

APPROVAL / LOGIC NOTE

Project	Sector 36 A, Gurrugram
Subject/Vendor	Appointment of Consultant for CIA Appeal / Nangia Anderson LLP
Date	31-Mar-23

Request you to please approve the appointment of consultant for the below mentioned. We had considered this amount in our Legal & Professional Budget.

S.No.	Description of item	Amount	GST (18%)	Amount
1	CIT Appeal Filing for the Assessment Year 2020-21 and subsequent filings thereof	2,50,000	45,000	2,95,000
	Rs. 75,000 on signing of the engagement letter and balance fee to be billed on progressive basis.			
	GROSS TOTAL	2,50,000	45,000	2,95,000

Apart from the above if there are any out of pocket expenses that also needs to be paid.

OK
03-04-23
Gulshan Kumar
Prepared by

AK

TS

Date	Mr. Akash Khurana	Mr. Takahiro Yamazaki
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ANNEXURE-1

SCOPE OF WORK AND FEES

Scope of work	Fees (INR)	Billing milestone
<p>Assistance in filing appeal and representation before CIT(A)</p> <p>Step 1: Assistance in filing of appeal before CIT(A)</p> <ul style="list-style-type: none"> Preparing relevant documents for appeal filing viz. Form 35, Statement of Facts ('SOF') and Grounds of Appeal ('GOA') Finalizing the above documents for appeal filing after discussion with client Online filing of Form 35 along with requisite documents on the income tax portal <p>Step 2: Assistance post filing of appeal</p> <ul style="list-style-type: none"> Preparation of draft submission and compilation of paper book to be filed before CIT(A) Assistance in collating necessary details and assistance in preparation of detailed submissions for effectuating the appellate proceedings Finalization of the submission post discussion with the management from time to time and filing the same with CIT(A) Preparation and filing of online responses on the income tax portal in case of any further query from CIT(A) Appearing before the CIT(A) (through video conferencing or otherwise) and representing the case before the CIT(A) Review of order passed by the CIT(A) and advice on future course of action. 	2,50,000	50% on signing of the engagement letter and balance fee to be billed on progressive basis

The fee mentioned above is excluding out of pocket expenses and applicable taxes, if any. Any out-of-pocket costs such as travelling (if any), conveyance, courier and communication charges etc. will be charged separately.

Scope limitation

We expect our activities under this agreement to be subject to the following scope limitations:

- The scope of work under this letter shall be restricted to the work specified above and shall be on a best endeavor basis. The same would not include any services over and above the specified services which are not covered within the scope.
- You have agreed to ensure that any information, which we may require for the purpose of providing the services set out in the agreement, is made available to us as and when we may reasonably require. You will appreciate that we cannot be held responsible or liable if information material to our task is withheld or concealed from us or fraudulently represented to us.