Service Rates of "MSME Suvidha Kendra"



(Internal Circular Applicable from 01.01.2021)

| <u>Serial</u> | <u>Service Type</u> | <u>Charges</u> | | |
|---------------|--------------------------------------|-----------------------------|--|--|
| 1 | FPC Formation - Regular | Rs 39600/- | | |
| 2 | FPC Formation - Tatkal | Es 46600/- | | |
| 3 | Issue Of Shares | Rs 5900/- for 10 Persons | | |
| 4 | Addition of Director (1) – One | Rs 7000/- | | |
| 5 | Removal of Director (1)- One | Rs 7000/- | | |
| 6 | Company Closure | Rs 15000/- | | |
| 7 | Change of Company Address | Rs 7000/- | | |
| 8 | Re-activation of Company | Rs 24000/- | | |
| 9 | Change of Email or Mobile | Rs 2000/- | | |
| 10 | Online Training 2 Hrs | Rs 10000/- | | |
| 11 | Classroom Training | Rs 20000/- | | |
| 12 | Annual Maintenance Charge | Rs 16000/- | | |
| 13 | Annual Maintenance Charge with GST | Rs 18000/- | | |
| 14 | P- Tax Registration | Rs 3500/- | | |
| 15 | GST Registration | Rs 3000/- | | |
| 16 | Any Changes in Company Structure | Rs 7500/- | | |
| 17 | Final_File.zip Creation | | | |
| 18 | Paddy Procurement Contract | Rs 10000/- + Rs5/Qtl | | |
| 19 | Certificate of Business Commencement | Rs 3700/- | | |

Note: These above rates may change at any time without notices

MSME Suvidha Kendra: 800-100-6333

www.msmekendra.com



| Choose Your Plan | Mandatory Plan | Mini Plan | Micro Plan | Mega Plan |
|---|----------------|------------|------------|------------|
| Annual Charges | Rs.15999/- | Rs.17999/- | Rs.19999/- | Rs.26999/- |
| Auditor Appointment & Filing of ADT - 01. | ~ | | ~ | |
| Preparation & Filing of RoC Annual Returns (AOC - 04 & MGT - 07). | ~ | ~ | ~ | ~ |
| Zero Balance Company Current Bank Account. | ~ | ~ | ~ | ~ |
| Preparation & Filing of Balance Sheet, P&L Accounts. | ~ | ~ | ~ | ~ |
| Preparation & Filing of Audit Reports & Director's Reports | ~ | _ | ~ | / |
| Preparation & Filing of Extract of Annual Returns & Financial Statements. | ~ | ~ | ~ | ~ |
| Preparation & Filing of Minutes of Board Meetings & AGM. | ~ | ~ | ~ | ~ |
| Preparation & Filing of Income Tax Returns of all Directors. | × | × | × | ~ |
| Preparation & Filing of Income Tax Return of Company. | ✓ | _ | ~ | / |
| Preparation & Filing of Income Tax Audit. | × | × | × | |
| Preparation of Share Certificates for All Share Holders. | × | × | × | |
| Preparation & Filing of 07 Mandatory Registers. | ~ | ~ | ~ | ~ |
| Preparation & Filing of Form INC - 20A(Biz Commence) | | ~ | ~ | |
| Dedicated Chartered Accountant for your queries & support | × | × | ~ | ~ |
| GST (Goods & Services Tax) Returns Filing for 12 Months. | × | <u> </u> | ~ | |
| TDS (Tax Deducted at Source) Returns Filing for 12 Months. | × | × | ~ | ~ |
| Preparation & Filing of Form DPT - 03. | × | × | × | ~ |
| PF & ESI Returns Filing for 12 Months. | × | × | × | ~ |
| Bookkeeping & Accounting Services (Unlimited Transactions). | × | × | ~ | ~ |

Optional Services

- 1. GST Registration Rs. 2999/-
- 2. PT (Professional Tax) Registration Rs. 3499/-
- 3. IEC (Import Export Code) Registration Rs. 4999/-
- 4. Company Registration starts at Rs. 22000/- All Inclusive.
- 5. Preparation & Filing of GST Returns Rs. 5699 Per Year (For 12 Months).
- 6. Preparation & Filing of TDS Returns Rs. 1599 Per Year (For 12 Months).
- 7. PF (Provident Fund) & ESI (Employees' State Insurance) Registration Rs. 3999/-
- 8. Preparation & Filing of PF & ESI Rs. 15 Per Employee or Rs. 1599/-, Whichever is higher.
- 9. FPC Farmers Producer Company Registration Charges Rs 39600/-

Other Services Related to Business Promotion

- 1. Facebook Marketing Rs 10000 (Activation) + Daily Charges of Min Rs 100/-
- 2. Youtube Marketing Rs 10000
- 3. SMS Marketing- Rs 5000/- for 25000 SMS
- 4. Total Digital Marketing: Rs 15000/-

Other Membership and Listing and Training Charges: 7500/-

- 1. **E-Nam**
- 2. **SFAC**
- 3. Membership of FIFA
- 4. NERMAC
- 5. **APEDA**
- 6. CHC DBT Agri machinery
- 7. Agri Procurement West Bengal
- 8. **MSME**