

# **10. Minimum Recommended Scale of Fee for the Professional Assignments**



<b>REVISED MINIMUM RECOMMENDED SCALE OF FEES FOR THE PROFESSIONAL ASSIGNMENTS DONE BY THE CHARTERED ACCOUNTANTS</b>				
<b>PARTICULARS</b>			<b>Rates</b>	
			<b>For Class A Cities</b>	<b>For Class B Cities</b>
			<b>Revised Minimum Recommended scale of Fees</b>	<b>Revised Minimum Recommended scale of Fees</b>
<b>I)</b>	<b>ADVISING ON DRAFTING OF DEEDS/AGREEMENTS</b>			
	(a)	i) Partnership Deed	Rs. 10,500/- & Above	Rs. 7,000/- & Above
		ii) Partnership Deed (With consultation & Tax Advisory)	Rs. 15,000/- & Above	Rs. 10,000/- & Above
	(b)	Filing of Forms with Registrar of Firms	Rs. 4,500/- & Above Per Form	Rs. 3,000/- & Above Per Form
	(c)	Supplementary / Modification in Partnership Deed	Rs. 9,000/- & Above	Rs. 6,000/- & Above
<b>II)</b>	<b>INCOME TAX</b>			
	A.	Filing of Return of Income		
	I)	For Individuals/ HUFs etc.		
		(a) Filing of Return of Income with Salary/Other Sources/Share of Profit	Rs. 6,000/- & Above	Rs. 4,000/- & Above
		(b) Filing of Return of Income with detailed Capital Gain working		
		i) Less than 10 Transactions (For Shares & Securities)	Rs. 9,000/- & Above	Rs. 6,000/- & Above
		ii) More than 10 Transactions (For Shares & Securities)	Rs. 15,000/- & Above	Rs. 10,000/- & Above
		(c) Filing of Return of Income for Capital Gain on Immovable property	Rs. 30,000/- & Above	Rs. 20,000/- & Above
		(d) Filing of Return of Income with Preparation of Bank Summary, Capital A/c & Balance Sheet.	Rs. 10,500/- & Above	Rs. 7,000/- & Above
	II)	(a) Partnership Firms/Sole Proprietor with Advisory Services	Rs. 12,000/- & Above	Rs. 8,000/- & Above
		(b) Minor's I.T. Statement	Rs. 6,000/- & Above	Rs. 4,000/- & Above
		(c) Private Ltd. Company :		
		i) Active	Rs. 22,500/- & Above	Rs. 15,000/- & Above
		ii)Defunct	Rs. 10,500/- & Above	Rs. 7,000/- & Above

	(d) Public Ltd. Company		
	i) Active	Rs. 60,000/- & Above	Rs. 40,000/- & Above
	ii) Defunct	Rs. 22,500/- & Above	Rs. 15,000/- & Above
B.	Filing of Forms Etc.	(Quarterly Fees)	(Quarterly Fees)
	(a) Filing of TDS/TCS Return (per Form)		
	i) With 5 or less Entries	Rs. 3,000/- & Above	Rs. 2,000/- & Above
	ii) With more than 5 Entries	Rs. 7,500/- & Above	Rs. 5,000/- & Above
	(b) Filing of Form No. 15-H/G ( per Set)	Rs. 3,000/- & Above	Rs. 2,000/- & Above
	(c) Form No. 49-A/49-B	Rs. 3,000/- & Above	Rs. 2,000/- & Above
	(d) Any other Forms filed under the Income Tax Act	Rs. 3,000/- & Above	Rs. 2,000/- & Above
C.	Certificate		
	Obtaining Certificate from Income Tax Department	Rs. 12,000/- & Above	Rs. 8,000/- & Above
D.	Filing of Appeals Etc.		
	(a) First Appeal Preparation of Statement of Facts, Grounds of Appeal, Etc.	Rs. 30,000/- & Above	Rs. 20,000/- & Above
	(b) Second Appeal (Tribunal)	Rs. 60,000/- & Above	Rs. 40,000/- & Above
E.	Assessments Etc.		
	(a) Attending Scrutiny Assessment/Appeal		
	(i) Corporate	See Note 1	See Note 1
	(ii) Non Corporate	Rs. 30,000/- & Above	Rs. 20,000/- & Above
	(b) Attending before Authorities	Rs. 9,000/- & Above Per Visit	Rs. 6,000/- & Above Per Visit
	(c) Attending for Rectifications/Refunds/Appeal effects Etc.	Rs. 6,000/- & Above Per Visit	Rs. 4,000/- & Above Per Visit
	(d) Income Tax Survey	Rs. 75,000/- & Above	Rs. 50,000/- & Above
	(e) T.D.S. Survey	Rs. 45,000/- & Above	Rs. 30,000/- & Above
	(f) Income Tax Search and Seizure	See Note 1	See Note 1
	(g) Any other Consultancy	See Note 1	See Note 1

<b>III)</b>	<b>CHARITABLE TRUST</b>		
(a)	(i) Registration Under Local Act	Rs. 22,500/- & Above	Rs. 15,000/- & Above
	(ii) Societies Registration Act	Rs. 30,000/- & Above	Rs. 20,000/- & Above
(b)	Registration Under Income Tax Act	Rs. 22,500/- & Above	Rs. 15,000/- & Above
(c)	Exemption Certificate U/s 80G of Income Tax Act	Rs. 18,000/- & Above	Rs. 12,000/- & Above
(d)	Filing Objection Memo/other Replies	Rs. 9,000/- & Above	Rs. 6,000/- & Above
(e)	Filing of Change Report	Rs. 9,000/- & Above	Rs. 6,000/- & Above
(f)	Filing of Annual Budget	Rs. 9,000/- & Above	Rs. 6,000/- & Above
(g)	Attending before Charity Commissioner including for Attending Objections	Rs. 7,500/- & Above per visit	Rs. 5,000/- & Above per visit
(h)	(i) F.C.R.A. Registration	Rs. 30,000/- & Above	Rs. 20,000/- & Above
	(ii) F.C.R.A. Certification	Rs. 7,500/- & Above	Rs. 5,000/- & Above
<b>IV)</b>	<b>COMPANY LAW AND LLP WORK</b>		
(a)	Filing Application for Name Approval	Rs. 6,000/- & Above	Rs. 4,000/- & Above
(b)	Incorporation of a Private Limited Company/LLP	Rs. 30,000/- & Above	Rs. 20,000/- & Above
(c)	Incorporation of a Public Limited Company	Rs. 60,000/- & Above	Rs. 40,000/- & Above
(d)	(i) Company's/LLP ROC Work, Preparation of Minutes, Statutory Register & Other Secretarial Work	See Note 1	See Note 1
	(ii) Certification (Per Certificate)	Rs. 9,000/- & Above	Rs. 6,000/- & Above
(e)	Filing Annual Return Etc.	Rs. 9,000/- & Above per Form	Rs. 6,000/- & Above per Form
(f)	Filing Other Forms Like : F-32, 18, 2 etc.	Rs. 3,000/- & Above per Form	Rs. 2,000/- & Above per Form
(g)	Increase in Authorised Capital		
	Filing of F-5, F-23, preparation of Revised Memorandum of Association/Article of Association/LLP Agreement	Rs. 22,500/- & Above	Rs. 15,000/- & Above
(h)	DPIN/DIN per Application	Rs. 3,000/- & Above	Rs. 2,000/- & Above
(i)	Company Law Consultancy including Petition drafting	See Note 1	See Note 1

	(j)	Company Law representation including LLP before RD and CLB	See Note 1	See Note 1
	(k)	ROC Representation	See Note 1	See Note 1
<b>V)</b>		<b>V.A.T./ PROFESSIONAL TAX</b>		
	A.	Registration Work		
		(a) Registration Under V.A.T. & C.S.T. Corporate Non Corporate	See Note 1 Rs. 15,000/- & Above	See Note 1 Rs. 10,000/- & Above
		(b) Professional Tax Registration (PTR)	Rs. 6,000/- & Above	Rs. 4,000/- & Above
		(c) Professional Tax Enrollment (per Application)	Rs. 3,000/- & Above	Rs. 2,000/- & Above
	B.	Filing of Return (V.A.T.)		
		(a) Monthly Challans with Annual Return	Rs. 3,000 + (Per Month)	Rs. 2,000/- + (Per Month)
		(b) Quarterly Challans with Annual Return	Rs. 4,500 + (Per Quarter)	Rs. 3,000/- + (Per Quarter)
		(c) Six Monthly Challans with Annual Return	Rs. 6,000 + (Per 6 Months)	Rs. 4,000/- + (Per 6 Months)
		(d) Yearly Composition Return	Rs. 9,000/- & Above	Rs. 6,000/- & Above
	C.	Assessments/Appeals		
		(a) Attending V.A.T./Commercial Tax Assessments	Rs. 15,000/- + 7,500/- (Per Visit)	Rs. 10,000/- + 5,000/- (Per Visit)
		(b) Attending V.A.T./Commercial Tax Appeals	Rs. 15,000/- + 9,000/- (Per Visit)	Rs. 10,000/- + 6,000/- (Per Visit)
	D.	Filing of Appeal/Appeals Drafting		
		(a) First Appeal (AC/DC)	Rs. 15,000/- & Above	Rs. 10,000/- & Above
		(b) Second Appeal	Rs. 22,500/- & Above	Rs. 15,000/- & Above
	E.	Miscellaneous Work		
		(a) Professional Tax Returns & Assessment	Rs. 7,500/- & Above	Rs. 5,000/- & Above
		(b) Obtaining C/F/H Forms under V.A.T./Commercial Tax	( Per Application)	( Per Application)

	(i) First Time	Rs. 6,000/- & Above	Rs. 4,000/- & Above
	(ii) Renewal	Rs. 3,000/- & Above	Rs. 2,000/- & Above
<b>VI)</b>	<b>AUDIT AND OTHER ASSIGNMENTS</b>		
	Rate per day would depend on the complexity of the work and the number of days spent by each person		
	(i) Principal	Rs. 15,000/- & Above per day	Rs. 10,000/- & Above per day
	(ii) Qualified Assistants	Rs. 7,500/- & Above per day	Rs. 5,000/- & Above per day
	(iii) Semi Qualified Assistants	Rs. 3,000/- & Above per day	Rs. 2,000/- & Above per day
	(iv) Other Assistants	Rs. 1,500/- & Above per day	Rs. 1,000/- & Above per day
	Subject to minimum indicative Fees as under:		
	(i) Tax Audit	Rs. 37,500/- & Above	Rs. 25,000/- & Above
	(ii) Company Audit		
	(a) Small Pvt. Ltd. Co. (Turnover up to Rs. 2 Crore)	Rs. 45,000/- & Above	Rs. 30,000/- & Above
	(b) Medium Size Pvt. Ltd. Co./ Public Ltd. Co.	Rs. 75,000/- & Above	Rs. 50,000/- & Above
	(c) Large Size Pvt. Ltd. Co./Public Ltd. Co.	See Note 1	See Note 1
	(iii) V.A.T. Audit	Rs. 22,500/- & Above	Rs. 15,000/- & Above
	(iv) Review of TDS Compliance	Rs. 22,500/- & Above	Rs. 15,000/- & Above
	(v) Transfer Pricing Audit	See Note 1	See Note 1
<b>VII)</b>	<b>INVESTIGATION, MANAGEMENT SERVICES OR SPECIAL ASSIGNMENTS</b>		
	Rate per day would depend on the complexity of the work and the number of days spent by each person		
	(a) Principal	Rs. 30,000/- & Above + per day charge	Rs. 20,000/- & Above + per day charge

	(b) Qualified Assistant	Rs. 15,000/- & Above + per day charge	Rs. 10,000/- & Above + per day charge
	(c) Semi Qualified Assistant	Rs. 7,500/- & Above + per day charge	Rs. 5,000/- & Above + per day charge
<b>VIII)</b>	<b>CERIFICATION WORK</b>		
	(a) Issuing Certificates under the Income Tax Act i.e. U/s 80IA/80IB/10 A/10B & other Certificates	See Note 1	See Note 1
	(b) Other Certificates		
	For LIC/Passport/Credit Card/Etc.	Rs. 7,500/- & Above	Rs. 5,000/- & Above
	(c) Other Attestation (True Copy)	Rs. 1,500/- per form	Rs. 1,000/- per Form
	(d) Net worth Certificate for person going abroad	Rs. 1,5000/- & Above	Rs. 10,000/- & Above
<b>IX)</b>	<b>WEALTH TAX</b>		
	(a) Per statement	Rs. 15,000/- & Above	Rs. 10,000/- & Above
	(b) Statement & Filing Return	Rs. 20,000/- & Above	Rs. 15,000/- & Above
<b>X)</b>	<b>CONSULTATION &amp; ARBITRATION</b>		
	Rate per hour would depend on the complexity of the work and the number of hours agent by each person.		
	(a) Principal	Rs. 30,000/- & Above(initial fees) + additional fees @ Rs. 7,500/- & Above per hour	Rs. 20,000/- & Above(initial fees) + additional fees @ Rs. 5,000/- & Above per hour
	(b) Qualified Assistant	Rs. 5,300/- & Above per hour	Rs. 3,500/- & Above per hour
	(c) Semi Qualified Assistant	Rs. 2,300/- & Above per hour	Rs. 1,500/- & Above per hour
<b>XI)</b>	<b>NBFC/RBI MATTERS</b>		
	(a) NBFC Registration with RBI	See Note 1	See Note 1
	(b) Other Returns	Rs. 15,000/- & Above	Rs. 10,000/- & Above

<b>XII)</b>	<b>SERVICE TAX</b>			
	(a)	Registration	Rs. 15,000/- & Above	Rs. 10,000/- & Above
	(b)	Registration with Consultation	See Note 1	See Note 1
	(c)	Tax Advisory & Consultation i.e. about value, taxability, classification etc.	See Note 1	See Note 1
	(d)	Monthly Challan with Half Yearly Return	Rs. 15,000/- & Above + (Rs.3,000/- Per Month)	Rs. 10,000/- & Above + (Rs.2 ,000/- Per Month)
	(e)	Quarterly Challan with Half Yearly Return	Rs. 15,000/- & Above + (Rs. 4,500/- Per Quarter)	Rs. 10,000/- & Above + (Rs.3 ,000/- Per Quarter)
	(f)	Adjudication	Rs. 45,000/- & Above	Rs. 30,000/- & Above
	(g)	Appeal & show cause notice drafting/ reply	Rs. 30,000/- & Above	Rs. 20,000/- & Above
<b>XIII)</b>	<b>FEMA MATTERS</b>			
	1	Filing Declaration with RBI in relation to transaction by NRIs/OCBs	Rs. 30,000/- & Above	Rs. 20,000/- & Above
	2	Obtaining Prior Permissions from RBI for Transaction with NRIs/OCBs	Rs. 45,000/- & Above	Rs. 30,000/- & Above
	3	Technical Collaboration:		
		Advising, obtaining RBI permission, drafting and preparing technical collaboration agreement and incidental matters	See Note 1	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	See Note 1
	5	Advising on non Resident Taxation Matters including Double Tax Avoidance Agreements including FEMA	See Note 1	See Note 1
<b>XIV)</b>	<b>PROJECT FINANCING</b>			
	(a)	Preparation of CMA Data	See Note 1	See Note 1
	(b)	Services relating to Financial sector	See Note 1	See Note 1



Notes:	
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 Committee for Capacity Building of CA Firms & Small and Medium Practitioners (CCBCAF&SMP) of ICAI and duly considered by the council.
3)	The aforesaid table states recommendatory minimum scale of fees works 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 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.
7)	Class A Cities here includes Delhi, Mumbai, Calcutta, Chennai, Pune, Hyderabad, Bangalore and Ahmedabad. Class B Cities includes all other cities not included in "Class A".
8)	The amount charged will be based on the location of the service provider.

Source- Committee for Capacity Building of CA Firms & Small & Medium practitioners

