



The Institute of
Chartered Accountants
of India

**Minimum Recommended
Scale of Fees for the
Professional Assignments done
by the Chartered Accountants**



Committee for Capacity Building of
CA Firms and Small & Medium Practitioners
The Institute of Chartered Accountants of India
(Set up by an Act of Parliament)
New Delhi



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

For Metro Cities

I) ADVISING ON DRAFTING OF DEEDS/ AGREEMENTS

(a) i) Partnership Deed	Rs. 5,250/- & Above
ii) Partnership Deed (With consultation & Tax Advisory)	Rs. 7,500/- & Above
(b) Filing of Form with Registrar of Firms	Rs. 2,250/- & Above Per Form
(c) Supplementary / Modification in Partnership Deed	Rs. 4,500/- & Above

II) INCOME TAX

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. 3,000/- & Above
(b) Filing of Return of Income with detailed Capital Gain working	
i) Less than 10 Transactions (For Shares & Securities)	Rs. 4,500/- & Above
ii) More than 10 Transactions (For Shares & Securities)	Rs. 7,500/- & Above
(c) Filing of Return of Income for Capital Gains on Immovable property	Rs. 15,000/- & Above
(d) Filing of Return of Income with Preparation of Bank Summary, Capital A/c & Balance Sheet.	Rs. 5,250/- & Above
II) (a) Partnership Firms/Sole Proprietor with Advisory services	Rs. 6,000/- & Above
(b) Minor's I. T. Statement	Rs. 3,000/- & Above
(c) Private Ltd. Company:	
i) Active	Rs. 11,250/- & Above
ii) Defunct	Rs. 5,250/- & Above
(d) Public Ltd. Company	
i) Active	Rs. 30,000/- & Above
ii) Defunct	Rs. 11,250/- & Above

B. Filing of Forms Etc.

- (a) Filing of TDS/TCS Return (per Form)
 - i) With 5 or less Entries
 - ii) With more than 5 Entries
- (b) Filing Form No. 15-H/G (per Set)
- (c) Form No. 49-A/ 49-B
- (d) Any other forms filed under the Income Tax Act

Rate

(Quarterly Fees)

- Rs. 1,500/- & Above
- Rs. 3,750/- & Above
- Rs. 1,500/- & Above
- Rs. 1,500/- & Above
- Rs. 1,500/- & Above

C. Certificate

Obtaining Certificate from Income Tax Department

Rs. 6,000/- & Above

D. Filing of Appeal Etc.

- (a) First Appeal
 - Preparation of Statement of Facts, Grounds of Appeal, Etc.
- (b) Second Appeal (Tribunal)

Rs. 15,000/- & Above

Rs. 30,000/- & Above

E. Assessments Etc.

- (a) Attending Scrutiny Assessment/ Appeal
 - (i) Corporate
 - (ii) Non Corporate
- (b) Attending before other Authorities
- (c) Attending for Rectifications/Refunds/ Appeal effects Etc.
- (d) Income Tax Survey
- (e) T.D.S. Survey
- (f) Income Tax Search & Seizure
- (g) Any other Consultancy

See Note 1

Rs. 15,000/- & Above

Rs. 4,500/- & Above Per Visit

Rs. 3,000/- & Above per Visit

Rs. 37,500/- & Above

Rs. 22,500/- & Above

See Note 1

See Note 1



III) CHARITABLE TRUSTS

(a) (i) Registration Under Local Act	Rs. 11,250/- & Above
(ii) Societies Registration Act	Rs. 15,000/- & Above
(b) Registration Under Income Tax Act	Rs. 11,250/- & Above
(c) Exemption Certificate U/s 80G of Income Tax Act	Rs. 9,000/- & Above
(d) Filing Objection Memo/other Replies	Rs. 4,500/- & Above
(e) Filing of Change Report	Rs. 4,500/- & Above
(f) Filing of Annual Budget	Rs. 4,500/- & Above
(g) Attending before Charity Commissioner including for Attending Objections	Rs. 3,750/- & Above per visit
(h) (i) F.C.R.A. Registration	Rs. 15,000/- & Above
(ii) F.C.R.A. Certification	Rs. 3,750/- & Above

IV) COMPANY LAW AND LLP WORK

(a) Filing Application for Name Approval	Rs. 3,000/- & Above
(b) Incorporation of a Private Limited Company/LLP	Rs. 15,000/- & Above
(c) Incorporation of a Public Limited Company	Rs. 30,000/- & Above
(d) (i) Company's/LLP ROC Work, Preparation of Minutes, Statutory Register & Other Secretarial Work	See Note 1
(ii) Certification (per Certificate)	Rs. 4,500/- & Above
(e) Filing Annual Return Etc.	Rs. 4,500/- & Above per form
(f) Filing Other Forms Like: F-32, 18, 2 etc.	Rs. 1,500/- & Above per form
(g) Increase in Authorised Capital	
Filing F-5, F-23, preparation of revised Memorandum of Association/Article of Association/ LLP Agreement	Rs. 11,250/- & Above
(h) DPIN/DIN per Application	Rs. 1,500/- & 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

V) V.A.T./ PROFESSIONAL TAX:

A. Registration Work

- (a) Registration Under V.A.T. & C.S.T.
Corporate
Non Corporate
- (b) Professional Tax Registration (PTR)
- (c) Professional Tax Enrollment (per application)

Rate

See Note 1
Rs. 7,500/- & Above
Rs. 3,000/- & Above
Rs. 1,500/- & Above

B. Filing of Return (V.A.T.)

- (a) Monthly Challans with Annual Return
- (b) Quarterly Challans with Annual Return
- (c) Six Monthly Challans with Annual Return
- (d) Yearly Composition Return

Rs. 1,500 + (Per Month)
Rs. 2,250 + (Per Quarter)
Rs. 3,000 + (Per 6 Months)
Rs. 4,500 & Above

C. Assessments/ Appeals

- (a) Attending V.A.T./Commercial Tax Assessments
- (b) Attending V.A.T./Commercial Tax Appeals

Rs. 7,500/- + 3,750/- (Per Visit)
Rs. 7,500/- + Rs 4,500/-
(Per visit)

D. Filing of Appeal / Appeals Drafting

- (a) First Appeal (AC/DC)
- (b) Second Appeal

Rs. 7,500/- & Above
Rs. 11,250/- & Above

E. Miscellaneous Work

- (a) Professional Tax Returns & Assessment
- (b) Obtaining C/F/H Forms under V.A.T./Commercial Tax
 - (i) First Time
 - (ii) Renewal

Rs. 3,750/- & Above
(Per Application)
Rs. 3,000/- & Above
Rs. 1,500/- & Above



VI) AUDIT AND OTHER ASSIGNMENTS

Rate per day would depend on the complexity of the work and the number of days spent by each person.

- (i) Principal
- (ii) Qualified Assistants
- (iii) Semi Qualified Assistants
- (iv) Other Assistants

Subject to minimum indicative Fees as under:

- (i) Tax Audit
- (ii) Company Audit
 - (a) Small Pvt. Ltd. Co. (Turnover up to Rs. 2 Crore)
 - (b) Medium Size Pvt. Ltd. Co. (Turnover between Rs. 2 to 10 Crore)
 - (c) Large Size Pvt. Ltd. Co./ Public Ltd. Co.
- (iii) V.A.T. Audit
- (iv) Review of TDS Compliance
- (v) Transfer Pricing Audit

VII) INVESTIGATION, MANAGEMENT SERVICES OR SPECIAL ASSIGNMENTS

Rate per day would depend on the complexity of the work and the number of days spent by each person.

- (a) Principal
- (b) Qualified Assistant
- (c) Semi Qualified Assistant

Rate

Rs. 7,500/- & Above per day

Rs. 3,750/- & Above per day

Rs. 1,500/- & Above per day

Rs. 750/- & Above per day

Rs. 18,750/- & Above

Rs. 22,500/- & Above

Rs. 37,500/- & Above

See Note 1

Rs. 11,250/- & Above

Rs. 11,250/- & Above

See Note 1

Rs. 15,000/- & Above + per day charge

Rs. 7,500/- & Above + per day charge

Rs. 3,750/- & Above + per day charge

VIII) CERTIFICATION WORK

- (a) Issuing Certificates under the Income Tax Act i.e.
U/s 80IA/ 80IB/ 10A/ 10B & other Certificates
- (b) Other Certificates
For LIC/ Passport/ Credit Card/ Etc.
- (c) Other Attestation (True Copy)
- (d) Networth Certificate for person going abroad

Rate

See Note 1

Rs. 3,750/- & Above

Rs. 750/- per form

Rs. 7,500/- & Above

IX) WEALTH TAX

- (a) Per Statement
- (b) Statement & Filing Return

Rs. 7,500/- & Above

Rs. 10,000/- & Above

X) CONSULTATION & ARBITRATION

Rate per hour would depend on the complexity of the work and the number of hours spent by each person.

- (a) Principal
- (b) Qualified Assistant
- (c) Semi Qualified Assistant

Rs. 15,000/- & Above (initial fees) + additional fees @
Rs 3,750/- & Above per hour

Rs 2,625/- & Above per hour

Rs 1,125/- & Above per hour

XI) NBFC/ RBI MATTERS

- (a) NBFC Registration with RBI
- (b) Other Returns

See Note 1

Rs. 7,500/- & Above



XII) SERVICE TAX

- (a) Registration
- (b) Registration with Consultation
- (c) Tax Advisory & Consultation i.e about value, taxability, classification etc.
- (d) Monthly Challan with Half Yearly Return
- (e) Quarterly Challan with Half Yearly Return
- (f) Adjudication
- (g) Appeal & showcause notice drafting / reply

Rate

Rs. 7,500/- & Above

See Note 1

See Note 1

Rs. 7,500/- & Above +
(Rs. 1,500/- Per Month)

Rs. 7,500 & Above +
(Rs. 2,250/- Per Quarter)

Rs. 22,500 & Above

Rs. 15,000 & Above

XIII) FEMA MATTERS

- 1. Filing Declaration with RBI in relation to transaction by NRIs/ OCBs
- 2. Obtaining Prior Permissions from RBI for transaction with NRIs/ OCBs
- 3. Technical Collaboration:
Advising, obtaining RBI permission, drafting and preparing technical collaboration agreement and incidental matters
- 4. Foreign Collaboration:
Advising, obtaining RBI permission, drafting and preparing technical collaboration agreement and incidental matters (incl. Shareholders Agreement)
- 5. Advising on Non Resident Taxation Matters including Double Tax Avoidance Agreements including FEMA

Rs. 15,000/- & Above

Rs. 22,500/- & Above

See Note 1

See Note 1

See Note 1

XIV) PROJECT FINANCING

- (a) Preparation of CMA Data
- (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 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.