

ACCELERATE						
S.N	Deliverables		Details		Form/ Returns type	Frequency
I	ACCOUNTING					
	i	Book-keeping/ data-entry	Book-keeping and accounting on accrual basis	-	Weekly	
	ii	Closure of books on accrual basis	Finalisation and closure of books under IGAAP	-	On or before 5th of following month	
	iii	Setting up SOP's	To manage the workflows		One-time	
	iv	Accounting Repository	Maintaining complete Accounts repository on shared drives		As applicable	
	v	Concept notes	Concept Notes in discussion with the management including Revenue Recognition, Capitalisation of expenses etc.		Re-visited Half-yearly	
II	TAXATION					
	i	Direct Taxation				
		a)	TDS advice	Determining the liability of TDS	-	Monthly
		b)	TDS returns	Filing of TDS returns and passing the credits to the deductees	24Q/ 26Q/ 27Q	Quarterly
		c)	Revision of TDS returns	Filing revised returns due to amendments	24Q/ 26Q/ 27Q	Un-limited
		d)	TDS certificates	Issue of TDS certificates to the deductees	16/ 16A	Quarterly
		e)	Revision of TDS certificates	Issuing revised certificates	16/ 16A	Un-limited
		f)	Advance Tax	Determining the liability of advance tax	-	Quarterly
		g)	TDS reconciliation	Reconciliation of TDS with clients/ vendors	-	Quarterly
		h)	Online rectifications	Online rectifications of data/ entries	-	As applicable
		i)	Reply to TDS notices	Online response submissions and clarifications	-	As applicable
		j)	Tax payments	Processing payouts using company bank account	-	Monthly
		k)	Corporate Tax Return (CTR)	Filing corporate tax return for the company	ITR-6	Annually
		l)	Rectification/ revision of CTR	Filing online rectification/ revision of the CTR	-	Max. 1 instance
		m)	IT notice response	Online responses to the IT notices other than scrutiny notices in lieu of the CTR filed	-	As applicable
	n)	Income Tax Returns	ITR's for all the directors of the company	ITR-1/3/4/4S	Annually for Max. 4 directors	
	ii	Indirect Taxation				
		a)	GST Advice	Determining the liability of GST	-	Monthly
		b)	GST returns	Filing of applicable returns	GSTR-1/ GSTR-3B	Monthly
		c)	GST rate advisory	Applicability of GST rates on products/ services		As applicable
		d)	GST reconciliation	Reconciliation of value of Supplies and ITC	-	Quarterly
		e)	GST Annual Return	Annual return	GSTR-9	Annually
f)		Tax payments	Processing payouts using company bank account		Monthly	
PAYROLL						

ACCELERATE							
S.N	Deliverables		Details	Form/ Returns type	Frequency		
	i	Payroll processing	Preparation of salary sheet	-	Monthly		
	ii	Payroll advice	Advice on Net Salary Payouts	-	Monthly		
	iii	Payslips processing	Releasing the payslips to employees	-	Monthly		
	iv	Salary structuring	Advice on tax efficient salary structure	-	Once in twelve months		
	v	ESI payment	Advice on deposit of ESI		Monthly		
	vi	Helpdesk facility	For resolving employee queries		Monthly		
	vii	Payroll repository	Maintaining employee and payroll repository at all times on shared drives		As applicable		
	viii	Payouts processing	Processing salary payouts using company bank account		As applicable		
IV	COMPANY LAW MATTERS						
	i	Financial Statements	Preparation of FS as per Schedule III of CA, 2013		Annual		
	ii	Board Meetings				Max. 8	
		a)	Drafting of Notices, CTC resolutions				As applicable
		b)	Conducting the meetings via Video Conferencing or OAVM mode				As applicable
		c)	Drafting the Meeting Minutes and updating the Minute Book				As applicable
	iii	Shareholder Meetings				Max. 4 (1 AGM/ 3 EGM)	
		a)	Drafting of Notices, CTC resolutions				As applicable
		b)	Conducting the meetings via Video Conferencing or OAVM mode				As applicable
		c)	Drafting the Meeting Minutes and updating the Minute Book				As applicable
		d)	Filing of resolution with RoC				As applicable
	iv	Preparation of Statutory registers			Quarterly		
	v	Director DIN compliance			DIR-3 KYC Annual		
	vi	Return of Deposits			DPT-3 Annual		
	vii	Annual filing					
a)		Filing of FS			AoC-4 Annual		
b)		Annual Return			MGT-7/ MGT-7A Annual		
viii	POSH Act		Compliance and filing under POSH	Annual			
V	IPR/ TM FILING						
	i	TM for brand logo	Only filing of TM application for brand logo		One applications under Two Classes		
VI	FIXED ASSETS MANAGEMENT						
	i	FAR register	Preparation of fixed assets register		Quarterly		
	ii	Depreciation & Amortisation	Depreciation schedules as per FAR		Quarterly		
VII	REGISTRATIONS						
	i	Shops & Establishment Act	State specific registration requirement		One-time single registration		
	ii	Letter of Undertaking under GST	For exports of goods & services		One-time single registration		

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	iii	Startup India	Registration with DPIIT (only)		One-time single registration
	iv	Labour Welfare Fund	State specific registration requirement		One-time single registration
	v	Provident Fund Act	Registration under PF Act		One-time single registration
	vi	Employee State Insurance	Filed if count of employees is more than 10		One-time single registration
VIII	HR FUNCTION				
	i	Employee On-boarding	Issuing Offer/ Appointment letters to employees	Offer/ Appointment letter	As Applicable
	ii	Employee Off-boarding	Issue of:- (i) No dues Certificate (ii) Relieving Letter (iii) Experience certificate		As Applicable
	iii	Employee database	Maintaining employee files		
	iv	HR Policies Manual	Setting up HR Policy Manual	Not more than 10 policies	Once annually
	v	Employee FAQ manual	Setting up FAQ manual for employees reference		
IX	INTERNAL CONTROLS				
	i	Monthly Finance Calendar	Plan and track the monthly upcoming compliance		Monthly
	ii	Annual Compliance Masters	Annual Compliance Master creating a perimeter around the annual compliance for the company		Annually
	iii	Digital Signatures approval	Blanket approvals for avoiding un-authorised DSC use		Recurring
	iv	Electronic signatures facility	Electronic signing wherever possible using legally valid and govt of India approved tools		Recurring
	v	Control Master	Control Master for reporting the status of monthly compliance		Monthly
X	PAYABLES/ RECEIVABLES MANAGEMENT				
	i	AP/AR reporting	AP/ AR ageing and reporting to management		Monthly
	ii	Account reconciliations	Client/ vendor account reconciliations		Quarterly
	iii	AP/ AR management	Managing the AP/ AR with the vendor and clients directly		Monthly
	iv	Payment processing	Processing payouts by enabling Maker-Checker authorisation		As applicable
XI	MIS / REPORTING				
	i	BS-PL reporting	In a pre-defined format		Monthly
	ii	Variance analysis	Variance analysis of BS-PL with previous month		Monthly
	iii	Key Metrics	Reporting of pre-defined key metrics		Monthly
XII	LABOUR LAW COMPLIANCE				
	i	PF/ ESI compliance	Advice and filing		Monthly
	ii	Applicable labour Acts	Compliance and filing		Monthly/ As applicable
	iii	UAN generation of New Joinees	Creation of UAN on PF portal for PF contribution		Recurring

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	iv	Management of PF/ESI portal	Complete management of PF/ ESI portals		Recurring
	v	Statutory registers	Compliance and preparation		Monthly/ As applicable
XIII	ON-CALL ADVISORY				
	i	Weekly finance calls	Weekly catchups to discuss updates and inputs		Weekly
	ii	Advisory on calls	On call discussions/ brain storming with the client on routine matters only		Upto 8 hours per month
	iii	Business strategy	Discussion on business strategy, best practices, process improvements		Included in 8 hours of On-call advisory

* Services marked in RED are in addition to the ACCELERATE Plan.