

KICKSTART						
S.N	Deliverables		Details	Form/ Returns type	Frequency	
I	ACCOUNTING					
	i	Book-keeping/ data-entry	Book-keeping and accounting on accrual basis	-	Fortnightly	
	ii	Closure of books on accrual basis	Finalisation and closure of books under IGAAP	-	On or before 5th of following month	
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)	TDS certificates	Issue of TDS certificates to the deductees	16/ 16A	Quarterly
		d)	Advance Tax	Determining the liability of advance tax	-	Quarterly
		e)	TDS reconciliation	Reconciliation of TDS with clients/ vendors	-	Quarterly
		f)	Corporate Tax Return	Filing corporate tax return for the company	ITR-6	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 reconciliation	Reconciliation of value of Supplies and ITC	-	Half-yearly
d)		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	
IV	COMPANY LAW MATTERS					
	i	Financial Statements		Preparation of FS as per Schedule III of CA, 2013		Annual
		ii	Board Meetings			
	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. 2 (1 AGM/ 1 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
V	IPR/ TM FILING					
	i	TM for brand logo	Only filing of TM application for brand logo		One application under One Class	