**ANNEXURE – I**

**DETAILS OF FIRM:**

|  |  |  |
| --- | --- | --- |
| Name of the Firm | : |  |
| Registered office Address at Bengaluru/Mangaluru with Pin Code Contact details (Telephone no, mobile no, email-id etc.) | : |  |
| Branch office Address at Bengaluru/Mangaluru with Pin Code Contact details (Telephone no, mobile no, email-id etc.), if any | : |  |
| PAN No. | : |  |
| GST Registration No. & Date | : |  |
| Firm Registration No. & Date of Registration with the Institute of CS as a Practicing Firm. | : |  |
| Details of Partners / Proprietor of the Firm as on date of Tender (Name, Membership No., Date of joining the Firm etc.) | : |  |
| Details of Work Experience (Separate Annexure may be enclosed). | : |  |

**ANNEXURE II**

**QUOTATIONS:**

|  |  |  |
| --- | --- | --- |
| **Sr. No** | **Particulars of Work (TENTATIVE)** | **Quoted Rate** **(In ₹.)** |
| 1. | Certification/Verification and Filing of e-Form DIR – 3 (Including Attestation of Documents). |  |
| 2. | Certification/Verification and Filing of e-Form DIR – 3 (KYC) & DIR – 6. (Including Attestation of Documents) |  |
| 3. | Certification/Verification/filing of following e-forms –  |  |
|  |  | * AOC – 4
 |  |
| * MGT – 7
 |  |
| * MGT – 14
 |  |
| * MGT – 6
 |  |
| * DIR-12
 |  |
| * MR-1
 |  |
| * ADT-1
 |  |
| * ADT-3
 |  |
| * DPT – 3
 |  |
| * MSME
 |  |
| * INC – 22
 |  |
| * AOC-5
 |  |
| * CHG-1
 |  |
| * CHG-4
 |  |
| 4. | Obtaining / renewal of Digital Signature (“DSC”). |  |
| 5. | Certification/Verification/filing of e-forms/Approval (GNL – 1) - Application to Registrar of Companies for extension for holding Annual General Meeting. |  |
| 6. | Assisting in Increase of Authorized and Paid Up Share Capital of the Company and Certification/Verification and filing of e-Forms related to same. |  |
| 7. | Share Reconciliation Audit Certificates including certification of e-form PAS-6, if any. |  |
| 8. | Conversion and verification of Annual Accounts into XBRL.  |  |
| 9. | Certification of MGT- 8. |  |
| 10. | Search Report. |  |
| 11. | Due Diligence Report. |  |

**Note:**

*Any other e-Form/Applications not mentioned above and applicable to company or becomes applicable due to amendment in Companies Act, 2013, the company may avail the service at a rate mutually agreed between both the parties (i.e. Company and Firm).*