

Checklist for

(Financial Statement Preparation)

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

List of required documents are given below:

1. Certificate of incorporation
2. Memorandum of association and articles of association
3. Form XII
4. Schedule X
5. Updated trade license.
6. Cash book (Account title should be in the same alignment)
7. Bank book (Account title should be in the same alignment)
8. Bank statement(s)
9. Loan certificate (if any)
10. AIT challan copy (Tax deducted from income)
11. TDS challan copy (Tax deduction on salary, director's remuneration, office rent, and party payments, etc.)
12. Fixed additional documents
13. Salary sheet
14. Office rental agreement
15. Bank deposit reconciliation
16. Ledger of all accounts head
17. Trial balance

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