

Amsmart Consultants LLP

Fees for Non Standard -Common Services – (NSC)

With effect from 01st April,2017

| Sr. No | Description of Services | Fees in Rs | Remarks |
|--------|---|------------|----------|
| | <i>A. INDIVIDUAL SERVICES</i> | | |
| | <i>1. Company Law</i> | | |
| 1.1 | Issue/Allotment/Transfer of Shares (Validating/verifying/ preparing/certifying/stamping/ filing / uploading /updating / coordinating for resolutions, Letters, Share Applications, Share Certificates, Board Minutes, Form-PAS-3, Signature/ Digital Signature, approval by ROC/MCA, Updating Database and sending Reports) | 6600 | |
| 1.2 | Issue /Allotment/Transfer of Debentures (Validating/verifying/ preparing/certifying/stamping/ filing / uploading / updating / coordinating - forms, Share Transfer Deed, Resolutions, Letters, Debenture Applications, Debenture Certificates, Board Minutes, Signature/ Digital Signature, approval by ROC/MCA, Updating Database and sending Reports) | 13200 | |
| 1.3 | Appointment/Resignation/Special Resolution of Dir. Remuneration (Form MGT-14/ DIR-12) (Validating/ verifying/ preparing/ certifying/ filing / uploading / updating / coordinating - Form DIR-12 or Form DIR-12 and Form MGT-14, Resignation / Consent Letter, Resolutions, Board minutes, Signature/ Digital Signature, Approval by ROC/MCA , Updating Database and sending Reports) | 6600 | For Each |
| 1.4 | Shifting of Regd. Office (Form INC-22) (within local limits of city) (Validating / verifying / Preparing / certifying / Filing / uploading / updating - Form INC-22, Resolutions, No Objection Letter, Board minutes, Signature / Digital Signature, Approval by ROC/MCA, Letters to Other Govt. Depts. Of changes, Updating Database and sending Reports) | 6600 | For Each |
| 1.5 | Shifting of Regd. office (Form INC-22/MGT-14) (outside the local limits of city but within jurisdiction of RoC and within state) (Validating / verifying / Preparing / Filing/ uploading / updating - Form INC-22, Form MGT-14, Resolutions, No Objection Letter, Board / General Body minutes, signature / Digital Signature, Approval by ROC/MCA , Letters to other Govt. Depts. Of changes, Updating Database and sending Reports) | 13200 | |
| 1.6 | Shifting of Regd. office (Form INC-22/MGT-14) (outside local limits of city and jurisdiction of RoC, within state) (Validating / verifying / Preparing / filing / uploading / updating/ attending / coordinating- Form INC-22, Form MGT-14, Application Form INC-23, Resolutions, Board/ General body minutes, Petitions / Affidavits / Public Notice / No Objections / Hearing before RD /Signature / DSC, Approval by RD/ ROC / MCA, Letters to Other Govt. Depts. of changes, Updating Database and sending Reports) | 39600 | |
| 1.7 | Shifting of Regd. office (Form INC-22/MGT-14) (outside local limits of city and jurisdiction of RoC, outside state) | 52800 | For Each |

| | | | |
|------|---|-------|----------|
| | (Validating / verifying / Preparing / filing / uploading / updating / attending / coordinating- Form INC-22, Form MGT-14, Application to Regional Director (RD), Form INC-23, Resolutions, Board/General body minutes, Petitions / Affidavits / Intimation to State Secretary / Public Notice / No Objection / Intimation to RoC / Hearing before RD / Signature / DSC, Approval by RD / ROC / MCA. Letters to Other Govt. Depts. of changes, Updating Database and sending Reports) | | |
| 1.8 | Increase/alteration in Authorized Capital (Form SH-7/MGT-14) (Validating / verifying / Preparing / stamping / certifying / filing / uploading / updating / coordinating - Forms MGT-14, Form SH-7, Resolutions, Board/General Body minutes, altered MoA/ AoA, Payment of Stamp Duty, Signature / DSC, RoC office, Approval by ROC / MCA, Updating Database and sending Reports) | 13200 | |
| 1.9 | Alteration/modification in object clause of MoA (Validating / verifying / Preparing / certifying / filing / uploading/ updating / coordinating - Forms, Resolutions, Body / General Board minutes, alteration of MoA, Arranging signatures, attending / follow up with RoC, obtaining certificate from RoC for alteration of object clause of MOA, Updating Database and sending Report) | 16500 | For Each |
| 1.10 | Change of Name of the company (Validating / verifying / suggesting names, Preparing / certifying / filing / uploading / updating Forms, Name Application, resolutions, Board / General Body minutes, alteration of MoA / AoA, Obtaining approval of name, Arranging signatures, Application for Change of Name, follow up with RoC, obtaining Certificate from RoC for Change of Name, Intimation of other Govt. Depts. Of the Change, Updating Database and sending Report) | 19800 | For Each |
| 1.11 | Registration/Modification/satisfaction of Charge (Form CHG-1/CHG-4) (Validating / verifying / Preparing / certifying / Filing / uploading / Coordinating - Form CHG-1 / CHG-4, Signature / DSC, Approval by ROC / MCA, Certificate of Charge Creation / Modification from Roc/MCA, Updating Database and sending Reports) | 11220 | For Each |
| 1.12 | Formation of Private Limited Company (Verifying / applying and getting availability of name, Drafting MoA / AoA, preparing /certifying / filing / uploading / updating Forms/letters etc., Payment of Stamp duty, Filing documents with RoC / MCA, Attending / follow up with RoC, Obtaining Certificate of Incorporation , arranging Common Seal, Rubber stamp, Pan/Tan Application, updating Database, Preparing Share certificates, Minutes of 1st Board Meeting, sending clients original documents) | 33000 | For Each |
| 1.13 | Formation of Public Limited Company (Verifying / applying and getting availability of name, Drafting MoA / AoA, preparing /certifying / filing / uploading / updating Forms/letters etc., Payment of Stamp duty, Filing documents with RoC / MCA, Attending / follow up with RoC, Obtaining Certificate of Incorporation, Preparing Minutes of 1st Board Meeting and Statement in Lieu of Prospectus (SLP) and other documents required for Commencement Certificate, Obtaining Commencement Certificate, arranging for Common Seal, Rubber stamp, Pan/Tan Application, updating Database, Preparing Share certificates and sending clients original documents) | 52800 | For Each |
| 1.14 | Conversion of Private Company in to Public Company (Verifying / Preparing / certifying / filing / uploading / updating / coordinating - Form MGT-14, Application for Conversion, resolutions, Statement in lieu of prospectus and other documents required for Commencement Certificate, Minutes of Board/ General Meeting, Obtaining Commencement Certificate, arranging for Common Seal, Rubber stamp, Pan/Tan Application, updating Database, Changes in Share certificates and sending clients original documents) | 39600 | |

| | | | |
|------|--|-------------|----------|
| 1.15 | Director Identification Numbers-(DIR-3) (Verification of original documents / preparing / stamping and notarizing Affidavit, Filing/ certifying / uploading DIN1 application, Obtaining DIN no., updating database) | 3300 | For Each |
| 1.16 | Registration of DIN (DIR-3B, DIR-3C and DIR-6) (Verifying / Preparing / certifying / filing / uploading / updating / coordinating – DIR-3B/DIR-3C, DIR-6, Signature / DSC / Certification by CS in DIR-3C Uploading / filing DIR-3C along with DIR-3B / filing DIR-6, updating Database and sending reports) | 3300 | |
| 1.17 | Certified Copy of Document from ROC. Taking search on MCA website (soft Docs) and at ROC office (Hard Docs), Applying for Certified Copy with necessary fees and Stamp papers, Coordinating and getting certified copy of required documents, | 6600 | |
| 1.18 | Obtaining DSC from Certifying Authority (Class II DSC) Preparing application, coordinating / certifying details / attachments, submitting to Certifying Authority, Getting USB token and Driver CD, Registering DSC with NCA S, providing Guidance How to affix DSC | 1650 | |
| 1.19 | Obtaining DSC from Certifying Authority (Class III DSC) Preparing application, coordinating / certifying details / attachments, submitting to Certifying Authority, Getting USB token and Driver CD, Registering DSC with NCA S, providing Guidance How to affix DSC | 2640 | |
| 1.20 | Annual Filing of Private Limited/ Limited Company Analysing of Board Report, Auditors Report, Financials i.e Profit and Loss Statement, Balance Sheet, Cashflow Statement, CARO if applicable, Preparing of forms like Form ADT-1 (Appointment of Auditor), Form AOC-4/AOC-4 XBRL, AOC-4 CFS (Filing Financial Statements and other documents with Registrar), Form MGT-7 (Annual Return), Getting e-forms certified from professionals like CA/CS, Uploading E-forms on the MCA Portal, Preparing of Minutes of Board Meeting, Notice & Agenda, Attendance sheet, Preparing of Minutes of General Meeting, Notice & Agenda, Attendance Sheet | 13750-16500 | |
| 1.21 | FLA Return with RBI Filing Annual return of foreign Assets and Liabilities as per RBI format unaudited and audited/Identification particulars/Financial details/ Foreign Liabilities/ Foreign Assets/ Outward Foreign Affiliates Trade Statistics/ Other Assets and Liabilities with foreign unrelated parties. | 11000 | |
| 1.22 | Replying to Notice from MCA Analysing Notice received from MCA/ Preparation of facts/ Visit to ROC/ Drafting of reply/ submissions/ taking extension of time from ROC. | 16500-27500 | |
| 1.23 | Strike off Company Analysing operation of company, checking criteria for strike off, Preparing of draft documents like Indemnity, Affidavit, Getting Franked and Notarised, Preparing resolutions, Preparing Statement of Assets and Liabilities, Preparing E-form to file with Registrar, Follow up with Registrar for Notices, Approval by ROC / MCA. | 16500 | |
| | <i>2. Sales Tax /Profession Tax</i> | | |
| 2.1 | MVAT/CST Registration (Preparing and filing Applications, coordinating/verifying / preparing details/requirement, attending verification/ hearing, follow up and getting certificates of Regn., info. database) | 9350 | |
| 2.2 | MVAT/CST Returns | 3850 | |

| | | | |
|-----|--|------------------|----------|
| | (Collecting data, working tax liability and Credit admissible, preparing returns and sending for payment, maintaining info. Database | | |
| | If Monthly | | |
| | If quarterly | | |
| | If Half Yearly | | |
| 2.3 | Endorsement on Registration Certificate | 3850 | |
| | Application for necessary endorsement , coordinating and getting endorsement on RC | | |
| 2.4 | Quarterly TDS Returns – Works Contract (F 402) | 3850 | |
| | (Verifying /matching data, preparing forms and coordinating, submitting signed form) | | |
| 2.5 | Annual TDS Return – Works Contract (F 405) | 5500 | |
| | (Verifying and matching the data, preparing forms and coordinating, submitting signed form, Sending clients copy) | | |
| 2.6 | Refund Application (F 501) | 16500 | |
| | (Preparing refund application in Form 501 , coordinating signature and filing with Dept. Sending client copy) | | |
| 2.7 | PT Enrollment Certificate (Self) / (Employee) | 3850 | |
| | (Preparing application arranging signature filing application with other requirements follow up and getting certificate .maintaining info. database) | | |
| 2.8 | PT Assessment (PTR Asst) | 8250 | |
| | (Obtaining/verifying Details/information, attending hearing and obtaining Order. maintaining info. database) | | |
| | 3. Service Tax | | |
| 3.1 | Service Tax Registration / Endorsement / Cancellation | 8250 | |
| | Preparing / verifying getting signature / Filing / follow up and getting No. | | |
| 3.2 | Service tax Return (Half yearly) | 5500 To 16500 | |
| | Working / checking tax liability/ credit available / Preparing / verifying /getting signature / Filing / follow up | | |
| 3.3 | Centralised Service Tax Registration | 16500 | |
| | (Preparing application , coordinating for signature and evidences, submitting application And getting Registration) | | |
| | 4. Partnership Firms/HUF/Trust | | |
| 4.1 | Deed of Partnership and Registration with ROF | 16500 | For each |
| | Preparing / giving draft deed for approval/ Form A/ having meeting/ taking approval/ getting Stamp Paper / final Print Out / Signature of Parties / getting Translation in Marathi / Filing With ROF with necessary fees | | |
| 4.2 | Deed for change in Constitution / Regn. With ROF | 16500 | For each |
| | Preparing / Giving Draft deed for approval / Form / having meeting / taking approval / getting stamp paper / final Print Out / Signature of Parties / Filing with ROF with necessary fees) | | |
| 4.3 | Deed of dissolution of Firm and Regn. With ROF | 16500 | For each |

| | | | |
|-----|--|-------|----------|
| | Preparing / giving draft deed for approval /Form /having meeting / taking approval / getting stamp paper / final Print Out / Signature of Parties /filing with ROF with necessary fee | | |
| 4.4 | Deed of change in address and Registration with ROF | 8250 | For each |
| | (Preparing / giving draft deed for approval/ Form /having meeting / taking approval / getting Stamp Paper / final Print Out / Signature ofParties / Filing with ROF with necessary fees | | |
| 4.5 | Formation of HUF / Private Trust | 22000 | For each |
| | (Preparing / giving draft deed for approval / having meeting / taking approval / getting Stamp Paper/ final Print Out / Signature of Parties | | |
| 4.6 | Formation and registration of Public / Trust | 71500 | For each |
| | (Preparing / giving draft deed for approval / Form/ having meeting / taking approval / getting Stamp Paper / final Print Out / Signatures of Parties / application to charity comm./ attending before charity comm. / giving advertisement newspaper / getting registration certificate from charity commissioner / preparing & filing application u/s. 12A and 80G of the IT Act & obtaining certificate u/s. 12A & 80-G) | | |
| 4.7 | Preparing filing of Change report with CC | 16500 | For each |
| | (Preparing / giving / draft copy of schedule III/ consent letter of the trustee / resolution passed board meeting / getting signatures / notarizing schedule III and filing it with charity commissioner | | |
| | 5. Others | | |
| 5.1 | 49A /49B/PTE/PTR/Auditors Appt.23B/POA | 7150 | |
| | Preparing / getting signature / filling /getting No. / together with out of Pocket expenses | | |
| 5.2 | Amendments to PAN (49A) Or TAN (49B) Or PTE or PTR | 2750 | |
| | Preparing / getting signature / Filling / getting No. | | |
| 5.3 | Import Export Code (IEC) | 5500 | |
| | Preparing / verifying getting signature / Filling / follow up and getting No. | | |
| | 6. Limited Liability Partnership | | |
| 6.1 | Addition/Cessation of Partner | 11000 | |
| | Preparing Supplementary Deed, Consent letter for Admissions, Resignation Letter / giving draft deed for approval / Getting Signature / Filling LLP Form-3 & 4 | | |
| 6.2 | Change in Nominee | 19800 | |
| | Preparing LLP Agreement with Subscriber page, Consent letter / giving draft deed for approval / Getting Signature / Filling LLP Form-4 | | |
| 6.3 | Change in Registered Office Address | 5500 | |
| | Refer initial LLP Agreement/ Consent of all Partners/ Proof of registered office address/Resolution of DP/Prepare LLP Agreement by amending required point and get it stamped and notarized/ Filing LLP Form-15 | | |
| 6.4 | Formation of LLP | 33000 | |
| | Obtain DIN / Obtain DSC / Filing of Form LLP 1 / Obtain Name approval letter from Registrar / Prepare DP and Nominee Resolution , Main Object / Obtain signed copy of subscriber page , RO Proof with NOC if required / filing of LLP form 2 / obtain LLP Incorporation Certificate from registrar / Preparing LLP Agreement / Consent letter / giving draft deed for approval / Getting Signature / Filling of LLP Form 3 | | |
| 6.5 | Conversion of PLC into LLP | 55000 | |
| | Check Eligibility/ Resolution by nominee/ Board Resolution/ Main Object/ Filing LLP Form-1/ LLP Agreement/ DP and Nominee Resolution/ Subscribers Page/ Proof of Registered Office along with NOC, if required/ITR Acknowledgment/ Statement by shareholders/ Balance Sheet/ Board Resolution for change in status/Filing Form MGT-14/ Filing Form-2 & 8/ Filing LLP Form-3 | | |

| | | | |
|-----|--|-------------------------------------|--|
| 6.6 | Strike off of LLP Check the eligibility/ Application for strike off/ Consent of all creditors/ Consent of DPs/ Indemnity & Affidavit(Franked & Notarised)/ Partners Resolution/ Statement of A/cs/ ITR Acknowledgment/ Filing Form-24 | 16500 | |
| 6.7 | Change of Name Refer initial LLP Agreement/ Consent of all Partners/ Resolution of DP/ Copy of Direction, if name change is due to direction of Govt/ Preparing & Filing LLP Form-5 | 11000 | |
| 6.8 | Annual Filing Preparing requirement sheet/ Directorship Details/Preparing & Filing Form- 11/MSME Disclosure/ Balance Sheet/Preparing & Filing LLP Form-8 | 5000 | |
| 6.9 | Sale of LLP Appointment of New Partners/ Resignation of old Partners/ Shift in Registered Office Address/ Changes in LLP Agreement/ Necessary Changes in PAN/TAN of LLP/ | 82500 | |
| | 7. Miscellaneous | | |
| 7.1 | Time to time reporting-per hour basis Partner level CA-CS Article-Trainee | Will be charged with mutual consent | |

*Note: Professional fees has been increased by 10% w.e.f 01st April, 2017

*Amounts stated above does not include out of pocket expenses (e.g. RoC Fees, Stamp duty, charge to other agencies etc.) which will be charged at actual and Service Tax will be charged as may be applicable on case to case basis.

The firm works on an executory basis and not on advisory basis. Accordingly,

(a) All instructions and information need to be provided simultaneously comprehensively and Correctly in one go. Please use the format alongside the link.

(b) The fee need to be remitted along with the request. This will avoid separate effort on either Side to collect/pay the same and there will one-is to-one identity between the remittance and work.

(c) Work will be finished within the time stated against each item without any reminder.

| | | | | |
|-----------|--------|--------|-----|--|
| 11000000 | 213500 | 22000 | 600 | |
| 12000000 | 221000 | 24000 | 600 | Stamp for Share Certificates |
| 13000000 | 228500 | 26000 | 600 | Rs.1/- per Rs. 1,000/- or part of It (Min. Rs.1/) |
| 14000000 | 236000 | 28000 | 600 | |
| 15000000 | 243500 | 30000 | 600 | Stamp for Debenture Certificates |
| 16000000 | 251000 | 32000 | 600 | Rs.1.87- per Rs. 500/- or part of It (Min. Rs.1/) |
| 17000000 | 258500 | 34000 | 600 | |
| 18000000 | 266000 | 36000 | 600 | Stamp for Share Transfer |
| 19000000 | 273500 | 38000 | 600 | Rs.0.25- per Rs. 100/- or part of It (Min. Rs.1/) |
| 20000000 | 281000 | 40000 | 600 | |
| 25000000 | 318500 | 50000 | 600 | |
| 30000000 | 356000 | 60000 | 600 | Notes : |
| 35000000 | 393500 | 70000 | 600 | 1. In case of increase in authorized Capital the fees payable will be amount on increased capital as per table less amount on existing capital as per table. |
| 40000000 | 431000 | 80000 | 600 | |
| 45000000 | 468500 | 90000 | 600 | |
| 50000000 | 506000 | 100000 | 600 | |
| 60000000 | 581000 | 120000 | 600 | |
| 70000000 | 656000 | 140000 | 600 | |
| 80000000 | 731000 | 160000 | 600 | |
| 90000000 | 806000 | 180000 | 600 | |
| 100000000 | 881000 | 200000 | 600 | 2. Stamp Duty is payable for only incremental amount of capital at Rs 1000/ per Rs 5 laes or part of Rs 5 laes |

| Capital | For Inc. In Auth. Cap. (Upto 31.03.2014) | | For Filling Form |
|---------|--|----------|------------------|
| | Amount (Rs.) | RoC Fees | Stamp Duty |
| | | | RoC Fees |
| 100000 | 4000 | 1000 | 200 |
| 200000 | 7000 | 1000 | 200 |
| 300000 | 10000 | 1000 | 200 |
| 400000 | 13000 | 1000 | 200 |
| 500000 | 16000 | 1000 | 200 |
| 600000 | 18000 | 2000 | 300 |
| 700000 | 20000 | 2000 | 300 |
| 800000 | 22000 | 2000 | 300 |
| 900000 | 24000 | 2000 | 300 |

| | | | |
|----------|--------|-------|-----|
| 1000000 | 26000 | 2000 | 300 |
| 1500000 | 36000 | 3000 | 300 |
| 2000000 | 46000 | 4000 | 300 |
| 2500000 | 56000 | 5000 | 300 |
| 3000000 | 66000 | 6000 | 500 |
| 3500000 | 76000 | 7000 | 500 |
| 4000000 | 86000 | 8000 | 500 |
| 4500000 | 96000 | 9000 | 500 |
| 5000000 | 106000 | 10000 | 500 |
| 5500000 | 111000 | 11000 | 500 |
| 6000000 | 116000 | 12000 | 500 |
| 6500000 | 121000 | 13000 | 500 |
| 7000000 | 126000 | 14000 | 500 |
| 7500000 | 131000 | 15000 | 500 |
| 8000000 | 136000 | 16000 | 500 |
| 8500000 | 141000 | 17000 | 500 |
| 9000000 | 146000 | 18000 | 500 |
| 9500000 | 151000 | 19000 | 500 |
| 10000000 | 156000 | 20000 | 500 |
| 11000000 | 161000 | 22000 | 500 |
| 12000000 | 166000 | 24000 | 500 |
| 13000000 | 171000 | 26000 | 500 |
| 14000000 | 176000 | 28000 | 500 |
| 15000000 | 181000 | 30000 | 500 |
| 16000000 | 186000 | 32000 | 500 |
| 17000000 | 191000 | 34000 | 500 |
| 18000000 | 196000 | 36000 | 500 |
| 19000000 | 201000 | 38000 | 500 |
| 20000000 | 206000 | 40000 | 500 |
| 25000000 | 231000 | 50000 | 500 |
| 30000000 | 256000 | 60000 | 500 |
| 35000000 | 281000 | 70000 | 500 |
| 40000000 | 306000 | 80000 | 500 |
| 45000000 | 331000 | 90000 | 500 |

| | | | |
|-----------|--------|--------|-----|
| 50000000 | 356000 | 100000 | 500 |
| 60000000 | 406000 | 120000 | 500 |
| 70000000 | 456000 | 140000 | 500 |
| 80000000 | 506000 | 160000 | 500 |
| 90000000 | 556000 | 180000 | 500 |
| 100000000 | 606000 | 200000 | 500 |