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Checklist for

(Corporate Tax)

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

A list of required documents is given below:

1. E-Tin certificate.
2. Audited financial statement.
3. Updated schedule- X, Form XII, Form XV (if any)
4. Updated copy of trade license
5. All bank statements (form July to June)
6. Cash book and bank
7. All loan certificates (if any)
8. Details of property, plant and equipment's.
9. Trade receivable and payable summary
10. Details summary of inventory (if any)
11. Summary of sales
12. Summary of purchase
13. Bank reconciliation
14. Salary sheet
15. Advance tax related documents (if any)
16. Lease liability calculation (if any)
17. Copy of TDS challan on applicable expense. (Such as Salary, Office rent, Supplier, Professional fee, Audit fee etc.)
18. Copy of last year income tax return (if any)

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