



WHAT ARE THE **COMPLIANCES** FOR A PRIVATE LIMITED COMPANY

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MANDATORY COMPLIANCE

IMMEDIATELY AFTER INCORPORATION

- 1 PREPARATION AND FILING OF WITHIN 180 DAYS FROM THE DATE OF INCORPORATION OF COMPANY
- 2 APPOINTMENT OF AUDITOR WITHIN 30 DAYS AND FILING ADT-1

ANNUAL COMPLIANCE

- 1 PREPARATION AND FILING OF MGT.7 (ANNUAL RETURN OF COMPANY)
- 2 PREPARATION AND FILING OF (STATEMENT OF BOOKS OF ACCOUNTS)
- 3 DIRECTOR KYC THROUGH FORM 3 KYC OR WEB BASED KYC, AS APPLICABLE.

DOCUMENTATION COMPLIANCE

- 1 PREPARATION OF MP3-OI (DISCLOSURE OF INTEREST BY DIRECTORS)
- 2 FILING OF DIR.8 FOR DISCLOSURE OF NON QUALIFICATION OF DIRECTORS
- 3 PREPARATION OF MINUTES OF FIRST BOARD MEETING
- 4 PREPARATION AND MAINTENANCE OF ALL STATUTORY REGISTER
- 5 PREPARATION OF SHARE CERTIFICATES FOR ALL SHAREHOLDERS

INCOME TAX COMPLIANCE

- PREPARATION AND FILING OF INCOME TAX RETURN OF COMPANY



FINANCIAL PREPARATION AND STATUTORY AUDIT

ANNUAL COMPLIANCE

- 1 PREPARATION OF BOARD REPORT.
- 2 PREPARATION OF MINUTES OF ANNUAL GENERAL MEETING.
- 3 PREPARATION OF BOARD MINUTES.
- 4 STATUTORY AUDIT.
- 5 PREPARATION AND FILING OF OPT-3, IF APPLICABLE.
- 6 PREPARATION OF FINANCIAL STATEMENT AS PER SCHEDULE-3 OF COMPANY ACT. 2013.

CORPORATE TAX COMPLIANCE

TAX DEDUCTED AT SOURCE (TDS)

- 1 COMPUTATION OF MONTHLY TDS LIABILITY TO BE DEPOSITED TO GOVERNMENT.
- 2 PREPARATION AND FILING OF QUARTERLY RETURNS OF TDS
- 3 VERIFYING COMPLIANCES IN RESPECT OF TDS FOR NON-SALARY SALARY PAYMENTS.
- 4 ISSUE OF FORM 16A TO THE SUPPLIERS & FORM 16 TO EMPLOYEES

ADVANCE TAX

- 1 COMPUTATION OF QUARTERLY TAX LIABILITY TO BE DEPOSITED AS ADVANCE TAX



BOOK KEEPING (INHOUSE)

ADVANCE TAX

MAINTAINING BOOKS OF ACCOUNTS OF THE COX,IPANY IN THE TALLY/QUICK BOOKS ON THE MONTHLY BASIS. ASSIST IN DEVELOPING APPROPRIATE ACCOUNTING SYSTEM TO ENSURE THAT BOOKS AND ACCOUNTING RECORDS ARE IN CONSISTENT WITH LATEST PRACTICES AND PROCEDURES AS APPLICABLE TO INDUSTRY.

REPORTING

PROVIDING OF MONTHLY MIS TO BE REPORT TO THE MANAGEMENT GENERATED THROUGH ACCOUNTING SOFTWARE INCLUDING TRAIL BALANCE, PROFIT AND LOSS ACCOUNT AND BALANCE SHEET. COMPLIANCE



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PROFESSIONAL TAX COMPLIANCE

ADVANCE TAX

- 1 DERIVE PT LIABILITY ON MONTHLY BASIS ON EMPLOYEES TO THE GOVERNMENT.
- 2 FILING OF MONTHLY PT RETURN

NOTE UP TO 10 EMPLOYEES

TERMS

1. GST WILL BE CHARGED @ 18%
2. GOVT FEES IS WHEREVER IS APPLICABLE WOULD BE CHARGED ON ADDITIONAL & BASIS

GST RETURN FILING

PREPARATION AND UPLOADING OF MONTHLY SUMMARY RETURN (GSTR-3B & GSTR-I)

OUTWARD SUPPLY - CONTROL CHECKS TO BE CARRIED OUT BASED ON DATA:

- TAX LIABILITY BASIS TAX RATES
- GROSS TAX LIABILITY
- TYPE OF TAX BASED ON THE PLACE OF SUPPLY VIZ INTERSTATE OR INTRASTATE OR ZERO-RATED
- INWARD SUPPLY - CONTROL CHECKS

INWARD SUPPLY - CONTROL CHECKS TO BE CARRIED OUT BASED ON DATA:

- ANALYSIS AND IDENTIFICATION OF BLOCKED CREDITS BASED ON NARRATION AND NATURE OF EXPENSE ACCOUNT
- VERIFICATION OF NON-GST AND EXEMPTED INWARD SUPPLIES
- REVERSAL OF INPUT TAX CREDIT AS PER REGULATIONS
- NET ALLOWABLE INPUT TAX CREDIT
- ALLOWABILITY OF INPUT TAX CREDIT BASED ON NATURE OF TURNOVER



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