



Rajput Jain & Associates

Chartered Accountants

An ISO 9001:2008 Certified Firm

ABOUT RAJPUT JAIN & ASSOCIATES

Rajput Jain & Associates is a Chartered Accountants firm, with its headquarter situated at New Delhi (the capital of India). The firm has been set up by a group of young, enthusiastic, highly skilled and motivated professionals who have taken experience from top consulting firms and are extensively experienced in their chosen fields has providing a wide array of Accounting, Auditing, Taxation, Assurance and Business advisory services to various clients and their stakeholders.

Focus at providing tailor made solutions to challenging problems of our clients, and perform with high quality and timely service.

Rajput Jain & Associates, a professional firm, offers its clients a full range of services, to serve better and to bring bucket of services under one roof, the firm has merged with its various Chartered Accountancy firms pioneer in diversified fields

Our main office is located at Delhi. Incidentally, Delhi is the Capital of India. Our other offices are in Mankapur & Moradabad (U.P.). We have associates all over India in big cities. All our offices are well equipped with latest technological support with updated reference materials. We have a large team of professionals other than our Core Team members to meet the requirements of our prospective clients including the existing ones. However, considering our commitment towards high quality services to our clients, our team keeps on growing with more and more associates having strong professional background with good exposure in the related areas of responsibility. Further to meet the growing demands of the fiercely competitive market we are constantly looking forward for team of associates comprising of highly skilled professionals to cater the needs ever increasing clientele.

COMPLIANCES FOR A PRIVATE LIMITED COMPANY POST INCORPORATION

A. Compliances under Companies Act, 2013 or ROC or MCA

S.no	Compliance List
1	Preparation & Filing of Form ADT - 01 (Auditor Appointment), within 30 days.
2	Commencement of Business Form 20A, within 180 days.
3	Assistance & Documents Preparation for Bank Account Opening, within 60 days.
4	Preparation of Balance Sheet, P & L Accounts, Audit Report, Director's Report, Extract of Annual Returns & Financial Statements, annually.
5	Preparation & Filing of Form AOC 04 (Financials Related Annual Return), annually.
6	Preparation & Filing of Form MGT 07 (Management Related Annual Return). annually.
7	Use of DSC of Auditor in Form AOC - 04. annually.
8	Preparation of 04 Minutes of Board Meeting, annually.
9	Preparation of Minutes of AGM, annually.
10	Share Certificate Issuance (for Directors), within 60 days.
11	Preparation of 07 Registers, annually.
12	Preparation of MPB-01 (Disclosure of Interest by Directors), annually.
13	Preparation of DIR - 08 (Disclosure of Non-Disqualification by Directors), annually.
14	DIR KYC, annually.
15	ACTIVE filing (If applicable as per Govt. Guidelines), annually.

Compliances for Nidhi or Section 8 Companies are similar however there are certain Variations under company's Act.

B. Compliances under Income Tax

S.no	Compliance List
1	Income Tax Returns (Company), annually.
2	Income Tax Returns (for Directors), annually.
3	Professional Tax Registration of Company and its Directors. (State Specific)
4	Professional Tax Filing of Company, its Directors & Employees. (State Specific)
5	TDS Filing, quarterly as applicable.

C. Compliances under GST

S.no	Compliance List
1	GSTIN Registration (Mandatory if Turnover of ₹ 20 lakhs for service providers and ₹ 40 lakhs for goods suppliers, except in special category states.)
2	GST3B Filing (Monthly)
3	GSTR1 Filing (Monthly/Quarterly, optional upto ₹1.5 Crores Turnover)
4	GSTR9 Filing (Annually)

D. Other Compliances

S.no	Compliance List
1	Need-Based Registration and licences. (Would be based on the business activity and the goods in which the company is dealing Sales Tax Registration, CST Registration, Drug Licence, Food Licence etc.)
2	Obtain Registration under Shops and Establishment Act as applicable.
3	ESI/PF Registration and Filing as applicable.
4	Labour License (State Specific)

E. Other Need based Registration or Services

S.no	List
1	APEDA
2	MSME
3	IEC
4	STARTUP INDIA
5	STANDUP INDIA
6	BOOKKEEPING AND ACCOUNTING
7	ISO
8	TRADEMARK
9	Drafting of Employer related documents and HR Policies
10	Drafting of agreements like NDA, Privacy Policy for Website and Agreements to be Entered with Vendors

COMPLIANCES FOR A LIMITED LIABILITY PARTNERSHIP POST INCORPORATION

S.no	Compliance List
1	Filing LLP Agreement within 30 days Mandatory, heavy penalty of Rs.100 per day of default with no ceiling on the maximum fine
2	LLP PAN Application Preferably within the first 30 days incorporation.
3	Audit of Accounts LLPs whose annual turnover exceeds ₹ 40 lakh or whose contribution exceeds ₹ 25 lakh are required to get their accounts audited by a qualified Chartered Accountant mandatorily.
4	LLP Annual Return Within 60 days from the closure of a financial year i.e. 30 th May of every year Mandatory, heavy penalty of Rs.100 per day of default with no ceiling on the maximum fine
5	Filing Annual Accounts or Statement of Accounts or P&L and Balance Sheet Within 30 days from end of six months of close of financial year i.e. 30 th October of every year
6	Income Tax Returns (Company), annually.
7	Income Tax Returns (for Partners), annually.

Contact Us

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Branch Offices



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