**LETTER OF ENGAGEMENT CUM CONTRCT FOR PFOFESSIONAL WORK**

**Details of CA firm being service provider:**

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| Name  | **P. P. SINGH & ASSOCIATES, Chartered accountant**  |
| Reg No | 019336N |
| Office Address | Office no.-3, 4th floor, Ansal Plaza, Vaishali, Ghaziabad, UP -201010 |
| Contact no  | 9899826222, 0120-42624629871229590,9711521060 |
| Email id | ppsinghassociates200@gmail.com/cappsingh@gmail.com |
| website | [www.ppsingh.org/ppsinghassociates.com](http://www.ppsingh.org/ppsinghassociates.com) |
| Pan no | APOPS5243L |
| GST no  | 09APOPS5243L1Z4 |
| MSME registration  | UDYAM UP-29-0022078 |
| Bank details for payment | 1. HDFC Account No. 50200008360453, IFSC HDFC0000422 Branch Vaishali , Ghaziabad, UP2. PNB Account No. 1399002100045129,IFSC PUNB0300000 Branch Kaushambi, Ghaziabad |

**Details of client being service recipient:**

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| Name of client |  |
| Complete Office Address |  |
| Contact person  |  |
| Contact no  |  |
| Email id |  |
| Website if any |  |
| Pan no |  |
| GST no  |  |
| Any other details  |  |

**Other details of term of appointments:**

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| Nature of professional work | Audit, advisory, compliance, GST return, ITR, 12A/80g application, registration etc. |
| Scope of work  |  |
| Year for which professional work to be assigned. |  |
| Professional fee ( basic amount+ 18% GST  |  |
| Reimbursement of cost and expenses -extra |  |
| Terms of payment  | 100% in advance, if payment is less than ₹ 15000/-. Due for payment immediately on issuance of tax invoice. |
| TDS  | The client may deduct tax under section 194J of the income tax Act, if fee excluding GST exceeds ₹ 30,000/-  |
| **Duties of the client Service Receiver**: | * To facilitate the CA firm and their staff for early completion of work including availability DSC, documents, records, accounting data, third party statements/confirmation like bank statement, creditors confirmation etc.
* To provide time to time support and documents to the CA firm / assigned staff to complete the work within agreed time period
* Timely payment of fee and other charges of CA firm
* Don’t share any advice, consultancy etc. received to third party without written consent of the CA firm
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| **Confidentiality:** | The client as well as the CA firm shall acknowledge and abide by obligation of confidentiality except legal compulsion to disclose the same and also agree that this obligation shall continue even after termination of the service  |
| **Binding effect:** | It is agreed that intention is to create a legal relationship between the client and the CA firm and shall be binding for both. |
|  **Relationship**:  | Relationship between the client and CA firm shall be of principal to principal. It means neither party shall be liable for the wrongful act of other party nor there shall not be any agent to principal relation. |
| **Termination**:  | No termination of contract during execution and in the case of termination the client shall be liable to pay full amount of fee as agreed including out of pocket of expense. Amount already paid shall be forfeited and nothing shall be refundable from CA firm except any amount received for payment of government dues. |
| **Assignment** | CA firm can handle work or assigned to some other competent person for completion of work. |
| **Jurisdiction**:  | Court having jurisdiction over CA firm  |
| **Arbitration Clause**: | Both the parties mutually agreed to resolve any dispute through arbitration process under the provision of arbitration and conciliation act 1996 out of the Court. Sole arbitrator shall be appointed by the CA firm and fee shall be shared equally by the CA firm and client. |
| **Residuary clause** | For matters on which nothing expressly mentioned, provision of Indian contract act 1872 and provisions of other applicable laws shall be applicable.  |

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| ***For :* NAME OF CLIENT** **(Proprietor/director/partner/****secretary/trustee )**  | ***For* P P SINGH & ASSOCIATES****Chartered Accountant****CA P P SINGH** |
| **Date:** |  |
| **Place: Ghaziabad** |  |