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BUSINESS SET-UP IN INDIA

Questionnaire with Quotation



More than 15 Years' compliance excellence in industry and practice

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QUESTIONNAIRE AND QUOTATION FOR BUSINESS SET UP IN INDIA

To,

Mr. Mannan Bhai

QUESTIONNAIRE

In view of understanding the key aspects of your business plan, kindly tick the option you want to proceed. Surely it will assist us to understand your business setup and help you by advising the compliance and governance aspect in an effective manner:

1. Sector:

Manufacturing	Service Sector	Trading
		Yes

2. Type of entities:

Private Limited (Yes)	Public Limited	Limited Liability Partnership (LLP)
Partnership Firm	Proprietorship firm	Society /Trust/AOP

3. Whether you want to establish a subsidiary company or joint venture in India, if yes please specify:

Name of the parent entity	NA
Proposed stake to be held in Indian entity	NA

4. Whether you want to take over the existing business:

Name of the business to be taken over	NA
Proposed Equity to be issued as consideration	NA

5. Key Products to be dealt with:

HSN/SAC	Name of goods/services
Please fill	Please fill

6. Targeted market:

India (Name of states) Domestic	Export (Foreign - Name of countries)
Estimated Turnover (INR)	Estimated Export (FOB)
1 st Year- Please fill	1 st Year Please fill
2 nd Year Please fill	2 nd Year Please fill



3 rd Year Please fill	3 rd Year Please fill
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7. Nature of work: elaborate the process or way to make the business activities:

Please fill

8. Proposed Name of the entity:

1.	Please fill
2.	Please fill
3.	Please fill
4.	Please fill

9. Proposed Business places of the Entity:

Registered Office	Corporate / Branch Office	Plant / Factory
Please fill	Please fill	Please fill

10. Estimated capital to be invested in next three years:

	Through Equity /Pref.share	Through Loan	Others, if any
First-year	Please fill	Please fill	Please fill
Second year	Please fill	Please fill	Please fill
Third Year	Please fill	Please fill	Please fill

11. Number of employees strength to be hired or employed:

Director/Partner – (Please mention the residential status -resident / Non-resident / Foreigner)		Employees/workers- Please mention category- Permanent / Temporary / Term employed / Contractual		
Male	Female	Male	Female	
Please fill	Please fill	Please fill	Please fill	Please fill
Please fill	Please fill	Please fill	Please fill	Please fill
Please fill	Please fill	Please fill	Please fill	Please fill

12. Whether you want trade mark registration of any goods or services anywhere in the world, if any:

Existing, if any (already having registered Trade Mark)- Please mention the name or mark	Proposed Trade Mark (Please mention the proposed name or mark or logo) to be registered
Please fill	Please fill



13. Whether you want your entity to be registered under MSME Act – Yes / No
14. Whether you online e-procurement of goods through --- Portal – Yes / No
15. Whether we want to be registered on startup portal of India Yes / No
16. Whether you want to be registered with concerned Export Promotion Council in India. Yes / No
17. Whether we want to be registered under Concerned state -Shop and Establishment Act. Yes/No
18. Whether we want to be registered under Employees Provident Fund and Miscellaneous Provisions Act, 1952. Yes / NO
19. Whether we want to be registered under the Employee State Insurance Act, 1948. Yes / No
20. Whether we want to engage apprentice and register the entity on apprenticeship portal. Yes / NO
21. Whether you want to make provisions for Gratuity to the employees. Yes / No
22. Whether you want to make provisions for Superannuation fund to employees. Yes / No
23. Others requirements if any- please specify:

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Thanking you



QUOTATION

Sir, based on requirement discussions, we hereby mention the list of services to be carried out and our proposed professional Fee as follows.

Please select the services you are seeking to be rendered by us for your esteemed organization:

Services / Activities	Yes /No	Minimum Proposed fee Professional Fee
Registration services-Profit Making Entity (Business Entity)		
Private Company Incorporation		
Public Limited Company Incorporation		
OPC -One-person company registration		
Limited Liability Partnership Firm		
Registration of partnership with Registrar of partnership-1932		
GST registration		
MSME Registration		
Startup registration		
PAN/TAN of the Company		
IEC code under the Export and import policy		
Trade mark Registration		
Licenses/schemes and their redemption, issued by Director General Foreign Trade – export Benefits by DGFT		
Reports and compliances to Authorized Dealers (RBI) of Foreign Remittance for equity Investment under Foreign Exchange Management Act, 2000		
Reports and Compliances to Authorized Dealers (RBI) of Foreign Remittance for equity transfer under Foreign Exchange Management Act, 2000		
Total Proposed professional fee		
Periodically returns & compliances under GST and Income Tax Act, 1961 and Companies Act, 2013		
Monthly challans and quarterly- monthly yearly returns of GST		
Yearly return with Income Tax Department		
Year Return with Registrar of Companies		



Quarterly return and monthly challans of TDS		
Total Proposed professional fee		
Labour laws related services		
Employees Provident Fund Registration (EPF CODE)		
Employees State Insurance Act (ESIC Code)		
Registration under the Apprenticeship Act, 1961		
Registration as Principal under the Contract Labor Act, 1972		
Registration as Contractor under the Contract Labor Act, 1972		
Monthly Compliances under – EPF Act- UAN - Nominations- Declarations-New Joining-Resignations- DSC, Ownership forms, schemes, ECR, Challans and payment of dues towards the EPFO		
Monthly Compliances under – ESIC Act- TIC-Nominations- Declarations-New Joining-Resignations- ECR, Challans and payment of dues towards the EPFO		
Employee related EPF issues – Claims, Medical benefits, Cards etc		
Employee related ESIC issues – Transfers, withdrawals, Advances, corrections and Final settlements etc		
Maintenance of Statutory registers and records and its updating: <i>Registers and records to be maintained under - The payment of wages 1936, The Minimum Wage Act, 1948, the Maternity Leave Act, The Payment of Bonus Act, 1965, The Sexual harassment at workplace Act, The equal remuneration Act, The apprenticeship Act, 1961, the shop and Establishment Act</i>		
Periodically returns under: <i>The payment of wages 1936, The Minimum Wage Act, 1948, the Maternity Leave Act, The Payment of Bonus Act, 1965, The Sexual harassment at workplace Act, The equal remuneration Act, The apprenticeship Act, 1961, the shop and Establishment Act</i>		
Formation of Gratuity Fund /Trust		
Formation of Superannuation Fund /Trust		
Formation of EDLI funds and its exemptions		
Total Proposed professional fee		
Payroll Services		
Arranging, verification and consulting on maintenance of Muster rolls and attendances.		
Salary structuring with consideration of Finance, Revenue Laws and Labour Laws benefits including new wage code		
Preparation of 1) Wage sheet, 2) Salary Register, 3) Overtime Register, 4) Advance register 5) EPF and ESIC Reports 6) Leave Registers 7) Bonus Registers		



Arranging and assisting in the transfer of salary and wages through electronic mode/cheques		
Consultancy on Wages, leave, Gratuity and bonus etc		
Total Proposed professional fee		
Approvals, Licenses and Permissions		
Shifting the registered office from one state to another state of a limited company- Regional Director, MCA		
Conversion of the public to private limited or vice-versa, Regional Director, MCA		
Getting change the, Name and Objects of the company		
Getting change in Capital, directors, KMP etc		
Registration and satisfaction of charges against the property		
Total Proposed professional fee		
Legal Drafting Services		
Trust Deed and its rules and regulations		
Society by-laws and rules and regulations		
joint Venture Agreement		
Equity Investment / Shareholding Agreement		
Share Transfer Agreement		
Memorandum of Understandings		
Partnership Agreement		
Employment Agreement		
Appointment letter		
Contractual Service Agreement		
Leave policy		
sexual harassment policy		
HR Policy		
Maternity Leave policy		
Overtime policy		
Termination/dismissal letters or agreements		
Total Proposed professional fee		
Inspections-Assessments and verification by the Government Authorities		
Handling Assessments under the Income Tax, Act 1961		
Handling Assessments under the GST, Act 2017		
Handling redemption, approval matters under Custom Act, 1961 with DGFT and Custom Authorities		



Handling investigation and enquiry matters under the Income tax, Act, 1961		
Handling investigation and enquiry matters conducted by Enforcement Directorate under Money laundering Act		
Handling Inspections under EPF Act, 1952		
Handling Inspections under ESIC Act, 1948		
Handling inspection under Labour office		
Total Proposed professional fee		
Audit and verification related services		
Internal audit – Accounts-Finance-GST-Income Tax and Labour Laws		
Secretarial Audit – Companies Act, 2013 and SEBI Guidelines		
Contractor audit – Labour Laws		
HR including Time sheet and overtime and leave audits		
Total Proposed professional fee		
Registration services-Non-Profit-Making Entity (NGO)		
Section- 8 Company under the Companies Act, 2013		
Society – The registration of societies, 1860		
Public Trust- The Registration Act, 1908		
Association of Persons (AOP) The Registration Act, 1908		
Waqf registration – The Waqf Act, 1995		
Gratuity Fund (Trust)		
Superannuation Fund (Trust)		
12 A license under the Income Tax, 1961		
80 G license under the Income Tax, 1961		
FCRA registrations and its returns		
CSR certifications		
Registers and records		
Total Proposed professional fee		
GRAND TOTAL PROPOSED PROFESSIONAL FEE		



DOCUMENTS AND INFORMATION TO BE PROVIDED

Please provide the following documents and information to initiate the process:

Name of documents/information	Yes/No/NA	Remarks
Proposed three Names of entity		If New Entity
Copy of PAN Card		If New Entity
Copy of Aadhar Card		If New Entity
Copy of Passport		If New Entity
Copy of Visa		If New Entity
Copy of Address Proof-electricity bill, telephone bill, Water tax, Bank statement, sale deed, other Government ID – Not Later than 2 months Old		If New Entity
Copy of Rent agreement / NOC		If New Entity
Utility bill in the name of the owner- Not Later than 2 months Old		If New Entity
NOC from parent company to use the name		
Qualification of owner/partner		If New Entity
Digital Signature Certificates of each subscriber/Director		
Photo of director and partner		If New Entity
Mobile number and Mail Id		If New Entity
latitude and longitude of office location		
Place of Birth of Directors/subscribers		
Name of Bank, where the account is being proposed to be opened and the signatories in Bank to pass the resolution		If New Entity
Copy of latest audited financials		if existing entity
Copy of Latest return filed with Income tax		if existing entity
Copy of latest return filed with ROC		if existing entity
Copy of Latest ECR and challan under EPF		if existing entity
Copy of Latest Contribution history under ESIC		if existing entity
COI and MoA of holding company		if existing entity
Latest of audited financials of the Holding company		if existing entity
Certificate and by-laws of the society		if existing entity
Copy of renewal certificate of society		



Current list of Governing Body/Members along with a copy of resignations of exit members and consent letters of new members		
Trust deed of trust		if existing entity
Waqfnaama		if existing entity
Trade Mark Certificate		if existing entity
MSME certificate		if existing entity
Darpan ID / certificate		if existing entity
12 A license under income tax		if existing entity
80G license under Income Tax		if existing entity

For more details, kindly visit our web portal

www.rubaruprofessionals.com

if you would like to discuss any information and clarification about the aforementioned subject, please call or mail to us.

Thanking you,

For Rubaru Professionals LLP

CS. Naseem Ahmed
(Managing Partner)
(Company Secretary and Governance Professionals)