

# Amsmart Consultants LLP

## Fees for Non Standard -Common Services - (NSC)

With Effect from  
15<sup>th</sup> Jan, 2016

Sr. No	Description of Services	Fees in Rs	Remarks
	<b>A. INDIVIDUAL SERVICES</b>		
	<b>1. Company Law</b>		
1.1	<b>Issue/Allotment/Transfer of Shares</b> (Validating/verifying/ preparing/certifying/stamping/ filing / uploading /updating / coordinating for resolutions, Letters, Share Applications, Share Certificates, Board Minutes, Form-PAS-3, Signature/ Digital Signature, approval by ROC/MCA, Updating Database and sending Reports)	5000	
1.2	<b>Issue /Allotment/Transfer of Debentures</b> (Validating/verifying/ preparing/certifying/stamping/ filing / uploading / updating / coordinating - forms, Share Transfer Deed, Resolutions, Letters, Debenture Applications, Debenture Certificates, Board Minutes, Signature/ Digital Signature, approval by ROC/MCA, Updating Database and sending Reports)	10000	
1.3	<b>Appointment/Resignation/Special Resolution of Dir. Remuneration (Form MGT-14/ DIR-12)</b> (Validating/ verifying/ preparing/ certifying/ filing / uploading / updating / coordinating - Form DIR-12 or Form DIR-12 and Form MGT-14, Resignation / Consent Letter, Resolutions, Board minutes, Signature/ Digital Signature, Approval by ROC/MCA , Updating Database and sending Reports)	5000	For Each
1.4	<b>Shifting of Regd. Office (Form INC-22)</b> (within local limits of city) (Validating / verifying / Preparing / certifying / Filing / uploading / updating - Form INC-22, Resolutions, No Objection Letter, Board minutes, Signature / Digital Signature, Approval by ROC/MCA, Letters to Other Govt. Depts. Of changes, Updating Database and sending Reports)	5000	For Each
1.5	<b>Shifting of Regd. office (Form INC-22/MGT-14)</b> (outside the local limits of city but within jurisdiction of RoC and within state) (Validating / verifying / Preparing / Filing/ uploading / updating - Form INC-22, Form MGT-14, Resolutions, No Objection Letter, Board / General Body minutes, signature / Digital Signature, Approval by ROC/MCA , Letters to other Govt. Depts. Of changes, Updating Database and sending Reports)	10000	
1.6	<b>Shifting of Regd. office (Form INC-22/MGT-14)</b> (outside local limits of city and jurisdiction of RoC, within state) (Validating / verifying / Preparing / filing / uploading / updating/ attending / coordinating- Form INC-22, Form MGT-14, Application Form INC-23, Resolutions, Board/ General body minutes, Petitions / Affidavits / Public Notice / No Objections / Hearing before RD /Signature / DSC, Approval by RD/ ROC / MCA, Letters to Other Govt. Depts. of changes, Updating Database and sending Reports)	30000	

1.7	<b>Shifting of Regd. office (Form INC-22/MGT-14)</b> (outside local limits of city and jurisdiction of RoC, outside state)	40000	For Each
	(Validating / verifying / Preparing / filing / uploading / updating / attending / coordinating- Form INC-22, Form MGT-14, Application to Regional Director (RD), Form INC-23, Resolutions, Board/ General body minutes, Petitions / Affidavits / Intimation to State Secretary / Public Notice / No Objection / Intimation to RoC / Hearing before RD / Signature / DSC, Approval by RD / ROC / MCA, Letters to Other Govt. Depts. of changes, Updating Database and sending Reports)		
1.8	<b>Increase/alteration in Authorized Capital (Form SH-7/MGT-14)</b> (Validating / verifying / Preparing / stamping / certifying / filing / uploading / updating / coordinating - Forms MGT-14, Form SH-7, Resolutions, Board/General Body minutes, altered MoA/ AoA, Payment of Stamp Duty, Signature / DSC, RoC office, Approval by ROC / MCA, Updating Database and sending Reports)	10000	
1.9	<b>Alteration/modification in object clause of MoA</b> (Validating / verifying / Preparing / certifying / filing / uploading/ updating / coordinating - Forms, Resolutions, Body / General Board minutes, alteration of MoA, Arranging signatures, attending / follow up with RoC, obtaining certificate from RoC for alteration of object clause of MOA, Updating Database and sending Report)	12500	For Each
1.10	<b>Change of Name of the company</b> (Validating / verifying / suggesting names, Preparing / certifying / filing / uploading / updating Forms, Name Application, resolutions, Board / General Body minutes, alteration of MoA / AoA, Obtaining approval of name, Arranging signatures, Application for Change of Name, follow up with RoC, obtaining Certificate from RoC for Change of Name, Intimation of other Govt. Depts. Of the Change, Updating Database and sending Report)	15000	For Each
1.11	<b>Registration/Modification/satisfaction of Charge (Form CHG-1/CHG-4)</b> (Validating / verifying / Preparing / certifying / Filing / uploading / Coordinating - Form CHG-1 / CHG-4, Signature / DSC, Approval by ROC / MCA, Certificate of Charge Creation / Modification from Roc/MCA, Updating Database and sending Reports)	8500	For Each
1.12	<b>Formation of Private Limited Company</b> (Verifying / applying and getting availability of name, Drafting MoA / AoA, preparing /certifying / filing / uploading / updating Forms/letters etc., Payment of Stamp duty, Filing documents with RoC / MCA, Attending / follow up with RoC, Obtaining Certificate of Incorporation , arranging Common Seal, Rubber stamp, Pan/Tan Application, updating Database, Preparing Share certificates, Minutes of 1st Board Meeting, sending clients original documents)	25000	For Each
1.13	<b>Formation of Public Limited Company</b> (Verifying / applying and getting availability of name, Drafting MoA / AoA, preparing /certifying / filing / uploading / updating Forms/letters etc., Payment of Stamp duty, Filing documents with RoC / MCA, Attending / follow up with RoC, Obtaining Certificate of Incorporation, Preparing Minutes of 1st Board Meeting and Statement in Lieu of Prospectus (SLP) and other documents required for Commencement Certificate, Obtaining Commencement Certificate, arranging for Common Seal, Rubber stamp, Pan/Tan Application, updating Database, Preparing Share certificates and sending clients original documents)	40000	For Each

1.14	<b>Conversion of Private Company in to Public Company</b> (Verifying / Preparing / certifying / filing / uploading / updating / coordinating - Form MGT-14, Application for Conversion, resolutions, Statement in lieu of prospectus and other documents required for Commencement Certificate, Minutes of Board/ General Meeting, Obtaining Commencement Certificate, arranging for Common Seal, Rubber stamp, Pan/Tan Application, updating Database, Changes in Share certificates and sending clients original documents)	30000	
1.15	<b>Director Identification Numbers-(DIR-3)</b> (Verification of original documents / preparing / stamping and notarizing Affidavit, Filing/ certifying / uploading DIN1 application, Obtaining DIN no., updating database)	2500	For Each
1.16	<b>Registration of DIN (DIR-3B, DIR-3C and DIR-6)</b> (Verifying / Preparing / certifying / filing / uploading / updating / coordinating - DIR-3B/DIR-3C, DIR-6, Signature / DSC / Certification by CS in DIR-3C Uploading / filing DIR-3C along with DIR-3B / filing DIR-6, updating Database and sending reports)	2500	
1.17	<b>Certified Copy of Document from ROC.</b> Taking search on MCA website (soft Docs) and at ROC office (Hard Docs), Applying for Certified Copy with necessary fees and Stamp papers, Coordinating and getting certified copy of required documents,	5000	
1.18	<b>Obtaining DSC from Certifying Authority (Class II DSC)</b> Preparing application, coordinating / certifying details / attachments, submitting to Certifying Authority, Getting USB token and Driver CD, Registering DSC with NCAS, providing Guidance How to affix DSC	1000	
1.19	<b>Obtaining DSC from Certifying Authority (Class III DSC)</b> Preparing application, coordinating / certifying details / attachments, submitting to Certifying Authority, Getting USB token and Driver CD, Registering DSC with NCAS, providing Guidance How to affix DSC	2000	
<b>2. Sales Tax /Profession Tax</b>			
2.1	<b>MVAT/CST Registration</b> (Preparing and filing Applications, coordinating/verifying / preparing details/requirement, attending verification/ hearing, follow up and getting certificates of Regn., info. database)	7500	
2.2	<b>MVAT/CST Returns</b> (Collecting data, working tax liability and Credit admissible, preparing returns and sending for payment, attending department inquiry for payment etc. maintaining info. Database If Monthly If quarterly If Half Yearly	3500	
2.3	<b>Obtaining C/F/H Forms</b> (Applications, coordinating/ verifying details/ requirement, follow up with Dept. )	2500	
2.4	<b>Endorsement on Registration Certificate</b> Application for necessary endorsement , coordinating and getting endorsement on RC	2500	

2.5	<b>Quarterly TDS Returns - Works Contract (F 402)</b> (Verifying /matching data, preparing forms and coordinating, submitting signed form)	2500	
2.6	<b>Annual TDS Return - Works Contract (F 405)</b> (Verifying and matching the data, preparing forms and coordinating, submitting signed form, Sending clients copy)	5000	
2.7	<b>Refund Application (F 501)</b> (Preparing refund application in Form 501 , coordinating signature and filing with Dept. Sending client copy)	10000	
2.8	<b>PT Enrollment Certificate (Self) / (Employee)</b> (Preparing application arranging signature filing application with other requirements follow up and getting certificate .maintaining info. database)	2500	
2.9	<b>PT Assessment (PTR Asst)</b> (Obtaining/verifying Details/information, attending hearing and obtaining Order. maintaining info. database)	5000	
<b>3. Service Tax</b>			
3.1	<b>Service Tax Registration / Endorsement / Cancellation</b> Preparing / verifying getting signature / Filing / follow up and getting No.	5000	
3.2	<b>Service tax Return (Half yearly)</b> Working / checking tax liability/ credit available / Preparing / verifying /getting signature / Filing / follow up	2500 To 7500	
3.3	<b>Centralised Service Tax Registration</b> (Preparing application , coordinating for signature and evidences, submitting application And getting Registration)	10000	
<b>4. Others</b>			
4.1	<b>49A /49B/PTE/PTR/Auditors Apptt.23B/POA</b> Preparing / getting signature / filling / getting No. / together with out of Pocket expenses	6500	
4.2	<b>Amendments to PAN (49A) Or TAN (49B) Or PTE or PTR</b> Preparing / getting signature / Filing / getting No.	2500	
4.3	<b>Import Export Code (IEC)</b> Preparing / verifying getting signature / Filing / follow up and getting No.	5000	

\*Amounts stated above does not include out of pocket expenses (e.g. RoC Fees, Stamp duty, charge to other agencies etc.) which will be charged at actual and Service Tax will be charged as may be applicable on case to case basis.

If you are able to aggregate several items in a single assignment ,we will offer an expediency discount as under

Aggregate Amount	Discount
> 30000	3.00 %
> 50000	5.00 %
> 100000	7.00 %

The firm works on an executory basis and not on advisory basis. Accordingly,

(a) All instructions and information need to be provided simultaneously comprehensively and correctly in one go. Please use the format alongside the link.

(b) The fee need to be remitted along with the request. This will avoid separate effort on either Side to collect/pay the same and there will one-is to-one identity between the remittance and work.

(c) Work will be finished within the time stated against each item without any reminder.

Ready Reckoner ROC Filing Fees & Stamp Duty on Document				
Capital	For Inc. In Auth. Cap. (w.e.f. 01.04.2014)		For Filing Form	Additional Fees (w.e.f. 01.04.2014)
Amount (Rs.)	RoC Fees	Stamp Duty	RoC Fees	(Payable in case of delay in filling)
100000	5000	1000	300	Delay In Months      Addl. Fees (Multiple of Normal fee)  I) For Forms other than Form SH-7  Upto 30Days <b>2</b> > 30 Days but < 60Days <b>4</b>
200000	9000	1000	300	
300000	13000	1000	300	
400000	17000	1000	300	
500000	21000	1000	400	
600000	24000	2000	400	
700000	27000	2000	400	
800000	30000	2000	400	
900000	33000	2000	400	
1000000	36000	2000	400	

1500000	51000	3000	400	> 60Days but < 90Days	<b>6</b>
2000000	66000	4000	400	> 90Days but < 180Days	<b>10</b>
2500000	81000	5000	500	> 180 Days upto 270Days	<b>12</b>
3000000	96000	6000	500		
3500000	111000	7000	500	II) For Form SH-7	
4000000	126000	8000	500		
4500000	141000	9000	500		% of N. Fee
5000000	156000	10000	500	< 6 Months	2.5% Per Month
5500000	161000	11000	500	> 6 Months	3.0 % Per Month
6000000	166000	12000	500		
6500000	171000	13000	500		
7000000	176000	14000	500		<b>Other Fees</b>
7500000	181000	15000	500		
8000000	186000	16000	500	1. Inspection Rs. 100/-	
8500000	191000	17000	500	2. Certified Copy Rs. 50/*	
9000000	196000	18000	500		
9500000	201000	19000	500	*Plus Xerox charges @Rs.25 per page & Stamp paper of Rs. 20/-	
10000000	206000	20000	600		
11000000	213500	22000	600		
12000000	221000	24000	600	Stamp for Share Certificates	
13000000	228500	26000	600	Rs.1/- per Rs. 1,000/- or part of It (Min. Rs.1/)	
14000000	236000	28000	600		
15000000	243500	30000	600	Stamp for Debenture Certificates	
16000000	251000	32000	600	Rs.1.87- per Rs. 500/- or part of It (Min. Rs.1/)	
17000000	258500	34000	600		
18000000	266000	36000	600	Stamp for Share Transfer	
19000000	273500	38000	600	Rs.0.25- per Rs. 100/- or part of It (Min. Rs.1/)	
20000000	281000	40000	600		
25000000	318500	50000	600		
30000000	356000	60000	600	<b>Notes :</b>	
35000000	393500	70000	600	1. In case of increase in authorized Capital	
40000000	431000	80000	600	the fees payable will be amount on	
45000000	468500	90000	600	increased capital as per table less amount	
				on existing capital as per table.	

50000000	506000	100000	600	2. Stamp Duty is payable for only incremental amount of capital at Rs 1000/ per Rs 5 lacs or part of Rs 5 lacs
60000000	581000	120000	600	
70000000	656000	140000	600	
80000000	731000	160000	600	
90000000	806000	180000	600	
100000000	881000	200000	600	

Capital	For Inc. In Auth. Cap. (Upto 31.03.2014)		For Filing Form
Amount (Rs.)	RoC Fees	Stamp Duty	RoC Fees
100000	4000	1000	200
200000	7000	1000	200
300000	10000	1000	200
400000	13000	1000	200
500000	16000	1000	200
600000	18000	2000	300
700000	20000	2000	300
800000	22000	2000	300
900000	24000	2000	300
1000000	26000	2000	300
1500000	36000	3000	300
2000000	46000	4000	300
2500000	56000	5000	300
3000000	66000	6000	500
3500000	76000	7000	500
4000000	86000	8000	500
4500000	96000	9000	500
5000000	106000	10000	500
5500000	111000	11000	500
6000000	116000	12000	500
6500000	121000	13000	500
7000000	126000	14000	500
7500000	131000	15000	500

8000000	136000	16000	500
8500000	141000	17000	500
9000000	146000	18000	500
9500000	151000	19000	500
10000000	156000	20000	500
11000000	161000	22000	500
12000000	166000	24000	500
13000000	171000	26000	500
14000000	176000	28000	500
15000000	181000	30000	500
16000000	186000	32000	500
17000000	191000	34000	500
18000000	196000	36000	500
19000000	201000	38000	500
20000000	206000	40000	500
25000000	231000	50000	500
30000000	256000	60000	500
35000000	281000	70000	500
40000000	306000	80000	500
45000000	331000	90000	500
50000000	356000	100000	500
60000000	406000	120000	500
70000000	456000	140000	500
80000000	506000	160000	500
90000000	556000	180000	500
100000000	606000	200000	500