

## Checklist for

### (Chart of Accounts Design)

This checklist is for prepared to assess the requirements of the client.

#### A list of required documents is given below:

1. Legal documents ( TIN, BIN, Trade License, MOA and AOA, Schedule X , Form XI
2. Existing books of accounts (i.e. cash book, bank book)
3. Transaction details from the books of accounts
4. All ledger details from inception
5. Organogram of the company, if any

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**Accfintax**

Apt#5A (5<sup>th</sup> Floor), House-48/C, Road-11

Banani C/A, Dhaka-1213, Bangladesh

Phone: +880 1554 000 000

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