


Post Incorporation Compliances

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Warm greetings from True Files!

Firstly, we extend our heartfelt congratulations to your esteemed company on its official incorporation by the Ministry of Corporate Affairs, Govt. of India. This outstanding achievement marks a significant milestone and propels your business onto a trajectory of empowerment, poised to bring about positive change in the lives of people across the nation. We wholeheartedly extend our best wishes for your new business venture and anticipate that it will scale remarkable heights. True Files is thrilled to be a part of your journey and to provide you with unparalleled services.

True Files takes pride in its diverse and accomplished team, comprising skilled Accountants, Taxation experts, and Audit Professionals. Our team possesses specialized knowledge across various sectors, spanning a broad spectrum of industries. We are dedicated to offering an array of services meticulously tailored to address the intricate and ever-evolving challenges of accounting, taxation, and compliance.

As you embark on this exciting chapter of entrepreneurship, please be assured that True Files is steadfastly committed to assisting you in navigating the intricacies of financial management and regulatory adherence. Our goal is to be your reliable partner in ensuring that your business operations run seamlessly while you focus on your core objectives.

Once again, congratulations on this momentous achievement! We eagerly anticipate the opportunity to collaborate with your esteemed company and provide you with the utmost professional services. Here's to a prosperous and transformative journey ahead!

Warm Regards,

Rashmi Dave
Chief Operating Officer

One-Time Mandatory Compliances Post Incorporation of company

S.N.	Compliance	Due Date	Fee
			(Govt. Fee & GST Included)
1	Office Verification	Within 30 Days of Incorporation	₹ 4,602
2	Auditor Appointment	Within 30 Days of Incorporation	₹ 3,422
3	Issuance of Share Certificates	Within 180 Days of Incorporation	₹ 1180 (Two Certificate)
4	Declaration for Commencement of Business	Within 180 Days of Incorporation	₹ 5,782
		Total	₹ 14,986

18% GST is included in total fee also.

All due dates are listed in your task list, allowing a buffer time of 3-7 days for the preparation of relevant documents for the aforementioned tasks.

Above mention Compliances is one time only after the incorporation of company.

For Further Details Contact @ **8808226868** and mail the relevant document on **[efilingindia.in@gmail](mailto:efilingindia.in@gmail.com)**

Running Quarterly Compliances

S.N.	Compliance	Applicability	Due Date	Fee
				(Govt. Fee & GST Included)
1	Holding the Board Meeting & Drafting the notice of Board Meeting	Mandatory	Every 90 Days	₹ 2,360
2	GST Return (GSTR-1 in case of Small Traders/Manufacturers)	If GST Available (Turnover More than 20 Lakh)	Every 90 Days	₹ 2,360
3	Quarterly TDS Return (Salary-24Q and Non Salary-26Q)	If Turnover more than 1 CR	Every 90 Days	₹ 2,360
4	Quarterly Profit and Loss Calculation (For Self Evaluation)	Optional	Every 90 Days	₹ 3,540

Above mention fee is as per the basis of Per Quarter.

All due dates are listed in your task list, allowing a buffer time of 3-7 days for the preparation of relevant documents for the aforementioned tasks.

Above mention Compliances is Quarterly basisi which to be filed every quarter.

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Annual Compliances Fee

S.N.	Compliance	Applicability	Due Date	Fee (Govt. Fee & GST Included) for upto 1 CR. Turnover	Additional Fee (Govt. Fee & GST Included) for Above 1 CR. Turnover
1	Finalisation of Balance Sheet and Profit and Loss Statement	Mandatory	Every Year (Before 31st July)	₹ 12,000	₹ 5000 For each 1 CR or part thereof
2	Statutory Audit of Books of Accounts as per Companies Act, 2013	Mandatory	Every Year (Before 31st July)	₹ 5,900	₹ 2000 For each 1 CR or part thereof
3	Annual ROC Filing- MGT-7, AOC-4 & ADT-1	Mandatory	Every Year (Before 31st July)	₹ 4,720	₹ 2000 For each 1 CR or part thereof
4	Filing of Income Tax Return	Mandatory	Every Year (Before 31st July)	₹ 3,540	₹ 2000 For each 1 CR or part thereof
5	Tax Audit of Books of Accounts as per Income Tax Act, 1961	(Mandatory if Turnover More than 10 CR)	Every Year (Before 31st July)	₹ 11,800	₹ 5900 For each 1 CR or part thereof
6	GST Annual Return	(Mandatory if Turnover More than 2 CR)	Every Year (Before 31st July)	₹ 3,540	₹ 5900 For each 1 CR or part thereof

Above mention fee is as per the basis of Per Quarter.

All due dates are listed in your task list, allowing a buffer time of 3-7 days for the preparation of relevant documents for the aforementioned tasks.

Above mention Compliances is annual basis to be conducted every year

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Company Change Services

S.N.	Compliance	Applicability	Due Date	Fee (Govt. Fee & GST Included)
1	Director Addition & Deletion Through DIR-12	Events Based	Within 15 days of Events	₹ 3540
2	Director Resignation Intimation Through DIR-11	Events Based	Within 15 days of Events	₹ 2360
3	Office Change Within Local Limit of City INC-22	Events Based	Within 15 days of Events	₹ 3540
4	Office Change Within out of City but in same state and same roc INC-22	Events Based	Within 15 days of Events	₹ 11800
5	Director Identification Number	Events Based	Within 15 days of Events	₹ 1770

All due dates are listed in your task list, allowing a buffer time of 3-7 days for the preparation of relevant documents for the aforementioned tasks.

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