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Proposal for "Chartered Accountant Service"

Commercial:

Chartered Accountant Service Charges:

1. Update Financial Records – Revise income, assets, liabilities, and investments for the current year.
2. Verify Documents – Collect and check updated bank, property, and investment proofs.
3. Record Changes – Include new assets, loans, or financial adjustments.
4. Follow Regulations – Comply with latest ICAI and accounting standards.
5. CA Verification – Get records reviewed and re-certified by a Chartered Accountant.
6. Authentication – Fresh certificate with CA's signature, seal, membership number, and date.
7. Maintain Records – Keep copies of previous certificates for reference and audit.
8. Submission – Provide updated certificate to banks, embassies, or authorities as required.
9. Accuracy – Ensure all financial information reflects true and current status.

Documents Requirement for Chartered Accountant Service:

1. For Net Worth Certificate: Details and documents of movable assets and immovable assets are required
2. For Turnover Certificate: GST return, income tax return, or audited statements are required.
3. For Shareholding Pattern: Memorandum of Association (MoA) or Share Register is required.
4. Depending on the type of CA Certificate, the relevant documents must be provided

Minimum Requirement for Chartered Accountant Service Formation:

1. Qualification – Must be a certified Chartered Accountant and ICAI member.
2. Certificate of Practice (COP) – Obtain from ICAI to start professional services.
3. Firm Registration – Register as Proprietorship, Partnership, LLP, or Company with ICAI.
4. Firm Registration Number (FRN) – Mandatory for all registered CA firms.
5. Office Setup – Maintain a proper office address with required facilities.
6. Infrastructure – Basic equipment, accounting software, and secure record system.
7. Compliance – Follow ICAI ethical standards and maintain updated records.
8. Legal Registration – PAN, GST, and professional tax registration (if applicable).
9. Insurance – Professional indemnity insurance recommended for risk protection.
10. Official Communication – Use letterhead with CA name, FRN, COP, and signature.

Annual Compliance of Chartered Accountant Service (to be followed every year):

1. Renew Certificate of Practice (COP) with ICAI before expiry.
2. Submit Annual Membership Fees to ICAI on time.
3. Update Firm Details – Address, partners, and contact info with ICAI.
4. Maintain Proper Books of Accounts for the firm's income and expenses.
5. File Income Tax Returns and GST Returns (if applicable) annually.
6. Conduct Peer Review if the firm handles statutory audits (as per ICAI norms).
7. Comply with ICAI Notifications and revised auditing/accounting standards.
8. Renew Professional Indemnity Insurance for continued protection.
9. Ensure Confidentiality and Ethical Practice as per ICAI Code of Conduct.

10. Keep Records Updated for clients, audits, and certifications for future reference.

Start Process Now – Get Chartered Accountant Service

- Step 1: Send us Documents Via Email or WhatsApp
  - Email: office@legaladda.com
  - WhatsApp: +91 9726365804
- Step 2: Preparation of Documents & Processing
- Step 3: Get Chartered Accountant Service

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Thank You :)
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