



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)

COMMITTEE FOR CAPACITY BUILDING OF MEMBERS IN PRACTICE (CCBMP), ICAI

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

The Committee for Capacity Building of Members in Practice (CCBMP) of ICAI as a part of its commitment to strengthen the Small & Medium Practitioners has initiated the Revised Minimum Recommended Scale of Fees for the professional assignments done by members of ICAI. The recommendation is about the fee to be charged as per the work performed for various professional assignments. The fee has been recommended separately for Class A & Class B cities.

PARTICULARS		Rates	
		For Class A Cities	For Class B Cities
		Revised Minimum Recommended scale of Fees	Revised Minimum Recommended scale of Fees
I)	ADVISING ON DRAFTING OF DEEDS/AGREEMENTS		
(a)	i) Partnership Deed	Rs 15,000/- & Above	Rs 10,000/- & Above
	ii) Partnership Deed (With consultation & Tax Advisory)	Rs 20,000/- & Above	Rs 15,000/- & Above
(b)	Filing of Forms with Registrar of Firms	Rs 7,000/- & Above Per Form	Rs 5,000/- & Above Per Form
(c)	Supplementary / Modification in Partnership Deed	Rs 12,000/- & Above	Rs 9,000/- & Above
(d)	Joint Development Agreements/ Joint Venture Agreements	Rs 12000 & Above (See Note-1)	Rs 9000 & Above (See Note-1)
(e)	Others Deeds such as Power of Attorney, Will, Gift Deed etc.	Rs 5000 & Above	Rs 3000 & 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 8,000/- & Above	Rs 6,000/- & Above
(b)	Filing of Return of Income with detailed Capital Gain working		
	i) Less than 10 Transactions (For Shares & Securities)	Rs 11,000/- & Above	Rs 8,000/- & Above
	ii) More than 10 Transactions (For Shares & Securities)	Rs 17,000/- & Above	Rs 12,000/- & Above
(c)	Filing of Return of Income for Capital Gain on Immovable property	Rs 32,000/- & Above	Rs 22,000/- & Above
(d)	Filing of Return of Income with Preparation of Bank Summary, Capital A/c & Balance Sheet.	Rs 12,000/- & Above	Rs 9,000/- & Above
II)	(a) Partnership Firms/Sole Proprietor with Advisory Services	Rs 15,000/- & Above	Rs 11,000/- & Above
	(b) Minor's I.T. Statement	Rs 8,000/- & Above	Rs 8,000/- & Above
	(c) Private Ltd. Company :		
	i) Active	Rs 25,000/- & Above	Rs 17,000/- & Above
	ii) Defunct	Rs 12,000/- & Above	Rs 9,000/- & Above
	(d) Public Ltd. Company		
	i) Active	Rs 65,000/- & Above	Rs 45,000/- & Above
	ii) Defunct	Rs 25,000/- & Above	Rs 17,000/- & 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 4,000/- & Above	Rs 3,000/- & Above

	ii) With more than 5 Entries	Rs 9,000/- & Above	Rs 7,000/- & Above
(b)	Filing of Form No. 15-H/G (per Set)	Rs 4,000/- & Above	Rs 3,000/- & Above
(c)	Form No. 49-A/49-B	Rs 4,000/- & Above	Rs 3,000/- & Above
(d)	Any other Forms filed under the Income Tax Act	Rs 4,000/- & Above	Rs 3,000/- & Above
C. Certificate			
	Obtaining Certificate from Income Tax Department	Rs 14,000/- & Above	Rs 10,000/- & Above
D. Filing of Appeals Etc.			
(a)	First Appeal Preparation of Statement of Facts, Grounds of Appeal, Etc.	Rs 32,000/- & Above	Rs 22,000/- & Above
(b)	Second Appeal (Tribunal)	Rs 65,000/- & Above	Rs 45,000/- & Above
E. Assessments Etc.			
(a)	Attending Scrutiny Assessment/Appeal		
	(i) Corporate	See Note 1	See Note 1
	(ii) Non Corporate	Rs 32,000/- & Above	Rs 22,000/- & Above
(b)	Attending before Authorities	Rs 10,000/- & Above Per Visit	Rs 7,000/- & Above Per Visit
(c)	Attending for Rectifications/Refunds/Appeal effects Etc.	Rs 7,000/- & Above Per Visit	Rs 5,000/- & Above Per Visit
(d)	Income Tax Survey	Rs 80,000/- & Above	Rs 55,000/- & Above
(e)	T.D.S. Survey	Rs 50,000/- & Above	Rs 35,000/- & Above
(f)	Income Tax Search and Seizure	See Note 1	See Note 1
(g)	Any other Consultancy	See Note 1	See Note 1
III) CHARITABLE TRUST			
(a)	(i) Registration Under Local Act	Rs 25,000/- & Above	Rs 17,000/- & Above
	(ii) Societies Registration Act	Rs 32,000/- & Above	Rs 22,000/- & Above
(b)	Registration Under Income Tax Act	Rs 25,000/- & Above	Rs 18,000/- & Above
(c)	Exemption Certificate U/s 80G of Income Tax Act	Rs 20,000/- & Above	Rs 14,000/- & Above
(d)	Filing Objection Memo/other Replies	Rs 10,000/- & Above	Rs 7,000/- & Above
(e)	Filing of Change Report	Rs 10,000/- & Above	Rs 7,000/- & Above
(f)	Filing of Annual Budget	Rs 10,000/- & Above	Rs 7,000/- & Above
(g)	Attending before Charity Commissioner including for Attending Objections	Rs 8,000/- & Above per visit	Rs 6,000/- & Above per visit
(h)	(i) F.C.R.A. Registration	Rs 35,000/- & Above	Rs 25,000/- & Above
	(ii) F.C.R.A. Certification	Rs 8,000/- & Above	Rs 6,000/- & Above
IV) COMPANY LAW AND LLP WORK			
V)	(a) Filing Application for Name Approval	Rs 8,000/- & Above	Rs 6,000/- & Above
	(b) Incorporation of a Private Limited Company/LLP	Rs 35,000/- & Above	Rs 25,000/- & Above
	(c) Incorporation of a Public Limited Company	Rs 65,000/- & Above	Rs 45,000/- & Above
	(d) Advisory or consultation in drafting MOA, AOA	Rs 15,000/- & Above	Rs 12,000/- & Above
	(e) (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 15,000/- & Above	Rs 10,000/- & Above
	(f) Filing Annual Return Etc.	Rs 10,000/- & Above per Form	Rs 8,000/- & Above per Form
	(g) Filing Other Forms Like : F-32, 18, 2 etc.	Rs 5,000/- & Above per Form	Rs 4,000/- & Above per Form
	(h) Increase in Authorised Capital Filing of F-5, F-23, preparation of Revised Memorandum of Association/Article of Association/LLP Agreement	Rs 25,000/- & Above	Rs 20,000/- & Above

	(i)	DPIN/DIN per Application	Rs 4,000/- & Above	Rs 3,000/- & Above
	(j)	Company Law Consultancy including Petition drafting	See Note 1	See Note 1
	(k)	Company Law representation including LLP before RD and NCLT	See Note 1	See Note 1
	(l)	ROC Representation	See Note 1	See Note 1
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	Rs 18,000/- & Above per day	Rs 12,000/- & Above per day
	(ii)	Qualified Assistants	Rs 10,000/- & Above per day	Rs 8,000/- & Above per day
	(iii)	Semi Qualified Assistants	Rs 5,000/- & Above per day	Rs 4,000/- & Above per day
	(iv)	Other Assistants	Rs 3,000/- & Above per day	Rs 2,000/- & Above per day
		<i>Subject to minimum indicative Fees as under:</i>		
	(i)	Tax Audit	Rs 40,000/- & Above	Rs 30,000/- & Above
	(ii)	Company Audit		
	(a)	Small Pvt. Ltd. Co. (Turnover up to Rs. 2 Crore)	Rs 50,000/- & Above	Rs 35,000/- & Above
	(b)	Medium Size Pvt. Ltd. Co./ Public Ltd. Co.	Rs 80,000/- & Above	Rs 55,000/- & Above
	(c)	Large Size Pvt. Ltd. Co./ Public Ltd. Co.	See Note 1	See Note 1
	(iv)	Review of TDS Compliance	Rs 25,000/- & Above	Rs 20,000/- & Above
	(v)	Transfer Pricing Audit	See Note 1	See Note 1
VI) 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	Rs 35,000/- & Above + per day charge	Rs 25,000/- & Above + per day charge
	(b)	Qualified Assistant	Rs 18,000/- & Above + per day charge	Rs 12,000/- & Above + per day charge
	(c)	Semi Qualified Assistant	Rs 10,000/- & Above + per day charge	Rs 7,000/- & Above + per day charge
VII) CERIFICATION WORK				
	(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 10,000/- & Above	Rs 7,000/- & Above
	(c)	Other Attestation (True Copy)	Rs 3,000/- & Above per form	Rs 2,000/- & Above per Form
	(d)	Net worth Certificate for person going abroad	Rs 18,000/- & Above	Rs 12,000/- & Above
VIII) RERA				
	(a)	Audit of Accounts	Rs 10,000/- & Above	Rs 7,000/- & Above
	(b)	Appearance Before Appellate Tribunal or Regulatory Authority or Adjudicating Authority	Rs 50,000/- & Above	Rs 40,000/- & Above
	(c)	Advisory & Consultation	See Note 1	See Note 1
	(d)	Certification for withdrawal of amount	See Note 1	See Note 1
IX) CONSULTATION & ARBITRATION				
		Rate per hour would depend on the complexity of the work and the number of hours spends by each person.		
	(a)	Principal	Rs 35,000/- & Above(initial fees) + additional fees @ Rs 8,000/- & Above per hour	Rs 25,000/- & Above(initial fees) + additional fees @ Rs 6,000/- & Above per hour
	(b)	Qualified Assistant	Rs 6,000/- & Above per hour	Rs 4,000/- & Above per hour
	(c)	Semi Qualified Assistant	Rs 3,000/- & Above per hour	Rs 2,000/- & Above per hour

X) NBFC/RBI MATTERS			
	(a)	NBFC Registration with RBI	See Note 1
	(b)	Other Returns	Rs 18,000/- & Above
XI) GST			
	(a)	Registration	Rs 20,000/- & Above
	(b)	Registration with Consultation	See Note 1
	(c)	Tax Advisory & Consultation i.e. about value, taxability, classification etc.	See Note 1
	(d)	Challan/Returns	Rs 15,000/- & Above + (Rs 4,000/- Per Month)
	(e)	Adjudication/Show Cause notice reply	Rs 30,000/- & Above
	(f)	Filing of Appeal / Appeals Drafting	Rs 30,000/- & Above
	(g)	Furnish details of inward/outward supply	See Note 1
	(h)	Misc services i.e., refund, cancellation/revocation registration, maintain electronic cash ledger etc.	See Note 1
	(i)	Audit of accounts and reconciliation Statement	Rs 40,000/- & Above
	(j)	Any Certification Work	Rs 10,000/- & Above
XII) FEMA MATTERS			
	1	Filing Declaration with RBI in relation to transaction by NRIs/OCBs	Rs 35,000/- & Above
	2	Obtaining Prior Permissions from RBI for Transaction with NRIs/OCBs	Rs 50,000/- & Above
	3	Technical Collaboration: Advising, obtaining RBI permission, drafting and preparing technical collaboration agreement and incidental matters	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
	5	Advising on Non Resident Taxation Matters including Double Tax Avoidance Agreements including FEMA	See Note 1
XIII) PROJECT FINANCING			
	(a)	Preparation of CMA Data	See Note 1
	(b)	Services relating to Financial sector	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 Members in Practice (CCBMP) of ICAI.	
	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)	GST 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.	