

## Services Provided

### 1. Book keeping, Accounting & Payroll Processing Services:

- a) Preparation and Maintenance of books of accounts
- b) Providing MIS Reports on monthly and Quarterly basis
- c) Preparation of annual statutory accounts
- d) Recording and reconciling all bank, cash and credit card transactions
- e) Accounts payable / receivable processing
- f) Support for managing working capital
- g) General ledger maintenance
- h) Monthly and year-end closing assistance
- i) Accounting systems design
- j) Depreciation schedules

### 2. Subsidies & Government Grant Advisory:

- a. Subsidy Consultant
- b. Credit Linked Capital Subsidy Scheme (CLSS)
- c. Technology Up-gradation Scheme
- d. Other Incentives provided by central government
- e. Capital Investment Linked Subsidy
- f. Capital Enhancement Assistance
- g. Technology Up-gradation & Acquisition Subsidy
- h. Other Subsidies

### 3. Income Tax Advisory:

- a. Corporate Tax Matters
- b. Foreign Company Taxation
- c. Merger & Acquisition Taxation
- d. Transfer Pricing
- e. Individual & Non-Resident Indian Tax Matters.
- f. Expatriate Taxation
- g. LLP, Partnership Taxation
- h. Trust Taxation

### 4. Goods and Services Taxation, Advisory & Compliances:

- a. GST Registrations
- b. GSTR-1 & GSTR-3B Returns
- c. GSTR-2B Reconciliation Statement
- d. Refund Advisory & Compliances
- e. GST Annual Returns
- f. GST Audit
- g. ITC-04 & Other Compliances

**5. Corporate Law Consultancy:**

- a. Filling of various Forms for Director Changes, Name Changes, Office Changes, etc.
- b. Conducting Board & Share Holders Meetings
- c. Drafting & Maintenance of Minutes of Meetings
- d. Filling of Annual Returns
- e. Compliances of additional issue of Shares.
- f. Conversions of Private Limited Company to LLP and Vice Versa.

**6. Auditing & Assurance Services:**

- a. Statutory Audits as per Respective Laws & Regulations
- b. Internal Audit
- c. Stock Audit
- d. HR Audit
- e. Tax Audit under Income Tax
- f. GST Audits
- g. Management Audits
- h. Fraud Investigation and Forensic Audits
- i. Special Purpose Audits & Certifications

**7. Company Formation in India:**

- a. Public Limited
- b. Private Limited
- c. LLP
- d. One Person Company
- e. Section 8 Company
- f. Proprietorship Concern
- g. Partnership Firms
- h. Trusts

**8. Advisory Services for Indian Firms to Set up Overseas Companies**