

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
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	Max. 2 per quarter
d)	TDS certificates	Issue of TDS certificates to the deductees	16/ 16A	Quarterly
e)	Revision of TDS certificates	Issuing revised certificates	16/ 16A	As applicable
f)	Advance Tax	Determining the liability of advance tax	-	Quarterly
g)	TDS reconciliation	Reconciliation of TDS with clients/ vendors	-	Quarterly
h)	Corporate Tax Return	Filing corporate tax return for the company	ITR-6	Annually
i)	Income Tax Returns	ITR's for two directors of the company		Annually
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
III	PAYROLL			
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
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)

ACCELERATE					
S.N	Deliverables		Details	Form/ Returns type	Frequency
		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
	iii	Startup India	Registration with DPIIT (only)		One-time single registration
	iv	Labour Welfare Fund	State specific registration requirement		One-time single registration
	v	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	Maintaing 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

ACCELERATE					
S.N	Deliverables		Details	Form/ Returns type	Frequency
	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

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