|  |  |
| --- | --- |
|  | **<<Financial Year>>**  **<<Proprietor Title>>**  **<<Company>>** |
|  | Address:  <<Address Short>> |

|  |
| --- |
| **[<<TITLE>>]** |
| <<Abstract>> |

<<Company>>

**<<People Heading>>**

<<Partners>>

**Address**

<<Address Short>>

**Auditor**

C. Dhanabal

Chartered Accountant,

44, ManiamKaliappa Street,

K KPudur, Coimbatore – 641 038.

**Contents**

Income Tax Return Acknowledgement

Statement of Total Income

Audit Report and Annexures

Financial Statements

Date: <<D1>>

From

<<Long Address>>

To

Sri C. Dhanabal, B. Com., FCA, DISA (ICA),

Chartered Accountant,

44, Maniam Kaliappa St,

K. K. Pudur, Coimbatore – 641 038.

Dear Sir,

Sub:  Reappointment as Auditor for purpose of audit u/s.44AB of the Income Tax Act, for the financial year ended on <<Year ending>>.

<<C1>> pleased to inform you that you have been re-appointed as Auditor of <<C2>> <<Type of concern>> for conducting Income-tax Audit u/s.44AB of the Income Tax Act, 1961, for the accounting period from 01 April 2014 to 31 March 2015.

Thanking you,

Yours faithfully,

Date: <<D2>>

To

<<Long Address>>

Dear Sir,

Reg: Reappointment as Auditor for purpose of audit u/s.44AB of the Income Tax Act, 1961, for the financial year ended on <<Year ending>>.

I acknowledge the receipt of your letter regarding my appointment as Auditor for purpose of audit u/s.44AB of the Income Tax Act, 1961 of for the financial year <<Financial Year>>.

I am pleased to accept the appointment.

With Thanks

Date: <<D3>>

To

<<Long Address>>

Sir,

I have been appointed to audit the balance sheet of M/s. <<Company>> as at <<Year ending>> and profit and loss account for the year ending on that date. I am pleased to confirm my acceptance and my understanding of this engagement by means of this letter.

1. My audit will be carried out in accordance with the applicable authoritative pronouncements of the Institute of Chartered Accountants of India with the object of my expressing an opinion on the financial statements and also in accordance with the provisions of compulsory audit of accounts for the tax purposes under Section 44 AB of the Income-tax Act, 1961.
2. On the basis of my examination, I expect to report:
3. Whether the balance sheet and profit and loss account are in agreement with the books of account of the firm; and
4. Whether, in my opinion and to the best of my information and according to the explanations given to us, the financial statements are a true and fair view-
   1. in the case of balance sheet, of the state of affairs of the entity as at the last day of the accounting year; and
   2. in the case of profit and loss account, of the profit or loss for the accounting year.
5. In forming my opinion on the financial statements, I will perform sufficient tests to obtain reasonable assurance as to whether the information contained in the accounting records and other source date is reliable and sufficient as the basis for preparation of the financial statements. I will also examine whether the information is properly presented in the financial statements.
6. I wish to clarify that the responsibility for the preparation of the financial statements including adequate disclosure is that of the management of the firm. This includes the maintenance of adequate accounting records and internal controls, the selection and application of accounting policies, and the safeguarding of the assets of the entity. As part of my audit process, I will expect to receive from management written confirmation of representation made to us in connection with audit.
7. In forming my opinion, I shall carry out procedures designed to obtain evidence that will provide reasonable assurance that the financial information is properly stated in all material aspects. I have, therefore, a reasonable expectation of detecting material misstatements in the financial information resulting from fraud or error. However, since the audit evidence sought by us is persuasive rather than conclusive in nature, there is a possibility that some material misstatements of the financial information resulting from fraud and, to a lesser, extent, error, if either exist, may not be detected.
8. I look forward to full co-operation from your staff and I trust that they will make available to us the records, documentation and other information and explanations required in connection with out audit.
9. I wish to emphasis that my audit report will be exclusively for income-tax purposes. I shall not be liable for any way to any third party to whom you may make the audit report available.
10. I also wish to invite your attention to the fact that my audit process is subject to ‘peer review’ under the Chartered Accountants Act, 1949. The reviewer may examine my working papers during the course of the peer review.
11. Please sign and return the attached copy of this letter to indicate that it is in accordance with your understanding of the arrangement for my audit of the financial statements

Thanking you,

Yours faithfully,

(C. Dhanabal)

//ACCEPTED//

For <<Company>>

<<Person Title>>

To

Sri C. Dhanabal, B.Com., FCA, DISA (ICA),

Chartered Accountant,

44, ManiamKaliappa St,

K. K. Pudur, Coimbatore – 641 038.

**CERTIFICATE**

UNDER CLAUSE 21(d) A OF FORM 3CD

(Read With Section 40A (3) Read With Rule 6DD of The Income Tax Act, 1961)

|  |  |
| --- | --- |
| 1. Name of the Assessee : | <<Assessee Name>> |
| 2. Address : | <<Short Address>> |
| 3. Permanent Account Number : | <<PAN>> |
| 4. Status : | <<Type of concern>> |
| 5. Previous year ended : | <<Year ending>> |
| 6. Assessment year : | <<Assessment>> |

I <<Certificate Title>> of <<Company>> “<<Certificate Comp Type>>” do hereby certify, for and on behalf of the Firm, that all expenditure incurred by the Firm during the previous year ended as stated above, in excess of Rs. 20,000/- is incurred by account payee cheque drawn on a bank or by account payee bank draft only and not otherwise, except in such cases and in such circumstances (having regard to the nature and extent of banking facilities available, considerations of business expediency and other relevant factors) as prescribed under Rule 6DD of the Income Tax Act, 1961.

|  |  |
| --- | --- |
| Place: Coimbatore | For <<Company>>  <<Person Title>> |
| Date: <<DC>> |

To

Sri C. Dhanabal, B.Com., FCA, DISA (ICA),

Chartered Accountant,

44, ManiamKaliappa St,

K. K. Pudur, Coimbatore – 641 038.

**CERTIFICATE**

UNDER CLAUSE 31 OF FORM 3CD

(Read With Section 269SS & 269Tof The Income Tax Act, 1961)

|  |  |
| --- | --- |
| 1. Name of the Assessee : | <<Assessee Name>> |
| 2. Address : | <<Short Address>> |
| 3. Permanent Account Number : | <<PAN>> |
| 4. Status : | <<Type of concern>> |
| 5. Previous year ended : | <<Year ending>> |
| 6. Assessment year : | <<Assessment>> |

I <<Certificate Title>> of <<Company>> “<<Certificate Comp Type>>” do hereby certify, for and on behalf of the Firm, that no amounts are taken or accepted as loan or deposit / or are paid as repayment of loan or deposit by the Firm during the previous year ended as stated above, in excess of Rs.20,000 in the aggregate in contravention of the provisions of Section 269SS / Section 269T of the Income Tax Act, 1961 (if any without reasonable cause as laid down in Section 273B) otherwise than by account payee cheque drawn on a bank or by account payee bank draft.

|  |  |
| --- | --- |
| Place: Coimbatore | For <<Company>>  <<Person Title>> |
| Date: <<DC>> |

To

Sri C. Dhanabal, B.Com., FCA, DISA (ICA),

Chartered Accountant,

44, ManiamKaliappa St,

K. K. Pudur, Coimbatore – 641 038.

**CERTIFICATE**

UNDER CLAUSE 16& 21a OF FORM 3CD

|  |  |
| --- | --- |
| 1. Name of the Assessee : | <<Assessee Name>> |
| 2. Address : | <<Short Address>> |
| 3. Permanent Account Number : | <<PAN>> |
| 4. Status : | <<Type of concern>> |
| 5. Previous year ended : | <<Year ending>> |
| 6. Assessment year : | <<Assessment>> |

I <<Certificate Title>> of <<Company>> “<<Certificate Comp Type>>” do hereby certify, for and on behalf of the Firm, that all incomes / revenues have been credited to the profit and loss account as per the guidelines specified in “Accounting Standard 9 – Revenue Recognition” issued by the Institute of Chartered Accountants of India and all amounts debited to the profit & loss account are business expenditure of revenue nature.

I also do hereby certify, for and on behalf of the Firm, that amounts being in the nature of capital, personal, advertisement expenditure etc. have not been debited to the profit and loss account.

|  |  |
| --- | --- |
| Place: Coimbatore | For <<Company>>  <<Person Title>> |
| Date: <<DC>> |

**Significant Accounting Policies**

1. **Basis of Accounting and Preparation of Financial Statements:**

The Financial Statements are prepared on Accrual basis and under the Historical Cost Convention. The Accounting Policies adopted in the preparation of Financial Statements are consistent with those followed in the previous year.

1. **Use of Estimates:**

The preparation of financial statements requires estimates and assumptions to be made that affect the reported amount of assets and liabilities on the date of the financial statements and the reported amount of revenues and expenses during the reporting period. The Management believes that the Estimates used in preparation of the Financial Statements are prudent and reasonable. Difference between the actual results and estimates are recognised in the period in which the results are known/ materialised.

1. **Fixed Assets:**

Fixed Assets are stated at cost net of recoverable taxes. All costs, including financing costs till commencement of commercial use, attributable to the fixed assets are capitalised.

1. **Depreciation:**

Depreciation on fixed assets is provided to the extent of depreciable amount on written down value method (WDV) at the rates and in the manner prescribed under the Income Tax Act, 1961.

1. **Inventories:**

Items of inventories are measured at lower of cost and net realisable value after providing for obsolescence, if any.

1. **Revenue Recognition:**

Revenue is recognised only when risks and rewards incidental to ownership are transferred to the customer, it can be reliably measured and it is reasonable to expect ultimate collection. Revenue from operations includes <<Revenue Recognition>><<Other Income Details>>

1. **Provisions:**

Provisions involving substantial degree of estimation in measurement are recognized when there is a present obligation as a result of past events and it is probable that there will be an outflow of resources.