

Sr. No	Description of Services	w.e.f 1 <sup>st</sup> April, 2022
		Proposed
	<b>Groups -----&gt;</b>	
	<b>A. INDIVIDUAL SERVICES</b>	
	<b>1. Company Law</b>	
1.1	<b>Issue/ Allotment/ Transfer of Shares / Transmission of Shares</b>	
	(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)	12,000
1.2	<b>Issue/ Allotment/ Transfer of Debentures</b>	
	(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)	23,000
1.3	<b>Appointment/ Resignation/ Special Resolution of Dir. Remuneration (Form MGT-14/ DIR-12)</b>	
	(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)	12,000
1.4	<b>Shifting of Regd. Office (Form INC-22)</b>	
	(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)	12,000
1.5	<b>Shifting of Regd. office (Form INC-22/MGT-14)</b>	
	(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)	23,000
1.6	<b>Shifting of Regd. office (Form INC-22/MGT-14)</b>	
	(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)	70,000
1.7	<b>Shifting of Regd. office (Form INC-22/MGT-14)</b>	
	(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)	90,000
1.8	<b>Increase/ alteration in Authorized Capital (Form SH-7/MGT-14)</b>	
	(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)	22,500
1.9	<b>Alteration/ modification in object clause of MoA</b>	
	(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)	30,000

1.10	<a href="#">Change of Name of the company</a>	
	(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)	35,000
1.11	<a href="#">Registration/Modification/satisfaction of Charge (Form CHG-1/CHG-4)</a>	
	(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)	20,000
1.12	<a href="#">Formation of Private Limited Company</a>	
	(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)	40,000
1.13	<a href="#">Formation of Public Limited Company</a>	
	(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)	55,000
1.14	<a href="#">Conversion of Private Company in to Public Company</a>	
	(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.	80,000
1.15	<a href="#">Director Identification Numbers-(DIR-3)</a>	
	(Verification of original documents/ preparing/ stamping and notarizing Affidavit, Filing/ certifying/ uploading DIN1 application, Obtaining DIN no., updating database)	6,500
1.16	<a href="#">Registration of DIN (DIR-3B, DIR-3C and DIR-6)</a>	
	(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)	6,500
1.17	<a href="#">Filing of DIR-3 KYC</a>	
a	If no changes in KYC details (Entering Email & Mobile OTP, Verifying/ filing/ uploading/ DIR-3KYC Web, updating Database and sending reports)	3,000
b	If changes in KYC Details (Verifying/ Preparing/ certifying/ filing/ uploading/ updating/ coordinating – DIR-3KYC, Signature/ DSC/ Certification by Professional in DIR-3 KYC, enter Email & Mobile OTP, Uploading/ filing DIR-3 KYC filing DIR-6 (if required), updating Database and sending reports)	4,500
1.18	<a href="#">Certified Copy of Document from ROC.</a>	
	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,	12,000
1.19	<a href="#">Obtaining DSC from Certifying Authority (Class II DSC)</a>	
	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
1.20	<a href="#">Obtaining DSC from Certifying Authority (Class III DSC)</a>	
	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

1.21	<b>Annual Filing of Private Limited/ Limited Company</b>	
	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.	28000- 42000 (XBRL instance – 18000 each)
1.21	<b>Filing Form CSR-2</b>	
	(Analysing/Verifying/Preparing/certifying/filing/uploading/updating CSR-2 Data, Form, Attachments, updating Database and sending reports)	9,000
1.22	<b>FLA Return with RBI</b>	
	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.	20,000
1.23	<b>Replying to Notice from MCA</b>	
	Analysing Notice received from MCA/ Preparation of facts/ Visit to ROC/ Drafting of reply/ submissions/ taking extension of time from ROC.	30000-45000
1.24	<b>Strike off Company</b>	
	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.	40,000
1.25	<b>Return of Deposit / MSME Return</b>	
	(Verifying/ Preparing/ certifying/ filing/ uploading DPT-3/MSME-I, Approval by ROC/ MCA, Updating Database and sending Reports)	8,000
	<b>2. Limited Liability Partnership</b>	
2.1	<b>Addition/ Cessation of Partner</b>	
	Preparing Supplementary Deed, Consent letter for Admissions, Resignation Letter/ giving draft deed for approval/ Getting Signature/ Filing LLP Form-3 & 4.	20,000
2.2	<b>Change in Nominee</b>	
	Preparing LLP Agreement with Subscriber page, Consent letter/ giving draft deed for approval/ Getting Signature/ Filing LLP Form-4	20,000
2.3	<b>Change in Registered Office Address</b>	
2.3.1	<b>Within City/Outside city within Same ROC</b>	
	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	12,000
2.3.2	<b>(outside local limits of city and jurisdiction of RoC, within state)</b>	
	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	25,000
2.3.2	<b>(outside local limits of city and jurisdiction of RoC, outside state)</b>	
	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	50,000
2.4	<b>Formation of LLP</b>	
	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	35,000

2.5	<a href="#">Conversion of PLC into LLP</a>	
	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	90,000
2.6	<a href="#">Strike off of LLP</a>	
	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	40,000
2.7	<a href="#">Change of Name</a>	
	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	20,000
2.8	<a href="#">Annual Filing</a>	
	Preparing requirement sheet/ Directorship Details/Preparing & Filing Form-11/MSME Disclosure/ Balance Sheet/Preparing & Filing LLP Form-8	9000-12000
2.9	<a href="#">Sale of LLP</a>	
	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.	135,000
	<a href="#">3. Partnership Firms/ HUF/ Trust</a>	
3.1	<a href="#">Deed of Partnership and Registration with ROF</a>	
	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	30,000
3.2	<a href="#">Deed for change in Constitution/ Regn. With ROF</a>	
	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)	30,000
3.3	<a href="#">Deed of dissolution of Firm and Regn. With ROF</a>	
	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	30,000
3.4	<a href="#">Deed of change in address and Registration with ROF</a>	
	(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	16,000
3.5	<a href="#">Formation of HUF/ Private Trust</a>	
	(Preparing / giving draft deed for approval / having meeting / taking approval / getting Stamp Paper/ final Print Out / Signature of Parties	40,000
3.6	<a href="#">Formation and registration of Public/ Trust</a>	
	(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)	120,000
3.7	<a href="#">Preparing filing of Change report with CC</a>	
	(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	30,000
	<a href="#">4. TDS /Profession Tax</a>	
4.1	<a href="#">E-TDS Return Form 24Q – Salary cases Q-1,2,3</a>	
	(Review, verifying and matching the data, preparing ETDS return, validating, coordinating, filling of the form by DSC)	3,500

4.2	E-TDS Return Form 24Q – Salary cases Q-4	
	(Review, verifying and matching the data, preparing ETDS return, validating, coordinating, filling of the form by DSC, downloading form 16 with Annexure Part B)	3,500
4.3	E-TDS Return Form 26Q – Non Salary cases – All Quaters	
	(Review, verifying and matching the data, preparing ETDS return, validating, coordinating, filling of the form by DSC, downloading form 16A)	3,500
4.4	E-TDS Return Form 27Q – TCS – All Quaters	
	(Review, verifying and matching the data, preparing ETDS return, validating, coordinating, filling of the form by DSC, downloading form 16B)	3,500
4.5	PT Enrollment Certificate (Self) / (Employee)	
	(Preparing application arranging signature filing application with other requirements follow up and getting certificate, maintaining info. database)	7,000
4.6	PT RC Return	
	Collecting data,working tax liability, sending for payment, preparing the forms and filling of the forms	3,000
4.7	PT Assessment (PTR Asst)	
	(Obtaining/verifying Details/information, attending hearing and obtaining Order. maintaining info. database)	14,000
	5. Others	
5.1	49A /49B/PTE/PTR/Auditors Appt/POA	
	Preparing/ getting signature/ filling/ getting No./ together with out of Pocket expenses	12,500
5.2	Amendments to PAN (49A) Or TAN (49B) Or PTE or PTR	
	Preparing / getting signature / Filling / getting No.	4,500
5.3	Import Export Code (IEC)	
	Preparing / verifying getting signature / Filling / follow up and getting No.	9,000
	6.GST	
6.1	GST Registration	
	Preparing and filing applications, Coordinating/verify/preparing details/requirement, submission and attending department issue raised etc. maintain info. Database.	7,500
6.2	GSTR 1/IFF and GSTR 3B	
	Collecting data,working tax liability and credit admissible,preparing return and sending for payment, preparing the forms and filling of the forms	3,500
	7. Miscellaneous	
7.1	Time to time reporting-per hour basis	
	Partner level	0.00
	CA-CS	0.00
	Article-Trainee	0.00
	7. Additional Charges	
7.2	Certification charges (for each instance that require creation of UDIN/ DSC Certification by professional)	1,800