

# KAPURE & KAPURE



CHARTERED ACCOUNTANTS

101, Mohan Ashish Society, Opp. TMC office,  
Nitin Company Road, Panchpakhadi, Thane  
(West) 400601

## **Proposal 2: -**

If TCHS don't want whole services of "PMC for Accounts & Tax Compliance" and you have your own Accounting team or if you want our limited services, then following will be the charges.

Sr. No.	Services	Scope of Work & Charges
1	Consultancy regarding Taxation of whole project.	Our charges for this service will be depend on time & complexity of matter.
2	Fixation of Internal Controls	Minimum Charges for visit of all three specialist for whole day of 8 hours (including Travelling) will be Rs.50,000/- (Rs. Fifty Thousand) plus GST (if meeting at Talmakiwadi office) & Minimum Charges for visit of all three specialist for whole day of 8 hours will be Rs.40,000 (Rs. Forty Thousand) plus GST (if meeting at our office at Thane)
3	Verification of Documents in context of Income Tax & GST	
4	Accounting	<ol style="list-style-type: none"> <li>1) We will provide consultancy regarding the system developed by us in Tally to comply with all Statutory disclosures.</li> <li>2) We will Provide the Accounting Instructions in writing to the accounting staff which he has to follow.</li> <li>3) We will Provide GST Instructions in writing to the accounting staff which he has to follow.</li> <li>4) We will Provide TDS Instructions in writing to the accounting staff which he has to follow.</li> <li>5) We will provide in writing the Documents to be maintained and Workings to be prepared for various compliances.</li> </ol> <p>This is one-time work which will require min 5 days. Our charges for the same will be Rs. 2,00,000/- (Rs. Two Lakhs only) plus GST.</p>
5	Maintenance of Documents & Various Workings	
6	Compliances towards GST	
7	Compliances towards TDS	
8	Review of Accounting, maintenance of Documents & Various working,	Our Team with Income Tax Specialist and GST specialist will visit at your office and will

	<p>Compliances towards GST, Compliances towards TDS.</p>	<p>check all the Accounting Instructions, GST Instructions, TDS instructions and instructions given for maintenance of Documents and Various workings given by us are followed by the Accounting Staff and we will issue the report on discrepancies (if any).</p> <p>Our Charges for Review will be as follows: -</p> <ol style="list-style-type: none"> <li>1) Monthly Review- Rs. 50,000/- (Rs. Fifty Thousand Only) Plus GST</li> <li>2) Quarterly Review- Rs. 1,00,000/- (Rs. One Lakh only) Plus GST</li> <li>3) Six Monthly Review- Rs. 1,50,000/- (Rs. One Lakh Fifty Thousand only) Plus GST</li> <li>4) Annual Review- Rs. 2,00,000/- (Rs. Two Lakh only) plus GST</li> </ol> <p>-Please note that the discrepancies observed by us are to be complied by your Accounting staff only. If you require our services for the same then it will be charged extra.</p>
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## **GST Return Filing Services**

<b><u>Sr. No.</u></b>	<b><u>Scope of Kapure &amp; Kapure</u></b>	<b><u>Responsibility of Management of Society</u></b>	<b><u>Professional Fees</u></b>
1	<p>The Society should file GSTR-1 (Outward taxable Supplies) on Monthly basis within 10<sup>th</sup> day of the next Month. We will file same.</p> <p>The Society should file GSTR 3B (Sales &amp; Purchase data) on Monthly/ Quarterly basis (as applicable) within 20<sup>th</sup> day of the following month/quarter. We will file same.</p>	<p>It is the responsibility of the management to provide us with the data in prescribed format given by us (i.e., Sales and Purchase Working sheet) by 5<sup>th</sup> of every month.</p>	<p>Rs. 7,500/- (Rs. Seven Thousand Five Hundred only) Plus GST per month for Services Mentioned in Point No. 1 to 4.</p>
2	<p>We will reconcile the ITC as per Invoices and as per GSTR-2B every month and will update the management if any invoice is not reflecting in GSTR-2B.</p>	<p>It will be the responsibility of management to follow up with the supplier for ITC.</p>	

3	<p>As per the GST provisions, Promoter is required to have minimum 80% purchases from registered person in a financial year. We will maintain the data required for the same &amp; will update the management for shortfall (if any).</p> <p>In the event if purchases are less than 80% in a financial year, the GST at the rate of 18% shall be paid on shortfall under RCM. Where the above shortfall includes purchase of cement from unregistered supplier, the GST rate shall be 28%.</p> <p>We will guide you regarding payment of GST under reverse charge if any. <b>Please refer note below</b></p>	<p>It is responsibility of management to check at the time of giving purchase order/ receipt of invoice whether GST number is active or not of the supplier. If the GST number is not active of the supplier, then no payment should be done towards GST component of total value.</p> <p>It is the responsibility of management to keep E-Way bills/ Delivery Challans on record for all the Purchases.</p>	
4	<p>Input Tax Credit is not allowed for the construction business. Therefore, we will reverse ITC every month for residential Project. The ITC not availed should be reported every month in working of GSTR 3B.</p>		
5	<p>The Society should file GST annual return in Form GSTR-9 (if turnover exceeds Rs.2 Crore). We will file the same if applicable.</p>		Rs. 25,000/- (Rs. Twenty Five Thousand only) per annum
6	<p>The Society should file GST Audit Report in Form GSTR-9C (if turnover exceeds Rs.5 Crore) We will file the same if applicable.</p>		Rs. 25,000/- (Rs. Twenty Five Thousand only) per annum

**Note to Point no 3 above**

For Calculation of 80% Expenses from Registered Dealers, ITC to be considered only if following conditions are followed.

Conditions for Considering ITC as per section 16(2)

- i. Tax Invoice to be on Record- (E-way bill/E-invoice to be on record if applicable)
- ii. It is to be appeared in our 2B. (The supplier should file the Return & pay the GST either in cash or by using ITC)
- iii. Actual Receipt of Goods/Services
- iv. It is in furtherance of Business.
- v. The payment to be made to supplier within 180 days from the date of Invoice.

## **TDS Applicability & Compliance**

<b><u>Sr. No.</u></b>	<b><u>Scope of Kapure &amp; Kapure</u></b>	<b><u>Responsibility of Management of Society</u></b>	<b><u>Professional Fees</u></b>
1	<p>We will maintain a working of TDS deducted along with party name, rate at which TDS deducted for every month (in prescribed format)</p> <p>The monthly prepared working of TDS shall be sent to management every month for Confirmation.</p>	<p>It is responsibility of the management to take declaration in prescribed format (We will mail you) from deductee for compliance of Section 206AB.</p> <p>It will be the responsibility of management to ensure whether PAN of Deductee is active or Dormant. If the PAN of deductee is not active, then Society Should deduct the TDS @ 20%.</p> <p>It is responsibility of the management to ask us the TDS rate before making any payment to the party and Accordingly payment shall be made after deducting TDS.</p>	Rs. 1000/- (Rs. One Thousand only) Plus GST per month
2	<p>The Tax so deducted must be deposited by 7<sup>th</sup> of next month by the management. We will provide the challan which you can pay with online banking.</p> <p>Failure to deposit tax attracts Interest at the rate of 1.5% per month till the date of payment.</p> <p>The Society should file the TDS return quarterly in Form 26Q within 30 days from the end of Quarter. We will file the same.</p>	<p>It is the responsibility of management to confirm the working of TDS with TDS deducted by management during the previous month.</p>	

**Compliances towards Income Tax**

<b><u>Sr. No.</u></b>	<b><u>Compliance</u></b>	<b><u>Professional Fees</u></b>
1	<b>Income Tax Return filing</b> The Society should file the Income Tax Return for previous year before 30th Sept. of Assessment Year. We will prepare and file the same. It is the responsibility of management to provide required data and explanation for filing the Income Tax Return.	Rs. 25,000/- (Rs. Twenty Five Thousand only) per annum Plus GST
2	<b>Tax Audit (if applicable)</b> The Society should file the TAX Audit Report in the Form 3CA - 3CD consisting of 44 Clauses. The Tax Audit will be applicable if Turnover Exceeds Rs. 10 Crore (Provided Cash Expenses are less than 5% of Total Expenses or 5% of Income received in Cash out of Total Income.) We will do the same (if applicable)	Rs. 75,000/- (Rs. Seventy Five Thousand only) Plus GST

**Please note that we are not providing the services of Profession Tax or any other Labour Laws and any Law other than mentioned above.**