

Mehta Golwala & Associates LLP

Fees for Non Standard -Common Services – (NSC)

With effect from 01st April, 2019

Sr. No	Description of Services	Professional Fees	Professional DSC	Certificate(UDIN)
		Break up of fees		
	A. INDIVIDUAL SERVICES			
	1. Company Law			
	Issue/ Allotment/ Transfer of Shares			
1.1	(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)	7,500	1000	NA
	Issue/ Allotment/ Transfer of Debentures			
1.2	(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)	15,000	1000	NA
	Appointment/ Resignation/ Special Resolution of Dir. Remuneration (Form MGT-14/ DIR-12)			
1.3	(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)	7,500	1000	NA
	Shifting of Regd. Office (Form INC-22)			
	(within local limits of city)			
1.4	(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)	7,500	1000	NA
	Shifting of Regd. office (Form INC-22/MGT-14)			
	(outside the local limits of city but within jurisdiction of RoC and within state)			
1.5	(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)	15,000	1000	NA
	Shifting of Regd. office (Form INC-22/MGT-14)			
	(outside local limits of city and jurisdiction of RoC, within state)			
1.6	(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/	45,000	1000	5,000

	Signature/ DSC, Approval by RD/ ROC/ MCA, Letters to Other Govt. Depts. of changes, Updating Database and sending Reports)			
1.7	Shifting of Regd. office (Form INC-22/MGT-14) (outside local limits of city and jurisdiction of RoC, outside state)			
	(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)	60,000	1,000	7,500
1.8	Increase/ alteration in Authorized Capital (Form SH-7/MGT-14) (Validating/ verifying/ Preparing/ stamping/ certifying/ filing/ uploading/ updating/ co-ordinating – 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)	15,000	1000	NA
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)	19,000	1000	5,000
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)	22,500	1000	5,000
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)	13,000	1000	NA
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)	25,000	1000	5,000
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)	35,000	1000	7,500

	Conversion of Private Company in to Public Company			
1.14	(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)	50,000	1,000	NA
	Director Identification Numbers-(DIR-3)			
1.15	(Verification of original documents/ preparing/ stamping and notarizing Affidavit, Filing/ certifying/ uploading DIN1 application, Obtaining DIN no., updating database)	4,000	1000	NA
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)	4,000	1000	NA
	Certified Copy of Document from ROC.			
1.17	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,	7,500	NA	NA
	Obtaining DSC from Certifying Authority (Class II DSC)			
1.18	Preparing application, coordinating/ certifying details/ attachments, submitting to Certifying Authority, Getting USB token and Driver CD, Registering DSC with NCAS, providing Guidance How to affix DSC	2,000	NA	NA
	Obtaining DSC from Certifying Authority (Class III DSC)			
1.19	Preparing application, coordinating/ certifying details/ attachments, submitting to Certifying Authority, Getting USB token and Driver CD, Registering DSC with NCAS, providing Guidance How to affix DSC	3,000	NA	NA
	Annual Filing of Private Limited/ Limited Company			
1.20	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.	16,500-25000 (XBRL instance -10,000 each)	1000	NA
	FLA Return with RBI			
1.21	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.	13,000	NA	NA
	Replying to Notice from MCA			
1.22	Analysing Notice received from MCA/ Preparation of facts/ Visit to ROC/ Drafting of reply/ submissions/ taking extension of time from ROC.	20,000-30,000	NA	NA

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.	20,000	1,000	5,000
	2. Limited Liability Partnership			
	Addition/ Cessation of Partner			
2.1	Preparing Supplementary Deed, Consent letter for Admissions, Resignation Letter/ giving draft deed for approval/ Getting Signature/ Filing LLP Form-3 & 4.	12,500	1,000	NA
	Change in Nominee			
2.2	Preparing LLP Agreement with Subscriber page, Consent letter/ giving draft deed for approval/ Getting Signature/ Filing LLP Form-4	12,500	1,000	NA
	Change in Registered Office Address			
2.3	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	6,500	1,000	NA
	Formation of LLP			
2.4	Obtain DIN/ Obtain DSC/ Filing of Form RUN/ 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 form FILLP/ obtain LLP Incorporation Certificate from registrar/ Preparing LLP Agreement/ Consent letter/ giving draft deed for approval/ Getting Signature/ Filing of LLP Form 3	30,000	1,000	NA
	Conversion of PLC into LLP			
2.5	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/Surrender of PAN TAN for LLP/Applying PAN TAN for company	60,000	1,000	7,500
	Strike off of LLP			
2.6	Check the eligibility/ Application for strike off/ Consent of all creditors/ DPs/ Indemnity & Affidavit (Franked & Notarised)/ Partners Resolution/ Statement of A/cs/ ITR Acknowledgment/ Filing Form-24	25,000	1,000	5,000
	Change of Name			
2.7	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	13,000	1,000	NA
	Annual Filing			
2.8	Preparing requirement sheet/ Directorship Details/Preparing & Filing Form-11/MSME Disclosure/ Balance Sheet/Preparing & Filing LLP Form-8	6,000	1,000	NA
	Sale of LLP			
2.9	Appointment of New Partners/ Resignation of old Partners/ Shift in Registered Office Address/ Changes in LLP Agreement/ Necessary Changes in PAN/TAN of LLP etc.	90,000	1,000	7,500

	3. Partnership Firms/ HUF/ Trust			
3.1	Deed of Partnership and Registration with ROF			
	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	20,000	NA	NA
3.2	Deed for change in Constitution/ Regn. With ROF			
	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)	20,000	NA	NA
3.3	Deed of dissolution of Firm and Regn. With ROF			
	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	20,000	NA	NA
3.4	Deed of change in address and Registration with ROF			
	(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	10,000	NA	NA
3.5	Formation of HUF/ Private Trust			
	(Preparing / giving draft deed for approval / having meeting / taking approval / getting Stamp Paper/ final Print Out / Signature of Parties	25,000	NA	NA
3.6	Formation and registration of Public/ Trust			
	(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)	80,000	NA	7,500
3.7	Preparing filing of Change report with CC			
	(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	20,000	NA	NA
	4. TDS /Profession Tax			
4.1	Quarterly TDS Returns – Works Contract (F 402)			
	(Verifying /matching data, preparing forms and coordinating, submitting signed form)	4,500	NA	NA
4.2	Annual TDS Return – Works Contract (F 405)			
	(Verifying and matching the data, preparing forms and coordinating, submitting signed form, Sending clients copy)	6,500	NA	NA
4.3	Refund Application (F 501)			
	(Preparing refund application in Form 501, coordinating signature and filing with Dept. Sending client copy)	20,000	NA	NA

4.4	PT Enrollment Certificate (Self) / (Employee)			
	(Preparing application arranging signature filing application with other requirements follow up and getting certificate, maintaining info. database)	4,500	NA	NA
4.5	PT Assessment (PTR Asst)			
	(Obtaining/verifying Details/information, attending hearing and obtaining Order. maintaining info. database)	9,500	NA	NA
	5. Service Tax			
5.1	Service Tax Cancellation			
	Preparing / verifying getting signature / Filling / follow up.	7,500	NA	NA
5.2	Service tax Return (Half yearly)			
	Working/ checking tax liability/ credit available/ Preparing/ verifying/ getting signature/ Filling/ follow up.	6,500-19,000	NA	NA
	6. Others			
6.1	49A /49B/PTE/PTR/Auditors Appt/POA			
	Preparing/ getting signature/ filling/ getting No./ together with out of Pocket expenses	8,000	NA	NA
6.2	Amendments to PAN (49A) Or TAN (49B) Or PTE or PTR			
	Preparing / getting signature / Filling / getting No.	3,000	NA	NA
6.3	Import Export Code (IEC)			
	Preparing / verifying getting signature / Filling / follow up and getting No.	6,000	NA	NA
	7. Miscellaneous			
7.1	Time to time reporting-per hour basis Partner level CA-CS Article-Trainee	Will be charged as per industry standards		

***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 Goods 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.

Ready Reckoner
ROC Filing Fees & Stamp Duty on Document

Capital	For Inc. In Auth. Cap. (w.e.f. 01.04.2014)		For Filling Form	Additional Fees (w.e.f. 01.04.2014)		
Amount (Rs.)	RoC Fees	Stamp Duty	RoC Fees	(Payable in case of delay in filling)		
100000	5000	1000	300	Delay In Months Addl. Fees (Multiple of Normal fee) I) For Forms other than Form SH-7		
200000	9000	1000	300			
300000	13000	1000	300			
400000	17000	1000	300			
500000	21000	1000	400			
600000	24000	2000	400			
700000	27000	2000	400			
800000	30000	2000	400			
900000	33000	2000	400		Upto 30Days	2
1000000	36000	2000	400		> 30 Days but < 60Days	4
1500000	51000	3000	400	> 60Days but < 90Days	6	

2000000	66000	4000	400	> 90Days but < 180Days	10
2500000	81000	5000	500	> 180 Days upto 270Days	12
3000000	96000	6000	500		
3500000	111000	7000	500	II) For Form SH-7	
4000000	126000	8000	500		
4500000	141000	9000	500		% of N. Fee
5000000	156000	10000	500	< 6 Months	2.5% Per Month
5500000	161000	11000	500	> 6 Months	3.0 % Per Month
6000000	166000	12000	500		Other Fees
6500000	171000	13000	500		Annual Filing Forms Rs 100 per day
7000000	176000	14000	500	1. Inspection Rs. 100/-	
7500000	181000	15000	500	2. Certified Copy Rs. 50/*	
8000000	186000	16000	500	*Plus Xerox charges @Rs.25 per page & Stamp paper of	
8500000	191000	17000	500	Rs. 20/-	
9000000	196000	18000	500		
9500000	201000	19000	500		
10000000	206000	20000	600		
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	
40000000	431000	80000	600	will be amount on increased capital as per table less amount	
45000000	468500	90000	600	on existing capital as per table.	
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 lacs or part of Rs 5 lacs