

**KHANDHAR MEHTA AND SHAH**

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**CHARTERED ACCOUNTANTS**

# **CAPABILITY PROFILE**

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## BACKGROUND

We are a firm of Chartered Accountants set up in 2004 based at Ahmedabad, India. Our team of highly skilled and motivated professionals includes Chartered Accountants, Certified Information System Auditors (CISA), Lawyers (LLB) and Company secretaries (CS) who have hands on experience in consulting and advisory services. Over the period, the firm has gained about 100 man-years of demanding and insightful experience in providing multitude of services, ranging from Direct Taxes, Indirect Taxes, International Taxation, Transfer Pricing, Audit and Assurance Services, Financial Advisory Services to a BPO/KPO – representative office.

We are working in a fully computerized environment, while keeping the paper-work to minimum. Along with our associate firms, we have files for taxations of assorted clients and audits for Medium & Small sized entities. The firm also conducts statutory and concurrent audits for banks. We also undertake ROC & Company Law related assignments. We provide continuous and regular training to our staff to keep them updated with statutory changes and additions.

Our professional approach blended with personal touch has earned us enormous confidence of all our clients, which is reflected in an enduring business relationship that we enjoy with them as also in the consistent growth in portfolio of our services.

Our vision is to serve wide spectrum of Indian Industries. We aim to be highly professional, most reliable and immensely respected in the field. We follow path of uncompromising **integrity and honesty**. We hold ourselves responsible to the profession, clients, society at large and to the nation. The values, we pursue are our strength and vigor which keep us driving and that is the hallmark of our progress.

### ◀ MISSION ▶

- ✓ EXCELLENCE IN SERVICE
- ✓ PROFESSIONALISM
- ✓ PERSONALIZED SERVICE
- ✓ SPECIALIZATION

## SERVICES

We offer a wide range of Financial and Consultancy services to Individuals, Partnership Firms, Companies, NGOs and other entities. We are very focused to our practice areas and we offer services in the matters where we excel.

We provide quality services. Telephone calls and email requests are answered promptly and correspondence is dealt with, as a matter of priority, for we recognize that time is the most important thing both for clients and us. The affairs of each client are under the control of a hands-on partner to ensure a high level, in depth, consistent and worry free friendly service.

### ◀ PRACTICE AREAS ▶

- ✓ AUDITING
- ✓ ACCOUNTING
- ✓ TAXATION
- ✓ SERVICE TAX
- ✓ COMPANY LAW MATTER
- ✓ FINANCIAL PLANNING

### AUDITING SERVICES

**Our audit and assurance services include:**

- ✓ Statutory Audit
- ✓ Tax Audit
- ✓ Internal Audit
- ✓ Government Audit
- ✓ Bank Audit
- ✓ Management Audit
- ✓ Concurrent Audit
- ✓ IT/System Audit
- ✓ VAT Audit
- ✓ Excise Audit
- ✓ Service Tax Audit
- ✓ Due diligence Audit
- ✓ Forensic Audit
- ✓ Fraud Investigation Audit

### **IFRS/INDIA ACCOUNTING STANDARDS RELATED SERVICES**

- ✓ Impact of IFRS in existing system
- ✓ Conversion from present India Accounting Standards into IFRS
- ✓ Training to Finance Department on IFRS Implementation

### **INCOME TAX SERVICES**

**Our Income Tax services include:**

- ✓ Preparation of Income Tax Return for Individual / Firm / Company / Trust
- ✓ Scrutiny Assessment / CIT (Appeals) / ITAT matters / High Court matters
- ✓ Dividend Distribution and calculation of Dividend Distribution Tax and Payment thereof
- ✓ Calculation of MAT (Minimum Alternate Tax) for 100% EOU/STPI Units

**International Taxation:**

- ✓ Compliance with Transfer Pricing regulations including documentation
- ✓ DTAA calculation and filing of Ex-patriate returns.

### **COMPANY LAW CONSULTANCY**

We provide following services in respect of companies:

- ✓ Formation of Private/ Public Limited / Section 25 company
- ✓ Formation of 100% Subsidiary / Branch office / Liaison Office of Foreign companies
- ✓ Drafting of memorandum and article of association of companies
- ✓ Conversion of a private company into a public company and public ltd. into a private Ltd
- ✓ Conversion of Proprietorship / Partnership Firm into Company under Chapter IX
- ✓ Changing the name of company
- ✓ Change of registered office
- ✓ Alteration of main object of the company
- ✓ Statutory meeting and statutory report
- ✓ Appointment of directors and their remuneration
- ✓ Payment of dividend by companies
- ✓ Buy back of shares
- ✓ Winding up of Company

### LIMITED LIABILITY PARTNERSHIP

We provide following services in respect of LLP:

- ✓ Formation of an LLP
- ✓ Modifications in LLP
- ✓ Taxation of LLP
- ✓ Exit from LLP

### SERVICE TAX

We provide following service tax services for our service tax clients:

- ✓ Classification and Registration
- ✓ Payment of service tax / Adjustment of excess service tax paid
- ✓ Filing of half yearly Service Tax Returns
- ✓ CENVAT Credit of service tax / Excise paid
- ✓ Interest and penalty
- ✓ Reply to Show Cause Notice(SCN) / Commissioner (Appeals) / CESTAT matters
- ✓ Refund of Service Tax Paid on input services by 100% EOU
- ✓ Consulting in relation to Impact of GST and implementation thereof

### VAT –VALUE ADDED TAX

- ✓ GVAT/CST registration
- ✓ VAT reconciliation along with appropriate Credit
- ✓ Filing Monthly / Quarterly and Annual VAT returns
- ✓ VAT Audit
- ✓ VAT Assessment / Joint / Deputy Commissioner of Commercial Tax (Appeals) / VAT Tribunal matters
- ✓ Consulting in relation to Impact of GST and implementation thereof

### CUSTOM

- ✓ Advance License Authorization from DEPB / DFIA / EPCG
- ✓ TED Complete Refund Procedure
- ✓ Pre-shipment Export Documentation
- ✓ Import Export Code (IEC) Registration
- ✓ Payment of Custom Duty
- ✓ Commissioner (Appeals) / CESTAT matters

### EXCISE

- ✓ Excise registration
- ✓ CENVAT credit / RG-23 / Payment of Excise Duty
- ✓ Complete E-payment and E-filing procedure
- ✓ Pre Audit EA 2000 (New Audit System)
- ✓ CAAP Audit
- ✓ Maintenance of Excise Report as per CCR 2004 and CER 2002
- ✓ Reply to SCN / CCE (Appeals) / CESTAT matters

## **BACK OFFICE OPERATIONS / ACCOUNTING SERVICES**

### **Highlights of coverage in Accounting Services:-**

- ✓ Accounts writing in
  - Quick Books
  - Tally
  - Peachtree / Sage
- ✓ Calculation, Deduction and Payment of proper TDS from Payments
- ✓ Calculation and Payment of Advance Income Tax
- ✓ Calculation, Deduction and Payment of proper PF from Employee Salary
- ✓ Calculation and Deduction and Payment of Proper Professional Tax from Employee Salary
- ✓ Accounts Receivable / Payable Management
- ✓ Preparation of MIS reports with Budgeted Vs. Actual Analysis
- ✓ Proper filing of all the legal documents

### **Highlights of coverage in Legal Services:-**

- ✓ Filing Quarterly TDS Returns
- ✓ Preparation of Form 16 and 16A
- ✓ Filing PF/ESIC Return
- ✓ Shops and Establishment Certificate

### **Highlights of coverage in HR related Services:-**

- ✓ Preparation of Employee Engagement Letter
- ✓ Preparation of Company Policy / NDA (Non Disclosure Agreement)
- ✓ Preparation of Salary Structure
- ✓ Taking Income Tax / Investment Declaration from Employee
- ✓ Payrolls Management - Customized pay slips, advising on PF, EPF, ESIC etc, Summaries and analysis of staff costs, administration of incentive schemes, bonuses, and ex-gratia and termination payments, administration of pension schemes



### **FEMA / RBI RELATED SERVICES**

- ✓ Compliance of the procedure including chartered Accountants Certification for repatriation of income / assets from India
- ✓ Making applications to Reserve Bank of India for purchase/sale of shares, debentures & securities and directly to and from Residents and Non Residents in India and outside India (Procedure for FC-GPR and FC-TRS)
- ✓ Making application to Reserve Bank of India for purchase/sale of residential and commercial property including renting out of property
- ✓ Opening Branch Office / Liaison Office of Foreign Company

### **BUSINESS & FINANCIAL PLANNING**

- ✓ Prepare a business plan, cash-flow projections, budgets and forecasts
- ✓ Assess your financial requirements, advise on the best sources of finance i.e. personal capital, bank overdraft, long-term commercial loans and mortgages, venture capital or equity capital, fund based or non fund based and draw up the necessary proposals
- ✓ Conduct a feasibility study of your projects
- ✓ Prepare the Project Report along with liaison with Bank
- ✓ Preparation of application and arranging for term loans from Banks and Financial Institution for projects of various nature.
- ✓ Preparation of application and arranging for term loans from Banks and Financial Institution including project loans.
- ✓ Preparation of application and arranging for working capital limits from Banks and Financial Institution for various type of businesses.
- ✓ Negotiation for better terms and reduction in cost of borrowing.
- ✓ Coordination for public issue with various agencies including merchant bankers.
- ✓ Coordination for private equity matters.
- ✓ Arranging factoring facilities.
- ✓ Other value additions like proper presentation of financial data, representation and coordination with credit rating agencies.

**100 % EOU / STPI / KASEZ**

- ✓ STPI / KASEZ Registration
- ✓ Custom Bonding
- ✓ Filing Monthly / Quarterly / Annual Progress Report
- ✓ Filing Softex form with STPI
- ✓ Getting approval for Excise Duty Exemption at the time of Indigenous Purchase
- ✓ Getting approval for Custom Duty Exemption at the time of Import
- ✓ GoG IT incentive Policy Registration

**OTHER AREAS OF SERVICES**

- ✓ Merchant Banking coordination and Consultancy
- ✓ Portfolio Management Services
- ✓ Land Procurement / Clearance Consultancy
- ✓ Trademark / Patent Consultancy
- ✓ Fixed Assets Management
- ✓ Charity Commissioner related work
- ✓ Co-operative Society related work
- ✓ EPCG registration / DEPB registration
- ✓ SSI Registration

## CLIENTS

We offer a wide range of financial and consultancy services to individuals, partnership Firms, companies and other entities. Over time, we have acquired experience of servicing diverse industries as follows:

- ✓ Government Sector
- ✓ Infrastructure
- ✓ Trading
- ✓ Software
- ✓ Banking and financial services
- ✓ Entertainment
- ✓ Travel, tourism and leisure
- ✓ Shipping
- ✓ Pharmaceuticals
- ✓ Construction
- ✓ Leasing and Financing
- ✓ Education and welfare

## THE TEAM

Our team of highly skilled, committed and motivated professionals specializes in respective fields. We work in an environment with frequent training opportunities for our professionals as also a system to keep them updated with the latest developments. Client feedback is a key input to our performance appraisal system.

Our Team comprises of:

### **AMISH KHANDHAR - FCA**

Co-founder partner of **Khandhar Mehta & Shah**, he is one amongst the elite professionals to qualify as a Chartered Accountant from Mumbai. He has extensive experience in the field of Indirect taxation and Management Consultancy. He has a commendable track record as an advisor in Service Tax matters. He has co-authored books on Service Tax. He is also a regular contributor to the Ahmedabad CA Journal and his articles often feature in various professional journals. He is Chairman of Service Tax Committee of Gujarat Chamber of Commerce & Industry.

### **GAUTAM MEHTA - FCA, DISA (ICA)**

Gautam is Co-founder of **Khandhar Mehta & Shah**, Qualified as a Chartered Accountant in 2002. He did his articleship with a Chartered Accountancy firm in Mumbai. He has played a pioneering role in expanding our Audit practice. Besides, he has been a catalyst in expanding the portfolio of the firm's services from the International Taxation to a range of services like Transfer Pricing, Representative office, RBI-FEMA Consultancy, Information System Audits and consultancy for start up ventures of Non resident Indians in India.

### **TUSHAR SHAH - FCA**

Tushar is Co-founder of **Khandhar Mehta & Shah**, Qualified as a Chartered Accountant in 2004. He has effectively partnered in the growth of the firm since then. He has rich experience of working with BPO Industries. He has effectively handled ERP implementation, ISO Certification and other special assignments.

### **RASHMIN VAJA – FCA**

Qualified as a Chartered Accountant in 2005 and joined KMS. He possesses practical experience for appearing before various Government Authorities. He also possesses extensive experience in Income Tax matters and Service Tax Matters.

**K K MAHESHWARI – FCA**

He qualified in the year 1977 and has more than 20 years of experience in large industrial houses of India including in the capacity of Executive President (Finance) and CFO.

His specialized areas include Financial Planning, Loan syndication, coordination for public issue, coordination for Private Equity, systems development, commercial law matters, strategic business planning matters of industrial, service and trading companies, Cost reduction, profit planning and turnaround strategies for loss making units. He is working as management and financial consultant since May 1997.

## OPERATIONAL CAPACITY

Particulars	Total
Partners	5
Employees – CA	15
Employees – CS	1
Trained Accountants	18
Support Staff	10
CA Trainee	50
<b>Total</b>	<b>99</b>

## INFRASTRUCTURE

The firm has office space of 4000 sq. ft. which is fully furnished & has all facilities and communication systems.

### Communication & Technology

The firm has 24x7 internet availability. Bandwidth is made available through TATA (2 mbps) and Blazenet (2mbps). As a backup measure, dial-up connection is also retained available through BSNL. The firm has VoIP and Video Conferencing Facility.

### All Software in Use

Operating System Server	: Windows Server 2008
Operating System Client	: Windows XP Professional
Database	: MS SQL Server 2000
Tools	: MS Office 2007, Adobe Acrobat R/W 7.0,
Other Tools	: PayPac, eTdsWizard, Specturm, SatVat, Prowess

## CONTACT DETAILS

### Office:

#### **Khandhar Mehta and Shah**

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