

Sr. No	Description of Services	*Fees Rs (₹)	Remarks
A. INDIVIDUAL SERVICES			
1 Company Law			
1.1	Allotment of shares (Form 2) (Validating/verifying/ preparing/certifying/stamping/ filing / uploading updating / coordinating- Forms-2 Resolutions, Letters, Share Applications, Share Certificates, Board Minutes, Signature/Digital Signature, approval by ROC/MCA, Info. Database, Report)	₹5000 To ₹7500	For Each
1.2	Issue and allotment of Bonus shares (Form 2) (Validating/verifying/ preparing/certifying/stamping/ filing / uploading updating/ coordinating - Forms-2, Resolutions, Letters, Share Applications, Share Certificates, Board Minutes, General Body Minutes, Signature/ Digital Signature, approval by ROC/MCA, Info. Database, Report)	₹7500 To ₹10000	For Each
1.3	Transfer of shares / Debentures (Validating/verifying/ preparing/stamping /coordinating / updating- Transfer Deeds, Resolutions, letters, Board /General body minutes, signatures, endorsement on share certificates, Info .Database, Report)	₹5000 To ₹10000	For Each Depend on Articles
1.4	Issue /Allotment of Debentures (Form 2) (Validating/verifying/ preparing/certifying/stamping/ filing / uploading updating / coordinating - Forms, Resolutions, Letters, Debenture Applications, Debenture Certificates, Board Minutes, Signature/ Digital Signature, approval by ROC/MCA, Info. Database, Report)	₹10000 To ₹15000	For Each
1.5	Appointment/Resignation of Directors (Form .32) (Validating/verifying/ preparing/certifying/ filing / uploading updating / coordinating- Form 32, Resignation / Consent Letter , Resolutions, Board minutes, Signature/Digital Signature, Info. Database, Approval by ROC/MCA ,, Report)	₹5000	For Each
1.6	Shifting of Regd. Office (Form .18) (within local limits of city) (Validating/verifying/Preparing/Filing/ up loading/ updating- Form 18, Resolutions, Board minutes, Signature/Digital Signature, Info Database, Approval by ROC/MCA, Letters to Other Govt. Depts.,, Report)	₹7500	For Each
1.7	Shifting of Regd. office (Form .18/23) (outside the local limits of city but within jurisdiction of RoC and within state) (Validating/verifying/Preparing/Filing/ up loading/ updating- Form 18, Form 23, Resolutions, Board/ General Body minutes, signature/Digital Signature, Info Database, Approval by ROC/MCA , Lettersto other Govt. Depts.,)	₹10000	For Each
1.8	Shifting of Regd. office (Form .18/23) (outside local limits of city and jurisdiction of RoC, within state) (Validating/verifying, Preparing/ filing/ up loading / updating/ attending/ coordinating- Form 18, Form 23, Application AD , Form 21, Resolutions, Board/ General body minutes, Signature/DSC, Info Database, Public Notice/ No Objections/ Hearing before RD / Lettersto Other Govt. Depts., Approval by ROC / MCA, Report)	₹30000	For Each
1.9	Shifting of Regd. office (Form .18/23) (outside local limits of city and jurisdiction of RoC, outside state) (Validating/verifying, Preparing/ filing/ up loading / updating/ attending/ coordinating- Form 18, Form 23, Application AD , Form 21, Resolutions, Board/ General body minutes, Signature/DSC, Info Database, Public Notice/ No Objections/ Hearing before RD / Lettersto Other Govt. Depts., Approval by ROC / MCA, Report)	₹35000 To ₹45000	For Each
1.10	Special Resolution/Resolution for Dir. Remuneration (Form.23/32) Validating/verifying, /Preparing/certifying/ filing / uploading / updating/Form-23, Resolutions ,Board/ General Body minutes, Sign/ DSC, Approval by ROC / MCA, Report)	₹7500	For Each
1.11	Increase/alteration in Authorized Capital (Form 5/23) (Validating/verifying/Preparing /stamping/ certifying/ filing/ uploading/ updating/ coordinating-Forms 23 Form 5, uploading/attending/ coordinating-Form 1A, Form 23, Form 62, Resolutions, Board General Body minutes, altered MoA/ AoA, Availability of name., Signature/ DSC, RoC office, Certificate from RoC, letter to Govt. Depts., Info. Database, sending Report)	₹10000 To ₹15000	For Each
1.12	Alteration/modification in object clause of MoA (Validating/verifying/ Preparing/certifying Forms, Resolutions, gen. Body /Board minutes, altered copy of MoA, Arranging sign, attending/follow up with RoC, obtaining certificate from RoC, Updating Info. Database, sending Report)	₹15000	For Each
1.13	Change of Name of the company (Validating/verifying/suggesting name, Preparing/certifying Forms, Application, esolutions, General Body /Board minutes, altered copy of MoA/AoA, Applying and obtaining approval of name, Arranging sign, attending/follow up with RoC, obtaining certificate from RoC, Intimation of Govt. Depts., Updating Info. Database, sending Report)	₹20000	For Each
1.14	Registration/Modification/satisfaction of Charge (Form 8/17) (Validating/verifying, Preparing /certifying/ Filing/ uploading/ Attending/ coordinating/- Form 8/17, Signature/DSC, ROC Office, Certificate from Roc, Info, Database, Report)	₹10000 To ₹15000	For Each

Fees for Non Standard-Common Services- (NSC)

1.15	Formation of Private Limited Company (Verifying/ applying and getting availability of name, Drafting MoA/AoA, preparing /certifying Forms/letters etc., Payment of Stamp duty, Filing documents with RoC/MCA, Attending/ follow up with RoC, obtaining Certificate, arranging Common Seal, Rubber stamp, up dating Info. Database, Preparing Share cert., Minutes of 1st Board Meeting, sending clients copy of Docs,	₹30000	For Each
1.16	Formation of Public Limited Company (Verifying/ applying and getting availability of name, Drafting MoA/AoA, preparing /certifying Forms/letters/Statement in lieu of Prospectus, statutory report etc., Payment of Stamp duty, Filing documents with RoC/MCA, Attending/ follow up with RoC, obtaining Certificates of Incorporation and commencement of business,, arranging Common Seal, Rubber stamp, up dating Info. Database, Preparing Share cert., Minutes of 1st Board Meeting, sending clients copy of Docs,	₹50000	For Each
1.17	Conversion of Private Company in to Public Company (Preparing / certifying/filing /uploading/coordinating/ attending/ updating - Form 23, Application, resolutions, Statement in lieu of prospectus, Minutes of Board/ General Meeting, ROC Office, Certificate for conversion/change of name/Info. Database	₹30000	For Each
1.18	Director Identification Numbers-(DIN-1) (Preparing application, submitting soft copy to MCA, obtaining provisional DIN, Obtaining signature on hard copy and documents to be submitted, forwarding hard copy to MCA and getting DIN certificate)	₹2500	For Each
1.19	Registration of DIN (DIN 2 & DIN 3) (Preparing Forms DIN 2 / DIN 3, Coordinating for Signature/ DSC/ Certification by CS, Uploading/ filing DIN 3 along with DIN 2, updating Info. Database, Clients Copy)	₹2500	For Each
1.20	Obtaining DSC from Certifying Authority (Class II DSC) 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	For Each
1.21	Obtaining DSC from Certifying Authority (Class III DSC) 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	For Each
1.22	Certified Copy of Document from ROC. 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	For Each

2 Sales Tax / Profession Tax

2.1	MVAT/CST Registration (Preparing and filing Applications, coordinating/verifying/ preparing details/requirement, attending verification/hearing, follow up and getting certificates of Regn., info. database)	₹7500	For Each
2.2	MVAT/CST Returns (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	₹2500 to ₹5000	For Each return
2.3	Obtaining C/F/H Forms (Applications, coordinating/verifying details/requirement, follow up with Dept.)	₹2500	For Each
2.4	Endorsement on Registration Certificate Application for necessary endorsement, coordinating and getting endorsement on RC	₹1000	For Each
2.5	Quarterly TDS Returns- Works Contract (F 402) (Verifying/matching data, preparing forms and coordinating, submitting signed form)	₹1500	For Each return
2.6	Annual TDS Return- Works Contract (F 405) (Verifying and matching the data, preparing forms and coordinating, submitting signed form, sending clients copy)	₹2500 to ₹5000	For Each return
2.7	Refund Application (F 501) (Preparing refund application in Form 501, coordinating signature and filing with Dept. sending client copy)	₹5000 to ₹10000	For Each
2.7	PT Enrollment Certificate (Self) (Preparing application arranging signature filing application with other requirements follow up and getting certificate. maintaining info. database)	₹1500	For Each
2.8	PT Registration Certificate (employees) (Preparing application arranging signature filing application with other requirements follow up and getting certificate. maintaining info. Database)	₹1500	For Each
2.9	PT Assessment (PTR Asst) (Obtaining/verifying Details/information, attending hearing and obtaining Order. maintaining info. database)	₹3500 to ₹5000	For Each year

3 Partnership Firm/HUF/Trust

3.1	Deed of Partnership and Registration with ROF Preparing/ giving draft deed for approval / Form A/ having meeting/ taking approval/ getting Stamp Paper/ final Print Out/ Signature of Parties/ getting translation in Marathi/ Filing with ROF with necessary fees	₹15000	For Each
3.2	Deed for change in constitution/ Regn. With ROF Preparing/ giving draft deed for approval / Form / having meeting/ taking approval/ getting Stamp Paper / final Print Out / Signature of Parties /Filing with ROF with necessary fees)	₹15000	For Each
3.3	Deed of dissolution of Firm and Regn with ROF (Preparing/ giving draft deed for approval / Form / having meeting/ taking approval/ getting Stamp Paper / final Print Out / Signature of Parties /Filing with ROF with necessary fees)	₹15000	For Each
3.4	Deed of change in address and Registration with ROF (Preparing/ giving draft deed for approval / Form / having meeting/ taking approval/ getting Stamp Paper / final Print Out / Signature of Parties /Filing with ROF with necessary fees)	₹7500	For Each
3.5	Formation of HUF /Private Trust (Preparing/ giving draft deed for approval/ having meeting/ taking approval/ getting Stamp Paper/ final Print Out/ Signature of Parties)	₹20000	For Each
3.6	Formation and registration of Public /Trust (Preparing/ giving draft deed for approval / Form / having meeting/ taking approval/ getting Stamp Paper/ final Print Out/ Signature of Parties/ application to charity comm./ attending before charity comm./ giving advertisement in newspaper/ getting registration certificate from charity commissioner/ preparing & filing application u/s 12A and 80G of the IT Act & obtaining certificate u/s 12A & 80-G)	₹65000	For Each
3.7	Preparing and filing of Change Report with CC (Preparing/ giving / draft copy of schedule III / consent letter of the trustee/ resolution passed at board meeting/ getting signatures/notarizing schedule III and filing it with charity commissioner)	₹15000	For Each

4 Income Tax

4.1	Obtaining Certificate for Lower deduction of Tax Preparing form No. 13/ working out average rate of tax payable and tax proposed to be deducted/ preparing provisional P & L A/c for the year end for which no return has been filed & estimated P & L a/c for the concerned FY/sending draft/approving/obtaining signature/filing/obtaining certificate/delivering.	₹7500 and above	Depend on fact and volume
4.2	Filing of quarterly TDS Returns (Verifying and matching the data, validating the data, writing CD obtaining signature and submitting CD and signed form to NSDL with necessary Fees)	₹1500 To ₹2500	For Each

5 Service Tax

5.1	Service Tax Registration/ Endorsement Preparing/ verifying getting signature/ Filing/ follow up and getting No.	₹3500	For Each
5.2	Service tax Return (Half yearly) Working / checking tax liability/ credit available / Preparing / verifying /getting signature/ Filing/ follow up	₹1000 to ₹5000	For Each Depend on nature
5.3	Endorsement/ Cancellation of Service Tax Registration (Preparing application for necessary endorsement/cancellation, coordinating for signature and evidences, submitting application and getting endorsement/ cancellation)	₹5000	For Each
5.4	Centralised Service Tax Registration (Preparing application, coordinating for signature and evidences, submitting application and getting Registration)	₹10000	For Each

6 Others

6.1	Formalities with RBI for Repatriation of Fund Preparing/ Verification/ Certifying/ Filing forms for Repatriation of Fund	₹30000 to ₹50000	For Each
6.3	Formalities under FEMA for transfer of shares between Resident and Non Resident Preparing/ Verification/ Certifying/ Filing relevant forms with AD.	₹30000 to ₹50000	For Each
6.2	Formalities with RBI for allotment of shares to NRI (Non repatriation basis) Preparing/ Verification/ Certifying/ Filing forms with RBI	₹30000 to ₹50000	For Each

Fees for Non Standard-Common Services- (NSC)

6.3	49A/49B/PTE/PTR/Auditors Apptt.23B/POA Preparing/ getting signature/ filling / getting No. / together with out of Pocket expenses	₹5000	For Each
6.4	PAN (49A) Or TAN (49B) Or PTE or PTR or Amendments to any Preparing/ getting signature/ Filling / getting No.	₹1500	For Each
6.5	Import Export Code (IEC) Preparing/ verifying getting signature/ Filling / follow up and getting No.	₹5000	For Each

*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

He is a Director in 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 Amount (Rs.) ₹	For Inc. In Auth. Cap.		For Filing Form RoC Fees	Additional Fees (Payable in case of delay in filling)	
	RoC Fees	Stamp Duty			
100000	4000	1000	200		
200000	7000	1000	200		
300000	10000	1000	200	Delay In Months	Addl. Fees (Multiple of Normal fee)
400000	13000	1000	200		
500000	16000	1000	300		
600000	18000	2000	300	I) For Forms other than F 5	
700000	20000	2000	300		
800000	22000	2000	300		
900000	24000	2000	300	Upto 30Days	2
1000000	26000	2000	300	> 30 Days but < 60Days	4
1500000	36000	3000	300	> 60Days but < 90Days	6
2000000	46000	4000	300	> 90Days	9
2500000	56000	5000	500	> 24 Month	9
3000000	66000	6000	500		
3500000	76000	7000	500	II) For Form 5	
4000000	86000	8000	500		
4500000	96000	9000	500		% of N. Fee
5000000	106000	10000	500	< 12 Months	2% PM
5500000	111000	11000	500	> 12 Months	2.5 % PM
6000000	116000	12000	500		
6500000	121000	13000	500		
7000000	126000	14000	500	Other Fees	
7500000	131000	15000	500		
8000000	136000	16000	500	1. Inspection	Rs. 50/-
8500000	141000	17000	500	2. Certified Copy	Rs. 50/*
9000000	146000	18000	500		
9500000	151000	19000	500	*Plus Xerox charges @Rs.25 per page & Stamp paper of Rs. 20/	
10000000	156000	20000	500		

Fees for Non Standard-Common Services- (NSC)

Capital Amount (Rs.) ₹	For Inc. In Auth. Cap.		For Filling Form RoC Fees	
	RoC Fees	Stamp Duty		Additional Fees (Payable in case of delay in filling)
11000000	161000	22000	500	Stamp for Share Certificates Rs.1/- per Rs. 1,000/- or part of It (Min. Rs.1/)
12000000	166000	24000	500	
13000000	171000	26000	500	Stamp for Debenture Certificates Rs.1.87- per Rs. 500/- or part of It (Min. Rs.1/)
14000000	176000	28000	500	
15000000	181000	30000	500	Stamp for Share Transfer Rs.0.25- per Rs. 100/- or part of It (Min. Rs.1/)
16000000	186000	32000	500	
17000000	191000	34000	500	
18000000	196000	36000	500	
19000000	201000	38000	500	
20000000	206000	40000	500	
25000000	231000	50000	500	Notes : 1. In case of increase in authorized capital the fees payable will be amount on increased capital as per table less amount on existing capital as per table. 2. Stamp Duty is payable for only incremental amount of capital at Rs 1000/ per Rs 5 lacs or part of Rs 5 lacs
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	