |                |                |                |                |

### Note: \*\*

U/s 80C, 80CCC & 80CCD [i.e. employee & employer contribution towards Notified Pension Scheme (NPS)] cannot exceed Rs. 1 Lac (applicable for the A.Y. 2006-07 to 2011-12) and from A.Y. 2012-13 the deduction U/s 80C, 80CCC & 80CCD(1) [i.e. contribution by employee (or any other individual) towards NPS cannot exceed Rs. 1 Lac.

## I) PENALTIES

- i) 271 (1) (b) - Failure to comply with notice u/s 115WD (2), 115WE (2), 142(1) & 143(2) – Rs. 10,000/- for each failure.
- ii) 271 (1) (c) - Concealment of particulars of Income Tax - 100% to 300% of amount of tax sought to be evaded.
- iii) 271B - Failure to get accounts audited u/s 44AB - 0.5% of the turnover or Rs. 150,000/- whichever ever is less (w.e.f. A.Y. 2011-12).
- iv) 271C - Failure to deduct tax at source, shall pay penalty of a sum equal to the amount of tax which such person failed to deduct or pay such tax.
- v) 271F - Failure to furnish return of income before the end of the relevant AY - Rs. 5,000/-
- vi) 272A (1) (c) - Failure to comply with summons issued u/s 131 (1) - Rs. 10,000/- for each default.
- vii) 271D - Takes or accepts any loan or deposit in contravention of u/s 269SS - Penalty equal to amount of loan or deposit so taken or accepted.
- viii) 271E - Repays any loan or deposit in contravention of u/s 269SS - Penalty equal to amount of loan or deposit so repaid.
- ix) 271H - Penalty for failure to furnish statements u/s 200(3) and 206C (3) viz 24Q/26Q/27Q & 27EQ – not less than a sum of Rs. 10000/- but may extended to one lakh.

## II) OTHER MISCELLANEOUS PROVISIONS

### PARTNERS' REMUNERATION U/S 40 (b) w.e.f. AY 2010 -11

| Book Profit of Business / Profession     | Amount Deductible                                       |
|------------------------------------------|---------------------------------------------------------|
| If Book Profit is negative               | Rs. 1,50,000/-                                          |
| <i>In case book profit is positive:-</i> |                                                         |
| On first Rs. 3 Lacs of Book profit       | Rs. 1,50,000/- or 90% of book profit, whichever is more |
| On the balance of the book profit        | 60% of Book Profit                                      |

### TDS CHART

| Nature of payment made to Resident |                                                           | Limit upto<br>30.06.10 | Limit w.e.f.<br>01.07.10 | TDS Rate<br>(SC & Cess Nil) |
|------------------------------------|-----------------------------------------------------------|------------------------|--------------------------|-----------------------------|
| 194 A                              | Interest other than interest on Securities                | 5000*                  | 5000*                    | 10%                         |
| 194C                               | Payment to contractor / Sub-contractor (Note 1 & 2)       |                        |                          |                             |
|                                    | Payment / Credit to an Ind / HUF                          | 20000                  | 30000**                  | 1%                          |
|                                    | Payment / Credit to any person other than an Ind / HUF    | 20000                  | 30000**                  | 2%                          |
| 194H                               | Commission or Brokerage                                   | 2500                   | 5000                     | 10%                         |
| 194I                               | Rent :                                                    |                        |                          |                             |
|                                    | Plant & Machinery                                         | 120000                 | 180000                   | 2%                          |
|                                    | Land / Building / Furniture & Fitting                     | 120000                 | 180000                   | 10%                         |
| 194J                               | Fee for professional or Technical services (Note 2a & 2b) | 20000                  | 30000                    | 10%                         |

\*For Banks/Post Office threshold limit is Rs. 10000/- \*\* Rs. 30000/- in a single payment or Rs. 75000/- in the aggregate during financial year  
If recipient does not furnish his PAN to deductor, tax will be deducted @20% (w.e.f. 01/04/2010)

#### Note:

1. If recipient is a transporter contractor (any person) and he or it furnishes his PAN to the deductor, tax is not deductible. (w.e.f. 01/10/2009) (PAN intimated to IT. Dept)

2a. Tax is deductible on the entire consideration including service tax (if any).

2b. Remuneration paid to a director, which is not in the nature of salary, deduct TDS @10% of such remuneration w.e.f. 1.7.12

| TCS on Bullion and Jewellery if sale consideration receive in cash w.e.f. 01.07.2012 |                                                                              | Limit (Rs) | TCS Rate (Rs.) |
|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------|----------------|
| 206C(1D)                                                                             | Bullion (excluding any coin or any other article weighing ten grams or less) | 200000     | 1%             |
| 206C(1D)                                                                             | Jewellery                                                                    | 500000     | 1%             |

Time Limit for Submission of Form 15G / 15H : Sec. 197A(2)

Deductor is required to submit to the CIT (To whom AO having jurisdiction to assess the payer is subordinate) one copy of form 15G / 15H within 7 days of the month next following the month in which such Form is furnished to him.

In Form 15G/15H, PAN has to be furnished, otherwise no certificate will be granted by Assessing Officer

\*In case of Form 15H, the age of senior citizen is 65yrs upto 30.06.2012 and 60 yrs w.e.f 1.07.2012

## OTHER PROVISIONS

### INTEREST

|                                             |                                                                                        |
|---------------------------------------------|----------------------------------------------------------------------------------------|
| Interest for late payment of demand u/s 156 | Intt. @ 1% pm or part of the month from the end of 30 days of Service of Demand Notice |
|---------------------------------------------|----------------------------------------------------------------------------------------|

### INTEREST ON FAILURE TO DEDUCT OR PAY TAX AT SOURCE U/S 201 (1A)

| Rate of Interest | Period of which interest payable (Per month or part thereof)                               |
|------------------|--------------------------------------------------------------------------------------------|
| 1%               | From the date on which tax was deductible to the date on which tax is actually deducted    |
| 1.5%             | From the date on which tax was actually deducted to the date on which tax is actually paid |

### AMOUNT NOT DEDUCTIBLE U/S 40 (a) (ia)

- (1) Tax is deductible but not deducted in F.Y.
- (2) Tax is deductible and deducted in F.Y. but not deposited on or before the due date of submission of return of income for the financial year.

**COMPULSORY TAX AUDIT SECTION 44AB**

| Compulsory tax audit limit(FY) | Prior to 1.4.2011 | 1.4.2011 to 31.03.13 | 1.4.2013 (FY2013-14) |
|--------------------------------|-------------------|----------------------|----------------------|
| Any Business                   | 40 Lakh           | 60 Lakh              | 100 Lakh             |
| Any Profession                 | 10 Lakh           | 15 Lakh              | 25 Lakh              |

| S. N. | Section | Business                                                                                                   | Eligible Assessee                                                                       | Min. Deemed Profit / gain                                                                                                                                                                                                                                                                                                                                     |
|-------|---------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | 44AD    | Any Business (excluding the business of Transport) having max. gross turnover/ gross receipts Rs. 100 lacs | Ind / HUF / Firm with resident status only (Not applicable on LLPs)                     | <b>Min. 8% of such gross turnover or gross receipts (Profit Lower than 8% can be claimed, but in that case Audit u/s 44AB is compulsory)</b>                                                                                                                                                                                                                  |
| 2.    | 44AE    | Business of plying, hiring or leasing goods carriages                                                      | Assessee who owns not more than 10 goods carriages at any time during the previous year | For heavy vehicle (more than 12 ton capacity)- Rs.5000/- p.m. or part of a month during which the heavy vehicle is owned by the assessee in the previous year.<br>For goods carriage other than heavy goods vehicle (upto 12 ton capacity)- Rs. 4500/- p.m. or part of a month during which the goods carriage is owned by the assessee in the previous year. |

**DEPRECIATION CHART**

| PARTICULARS                                                             | Income Tax         | Co's Act     |              |
|-------------------------------------------------------------------------|--------------------|--------------|--------------|
|                                                                         | % WDV              | % WDV        | % SLM        |
|                                                                         | AY 2006-07 onwards | Single Shift | Single Shift |
| <b>Tangible Assets</b>                                                  |                    |              |              |
| Computer H/W & S/W                                                      | 60 %               | 40%          | 16.21%       |
| Plant & Machinery                                                       | 15 %               | 13.91%       | 4.75%        |
| Furniture & Fixture                                                     | 10 %               | 18.10%       | 6.33%        |
| Cars & Vehicles                                                         | 15 %               | 25.89%       | 9.50%        |
| Cars & Vehicles used on hire                                            | 30 %               | 40%          | 16.21%       |
| Building - Non residential                                              | 10 %               | 10%          | 3.34%        |
| Building - Residential                                                  | 5%                 | 5%           | 1.63%        |
| Books owned by professionals                                            |                    |              |              |
| i) Books being annual publications                                      | 100 %              | —            | —            |
| ii) Books other than i) above                                           | 60 %               | —            | —            |
| Books owned by assessee carrying on business in running lending library | 100 %              | —            | —            |
| <b>Intangible Assets</b>                                                |                    |              |              |
| Know how, patent, copyright, trademarks                                 | 25%                | —            | —            |

**Note: IT Act Depreciation:**

- Asset acquired during previous year and is put to use for less than 180 days during the year - Half of usual depreciation
- Additional depreciation @ 20% over and above of normal rate shall be allowed to and industrial undertaking for any new plant & machinery acquired and installed after 31.03.2005 u/s 32 (iia)

**Co.'s Act Depreciation:**

- Pro rata basis from the date of addition or upto the date of sale / discarded.
- Assets whose actual cost does not exceed Rs. 5000/- shall be provided depreciation @ 100%

**TIME LIMIT UNDER VARIOUS SECTIONS UNDER INCOME TAX ACT :**

| Section                                                                                                                                  | Compliance                                                                                                                                                                                                                                                                                   | Time / Due Date                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 139(1)*                                                                                                                                  | Return of Income / Wealth <ul style="list-style-type: none"> <li>- Company required to furnish report u/s 92 E</li> <li>- Other companies</li> <li>- Non Corporate assessee where account to be audited or working partner whose accounts to be audited</li> <li>- Any other case</li> </ul> | 30 <sup>th</sup> Nov.<br>30 <sup>th</sup> Sep.<br>30 <sup>th</sup> Sep.<br><br>31 <sup>st</sup> July                                                                                |
| 139 (3)                                                                                                                                  | Loss Return –No loss c/f, if return filed after due date except HP loss / Dep. loss                                                                                                                                                                                                          | As per Time allowed u/s 139(1)                                                                                                                                                      |
| 139(4)                                                                                                                                   | Belated Return                                                                                                                                                                                                                                                                               | 1 year from the end of relevant AY or before completion of Assessment, whichever is earlier                                                                                         |
| 139(5)                                                                                                                                   | Revised Return – No return can be revised until unless original return filed within due date or in pursuance of notice issued u/s 142(1)                                                                                                                                                     | 1 year from the end of relevant AY or before completion of Assessment, whichever is earlier                                                                                         |
| 143(2)                                                                                                                                   | Service of notice for scrutiny assessment                                                                                                                                                                                                                                                    | 6 months from the end of the FY in which return is submitted                                                                                                                        |
| 147                                                                                                                                      | Reassessment where assessment made u/s 143(3) or 147                                                                                                                                                                                                                                         | 4 yrs. from end of relevant AY                                                                                                                                                      |
| 149(1)                                                                                                                                   | Issue notice u/s 148 – If the escaped income is – <ul style="list-style-type: none"> <li>(i) less than one lakh</li> <li>(ii) Rs. One lakh or More</li> </ul>                                                                                                                                | 4 yrs. from end of relevant AY<br>6 yrs. from end of relevant AY<br>( Max. up to 16 yrs from end of relevant AY if income in relation to assets located outside India.w.e.f 1.7.12) |
| 154(1)(7)                                                                                                                                | Rectification – Mistake apparent from record                                                                                                                                                                                                                                                 | 4 yrs. from end of the F.Y. in which order sought to be amended is passed.                                                                                                          |
| 249(2)                                                                                                                                   | Filing appeal to CIT (A)                                                                                                                                                                                                                                                                     | 30 days from the date of service of demand notice                                                                                                                                   |
| 253                                                                                                                                      | Filing appeal to ITAT                                                                                                                                                                                                                                                                        | 60 days from the date of service of order of CIT(A)                                                                                                                                 |
| 264(3)                                                                                                                                   | Revision Petition to CIT                                                                                                                                                                                                                                                                     | 1 year from the date on which order communicated to assessee                                                                                                                        |
| *Mandatorily filing of return in case of Company/Firm/LLP even nil income and in case of any person having assets located outside India. |                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                     |

**APPEAL FEES:**

| Income                                       | CIT(A) u/s 249 | ITAT u/s 253 | Income            | CIT (A) u/s 249 | ITAT u/s 253                            |
|----------------------------------------------|----------------|--------------|-------------------|-----------------|-----------------------------------------|
| Assessed Income < =1 Lac / Loss              | Rs. 250        | Rs. 500      | Assd. Income > 2L | Rs. 1000        | 1% of assessed income or Max. Rs. 10000 |
| Assessed Income > 1 Lac <=2Lac               | Rs. 500        | Rs. 1500     | Any other matter  | Rs. 250         | Rs. 500                                 |
| Revision Petition to CIT u/s 264 fee Rs. 500 |                |              |                   |                 |                                         |

**IMPORTANT PRESCRIBED FORMS UNDER INCOME TAX RULES 1962**

| <u>Return of Income</u>                                                                       | <u>Form No.</u> | <u>Challans</u>                                                                                                                          | <u>Challan no</u> |
|-----------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1. Ind. with Salary/HP(one)/Other                                                             | ITR-1 [Sahaj]   | 1. Income Tax                                                                                                                            | 280               |
| 2. Ind/HUF without Busi/Prof                                                                  | ITR-2           | 2. TDS/TCS Tax Challans                                                                                                                  | 281               |
| 3. Ind/HUF being partners in firm (without proprietorship Busi/Prof)                          | ITR-3           | 3. Misc Direct Taxes                                                                                                                     | 282               |
| 4. Ind/HUF with proprietorship Busi/Prof                                                      | ITR-4           | <a href="https://onlineservices.tin.nsdl.com/eta/new/tdsnontds.jsp">Link - https://onlineservices.tin.nsdl.com/eta/new/tdsnontds.jsp</a> |                   |
| 5. Ind/HUF (presumptive basis)                                                                | ITR-4S (Sugam)  |                                                                                                                                          |                   |
| 6. Firms, AOPs and BOIs                                                                       | ITR-5           |                                                                                                                                          |                   |
| 7. Corporate assessee                                                                         | ITR-6           | <u>Appeal</u>                                                                                                                            | <u>Form No.</u>   |
| 8. Person required to furnish return u/s 139(4A) / (4B) / (4C) / (4D)                         | ITR-7           | 1. To CIT(Appeals)-2copies                                                                                                               | 35                |
| <a href="https://incometaxindiaefiling.gov.in">Link: https://incometaxindiaefiling.gov.in</a> |                 | 2. To DRP                                                                                                                                | 35A               |
|                                                                                               |                 | 3. To ITAT - 3copies                                                                                                                     | 36                |
|                                                                                               |                 | 4. Memorandum of cross objection to ITAT - 3 copies                                                                                      | 36A               |
|                                                                                               |                 | 5. To ITAT - to refer to High Court any question of law-3 copies                                                                         | 37                |
| <u>Other Forms</u>                                                                            |                 | <u>Charitable &amp; Religious Trusts</u>                                                                                                 | <u>Form No.</u>   |
| 1. PAN Application                                                                            | 49A             | 1. Application for regn. u/s 12A                                                                                                         | 10A               |
| 2. TAN Application                                                                            | 49B             | 2. Application for approval / continuance u/s 80G(5)(vi)                                                                                 | 10G<br>3 copies   |
| 3. Wealth Tax Return                                                                          | Form BA         |                                                                                                                                          |                   |
| 4. STT payment evidence                                                                       | 10DB/10DC       |                                                                                                                                          |                   |
| 5. Annual Tax Statement                                                                       | 26AS            |                                                                                                                                          |                   |
| <a href="http://www.incometaxindia.gov.in">Link: www.incometaxindia.gov.in</a>                |                 |                                                                                                                                          |                   |

**COMPLIANCE CALENDAR**

| Date                                                                                   | Particulars                                                                                                   |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>INCOME TAX</b>                                                                      |                                                                                                               |
| 7 <sup>th</sup> of every month                                                         | TDS / TCS payment for the preceding month (30 <sup>th</sup> April with respect to TDS for the month of March) |
| 15/06, 15/09, 15/12, 15/03                                                             | Advance Income Tax – installments for the year                                                                |
| 15/07, 15/10, 15/01, 15/05                                                             | TCS Quarterly Return in 27EQ ( In electronic form)                                                            |
| <b>EXCISE</b>                                                                          |                                                                                                               |
| 5 <sup>th</sup> of every month (6 <sup>th</sup> of every month if paid electronically) | Excise duty of preceding month (for the month of March due date is 31st March)                                |
| 10 <sup>th</sup> of every month                                                        | i) Excise return (ER-I) for the preceding month    ii) ER-6 monthly return u/r 9A(3) of CCR, 2004             |
| 30/04                                                                                  | ER-5 declaration u/r 9A(1) of CCR, 2004                                                                       |
| 30/11                                                                                  | ER-4 declaration u/r 12(2)(a) of CER, 2004 (pertaining to previous FY)                                        |

**THE EMPLOYEES PROVIDENTS FUNDS AND MISCELLANEOUS PROVISIONS ACT, 1952**

**Coverage of Employees:** Any person who is employed for wages in any kind of work of an establishment or employed through contractor in or in connection with the work of an establishment and whose wages do not exceed Rs. 6,500 pm. However, an employee covered under the Act will continue to be covered under the Act even if his wages exceed Rs. 6,500 p.m but will continue to get benefits as if his wages were Rs. 6,500 p.m

|                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employee's Contribution                                                                                                                                                                                   | 12% of Basic Paid. Entire Cont. of 12% goes to Employee PF A/c.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Employer's Contribution @ 12% (Effective 13.61%)                                                                                                                                                          | <ul style="list-style-type: none"> <li>• 8.33% goes to Employer's Pension A/c;</li> <li>• 3.67% goes to Employer PF Cont. A/c</li> <li>• 1.61% towards Admin Charges as under:               <ul style="list-style-type: none"> <li>⇒ 1.1% of Basic – PF Admin. Charges</li> <li>⇒ 0.5% of Basic – EDLI Charges</li> <li>⇒ 0.01% of Basic – EDLI Admin. Charges</li> </ul> </li> </ul> <p>Note:-</p> <ol style="list-style-type: none"> <li>1. The employer's share in the pension scheme will be 8.33% of basic pay subject to maximum of Rs. 541 per month.</li> <li>2. Under Employees' Deposit-Linked Insurance Scheme the contribution @ 0.50% is required to be paid upto a maximum limit of Rs.6500.</li> <li>3. The employer also will pay administrative charges @ 0.01% on maximum limit of Rs.6500.</li> </ol> |
| 15th of every month                                                                                                                                                                                       | PF payment (excluding the 5 grace days allowed) for the preceding month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 25th of every month                                                                                                                                                                                       | PF monthly return for the preceding month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 30th April                                                                                                                                                                                                | PF Annual return for the year ending 31 March                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| EPFO Launches online receipt of Electronic Challan cum Return (ECR) from the Month of April 2012 (March paid in April). The online challan generation is mandatory only. Online payment is not mandatory. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**THE EMPLOYEES' STATE INSURANCE ACT, 1948**

|                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Coverage of Employees                                                                                                                                                                                                                                                                                                                                                                                                                         | Drawing wages upto Rs. 15000.00 per month engaged either directly or through contractor |
| Rate of contribution of the wages                                                                                                                                                                                                                                                                                                                                                                                                             | Employer's 4.75%<br>Employee's 1.75%                                                    |
| 21 <sup>st</sup> of every month                                                                                                                                                                                                                                                                                                                                                                                                               | ESIC payment for the preceding month                                                    |
| 25 <sup>th</sup> of every month                                                                                                                                                                                                                                                                                                                                                                                                               | Generation of ESI Docket for the preceding month                                        |
| 11/11, 11/05                                                                                                                                                                                                                                                                                                                                                                                                                                  | Half yearly ESI Return                                                                  |
| Note: - Any employee whose wages (excluding remuneration for overtime work) exceed Rs. 15000/- at any time after (and not before) the beginning of the contribution period i.e. (April 1 to September 30 and October 1 to March 31), shall continue to be an employee until the end of that contribution period. But in the next contribution period their name should be excluded from ESI employee list (being salary exceeding Rs.15,000). |                                                                                         |

**OTHERS**

\*Professional Tax are applicable in following states: Andhra Pradesh, Assam, Chhattisgarh, Gujarat, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Meghalaya, Orissa, Tamil Nadu, Tripura, West Bengal etc.

\* Applicability of Professional Tax vary from one state to another state.

**Due date ETDS return 24Q, 26Q 27Q(Rule 31A) and Form16 ,Form 16A(Rule 31)**

| Sl. No. | Quarter ending             | From 01.11.2011 on wards For Govt offices |                                                         | For other deductors      |                                                         |
|---------|----------------------------|-------------------------------------------|---------------------------------------------------------|--------------------------|---------------------------------------------------------|
|         |                            | Etds return                               | Form 16A                                                | Etds return              | Form 16A                                                |
| 1       | 30 <sup>th</sup> June      | 31 <sup>st</sup> July                     | 15 <sup>th</sup> August                                 | 15 <sup>th</sup> July    | 30 <sup>th</sup> July                                   |
| 2       | 30 <sup>th</sup> September | 31 <sup>st</sup> October                  | 15 <sup>th</sup> November                               | 15 <sup>th</sup> October | 30 <sup>th</sup> October                                |
| 3       | 31 <sup>st</sup> December  | 31 <sup>st</sup> January                  | 15 <sup>th</sup> February                               | 15 <sup>th</sup> January | 30 <sup>th</sup> January                                |
| 4       | 31 <sup>st</sup> March     | 15 <sup>th</sup> May                      | 30 <sup>th</sup> May (31 <sup>st</sup> May for Form 16) | 15 <sup>th</sup> May     | 30 <sup>th</sup> May (31 <sup>st</sup> May for Form 16) |

## SERVICE TAX

| Exemption Limit                                                                                                                  | From 01.04.2005 to 31.03.2007 | From 01.04.2007 to 31.03.2008 | From 01.04.2008                                                    |
|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|--------------------------------------------------------------------|
| Basic Exemption Notification 6/2005 dt. 01.03.2005                                                                               | Rs. 400000/-                  | Rs. 800000/-                  | Rs. 10,00,000/- in terms of invoices issued for services rendered. |
| Registration reqd. Sec. 69 Rule 4                                                                                                | Rs. 300000/-                  | Rs. 700000/-                  | Rs. 900000/-                                                       |
| Sect. 77: Failure to take Registration - Penalty Min. Rs. 200/- per day, Max. to Rs. 10,000/- w.e.f. 8.4.11 (earlier Rs. 5000/-) |                               |                               |                                                                    |

| Period         | 01.07.94 to 13.05.03 | 14.05.03 to 09.09.04 | 10.09.04 to 17.04.06 | 18.04.06 to 10.05.07 | 11.05.07 to 23.02.07 | 24.02.09 to 31.03.12 | 01.04.12 onwards |
|----------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------|
| Tax Rate       | 5%                   | 8%                   | 10%                  | 12%                  | 12%                  | 10%                  | 12%              |
| Education Cess | NIL                  | NIL                  | 2%                   | 2%                   | 3%                   | 3%                   | 3%               |

### Service Tax payment Schedule

| Assessee           | Period  | Challan No. | Pay by date                                                                                                                                          |
|--------------------|---------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Company and HUF    | Monthly | GAR-7       | by 5th of next month or 6th of next month if deposited electronically by internet banking except for the month / qtr ending 31st March by 31st March |
| Other than Company | Qtrly   |             |                                                                                                                                                      |

### Half yearly Service Tax Return

| Assessee                                                                                                             | Form No. | Last Date                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------|
| All assesses                                                                                                         | ST-3     | by 25th of the month following the particular half year, except input service distributor - can file upto last day of following month |
| Note: Every assessee is required to e-file the ½ yearly ST return mandatorily (w.e.f. 1.10.11) Notification 43/ 2011 |          |                                                                                                                                       |

- When due date is public holiday, return may be filed on the succeeding working day.
- Interest on delayed tax payment u/s 75 @ 18% p.a. (No. of days of delay) and 15% for the assessee whose turnover is upto Rs. 60 Lac.
- Composition rate of service tax for works contract services - 4% (w.e.f. 1.3.08 to 31.03.2012) - 4.8% (w.e.f. 01.04.12 Notification No 10/2012 ) plus 3% EC & SHEC.
- Filing of Returns - Sec. 70 & Rule 7, even NIL return is mandatory under Service Tax.
- Resident Welfare Association and Co-operative Housing Societies are exempt, where the monthly contribution of a member does not exceed Rs. 3000/- per month.
- Revision of Returns - Sec. 70 Rule 7B : An assessee may submit a revised return in Form ST-3 in triplicate to correct a mistake or omission, within a period of 90 days from the date of submission of return under Rule 7.
- Penalty for failure to pay service tax u/s 76 - Min. Penalty 1% per month or Rs. 100/- per day whichever is higher, maximum penalty 50% of tax amount w.e.f. 1.4.2011.

### Point of Taxation Rules, 2011(PoTR) (Notification No.18/2011-ST, DATED 1-3-2011, w.e.f 1-4-2011)

Determination of Point of Taxation Rules:

- Date of invoice or payment, whichever is earlier, if the invoice is issued within 30 days from the date of completion of service
- Date of completion of provision of service or payment, whichever is earlier, if the invoice is not issued within 30 days.

Some illustrations are given in the following table:

| Sr. No. | Date of completion of service | Date of invoice | Date on which payment is received                   | Point of taxation                                     | Remarks                                                                            |
|---------|-------------------------------|-----------------|-----------------------------------------------------|-------------------------------------------------------|------------------------------------------------------------------------------------|
| 1       | April 10,2012                 | April 20,2012   | April 30,2012                                       | April 20,2012                                         | Invoice issued in 30 days and before receipt of payment                            |
| 2       | April 10,2012                 | May16,2012      | April 30,2012                                       | April 10,2012                                         | Invoice not issued within 30 days and payment received after completion of service |
| 3       | April 10,2012                 | April 20,2012   | April 15,2012                                       | April 15,2012                                         | Invoice issued in 30 days but payment received before invoice                      |
| 4       | April 10,2012                 | May 19,2012     | April 5, 2012 (part) and April 25, 2012 (remaining) | April 5,2012 and April 10,2012 for respective amounts | Invoice not issued in 30 days. Part payment before completion, remaining later     |

In case of continuous supply of services, the above provision of point of taxation shall be applicable. However, where the provision of whole or part of the service is determined periodically on the completion of an event in terms of contract, which requires the service receiver to make any payment to service provider, the date of completion of each such event as specified in the contract shall be deemed to be the date of completion of provision of service

### Following services are notified as continuous supply of service (Notification No. 28/ST-2011):

Telecommunication service, internet telephony service, commercial or industrial construction service, construction of residential complex, and work contract

### Point of Taxation shall be the date of receipt of payment

- for the recipient of service in respect of services notified under sub-section (2) of Section 68 of Finance Act, 1994
- for individuals and partnership firms having turnover of taxable services in the PY not exceeding Rs.50 lakh (they can pay tax on receipt basis till turnover of Rs.50 lakh in the current FY)

## Determination of Point of Taxation in case of change in effective rate of tax

| Date of Service provided  | Date of Invoice Issued | Date of Payment received | Point of Taxation                                           | Rate of Tax |
|---------------------------|------------------------|--------------------------|-------------------------------------------------------------|-------------|
| Before change in tax rate | After change of rate   | After change of rate     | Date of payment or issuing of invoice whichever is earlier  | New rate    |
|                           | Before change of rate  | After change of rate     | Date of invoice                                             | Old rate    |
|                           | After change of rate   | Before change of rate    | Date of payment                                             | Old rate    |
| After change in tax rate  | Before change of rate  | After change of rate     | Date of payment                                             | New rate    |
|                           | Before change of rate  | Before change of rate    | Date of payment or issuance of invoice whichever is earlier | Old rate    |
|                           | After change of rate   | Before change of rate    | Date of invoice                                             | New rate    |

## Taxability of Newly Introduced Services

| Sr.No. | Date of Invoice Issued                                                          | Date of Payment received          | Taxability |
|--------|---------------------------------------------------------------------------------|-----------------------------------|------------|
| 1      | Before the service become taxable (to the extent the invoice has been issued)   | Before the service become taxable | No tax     |
| 2      | Issued within 14 days of the date when the service is taxed for the first time. | Before the service become taxable | No tax     |

## PENALTIES IN SERVICE TAX

| Section | Nature of default                                                                                                                                                                                                                                                                               | Amount of penalty                                                                                                            |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| 70      | Fees for late filing of Return.<br>Delay upto 15 days from the due date<br>Delay of more than 15 and upto 30 days from the due date<br>Delay of more than 30 days from the due date                                                                                                             | Rs.500<br>Rs.1000<br>Rs.1000 + Rs.100 per day from 31st day maximum<br>Rs. 20,000 w.e.f. 01.04.2011 prior to that Rs. 2000/- |
| 76      | Failure to pay service tax                                                                                                                                                                                                                                                                      | 1% of the tax p.m. or Rs.100 per day limited to 50% of tax*                                                                  |
| 77      | Penalty for default in obtaining Service Tax registration certificate and payment of service tax                                                                                                                                                                                                | Upto Rs.10,000 or Rs.200 per day till failure, whichever is higher                                                           |
| 77      | Assessee fails to:<br>(i) Furnish information called by an officer; or<br>(ii) Produce documents called for by a Central Excise Officer; or<br>(iii) Appear before the Central Excise Officer, when issued with a summon for appearance to give evidence or to produce a document in an enquiry | Upto Rs.10,000 or Rs.200 per day till failure, whichever is higher                                                           |
| 77      | Failure to keep, maintain or retain books of account and other documents required                                                                                                                                                                                                               | Upto Rs.10,000                                                                                                               |
| 77      | Assessee fails to pay service tax electronically                                                                                                                                                                                                                                                | Upto Rs.10,000                                                                                                               |
| 77      | Assessee issues invoice in accordance with provisions of the Act or rules made thereunder, with incorrect or incomplete details or fails to account for an invoice in his book of account                                                                                                       | Upto Rs.10,000                                                                                                               |
| 77      | Penalty for contravention of any provision for which no penalty is provided                                                                                                                                                                                                                     | Not exceeding Rs.10,000                                                                                                      |
| 78      | Penalty for suppressing value of taxable service                                                                                                                                                                                                                                                | 50% of tax amount<br>(If records captured are true**)<br>100% of tax amount<br>(If not recorded in books^)                   |

\* Totally mitigated if tax and interest paid before issue of notice - Sec 73(3)

\*\*Mitigation (a) 1% per month; maximum upto 25% if all dues paid before notice: Sec 73(4A)

(b) 25% of tax if all dues paid within 30 days of issuance of notice (90 days for service provider whose taxable service does not exceed 60 lakh rupees during any of years covered by notice or during last preceding financial year) - Proviso to Sec 78

^No mitigation

Over and above the penalties, department has now the power of prosecution also.

If penalty payable under section 78, the provision of section 76 shall not apply.

Note: If Service Tax is NIL, penalty may be reduced/waived – Rule 7C

**NEGATIVE LIST OF SERVICES PROVIDED IN FINANCE ACT, 2012**

( w.e.f. 01.07.2012 Notification No. 19/2012-ST i.e. Service tax would be applicable on all services except those mentioned either in the Negative List or in the Mega Exemption notification)

| S.no. | List of Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | Services by government or a local authority excluding the following services to the extent they are not covered elsewhere-<br>(i)services by department of post by way of speed post, express parcel post, life insurance and agency services provided to a person other than the government<br>(ii)services in relation to an aircraft or a vessel, inside or outside the precincts of a port or an airport<br>(iii)transportation of goods or passengers<br>(iv)support services, other than services covered under clauses (i) to (iii) above, provided to the business entities                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2     | Services rendered by the Reserve Bank of India                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 3     | Services by a foreign diplomatic mission located in India                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4     | Services relating to agriculture or agricultural produce by way of-<br>(i)agricultural operations directly related to production of any agricultural produce including cultivation, harvesting, threshing, plant protection or seed testing<br>(ii)supply of farm labour<br>(iii)processes carried out at an agricultural farm including tending, pruning, cutting, harvesting, drying, cleaning, trimming, sun drying, fumigating, curing, sorting, grading, cooling or bulk packaging and such like operations which do not alter the essential characteristics of agricultural produce but make it only marketable for the primary market<br>(iv)renting or leasing of agro machinery or vacant land with or without a structure incidental to its use<br>(v)loading, unloading, packing, storage or warehousing of agricultural produce<br>(vi)agricultural extension services<br>(vii)services by any Agricultural Produce Marketing Committee or Board or services provided by a commission agent for sale or purchase of agricultural produce |
| 5     | Trading of goods                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 6     | Any process amounting to manufacture or production of goods                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 7     | Selling of space or time slots for advertisements other than advertisements broadcast by radio or television                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 8     | Service by way of access to a road or a bridge on payment of toll charges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 9     | Betting, gambling or lottery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 10    | Admission to entertainment events or access to amusement facilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 11    | Transmission or distribution of electricity by an electricity transmission or distribution utility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 12    | Services by way of-<br>(i)pre-school education and education upto higher secondary school or equivalent<br>(ii)education as a part of a curriculum for obtaining a qualification recognized by any law for the time being in force<br>(iii)education as a part of an approved vocational education course                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 13    | Services by way of renting of residential dwelling for use as residence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 14    | Services by way of-<br>(i)extending deposits, loans or advances in so far as the consideration is represented by way of interest or discount<br>(ii)inter se sale or purchase of foreign currency amongst banks or authorized dealers of foreign exchange or amongst banks and such dealers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 15    | Services of transportation of passengers, with or without accompanied belongings, by-<br>(i) a stage carriage<br>(ii) railways in a class other than-<br>(a) First class; or<br>(b) An airconditioned coach<br>(iii)metro, monorail or tramway<br>(iv)inland waterways<br>(v)public transport, other than predominantly for tourism purpose, in a vessel between places located in India ; and<br>(vi)metered cabs, radio taxis or auto rickshaws                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 16    | Services by way of transportation of goods-<br>(i)By road except the services of-<br>(a) a goods transportation agency;or<br>(b) a courier agency<br>(ii) by an aircraft or a vessel from a place outside India up to the customs station of clearance in India; and<br>(iii) by inland waterways;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 17.   | Funeral,burial,crematorium or mortuary services including transportation of the deceased                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

Apart from above list Finance Act, 2012 specified certain services as declared services under section 66E and notified certain services as exempt from service tax.

| S. N. | Type of Appeals                                        | When Appeal Filed                                                                                                                                                          | Time Limit for filing of Appeal                                                                                                                                           | Procedure to file Appeal                                                                                                                                                                                                                                                                       |
|-------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Appeal to the Commissioner of Central Excise (Appeals) | If the assessee aggrieved by any assessment order passed by an adjudicating authority subordinate to Commissioner of Central Excise.                                       | The appeal should be presented within three ( within two months w.e.f 28.05.2012) months from the date of receipt of the decision or order of such adjudicating authority | 1. The Appeal shall be filed in the prescribed form ST-4.<br>2. It should be filed in duplicate                                                                                                                                                                                                |
| 2.    | Appeal to the Appellate Tribunal CESTAT                | Any assessee aggrieved by an order passed by the Commissioner of Central Excise or the Commissioner (Appeals) may file an appeal before the Appellate Tribunal i.e. CESTAT | The appeal should be filed within three months from the date of receipt of the order sought to be appealed against.                                                       | 1. It should be filed in the prescribed form ST-5.<br>2. It shall be filed in quadruplicate.<br>3. It should be accompanied by four copies of the order appealed against, one of which should be a certified copy.<br>4. The appeal should be accompanied by a fee of rupees Two Hundred only. |

#### WEALTH TAX

| AY                 | Exemption | Rate |
|--------------------|-----------|------|
| 1995-96 to 2009-10 | 15 Lac    | 1%   |
| From 2010-11       | 30 Lac    | 1%   |
| Surcharge          | Nil       |      |
| Education Cess     | Nil       |      |

#### GIFT TAX

| Asst. Yr.          | Exemption | Rate |
|--------------------|-----------|------|
| 1995-96 to 1998-99 | 30,000/-  | 30%  |

Note: Gift Tax is no more applicable w.e.f 01.10.1998

#### COMPANIES ACT 1956

##### COMPANY INCORPORATION FORMS

| Form No. | Purpose                        | Fee                                               |
|----------|--------------------------------|---------------------------------------------------|
| DIN-1    | Application for DIN            | Rs. 100/-                                         |
| 1A       | Availability of Name           | Rs.1000/-w.e.f. 24th July 2011(earlier Rs. 500/-) |
| 1        | Declaration for incorporation  | As per Table 2                                    |
| 18       | Situation of Registered Office | As per Table 2                                    |
| 32       | Appointment of Director        | As per Table 2                                    |

##### REGISTRATION FEES PAYABLE TO REGISTRAR OF COMPANIES (Table 1)

| Authorised Share Capital  | Regd. Fees                                 |
|---------------------------|--------------------------------------------|
| 1,00,000                  | 4,000                                      |
| From 1,00,001 to 5 Lacs   | 4000 + Rs.300 per Rs.1000 or part thereof  |
| From 5,00,001 to 50 Lacs  | 16000 + Rs.200 per Rs.1000 or part thereof |
| From 50,00,001 to 1 Crore | 106000+ Rs.100 per Rs.1000 or part thereof |
| Above 1 Crore             | 156000+ Rs.50 per Rs.1000 or part thereof  |

##### REVISED ADDITIONAL FEE ON LATE FILING OF DOCUMENTS w.e.f. 05.12.2010 (Table 3)

##### FILING FEE FOR DOCUMENTS (Table 2)

| Authorised Share Capital                     | Filing Fee |
|----------------------------------------------|------------|
| Less than Rs. 1,00,000                       | Rs. 100    |
| Rs. 100000 or more but less than Rs. 500000  | Rs. 200    |
| Rs. 500000 or more but less than Rs. 2500000 | Rs. 300    |
| Rs. 2500000 or more                          | Rs. 500    |

| Period of Delay                    | No. of times of Filing Fee |
|------------------------------------|----------------------------|
| Upto 30 days                       | Two                        |
| More than 30 days and upto 60 days | Four                       |
| More than 60 days and upto 90 days | Six                        |
| More than 90 days                  | Nine                       |

##### IMPORTANT COMPANY'S POST INCORPORATION FORMS

| Form No. | Events                                           | Due date        | Fee            |
|----------|--------------------------------------------------|-----------------|----------------|
| DIN-1    | Application for DIN                              | Any Time        | Rs.100/-       |
| DIN-2    | Intimation by Director to Company                | 30 Days         | No Fee         |
| DIN-3    | Intimation of DIN by Company to ROC              | 7 Days          | As per Table 2 |
| DIN-4    | Intimation of changes in Directors' particulars  | Whenever Change | No Fee         |
| 2        | Return of Allotment of Shares                    | 30 Days         | As per Table 2 |
| 5        | Increase in Share Capital/Member                 | 30 Days         | As per Table 2 |
| 8        | Creation/Modification of charges                 | 30 Days         | As per Table 2 |
| 17       | Satisfaction of Charges                          | 30 Days         | As per Table 2 |
| 18       | Situation of Registered Office                   | 30 Days         | As per Table 2 |
| 22       | Statutory Report (Public Co.)                    | 30 Days         | As per Table 2 |
| 23       | Registration of Resolution/Agreement             | 30 Days         | As per Table 2 |
| 20B      | Annual Return                                    | 60 Days         | As per Table 2 |
| 23AC     | Balance Sheet                                    | 30 Days         | As per Table 2 |
| 23ACA    | Profit & Loss A/c                                | 30 Days         | As per Table 2 |
| 23B      | Information by Auditor for Appointment           | 30 Days         | No Fee         |
| 32       | Change in Director/Secretary                     | 30 Days         | As per Table 2 |
| 66       | Compliance Certificate(Company Secretary Report) | 30 Days         | As per Table 2 |

**Note:-** In case of Indian nationals, it shall be mandatory to enter Income tax PAN. Moreover, all existing DIN holders who have not furnished their PAN earlier at the time of obtaining DIN, are required to furnish their PAN by filling Form DIN-4 by 30th September 2011. **Note:-** Circular No.44/2011- Issued on 08.07.2011:-

- DPIN integrated with DIN
- No DPIN is required if DIN is available
- Allotted DPIN will be used as DIN for all purpose under the Companies Act, 1956
- In case a person hold both DPIN and DIN, DPIN will stand cancelled.

## COMPARISION – OLD v/s NEW – SCHEDULE VI

| PARTICULARS                                 | OLD SCHEDULE VI                                                                                                                                                                                                                                                 | REVISED SCHEDULE VI                                                                                                                                                                                                                       |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Schedule v/s AS                             | In case of difference between Accounting Standard and Schedule, Schedule prevailed over AS                                                                                                                                                                      | In case of difference between Accounting Standard and Schedule, AS will prevail over Schedule                                                                                                                                             |
| Tagging Profit & Loss a/c and Balance Sheet | No tagging was required line item wise via notes, but via Schedules wherein disaggregations were given.                                                                                                                                                         | Tagging and cross reference is required to be done each line item wise via notes wherein disaggregations are now required to be given, concept of schedules eliminated.                                                                   |
| Presentation of Balance Sheet               | Balance Sheet was divided into Sources of Fund and Application of Fund. Option for horizontal format and vertical format.                                                                                                                                       | Balance Sheet is divided into Equity & Liabilities and Assets which is further divided into Non-Current and Current. Only vertical format.                                                                                                |
| Profit & Loss (Dr Balance)                  | P&L debit balance to be shown under the head Miscellaneous expenditure & losses on asset side                                                                                                                                                                   | Debit balance of Profit and Loss Account to be shown as negative figure under the head Surplus i.e. on liability side. Therefore, reserve & surplus balance can be negative.                                                              |
| Share Warrants & Share Application Money    | No Separate Disclosure was required on the Face of Balance Sheet for Share Warrants & Share Application Money                                                                                                                                                   | Separate Disclosure is required on the Face of Balance Sheet for Share Warrants & Share Application Money                                                                                                                                 |
| Share Holders Details                       | No such details was required to be given                                                                                                                                                                                                                        | Details of Shareholders holding more than 5% needs to be given                                                                                                                                                                            |
| Working Capital                             | Net Current Assets i.e. Working Capital is to be shown on the face of Balance sheet.                                                                                                                                                                            | Current Asset and Current Liabilities needs to be shown separately.                                                                                                                                                                       |
| Fixed Assets                                | No bifurcation was required on face of balance sheet except for Capital work-in-progress.                                                                                                                                                                       | Bifurcation required on face for:-<br>Tangible assets<br>Intangible assets<br>Capital work-in-progress<br>Intangible assets under Development                                                                                             |
| Borrowings                                  | Short term & long term borrowings are grouped together under the head Loan funds sub-head Secured / Unsecured                                                                                                                                                   | Long term borrowings to be shown under non-current liabilities and short term borrowings to be shown under current liabilities with separate disclosure of secured / unsecured loans.                                                     |
| Finance lease obligation                    | No separate line item was there for Finance lease obligations under current / non current liabilities was there. Were shown as current liabilities.                                                                                                             | New line items of Finance lease obligations to be e grouped under the head non-current liabilities and current maturities to Finance Lease Obligations grouped under other current liabilities.                                           |
| Deposits                                    | Lease deposits are part of current assets, loans & advances                                                                                                                                                                                                     | Lease deposits to be disclosed as long term loans & advances under the head non-current assets unless realizable within 12 months of reporting date.                                                                                      |
| Investments                                 | Both current & non-current investments to be disclosed under the head investments                                                                                                                                                                               | Current and non-current investments are to be disclosed separately under current assets & non-current assets respectively.                                                                                                                |
| Deferred Tax Assets / Liabilities           | Deferred Tax assets / liabilities to be disclosed separately                                                                                                                                                                                                    | Deferred Tax assets / liabilities to be disclosed under non-current assets / liabilities as the case may be.                                                                                                                              |
| Sundry Creditors                            | Creditors to be broken up in to micro & small suppliers and other creditors. Also it includes amount payable for other contractual obligations.                                                                                                                 | It is named as Trade payables and there is no mention of micro & small enterprise disclosure. However still it is required under MSMED Act, 2006. The term defined and does not include amount due towards other contractual obligations. |
| Other current liabilities                   | No specific mention for separate disclosure of Current maturities of long term debt                                                                                                                                                                             | Current maturities of long term debt to be disclosed under other current liabilities                                                                                                                                                      |
| Loans & Advances                            | Loans & Advance to subsidiaries & others to be disclosed separately.                                                                                                                                                                                            | Loans & Advance from related parties& others to be disclosed separately.                                                                                                                                                                  |
| Sundry Debtors                              | 6 months overdue calculation (to be disclosed separately) was done from the date of Invoice. Amount payable on account of contractual obligations other than sale of goods or rendering of services in normal course of business were also included in debtors. | 6 months overdue calculation has to be done from the due date of Payment. Amount payable on account of contractual obligations cannot be included. Name changed to Trade recievables.                                                     |

|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cash & Bank Balances                                     | Bank balance to be bifurcated in scheduled banks & others. Includes all bank deposits.                                                                                                                                                                                                                                                                                                            | Bank balances in relation to earmarked balances, held as margin money against borrowings, deposits with more than 12 months maturity, each of these to be shown separately. Not to be included in cash & cash equivalents, but part of other bank balances under cash and bank balances. Further deposits not realizable within 12 months of the balance sheet date to be shown as non-current. |
| Miscellaneous Expenditure                                | Miscellaneous Expenditure (to the extent not written off) had to be shown separately on the face                                                                                                                                                                                                                                                                                                  | No such disclosure is mentioned to be given on the face.                                                                                                                                                                                                                                                                                                                                        |
| Rounding off of Figures appearing in financial statement | Turnover of less than Rs. 100 Crs – Round off to the nearest Hundreds, thousands or decimal thereof.<br><br>Turnover of Rs. 100 Crs or more but less than Rs. 500 Crs – Round off to the nearest Hundreds, thousands, lakhs or millions or decimal thereof.<br><br>Turnover of Rs. 500 Crs or more – Round off to the nearest Hundreds, thousands, lakhs, millions or crores, or decimal thereof. | Turnover of less than Rs. 100 Crs – Round off to the nearest Hundreds, thousands, lakhs or millions or decimal thereof.<br><br>Turnover of Rs. 100 Crs or more – Round off to the nearest lakhs, millions or crores, or decimal thereof.                                                                                                                                                        |
| Presentation of Profit and Loss Account.                 | No Specific format was prescribed in Part II.                                                                                                                                                                                                                                                                                                                                                     | Specific format has been prescribed under Part II also name changed to Statement of Profit and Loss.                                                                                                                                                                                                                                                                                            |
| Discontinuing operation                                  | No specific mention for disclosure relating to profit (loss) from discontinuing operation                                                                                                                                                                                                                                                                                                         | Specific mention for disclosure relating to profit (loss) from discontinuing operation on the face of Statement of Profit and Loss.                                                                                                                                                                                                                                                             |
| Purchases                                                | The purchase made and the opening & closing stock, giving break up in respect of each class of goods traded in by the company and indicating the quantities thereof.                                                                                                                                                                                                                              | Goods traded in by the company to be disclosed in broad heads in notes. Disclosure of quantitative details of goods is diluted                                                                                                                                                                                                                                                                  |
| Separate line item Disclosure criteria                   | One per cent of the total revenue or Rs. 5,000 whichever is higher; shall be disclosed separately. Applicable for expenses.                                                                                                                                                                                                                                                                       | One per cent of the total revenue or Rs. 1,00,000, whichever is higher; to be disclosed separately. Applicable for income and expenses.                                                                                                                                                                                                                                                         |
| Other Income                                             | No specific disclosure for other non-operative income was given                                                                                                                                                                                                                                                                                                                                   | Other Non-operating income needs to be shown NET of expenses                                                                                                                                                                                                                                                                                                                                    |
| Manufacturing Expenses                                   | Manufacturing Expenses (Except Inventory) were shown separately                                                                                                                                                                                                                                                                                                                                   | Manufacturing Expenses (Except Inventory) , Admin and Selling Expenses are clubbed together and shown under the head other expenses                                                                                                                                                                                                                                                             |
| Quantitative Details                                     | Break up in respect of each class of goods manufactured / traded in by the company and indicating the quantities thereof is to be given                                                                                                                                                                                                                                                           | Goods manufactured / traded in by the company to be disclosed in broad heads in notes. Disclosure of quantitative details of goods is diluted                                                                                                                                                                                                                                                   |
| Payment to Managerial Persons                            | Any payment made to Managerial Persons such as managerial remuneration, pension etc were required to be disclosed on the face                                                                                                                                                                                                                                                                     | No such disclosure is required to be made                                                                                                                                                                                                                                                                                                                                                       |
| Profit and Loss Appropriation                            | All appropriations were required to be shown under P& L Appropriation                                                                                                                                                                                                                                                                                                                             | Appropriations are shown directly under the head Reserves & Surplus in Balance sheet                                                                                                                                                                                                                                                                                                            |

### Compliance by Listed Companies

| Filing with Stock Exchange       | Q1        | Q2          | Q3          | Q4                                                                                         |
|----------------------------------|-----------|-------------|-------------|--------------------------------------------------------------------------------------------|
| Corporate Governance Report      | July 15   | October 15  | January 15  | April 15                                                                                   |
| Unaudited Financial Results      | August 14 | November 14 | February 14 | May 15                                                                                     |
| Audited Yearly Financial Results | -         | -           | -           | May 30<br>(If company opts not to publish Unaudited Financial Results for Q4 then June 30) |

## LIMITED LIABILITY PARTNERSHIP

### LLP Incorporation Forms

| Form No. | Purpose                                                                                                                                         | Fee            |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| DIN - 1  | Application for DIN                                                                                                                             | Rs.100/-       |
| 1        | Reservation/change of Name                                                                                                                      | Rs. 200/-      |
| 2        | Incorporation Document and Subscriber's Statement                                                                                               | As per Table 4 |
| 3        | LLP Agreement                                                                                                                                   | As per Table 5 |
| 4        | Notice of appointment, cessation, change in name/address/designation of a designated partner and consent to become a partner/designated partner | Rs.50/-        |

### Important LLP Post Incorporation Forms

| Form No. | Events                               | Due date                           | Fee            |
|----------|--------------------------------------|------------------------------------|----------------|
| 3        | Change in LLP Agreement              | 30 days                            | As per Table 5 |
| 5        | Notice of Change in Name             | 30 days                            | As per Table 5 |
| 8        | Statement of Account/Solvency        | 30 days from six month of the F.Y. | As per Table 5 |
| 11       | Annual Return                        | 60 days from the end of the F.Y.   | As per Table 5 |
| 15       | Change in Place of Registered Office | 30 days                            | As per Table 5 |

### Limited Liability Partnership – Filing Fee (Table 4)

| Registration of LLP including conversion of a firm or a private company or an unlisted public company into LLP |            |  |
|----------------------------------------------------------------------------------------------------------------|------------|--|
| a. LLP – Contribution does not exceed Rs. 1 Lakh                                                               | Rs. 500/-  |  |
| b. LLP – Contribution > Rs. 1 Lakh but < 5 Lakhs                                                               | Rs. 2000/- |  |
| c. LLP – Contribution > Rs. 5 Lakhs but < 10 Lakhs                                                             | Rs. 4000/- |  |
| d. LLP – Contribution > Rs.10 Lakhs                                                                            | Rs. 5000/- |  |

### Filing Fee for Documents (Table 5)

|                                                    |           |
|----------------------------------------------------|-----------|
| a. LLP – Contribution does not exceed Rs. 1 Lakh   | Rs. 50/-  |
| b. LLP – Contribution > Rs. 1 Lakh but < 5 Lakhs   | Rs. 100/- |
| c. LLP – Contribution > Rs. 5 Lakhs but < 10 Lakhs | Rs. 150/- |
| d. LLP – Contribution > Rs.10 Lakhs                | Rs. 200/- |

## MANAGEMENT CONSULTANCY & OTHER SERVICES

Management Consultancy & Other Services or MCS means 'Management Consultancy & Other Services' permitted by the Council in pursuance to Section 2(2)(iv) of the Chartered Accountants Act, 1949 and shall include the following:

- (i) Financial management planning and financial policy determination.
- (ii) Capital structure planning and advice regarding raising finance.
- (iii) Working capital management.
- (iv) Preparing project reports and feasibility studies.
- (v) Preparing cash budget, cash flow statements, profitability statements, statements of sources and application of funds etc.
- (vi) Budgeting including capital budgets and revenue budgets.
- (vii) Inventory management, material handling and storage.
- (viii) Market research and demand studies.
- (ix) Price-fixation and other management decision making.
- (x) Management accounting systems, cost control and value analysis.
- (xi) Control methods and management information and reporting.
- (xii) Personnel recruitment and selection.
- (xiii) Setting up executive incentive plans, wage incentive plans etc.
- (xiv) Management and operational audits.
- (xv) Valuation of shares and business and advice regarding amalgamation, merger and acquisition.
- (xvi) Business Policy, corporate planning, organisation development, growth and diversification.
- (xvii) Organisation structure and behaviour, development of human resources.
- (xviii) Systems analysis and design, and computer related services.
- (xix) Acting as advisor or consultant to an issue excluding the activities of broking, underwriting and portfolio management.
- (xx) Investment counseling in respect of securities [as defined in the Securities Contracts (Regulation) Act 1956 and other financial instruments.] (In doing so, the relevant provisions of the Code of Ethics must be kept in mind).
- (xxi) Acting as registrar to an issue and for transfer of shares/other securities. (In doing so, the relevant provisions of the Code of Ethics must be kept in mind).
- (xxii) Quality Audit.
- (xxiii) Environment Audit.
- (xxiv) Energy Audit.
- (xxv) Acting as Recovery Consultant in the Banking Sector.
- (xxvi) Insurance Financial Advisory Services under the Insurance Regulatory & Development Authority Act, 1999, including Insurance Brokerage.

## APPLICABILITY OF ACCOUNTING STANDARDS ON SMEs AND SMCs

**Level I Entities :-** Non-corporate entities which fall in any one or more of the following categories, at the end of the relevant accounting period:

- Entities whose equity or debt securities are listed or are in the process of listing on any stock exchange, whether in India or outside India.
- Banks (including co-operative banks), financial institutions or entities carrying on insurance business.
- All commercial, industrial and business reporting entities, whose turnover (excluding other income) exceeds rupees fifty crore in the immediately preceding accounting year.
- All commercial, industrial and business reporting entities having borrowings (including public deposits) in excess of rupee ten crore at any time during the immediately preceding accounting year.
- Holding and subsidiary entities of any of the above.

**Level II Entities (SMEs):-** Non-corporate entities which are not Level I entities but fall in any one or more of the following categories:

- All commercial, industrial and business reporting entities, whose turnover (excluding other income) exceeds rupee forty lakh but does not exceed rupee fifty crore in the immediately preceding accounting year.
- All commercial, industrial and business reporting entities having borrowings (including public deposits) in excess of rupee one crore but not in excess of rupee ten crore at any time during the immediately preceding accounting year.
- Holding and subsidiary entities of any one of above.

**Level III Entities (SMEs) :-** Non-corporate entities which are not covered under Level I and Level II are considered as Level III entities. Criteria for classification of companies under the Companies (Accounting Standards) Rules, 2006 Small and Medium-Sized Company (SMC) as defined in Clause 2(f) of the Companies (Accounting Standards) Rules, 2006 means, a company-

- Whose equity or debt securities are not listed or are not in the process of listing on any stock exchange, whether in India or outside India;
- Which is not a bank, financial institution or an insurance company;
- Whose turnover (excluding other income) does not exceed rupees fifty crore in the immediately preceding accounting year;
- Which does not have borrowings (including public deposits) in excess of rupees ten crore at any time during the immediately preceding accounting year; and
- Which is not a holding or subsidiary company of a company which is not a small and medium sized company.

Explanation: For the purposes of clause 2(f), a company shall qualify as a Small and Medium Sized Company, if the conditions mentioned therein are satisfied as at the end of the relevant accounting period.

### Accounting standards

| IFRS/IAS No for reference | Comparative chart of Indian Accounting Standards (IND. AS) vs. Existing Accounting Standards |                                                                          |                   |                                                                                         |
|---------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------------------|
| IAS 1                     | IND.AS-1                                                                                     | Presentation of Financial Statements                                     | AS-1              | Disclosure of Accounting Policies                                                       |
| IAS 2                     | IND.AS-2                                                                                     | Inventories                                                              | AS-2              | Valuation of Inventories                                                                |
| IAS 7                     | IND.AS-7                                                                                     | Statement of Cash Flows                                                  | AS - 3            | Cash Flow Statements                                                                    |
| IAS 8                     | IND.AS-8                                                                                     | Accounting Policies, Change in Accounting Estimates and Errors           | AS - 5            | Net Profit & Loss for the Period, Prior Period Items and Changes in Accounting Policies |
| IAS 10                    | IND.AS-10                                                                                    | Events after the Reporting Period                                        | AS - 4            | Contingencies and Events Occurring after the Balance Sheet Date                         |
| IAS 11                    | IND.AS-11                                                                                    | Construction Contracts                                                   | AS - 7            | Construction Contracts                                                                  |
| IAS 12                    | IND.AS-12                                                                                    | Income Taxes                                                             | AS - 22           | Accounting for Taxes on Income                                                          |
| IAS 16                    | IND.AS-16                                                                                    | Property, Plant and Equipment                                            | AS - 10<br>AS - 6 | Accounting for Fixed Assets,<br>Depreciation Accounting                                 |
| IAS 17                    | IND.AS-17                                                                                    | Leases                                                                   | AS - 19           | Accounting for Leases                                                                   |
| IAS 18                    | IND.AS-18                                                                                    | Revenue                                                                  | AS - 9            | Revenue Recognitions                                                                    |
| IAS 19                    | IND.AS-19                                                                                    | Employee Benefits                                                        | AS - 15           | Employee Benefits                                                                       |
| IAS 20                    | IND.AS-20                                                                                    | Accounting for Government Grants and Disclosure of Government Assistance | AS - 12           | Accounting for Government Grants                                                        |
| IAS 21                    | IND.AS-21                                                                                    | The Effects of Changes in Foreign Exchange Rates                         | AS - 11           | The Effects of Change in Foreign Exchange Rates                                         |
| IAS 23                    | IND.AS-23                                                                                    | Borrowing Costs                                                          | AS - 16           | Borrowing Costs                                                                         |
| IAS 24                    | IND.AS-24                                                                                    | Related Party Disclosures                                                | AS - 18           | Related Party Disclosures                                                               |
| IAS 27                    | IND.AS-27                                                                                    | Consolidated and Separate Financial Statements                           | AS - 21           | Consolidated Financial Statements                                                       |
| IAS 28                    | IND.AS-28                                                                                    | Investments in Associates                                                | AS - 23           | Accounting for Investments in Associates in Consolidated Financial Statements           |
| IAS 29                    | IND.AS-29                                                                                    | Financial Reporting in Hyperinflationary Economies                       |                   |                                                                                         |

|        |            |                                                               |                    |                                                                                  |
|--------|------------|---------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------|
| IAS 31 | IND.AS-31  | Interests in Joint Ventures                                   | AS - 27            | Financial Reporting of Interests in Joint Ventures                               |
| IAS 32 | IND.AS-32  | Financial Instruments: Presentation                           | AS - 31            | Financial Instruments: Presentation                                              |
| IAS 33 | IND.AS-33  | Earnings Per Share                                            | AS - 20            | Earnings Per Share                                                               |
| IAS 34 | IND.AS-34  | Interim Financial Reporting                                   | AS - 25            | Interim Financial Reporting                                                      |
| IAS 36 | IND.AS-36  | Impairment of Assets                                          | AS - 28            | Impairment of Assets                                                             |
| IAS 37 | IND.AS-37  | Provision, Contingent Liabilities and Contingent Assets       | AS - 29            | Provisions, Contingent Liabilities and Contingent Assets                         |
| IAS 38 | IND.AS -38 | Intangible Assets                                             | AS - 26            | Intangible Assets                                                                |
| IAS 39 | IND.AS -39 | Financial Instruments: Recognition and Measurement            | AS - 30<br>AS - 13 | Financial Instruments: Recognition and Measurement<br>Accounting for Investments |
| IAS 40 | IND.AS -40 | Investment Property                                           | AS - 13            | Accounting for Investments                                                       |
| IFRS 1 | IND.AS-101 | First Time Adoption of IND ASs                                |                    |                                                                                  |
| IFRS 2 | IND.AS-102 | Share Based Payments                                          |                    |                                                                                  |
| IFRS 3 | IND.AS-103 | Business Combination                                          | AS - 14            | Accounting for Amalgamations                                                     |
| IFRS 4 | IND.AS-104 | Insurance Contracts                                           |                    |                                                                                  |
| IFRS 5 | IND.AS-105 | Non- Current Assets held for Sale and Discontinued Operations | AS - 24            | Discontinuing Operations                                                         |
| IFRS 6 | IND.AS-106 | Exploration for and Evaluation of Mineral Resources           |                    |                                                                                  |
| IFRS 7 | IND.AS-107 | Financial Instruments: Disclosures                            | AS - 32            | Financial Instrument: Disclosures                                                |
| IFRS 8 | IND.AS-108 | Operating Segments                                            | AS - 17            | Segment Reporting                                                                |

### APPLICABILITY OF ACCOUNTING STANDARDS - AN OVERVIEW

| Accounting Standards |                                                                                          | To all Corporate Entities<br>[As per Companies (Accounting Standards) Rules] | To all Non -Corporate<br>entities [As per ICAI<br>Accounting Standards] |
|----------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| AS 1                 | Disclosure of Accounting Policies                                                        | Y                                                                            | Y                                                                       |
| AS 2                 | Valuation of Inventories                                                                 | Y                                                                            | Y                                                                       |
| AS 4                 | Contingencies and Events Occurring After the Balance Sheet                               | Y                                                                            | Y                                                                       |
| AS 5                 | Net Profit or Loss for the Period, Prior Period Items and Changes in Accounting Policies | Y                                                                            | Y                                                                       |
| AS 6                 | Depreciation Accounting                                                                  | Y                                                                            | Y                                                                       |
| AS 7                 | Construction Contracts (Revised 2002)                                                    | Y                                                                            | Y                                                                       |
| AS 9                 | Revenue Recognition                                                                      | Y                                                                            | Y                                                                       |
| AS 10                | Accounting for Fixed Assets                                                              | Y                                                                            | Y                                                                       |
| AS 11                | The Effects of Changes in Foreign Exchange Rates (Revised 2003)                          | Y                                                                            | Y                                                                       |
| AS 12                | Accounting for Government Grants                                                         | Y                                                                            | Y                                                                       |
| AS 13                | Accounting for Investments                                                               | Y                                                                            | Y                                                                       |
| AS 14                | Accounting for Amalgamations                                                             | Y                                                                            | Y                                                                       |
| AS 15                | Employee Benefits (Refer Note 1)                                                         | Y                                                                            | Y                                                                       |
| AS 16                | Borrowing Costs                                                                          | Y                                                                            | Y                                                                       |
| AS 18                | Related Party Disclosures                                                                | Y                                                                            | Not applicable to<br>Level III entities                                 |
| AS 19                | Leases (Refer Note 2)                                                                    | Y                                                                            | Y                                                                       |
| AS 20                | Earnings Per Share (Refer Note 3)                                                        | Y                                                                            | Y                                                                       |
| AS 22                | Accounting for Taxes on Income                                                           | Y                                                                            | Y                                                                       |
| AS 24                | Discontinuing Operations                                                                 | Y                                                                            | Not applicable to<br>Level III entities                                 |
| AS 25                | Interim Financial Reporting (Refer Note 6)                                               | Y                                                                            | Y                                                                       |
| AS 26                | Intangible Assets                                                                        | Y                                                                            | Y                                                                       |
| AS 28                | Impairment of Assets (Refer Note 4)                                                      | Y                                                                            | Y                                                                       |
| AS 29                | Provisions, Contingent Liabilities and Contingent Assets (Refer Note 5)                  | Y                                                                            | Y                                                                       |

**Note:** The Notes referred to in this Table are given in Table titled "Relaxations of certain requirements for SMCs/Level II & Level III enterprises" appearing later.

|         |                                                                                                                                 |
|---------|---------------------------------------------------------------------------------------------------------------------------------|
| AS 3*   | Cash Flow Statements                                                                                                            |
| AS 17*  | Segment Reporting                                                                                                               |
| AS 21** | Consolidated Financial Statements                                                                                               |
| AS 23** | Accounting for Investments in Associates in Consolidated Financial Statements                                                   |
| AS 27** | Financial Reporting of Interests in Joint Ventures (to the extent of requirement relating to Consolidated Financial Statements) |

\* AS 21, 23 and 27 are applicable only when relevant regulator requires compliance of these standards.  
# Not applicable to SMCs or Level II & Level III entities.

| No | Accounting Standards                                            | Relaxations available to Small and Medium Companies, Level II Enterprises and Level III Enterprises                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | AS 15, Employee Benefits                                        | <p>Paragraphs 11-16 to the extent they are dealing with recognition and measurement of short term accumulating compensated absences which are non-vesting</p> <p>Paragraphs 46 and 139 dealing with discounting of amounts that fall due more than 12 months after the balance sheet date</p> <p>Paragraphs 50-116 dealing with recognition and measurement principles of Defined Benefit plans</p> <p>Paragraphs 117-123 dealing with presentation and disclosure requirement in respect of defined benefit plans</p> <p>However entities availing the relaxation given in relation to Para 50-116 and Para 117-123 should actuarially determine and provide for the accrued liability in respect of defined benefit plans by Projected Unit Credit Method and discount rate used should be determined by reference to market yields at the balance sheet date on government bonds as per paragraph 78 of the Standard. Entities should also disclose the actuarial assumption as per paragraph 129(1) of the Standard.</p> <p>Paragraphs 129-131 to the extent they are dealing with recognition and measurement principles in respect of accounting for other long-term employee benefits</p> <p>However such entities should actuarially determine and provide for the accrued liability in respect of other long-term employee benefits by Projected Unit Credit Method and discount rate used should be determined by reference to market yields at the balance sheet date on government bonds as per paragraph 78 of the Standard.</p> <p><i>Note: AS 15 (Revised 2005) issued by ICAI exempts enterprise having less than 50 employees from the application of PUC method, i.e., these enterprises can use other rational method for accrual of liabilities on defined benefits plan for recognition and measurement principles laid down in paragraph 46 and 139 and presentation and disclosure requirement laid down in paragraph 117 to 123. Such entities are also exempt from the application of PUC method, i.e., these enterprises can use other rational method for accrual of liabilities with regard to other long term employee benefits for recognition and measurement principle laid down in paragraph 129 to 131.</i></p> <p><i>However Companies (Accounting Standards) Rules, 2006 do not contain such exemption.</i></p> |
| 2. | AS 19, Leases                                                   | <p>Requirements relating to disclosures as given in paragraphs 22 (c), (e) and (f); 25(a), (b) and (e); 37(a) and (f); and 46(b) and (d) relating to disclosures are not applicable to SMCs and level II/III enterprises.</p> <p>Further to these relaxations, Level III enterprises are also not required to give Paragraphs 37(g) and 46(e) disclosures.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3. | AS 20, Earnings Per Share                                       | Diluted earnings per share (both including and excluding extraordinary items) are not required to be disclosed for SMCs and level II/III non corporate enterprises. Further, information required by paragraph 48(ii) of AS 20 regarding disclosures for parameters used in calculation of EPS, are also not required to be disclosed by Level III entities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4. | AS 28, Impairment of Assets                                     | Value in use can be based on reasonable estimate instead of computing it by present value technique. Further, information required by paragraph 121(g) relating to discount rate used, need not be disclosed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5. | AS 29, Provisions, Contingent Liabilities and Contingent Assets | Paragraphs 66 and 67 relating to disclosures for amount and description for each class of provision are not required to be disclosed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 6. | AS 25, Interim Financial Reporting                              | AS 25 is applicable only if a company/non-corporate entity elects to prepare and present an interim financial report. Only certain Non-SMCs/Level I entities are required by the concerned regulatory to present interim financial results, eg. quarterly financial results required by the SEBI under the Listing Agreement. Therefore, the recognition and measurement requirement of this standard are applicable only on those entities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

#### I. List of Statements on Auditing as on 29.05.2012

1. Statement on the Companies (Auditor's Report) Order, 2003 (Revised 2005).
2. Statement on Reporting under section 227(1A) of the Companies Act, 1956.

#### II. List of Quality Control and Engagement Standards as on 29.05.2012

| Quality Control                  |                                                                                                                                                     |                                                  |                                                                                                   |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------|
| New Standard Number (SQC) (1-99) | Standards on Quality Control (SQCs)                                                                                                                 | Old Auditing and Assurance Standard (AAS) Number | Date from which effective                                                                         |
| 1                                | Quality Control for Firms that Perform Audits and Reviews of Historical Financial Information, and Other Assurance and Related Services Engagements | -                                                | Effective for all engagements relating to accounting periods beginning on or after April 1, 2009. |

| Audits and Reviews of Historical Financial Information |                                                                                                                    |                                                  |                                                                                              |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------|
| New Standard Number (SA) (100-999)                     | Standards on Auditing (SAs)                                                                                        | Old Auditing and Assurance Standard (AAS) Number | Date from which effective                                                                    |
| 100-199                                                | Introductory Matters                                                                                               |                                                  |                                                                                              |
| 200-299                                                | General Principles and Responsibilities                                                                            |                                                  |                                                                                              |
| 200 (Revised)                                          | Overall Objectives of the Independent Auditor and the Conduct of an Audit in Accordance with Standards on Auditing | 1 & 2                                            | Effective for audits of Financial Statements for periods beginning on or after April 1, 2010 |
| 210 (Revised)                                          | Agreeing the Terms of Audit Engagements                                                                            | 26                                               | Effective for audits of Financial Statements for periods beginning on or after April 1, 2010 |
| 220 (Revised)                                          | Quality Control for an Audit of Financial Statements                                                               | 17                                               | Effective for audits of Financial Statements for periods beginning on or after April 1, 2010 |
| 230 (Revised)                                          | Audit Documentation                                                                                                | 3                                                | Effective for audits of Financial Statements for periods beginning on or after April 1, 2009 |

|               |                                                                                                                   |        |                                                                                              |
|---------------|-------------------------------------------------------------------------------------------------------------------|--------|----------------------------------------------------------------------------------------------|
| 240 (Revised) | The Auditor's Responsibilities Relating to fraud in an Audit of Financial Statements                              | 4      | Effective for audits of Financial Statements for periods beginning on or after April 1, 2009 |
| 250 (Revised) | Consideration of Laws and Regulations in an Audit of Financial Statements                                         | 21     | Effective for audits of Financial Statements for periods beginning on or after April 1, 2009 |
| 260 (Revised) | Communication with those charged with governance                                                                  | 27     | Effective for audits of Financial Statements for periods beginning on or after April 1, 2009 |
| 265           | Communicating Deficiencies in Internal Control to Those Charged with Governance and Management                    | —      | Effective for audits of Financial Statements for periods beginning on or after April 1, 2010 |
| 299           | Responsibility of Joint Auditors                                                                                  | AAS 12 | Effective for all audits related to accounting periods beginning on or after April 1, 1996   |
| 300-499       | <b>Risk Assessment and Response to Assessed Risks</b>                                                             |        |                                                                                              |
| 300 (Revised) | Planning an Audit of Financial Statements                                                                         | 8      | Effective for audits of Financial Statements for periods beginning on or after April 1, 2008 |
| 315           | Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and its Environment | -      | Effective for audits of Financial Statements for periods beginning on or after April 1, 2008 |
| 320 (Revised) | Materiality in Planning and Performing an Audit                                                                   | 13     | Effective for audits of Financial Statements for periods beginning on or after April 1, 2010 |
| 330           | The Auditor's Responses to Assessed Risks                                                                         | -      | Effective for audits of Financial Statements for periods beginning on or after April 1, 2008 |
| 402(Revised)  | Audit Considerations relating to an Entity using a service organisation                                           | 24     | Effective for audits of Financial Statements for periods beginning on or after April 1, 2010 |
| 450           | Evaluation of misstatements identified during the Audit                                                           |        | Effective for audits of Financial Statements for periods beginning on or after April 1, 2010 |
| 500-599       | <b>Audit Evidence</b>                                                                                             |        |                                                                                              |
| 500(Revised)  | Audit Evidence                                                                                                    | 5      | Effective for audits of Financial Statements for periods beginning on or after April 1, 2009 |
| 501 (Revised) | Audit Evidence –Specific considerations for selected items                                                        | 34     | Effective for audits of Financial Statements for periods beginning on or after April 1, 2010 |
| 505 (Revised) | External Confirmations                                                                                            | 30     | Effective for audits of Financial Statements for periods beginning on or after April 1, 2010 |
| 510 (Revised) | Initial Audit Engagements –Opening Balances                                                                       | 22     | Effective for audits of Financial Statements for periods beginning on or after April 1, 2010 |
| 520 (Revised) | Analytical procedures                                                                                             | 14     | Effective for audits of Financial Statements for periods beginning on or after April 1, 2010 |
| 530 (Revised) | Audit Sampling                                                                                                    | 15     | Effective for audits of Financial Statements for periods beginning on or after April 1, 2009 |
| 540 (Revised) | Auditing of Accounting Estimates including Fair Value Accounting Estimates and Related Disclosures                | 18     | Effective for audits of Financial Statements for periods beginning on or after April 1, 2009 |
| 550 (Revised) | Related Parties                                                                                                   | 23     | Effective for audits of Financial Statements for periods beginning on or after April 1, 2010 |
| 560 (Revised) | Subsequent Events                                                                                                 | 19     | Effective for audits of Financial Statements for periods beginning on or after April 1, 2009 |
| 570 (Revised) | Going Concern                                                                                                     | 16     | Effective for audits of Financial Statements for periods beginning on or after April 1, 2009 |
| 580 (Revised) | Written Representations                                                                                           | 11     | Effective for audits of Financial Statements for periods beginning on or after April 1, 2009 |
| 600-699       | <b>Using Work of Others</b>                                                                                       |        |                                                                                              |
| 600           | Using Work of Another Auditor                                                                                     | 10     | Effective for all audits related to accounting periods beginning on or after April 1, 2002   |
| 610 (Revised) | Using the Work of Internal Auditors                                                                               | 7      | Effective for audits of Financial Statements for periods beginning on or after April 1, 2010 |
| 620 (Revised) | Using the work of an Auditor's Expert                                                                             | 9      | Effective for audits of Financial Statements for periods beginning on or after April 1, 2010 |
| 700-799       | <b>Audit Conclusion And Reporting</b>                                                                             |        |                                                                                              |
| 700           | The Auditor's Report on Financial Statements                                                                      | 28     | Effective for all audits related to accounting periods beginning on or after April 1, 2003   |
| 700 (Revised) | Forming an Opinion and Reporting on Financial Statements                                                          | 28     | Effective for audits of Financial Statements for periods beginning on or after April 1, 2012 |
| 705           | Modification to the Opinion in the Independent Auditor's Report                                                   |        | Effective for audits of Financial Statements for periods beginning on or after April 1, 2012 |

|                                                                                               |                                                                                                                                |                |                                                                                                         |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------|
| 706                                                                                           | Emphasis of Matter Paragraphs and Other Matters Paragraphs in the Independent Auditor's Report                                 |                | Effective for audits of Financial Statements for periods beginning on or after April 1, 2012            |
| 710 (Revised)                                                                                 | Comparative Information -Corresponding Figures and Comparative Financial Statements                                            | 25             | Effective for audits of Financial Statements for periods beginning on or after April 1, 2011            |
| 720                                                                                           | The Auditor's Responsibility in relation to Other Information in Documents Containing Audited Financial Statements             |                | Effective for audits of Financial Statements for periods beginning on or after April 1, 2010            |
| 800-899                                                                                       | Specialised Areas                                                                                                              |                |                                                                                                         |
| 800                                                                                           | Special Considerations -Audits of Financial Statements prepared in Accordance with Special Purpose Framework                   |                | Effective for audits of financial statements for periods beginning on or after April 1, 2011            |
| 805                                                                                           | Special Considerations -Audit of single Financial Statements and Specific Elements, Accounts or items of a Financial Statement |                | Effective for audits of financial statements for periods beginning on or after April 1, 2011            |
| 810                                                                                           | Engagements to Report on Summary Financial Statements                                                                          |                | Effective for audits of financial statements for periods beginning on or after April 1, 2011            |
| New Standard Number (SRE) (2000-2699)                                                         | Standards on Review Engagements (SREs)                                                                                         | Old AAS Number | Date from which Effective                                                                               |
| 2400 (Revised)                                                                                | Engagements to Review Financial statements                                                                                     | 33             | Applicable for Reviews of Financial statements for periods beginning on or after April 1, 2010          |
| 2410                                                                                          | Review of Interim Financial Information performed by the Independent Auditor of the Entity                                     |                | Applicable for Reviews of Interim Financial Information for periods beginning on or after April 1, 2010 |
| <b>Assurance Engagements Other Than Audits Or Reviews Of Historical Financial Information</b> |                                                                                                                                |                |                                                                                                         |
| New Standard Number (SAE) (3000-3699)                                                         | Standards on Assurance Engagements (SAEs)                                                                                      | Old AAS Number | Date from which Effective                                                                               |
| 3000-3399                                                                                     | Applicable to all Assurance Engagements                                                                                        |                |                                                                                                         |
| 3400-3699                                                                                     | Subject Specific Standards                                                                                                     |                |                                                                                                         |
| 3400                                                                                          | The Examination of Prospective Financial Information                                                                           | AAS 35         | Effective in relation to Reports on Projections forecasts issued on or after April 1, 2007              |
| 3402                                                                                          | Assurance Reports on control at service Organisation                                                                           |                | Effective for assurance report covering periods ending on or after April 1, 2011                        |
| <b>Related Services</b>                                                                       |                                                                                                                                |                |                                                                                                         |
| New Standard Number (SRS) (4000-4699)                                                         | Standards on Related Services (SRSs)                                                                                           | Old AAS Number | Date from which Effective                                                                               |
| 4400                                                                                          | Engagements to Perform Agreed upon Procedures regarding Financial Information                                                  | AAS 32         | Applicable to all agreed upon procedures engagements beginning on or after April 1, 2004                |
| 4410                                                                                          | Engagements to Compile Financial Information                                                                                   | AAS 31         | Applicable to all Compilation engagements beginning on or after April 1, 2004                           |

## IMPORTANT FORMS RELATING TO STUDENTS

### Articles Training

| S.No. | PARTICULARS                                                                                                                        | FORM NO.  |                                                |
|-------|------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------|
| 1     | Deed of Articles and Registration Form                                                                                             | 102 & 103 | Regulations 46(1), 46(2), 56(3), 57(4) & 58(4) |
| 2     | Deed of Supplementary Articles                                                                                                     | 107       | Regulations 58(2)                              |
| 3     | Service Certificate for Articleship                                                                                                | 108       | Regulations 50 & 61(1)                         |
| 4     | Certificate of Services on Discontinuance or Termination of Articles                                                               | 109       | Regulations 61(2)                              |
|       | I. by mutual consent                                                                                                               |           |                                                |
|       | ii. in the case of death of employee                                                                                               |           |                                                |
|       | (a) to be issued by the legal representative                                                                                       | 110       | Regulations 62                                 |
|       | (b) by a surviving partner                                                                                                         | 111       | Regulations 62                                 |
| 5     | Application for permission to study other course / engagement in business                                                          | 112       | Regulations 65 & 78                            |
| 6     | Particulars of the Audit Assistant to be submitted for registration                                                                | 113       | Regulations 69(2)                              |
| 7     | Certificate of Audit Services                                                                                                      | 114       | Regulations 71 & 75                            |
| 8     | Service Certificate of audit service in the case of death of employer                                                              |           |                                                |
|       | (a) To be issued by the legal representative                                                                                       | 115       | Regulation 76                                  |
|       | (b) by a surviving partner                                                                                                         | 116       | Regulation 76                                  |
| 9     | Form for intimation of change of status of Principal                                                                               | 118       | Regulation 55(2)                               |
| 10    | Form for request by the Articled Assistant to his Principal for issuance of Service Certificate in event of Completion of articles | 119       | Regulation 56(1)                               |
| 11    | Form for intimation of Secondment of articles                                                                                      | -         | Regulation 54                                  |

### Industrial Training

|    |                                             |     |                            |
|----|---------------------------------------------|-----|----------------------------|
| 01 | Apprenticeship Deed for Industrial Training | 104 | Regulations 51(4) & 72(4)  |
| 02 | Service certificate for Industrial Training | 105 | Regulations 51(5) or 72(5) |

|                                                                                               |                                                                                                                                |                |                                                                                                         |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------|
| 706                                                                                           | Emphasis of Matter Paragraphs and Other Matters Paragraphs in the Independent Auditor's Report                                 |                | Effective for audits of Financial Statements for periods beginning on or after April 1, 2012            |
| 710 (Revised)                                                                                 | Comparative Information -Corresponding Figures and Comparative Financial Statements                                            | 25             | Effective for audits of Financial Statements for periods beginning on or after April 1, 2011            |
| 720                                                                                           | The Auditor's Responsibility in relation to Other Information in Documents Containing Audited Financial Statements             |                | Effective for audits of Financial Statements for periods beginning on or after April 1, 2010            |
| 800-899                                                                                       | Specialised Areas                                                                                                              |                |                                                                                                         |
| 800                                                                                           | Special Considerations -Audits of Financial Statements prepared in Accordance with Special Purpose Framework                   |                | Effective for audits of financial statements for periods beginning on or after April 1, 2011            |
| 805                                                                                           | Special Considerations -Audit of single Financial Statements and Specific Elements, Accounts or items of a Financial Statement |                | Effective for audits of financial statements for periods beginning on or after April 1, 2011            |
| 810                                                                                           | Engagements to Report on Summary Financial Statements                                                                          |                | Effective for audits of financial statements for periods beginning on or after April 1, 2011            |
| New Standard Number (SRE) (2000-2699)                                                         | Standards on Review Engagements (SREs)                                                                                         | Old AAS Number | Date from which Effective                                                                               |
| 2400 (Revised)                                                                                | Engagements to Review Financial statements                                                                                     | 33             | Applicable for Reviews of Financial statements for periods beginning on or after April 1, 2010          |
| 2410                                                                                          | Review of Interim Financial Information performed by the Independent Auditor of the Entity                                     |                | Applicable for Reviews of Interim Financial Information for periods beginning on or after April 1, 2010 |
| <b>Assurance Engagements Other Than Audits Or Reviews Of Historical Financial Information</b> |                                                                                                                                |                |                                                                                                         |
| New Standard Number (SAE) (3000-3699)                                                         | Standards on Assurance Engagements (SAEs)                                                                                      | Old AAS Number | Date from which Effective                                                                               |
| 3000-3399                                                                                     | Applicable to all Assurance Engagements                                                                                        |                |                                                                                                         |
| 3400-3699                                                                                     | Subject Specific Standards                                                                                                     |                |                                                                                                         |
| 3400                                                                                          | The Examination of Prospective Financial Information                                                                           | AAS 35         | Effective in relation to Reports on Projections forecasts issued on or after April 1, 2007              |
| 3402                                                                                          | Assurance Reports on control at service Organisation                                                                           |                | Effective for assurance report covering periods ending on or after April 1, 2011                        |
| <b>Related Services</b>                                                                       |                                                                                                                                |                |                                                                                                         |
| New Standard Number (SRS) (4000-4699)                                                         | Standards on Related Services (SRSs)                                                                                           | Old AAS Number | Date from which Effective                                                                               |
| 4400                                                                                          | Engagements to Perform Agreed upon Procedures regarding Financial Information                                                  | AAS 32         | Applicable to all agreed upon procedures engagements beginning on or after April 1, 2004                |
| 4410                                                                                          | Engagements to Compile Financial Information                                                                                   | AAS 31         | Applicable to all Compilation engagements beginning on or after April 1, 2004                           |

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| 2     | Deed of Supplementary Articles                                                                                                     | 107       | Regulations 58(2)                              |
| 3     | Service Certificate for Articleship                                                                                                | 108       | Regulations 50 & 61(1)                         |
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|       | I. by mutual consent                                                                                                               |           |                                                |
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|       | (a) to be issued by the legal representative                                                                                       | 110       | Regulations 62                                 |
|       | (b) by a surviving partner                                                                                                         | 111       | Regulations 62                                 |
| 5     | Application for permission to study other course / engagement in business                                                          | 112       | Regulations 65 & 78                            |
| 6     | Particulars of the Audit Assistant to be submitted for registration                                                                | 113       | Regulations 69(2)                              |
| 7     | Certificate of Audit Services                                                                                                      | 114       | Regulations 71 & 75                            |
| 8     | Service Certificate of audit service in the case of death of employer                                                              |           |                                                |
|       | (a) To be issued by the legal representative                                                                                       | 115       | Regulation 76                                  |
|       | (b) by a surviving partner                                                                                                         | 116       | Regulation 76                                  |
| 9     | Form for intimation of change of status of Principal                                                                               | 118       | Regulation 55(2)                               |
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| 11    | Form for intimation of Secondment of articles                                                                                      | -         | Regulation 54                                  |

### Industrial Training

|    |                                             |     |                            |
|----|---------------------------------------------|-----|----------------------------|
| 01 | Apprenticeship Deed for Industrial Training | 104 | Regulations 51(4) & 72(4)  |
| 02 | Service certificate for Industrial Training | 105 | Regulations 51(5) or 72(5) |

## ELIGIBILITY OF CA MEMBER TO TRAIN ARTICLES

**Table-I**

**Table- II**

**Applicable for COP Holder-  
Individual/proprietor/partner**

**Applicable to members who are in full time salaried employment under a chartered accountant in practice or a firm of such chartered accountants.**

| Category | Period of Continuous practice                                                         | Entitlement of assistant(s) |
|----------|---------------------------------------------------------------------------------------|-----------------------------|
| (i)      | An associate or fellow in continuous practice for a period upto 3 years               | 1                           |
| (ii)     | An associate or fellow in continuous practice for any period from 3 years to 5 years  | 3                           |
| (iii)    | An associate or fellow in continuous practice for any period from 5 years to 10 years | 7                           |
| (iv)     | An associate or fellow in continuous practice for any period from 10 years            | 10                          |

| Category | Number of full time salaried employees irrespective of whether associate or fellow | Entitlement of articulated assistant(s)                                     |
|----------|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| (i)      | Upto 100                                                                           | 1 per employee                                                              |
| (ii)     | Between 101 & 500                                                                  | 100 + 50% of the number of such employees above 100 (i.e. a maximum of 300) |
| (iii)    | From 501 or more                                                                   | 300 + 20% of the number of such employees above 500                         |

## PEER REVIEW

**Peer Review** - means an examination and Review of the systems and procedures to determine whether the same have been put in place by the Practice Unit for ensuring the quality of assurance services as envisaged by the Technical, Professional and Ethical Standards and whether the same were consistently applied in the period under review. Peer Review process is intended to review the quality control framework of the Practice Unit as well as proper and consistent application of such control framework across engagement samples selected for review.

**Assurance Services** – means assurance engagements services as specified in the “FRAMEWORK FOR ASSURANCE ENGAGEMENTS” Issued by the Institute of Chartered Accountants of India and as may be amended from time to time but does not include:

- (i) Management Consultancy Engagements;
- (ii) Representation before various Authorities;
- (iii) Engagements to prepare tax returns or advising clients in taxation matters;
- (iv) Engagements for the compilation of financial statements;
- (v) Engagements solely to assist the client in preparing, compiling or collating information other than financial statements;
- (vi) Testifying as an expert witness;
- (vii) Providing expert opinion on points of principle, such as Accounting Standards or the applicability of certain laws, on the basis of facts provided by the client; and
- (viii) Engagement for Due diligence

The phrase 'Assurance Services' is used in this Statement interchangeably with Audit Services, Attestation Functions, and Audit Functions.

**Technical, Professional and Ethical Standards** - means

- (i) Accounting Standards issued by ICAI and /or prescribed and notified by the Central Government of India;
- (ii) Standards issued by the Institute of Chartered Accountants of India including Engagement standards . Statements . Guidance notes . Standards on Internal Audit . Statements on Quality Control

Notifications / Directions / Announcements / Guidelines / Pronouncements / Professional standards issued from time to time by the Council or any of its committees.

- (iii) Framework for the Preparation and presentation of financial statements, framework of statements and Standard on Auditing, Standard on Assurance Engagements, Standards on Quality Control and Guidance Notes on related services issued, from time to time, by the Institute of Chartered Accountants of India and framework for assurance engagements;
- (iv) Provisions of the various relevant statutes and / or regulations which are applicable in the context of the specific engagements being Reviewed including instructions, guidelines, notifications, directions issued by regulatory bodies as covered in the scope of assurance engagements;

### SCOPE OF PEER REVIEW:

On selection of a practice unit for peer review, its assurance services pertaining to the immediately preceding three completed financial years shall be subjected to review. The Review shall cover:

- (i) Compliance with Technical, Professional and Ethical Standards;
- (ii) Quality of reporting.

Systems and procedures for carrying out assurance services.

Training programmes for staff (including articulated and audit assistants) concerned with assurance functions, including availability of appropriate Infrastructure.

Compliance with directions and / or guidelines issued by the Council to the Members, including Fees to be charged, Number of audits undertaken, register for Assurance Engagements conducted during the year and such other related records.

Compliance with directions and / or guidelines issued by the Council in relating to article assistants and / or audit assistants, including attendance register, work diaries, stipend payments, and such other related records.

### PEER REVIEW REPORT OF THE REVIEWER:

**Preliminary Report:-** is communicated to the Practice Unit reporting the areas where the system and procedures were deficient or where non compliance with reference to any other matters has been noticed by the reviewer. The Practice Unit shall make his representation/submissions to the reviewer within 10 days of receiving the preliminary report.

**Final Report:-** The reviewer submits his Final Report to the Peer Review Board, incorporating the findings as discussed with the Practice Unit. On receipt of the Peer Review Report, the Board shall within three months, Issue a Peer Review Certificate to the Practice Unit mentioning the next due date for Review. Inform the Practice Unit that a Peer Review certificate cannot be issued along with the reasons therefore as well inform the Practice Unit about the due date for conducting a follow on review.

## IMPORTANT WEBSITES

| S.No. | Name                                                                                                | Website address                                                                               |
|-------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| 1     | The Institute of Chartered Accountants of India                                                     | <a href="http://www.icaai.org">http://www.icaai.org</a>                                       |
| 2     | Committee for Capacity Building of CA Firms and Small & Medium Practitioners of ICAI (CCBCAF & SMP) | <a href="http://www.icaai.org.in">http://www.icaai.org.in</a>                                 |
| 3     | Accounting Research Foundation-ICAI                                                                 | <a href="http://www.icaiaf.org">http://www.icaiaf.org</a>                                     |
| 4     | Continuing Professional Education Committee- ICAI                                                   | <a href="http://www.cpeicai.org">http://www.cpeicai.org</a>                                   |
| 5     | Professional Development Committee- ICAI Portal                                                     | <a href="http://www.pdicai.org">http://www.pdicai.org</a>                                     |
| 6     | Webcast Portal of ICAI                                                                              | <a href="http://webcast.icaai.org/index.html">http://webcast.icaai.org/index.html</a>         |
| 7     | MEF                                                                                                 | <a href="http://www.meficai.org">http://www.meficai.org</a>                                   |
| 8     | MCA                                                                                                 | <a href="http://www.mca.gov.in">http://www.mca.gov.in</a>                                     |
| 9     | Income Tax                                                                                          | <a href="http://incometaxindia.gov.in">http://incometaxindia.gov.in</a>                       |
| 10    | Comptroller and Auditor General of India                                                            | <a href="http://www.cag.gov.in">http://www.cag.gov.in</a>                                     |
| 11    | Service Tax                                                                                         | <a href="http://www.servicetax.gov.in">http://www.servicetax.gov.in</a>                       |
| 12    | Reserve Bank of India                                                                               | <a href="http://www.rbi.org.in">http://www.rbi.org.in</a>                                     |
| 13    | Limited Liability Partnership                                                                       | <a href="http://www.llp.gov.in">http://www.llp.gov.in</a>                                     |
| 14    | NSDL                                                                                                | <a href="http://nsdl.co.in">http://nsdl.co.in</a>                                             |
| 15    | Right to Information                                                                                | <a href="http://www.rti.gov.in">http://www.rti.gov.in</a>                                     |
| 16    | The Indian Government Tenders Information System                                                    | <a href="http://tenders.gov.in">http://tenders.gov.in</a>                                     |
| 17    | Special Economic Zones in India                                                                     | <a href="http://www.sezindia.nic.in">http://www.sezindia.nic.in</a>                           |
| 18    | Securities and Exchange Board of India                                                              | <a href="http://www.sebi.gov.in">http://www.sebi.gov.in</a>                                   |
| 19    | Important telephone no. of Govt. Deptt. of India                                                    | <a href="http://www.sarkaritel.com">http://www.sarkaritel.com</a>                             |
| 20    | IT e-return of efilling                                                                             | <a href="http://www.incometaxindiaefiling.gov.in">http://www.incometaxindiaefiling.gov.in</a> |
| 21    | Director General of Foreign Trade                                                                   | <a href="http://www.dgft.gov.in">http://www.dgft.gov.in</a>                                   |
| 22    | ICAI WEB TV                                                                                         | <a href="http://www.icaitv.com">http://www.icaitv.com</a>                                     |
| 23    | E-Sahaayataa                                                                                        | <a href="http://help.icaai.org">http://help.icaai.org</a>                                     |

## Important Email Ids. of ICAI

| S.No. | Name                                                                         | E-mail Ids                                                       |
|-------|------------------------------------------------------------------------------|------------------------------------------------------------------|
| 1.    | President                                                                    | <a href="mailto:president@icai.org">president@icai.org</a>       |
| 2.    | Vice President                                                               | <a href="mailto:vicepresident@icai.in">vicepresident@icai.in</a> |
| 3.    | Secretary                                                                    | <a href="mailto:secretary@icai.org">secretary@icai.org</a>       |
| 4.    | Accounting Standards Board                                                   | <a href="mailto:asb@icai.org">asb@icai.org</a>                   |
| 5.    | Committee on Accounting Standards for Local Bodies                           | <a href="mailto:caslb@icai.org">caslb@icai.org</a>               |
| 6.    | Auditing & assurance Standards Board                                         | <a href="mailto:aasb@icai.in">aasb@icai.in</a>                   |
| 7.    | Committee on Banking, Insurance & Pension                                    | <a href="mailto:cobip@icai.org">cobip@icai.org</a>               |
| 8.    | Board of Studies                                                             | <a href="mailto:bosnodia@icai.org">bosnodia@icai.org</a>         |
| 9.    | Committee for Capacity Building of CA Firms and Small & Medium Practitioners | <a href="mailto:ccbcaf@icai.org">ccbcaf@icai.org</a>             |
| 10.   | Continuing Professional Education Committee                                  | <a href="mailto:cpehours@icai.in">cpehours@icai.in</a>           |
| 11.   | Committee for Co-operative and NPO Sectors                                   | <a href="mailto:cogoss@icai.org">cogoss@icai.org</a>             |
| 12.   | Corporate Laws & Corporate Governance Committee                              | <a href="mailto:clcg@icai.org">clcg@icai.org</a>                 |
| 13.   | Direct Taxes Committee                                                       | <a href="mailto:dte@icai.org">dte@icai.org</a>                   |
| 14.   | Committee on Economic & Commercial Laws and Trade & WTO                      | <a href="mailto:ctlwto@icai.in">ctlwto@icai.in</a>               |
| 15.   | Editorial Board                                                              | <a href="mailto:eb@icai.org">eb@icai.org</a>                     |
| 16.   | Ethical Standards Board                                                      | <a href="mailto:esb@icai.org">esb@icai.org</a>                   |
| 17.   | Committee on Financial Markets & Investor's Protection                       | <a href="mailto:cfmip@icai.org">cfmip@icai.org</a>               |
| 18.   | Financial Reporting Review Board                                             | <a href="mailto:frfb@icai.org">frfb@icai.org</a>                 |
| 19.   | Indirect Taxes Committee                                                     | <a href="mailto:itdc@icai.org">itdc@icai.org</a>                 |
| 20.   | Committee on Information Technology                                          | <a href="mailto:cit@icai.in">cit@icai.in</a>                     |
| 21.   | Internal Audit Standards Board                                               | <a href="mailto:iasb@icai.in">iasb@icai.in</a>                   |
| 22.   | Committee on International Taxation                                          | <a href="mailto:citax@icai.org">citax@icai.org</a>               |
| 23.   | Committee on Management Accounting                                           | <a href="mailto:cma@icai.org">cma@icai.org</a>                   |
| 24.   | Committee for Members in Entrepreneurship & Public Services                  | <a href="mailto:safa@icai.org">safa@icai.org</a>                 |
| 25.   | Committee for Members in Industry                                            | <a href="mailto:cmii@icai.org">cmii@icai.org</a>                 |
| 26.   | Peer Review Board                                                            | <a href="mailto:peerreview@icai.org">peerreview@icai.org</a>     |
| 27.   | Professional Development Committee                                           | <a href="mailto:pdcc@icai.in">pdcc@icai.in</a>                   |
| 28.   | Audit Committee                                                              | <a href="mailto:audit@icai.org">audit@icai.org</a>               |
| 29.   | Committee on Public Finance and Government Accounting                        | <a href="mailto:cpf_ga@icai.org">cpf_ga@icai.org</a>             |
| 30.   | Expert Advisory Committee                                                    | <a href="mailto:eac@icai.org">eac@icai.org</a>                   |
| 31.   | International Affairs Committee                                              | <a href="mailto:ia@icai.org">ia@icai.org</a>                     |
| 33.   | Research Committee                                                           | <a href="mailto:research@icai.org">research@icai.org</a>         |

## DISCLAIMER

The above information have been compiled only for the Quick Insight purpose of members. The information is as on 6<sup>th</sup> June, 2012. While every efforts have been made to keep the above information error free, the Institute or any of its office do not take the responsibility for any typographical or clerical error which may have crept in while compiling the above information. Further, the above information are subject to the provisions contained under different Acts and members are advised to refer to those relevant provisions also.

## COMMITTEE FOR CAPACITY BUILDING OF CA FIRMS AND SMALL & MEDIUM PRACTITIONERS (CCBCAF & SMP) 2012-13

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Delhi

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New Delhi

Shri Sidharth Birla

New Delhi

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Mumbai

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