

**MINIMUM RECOMMENDED SCALE OF FEES FOR THE
PROFESSIONAL ASSIGNMENTS DONE BY THE
CHARTERED ACCOUNTANTS**

For Non Metro Cities

	<u>Rate</u>
<u>I) ADVISING ON DRAFTING OF DEEDS/ AGREEMENTS</u>	
(a) i) Partnership Deed	Rs. 3,500/- & Above
ii) Partnership Deed (With consultation & Tax Advisory)	Rs. 5,000/- & Above
(b) Filing of Form with Registrar of Firms	Rs. 1,500/- & Above Per Form
(c) Supplementary / Modification in Partnership Deed	Rs. 3,000/- & Above
<u>II) INCOME TAX</u>	
<u>A. Filing of Return of Income</u>	
<u>I) For Individuals / HUFs etc.</u>	
(a) Filing of Return of Income With Salary/Other Sources/Share of Profit.	Rs. 2,000/- & Above
(b) Filing of Return of Income with detailed Capital Gain working	
i) Less than 10 Transactions (For Shares & Securities)	Rs. 3,000/- & Above
ii) More than 10 Transactions (For Shares & Securities)	Rs. 5,000/- & Above
(c) Filing of Return of Income for Capital Gains on Immovable property	Rs. 10,000/- & Above
(d) Filing of Return of Income with Preparation of Bank Summary, Capital A/c & Balance Sheet.	Rs. 3,500/- & Above
<u>II) (a) Partnership Firms/Sole Proprietor with Advisory services</u>	Rs. 4,000/- & Above
(b) Minor's I. T. Statement	Rs. 2,000/- & Above
<u>(c) Private Ltd. Company:</u>	
i) Active	Rs. 7,500/- & Above
ii) Defunct	Rs. 3,500/- & Above
<u>(d) Public Ltd. Company</u>	
i) Active	Rs. 20,000/- & Above
ii) Defunct	Rs. 7,500/- & Above

<u>B. Filing of Forms Etc.</u>	
(a) Filing of TDS/TCS Return (per Form)	(Quarterly Fees)
i) With 5 or less Entries	Rs.1,000/- & Above
ii) With more than 5 Entries	Rs.2,500/- & Above
(b) Filing Form No. 15-H /G(per Set)	Rs. 1,000/- & Above
(c) Form No. 49-A/ 49-B	Rs. 1,000/- & Above
(d) Any other forms filed under the Income Tax Act	Rs. 1,000/- & Above
<u>C. Certificate</u>	
Obtaining Certificate from Income Tax Department	Rs. 4,000/- & Above
<u>D. Filing of Appeal Etc.</u>	
(a) First Appeal.	
Preparation of Statement of Facts, Grounds of Appeal, Etc.	Rs. 10,000/- & Above
(b) Second Appeal (Tribunal)	Rs. 20,000/- & Above
<u>E. Assessments Etc.</u>	
(a) Attending Scrutiny Assessment/ Appeal	
(i)Corporate	See Note 1
(ii)Non Corporate	Rs. 10,000/- & Above
(b) Attending before other Authorities	Rs. 3,000/- & Above Per Visit
(c) Attending for Rectifications/Refunds/ Appeal effects Etc.	Rs. 2,000/- & above per Visit
(d) Income Tax Survey	Rs. 25,000/- & above
(e) T.D.S. Survey	Rs.15,000/- & above
(f) Income Tax Search & Seizure	See Note 1
(g) Any other Consultancy	See Note 1
<u>III) CHARITABLE TRUSTS</u>	
(a) (i) Registration Under Local Act	Rs. 7,500/- & Above
(ii) Societies Registration Act	Rs. 10,000/- & Above
(b) Registration Under Income Tax Act.	Rs. 7,500/- & Above
(c) Exemption Certificate U/s. 80G of Income Tax Act.	Rs. 6,000/- & Above

(d) Filing Objection Memo/other Replies	Rs. 3,000/- & Above
(e) Filing of Change Report	Rs. 3,000/- & Above
(f) Filing of Annual Budget	Rs. 3,000/- & Above
(g) Attending before Charity Commissioner including for Attending Objections	Rs. 2,500/- & Above per visit
(h) (i) F.C.R.A. Registration	Rs. 10,000/- & Above
(ii) F.C.R.A. Certification	Rs. 2,500/- & Above
<u>IV) COMPANY LAW and LLP WORK</u>	
(a) Filing Application for Name Approval	Rs. 2,000/- & Above
(b) Incorporation of a Private Limited Company/LLP	Rs. 10,000/- & Above
(c) Incorporation of a Public Limited Company	Rs. 20,000/- & Above
(d)(i) Company's/LLP ROC Work, Preparation of Minutes, Statutory Register & Other Secretarial Work	See Note 1
(ii) Certification (per Certificate)	Rs. 3,000/- & Above
(e) Filing Annual Return Etc.	Rs. 3,000/- & Above per form
(f) Filing Other Forms Like: F-32, 18, 2 etc.	Rs. 1000/- & Above per form
(g) Increase in Authourised Capital	
Filing F-5, F-23, preparation of revised Memorandum of Association/Article of Association/ LLP Agreement	Rs. 7,500/- & Above
(h) DPIN/DIN per Application	Rs. 1000/- & Above
(i) Company Law consultancy including Petition drafting	See Note 1
(j) Company Law representation including LLP before RD and CLB	See Note 1
(k) ROC Representation	See Note 1
<u>V) V.A.T./ PROFESSION TAX:</u>	
<u>A. Registration Work</u>	
(a) Registration Under V.A.T. & C.S.T.	

Corporate	See Note 1
Non Corporate	Rs. 5,000/- & Above
(b) Profession Tax Registration (PTR)	Rs. 2,000/- & Above
(c) Profession Tax Enrollment (per application)	Rs. 1,000/- & Above
<u>B. Filing of Return (V.A.T.)</u>	
(a) Monthly Challans with Annual Return	Rs. 1,000+ (Per Month)
(b) Quarterly Challans with Annual Return	Rs.1,500+(Per Quarter)
(c) Six Monthly Challans with Annual Return	Rs. 2,000+(Per 6 Months)
(d) Yearly Composition Return	Rs. 3,000 & above
<u>C. Assessments/ Appeals.</u>	
(a) Attending V.A.T./Commercial Tax Assessments	Rs. 5,000/- + Rs 2,500/- (Per Visit)
(b) Attending V.A.T./Commercial Tax Appeals	Rs. 5,000/- + Rs 3,000/- (Per visit)
<u>D. Filling of Appeal / Appeals Drafting</u>	
(a) First Appeal (AC/DC)	Rs. 5,000/- & Above
(b) Second Appeal	Rs. 7,500/- & Above
<u>E. Miscellaneous Work.</u>	
(a) Profession Tax Returns & Assessment	Rs. 2,500/- & Above
(b) Obtaining C/F/H Forms under V.A.T./Commercial Tax	(Per Application)
(i) First Time	Rs. 2,000/- & Above
(ii) Renewal	Rs.1,000/- & Above
<u>VI) AUDIT and OTHER ASSIGNMENTS</u>	
Rate per day would depend on the complexity of the work and the number of days spent by each person.	
(i) Principal	Rs. 5000/- & Above per day

(ii) Qualified Assistants	Rs. 2500/- & Above per day
(iii) Semi Qualified Assistants	Rs. 1000/- & Above per day
(iv) Other Assistants	Rs. 500/- & Above per day
Subject to minimum indicative Fees as under:	
(i) Tax Audit	Rs. 12,500/- & Above
(ii) Company Audit	
(a) Small Pvt. Ltd. Co. (Turnover up to Rs. 2 Crore)	Rs. 15,000/- & Above
(b) Medium Size Pvt. Ltd. Co. (Turnover between Rs. 2 to 10 Crore)	Rs. 25,000/- & Above
(c) Large Size Pvt. Ltd. Co./ Public Ltd. Co.	See Note 1
(iii) V.A.T. Audit	Rs. 7,500/- & Above
(iv) Review Of TDS Compliance	Rs. 7,500/- & Above
(v) Transfer Pricing Audit	See Note 1
<u>VII) INVESTIGATION, MANAGEMENT SERVICES OR SPECIAL ASSIGNMENTS</u>	
Rate per day would depend on the complexity of the work and the number of days spent by each person.	
(a) Principal	Rs. 10,000/- & Above + per day charge
(b) Qualified Assistant	Rs. 5,000/- & Above + per day charge
(c) Semi Qualified Assistant	Rs. 2,500/- & Above + per day charge
<u>VIII) CERTIFICATION WORK</u>	
(a) Issuing Certificates under the Income Tax Act i.e. U/S 80IA/ 80IB/ 10A/ 10B & other Certificates	See Note 1
(b) Other Certificates	
For LIC/ Passports/ Credit Cards/ Etc.	Rs. 2500/- & Above
(c) Other Attestation (True Copy)	Rs. 500/- per form
(d) Networth Certificate for person going abroad	Rs. 5,000/- & above

<u>IX) WEALTH TAX</u>	
(a) Per Statement	Rs. 5000/- & Above
(b) Statement & Filing Return	Rs. 7500/- & Above
<u>X) CONSULTATION & ARBITRATION</u>	
Rate per hour would depend on the complexity of the work and the number of hours spent by each person.	
(a) Principal	Rs. 10,000/- & above (initial fees) + additional fees @ Rs 2,500/- & above per hour
(b) Qualified Assistant	Rs 1,750/- & above per hour
(c) Semi Qualified Assistant	Rs 750/- & above per hour
<u>XI) NBFC/ RBI MATTERS</u>	
(a) NBFC Registration with RBI	See Note 1
(b) Other Returns	Rs. 5,000/- & above
<u>XII) SERVICE TAX</u>	
(a) Registration	Rs. 5,000/- & Above
(b) Registration with Consultation	See Note 1
(c) Tax Advisory & Consultation i.e about value, taxability, classification etc.	See Note 1
(d) Monthly Challan with Half Yearly Return	Rs. 5,000 & Above + (Rs. 1000/-Per Month)
(e) Quarterly Challan with Half Yearly Return	Rs.5,000 & Above +(Rs. 1500/- Per Quarter)
(f) Adjudication	Rs. 15,000 & above
(g) Appeal & showcause notice drafting / reply	Rs. 10,000 & above
<u>XIII) FEMA MATTERS</u>	
1. Filing Declaration with RBI in relation to transaction by NRIs/ OCBs	Rs. 10,000/- & Above
2. Obtaining Prior Permissions from RBI for transaction with NRIs/ OCBs	Rs. 15,000/- & Above
3. Technical Collaboration:	
Advising, obtaining RBI permission, drafting and preparing technical collaboration agreement and incidental matters.	See Note 1

4. Foreign Collaboration: Advising, obtaining RBI permission, drafting and preparing technical collaboration agreement and incidental matters. (incl. Shareholders Agreement)	See Note 1
5. Advising on Non Resident Taxation Matters including Double Tax Avoidance Agreements including FEMA	See Note 1
<u>XV Project Financing</u>	
(a) Preparation of CMA Data	See Note 1
(b) Services relating to financial sector	See Note 1
<u>Notes:</u>	
1) Fees to be charged depending on the complexity and the time spent on the particular assignment.	
2) The above recommended minimum scale of fees is as recommended by the CCBCAF&SMP Committee of ICAI and duly considered by the Council.	
3) The aforesaid table states recommendatory minimum scale of fees worked out by taking into account average time required to complete such assignments. However, members are free to charge varying rates depending upon the nature and complexity of assignment and time involved in completing the same.	
4) Office time spent in travelling & out-of-pocket expenses would be chargeable. The Committee issues for general information the above recommended scale of fees which it considers reasonable under present conditions. It will be appreciated that the actual fees charged in individual cases will be a matter of agreement between the member and the client.	
5) Service Tax should be collected separately wherever applicable.	
6) The Committee also recommends that the bill for each service should be raised separately and immediately after the services are rendered.	