CHAPTER 24 · COMPLIANCE MANUAL · 2024 EDITION

SOPs (Standard Operating Procedures)

*This chapter is an extract from **The RST Compliance Manual**, a regulator-mapped reference for Indian business entities curated by the partners of R S T & Co.*

24.1 Overview

A Standard Operating Procedure (SOP) is set of written instructions that documents a routine or a repetitive activity followed by an organisation. The development and use of SOPs are an integral part of a successful quality system as it provides staff with an overall framework to perform their functions properly. It facilitates consistency in the quality and integrity in end-result.

24.2 Purpose

The purpose of the below FLOWCHARTS is to provide a sequence of activities followed or to be followed for efficient execution of various functions & processes. The chart guides on systematic and timely execution of various activities by the process owners.

24.3 PROCESS FLOWS

The following list of process flows and/or policies are drafted below:

Income tax Filing (other than Tax audit)

TDS Filing

GST Filing

Correction of TDS Return

Registration Compliances

Company Registration

Reply to IT Notice

24.3.1 INCOME TAX FILING

The chart guides on fililng of ITR of all assesses other than those covered under tax audit u/s 44AB.

NO

YES

Note 1:

Basic information includes PAN; Voter’s ID; DL; Ration Card; VAT, ST, Excise Registration certificate, Rental Agreements

Documents checklist includes Bank & Loan Statements; VAT, Excise, ST login user ID & password; Previous year ITR-V; Investment details

Note 2:

Client documentation includes ITR-V; IT Computation; Balance Sheet and Profit & Loss Account along with Schedules.

24.3.2 TDS FILING

24.3.3 GST Filing

This chart guides on filing the GST Returns of all those who have registered under GST Act.

24.3.4 CORRECTION OF TDS RETURN

This chart guides on filing correction TDS Return in case where rectifications of data in old return is needed or additions to or deletions from old return is to be made.

24.3.5 REGISTRATION COMPLIANCES

This chart guides on the laws under which the entity is to be registered for carrying on a business in the state of Karnataka.

See also: *chart 24.3.6 procedure for company registration*

24.3.6 PROCEDURE FOR COMPANY REGISTRATION

Notes:

Note 1: Fee Structure: (Amount in Rs.)

Form	If authorised capital is	If authorised capital is	If authorised capital is	If authorised capital is
Form	**Rs. 1,00,000 to Rs. 4,99,999**	**Rs. 5,00,000 to Rs. 24,99,999**	**Rs. 25,00,000 to Rs. 99,99,999**	**Rs. 1,00,00,000 and more**
DIR-3	500	500	500	500
INC-1	1,000	1,000	1,000	1,000
INC-7	300	400	500	600
DIR-12	300	400	500	600
INC-22	300	400	500	600
AOA	300	400	500	600
MOA	Rs. 2,000 upto Rs. 10 lakh authorised capital and Rs. 2,000 per every lakh beyond Rs. 10 lakh	Rs. 2,000 upto Rs. 10 lakh authorised capital and Rs. 2,000 per every lakh beyond Rs. 10 lakh	Rs. 2,000 upto Rs. 10 lakh authorised capital and Rs. 2,000 per every lakh beyond Rs. 10 lakh	Rs. 2,000 upto Rs. 10 lakh authorised capital and Rs. 2,000 per every lakh beyond Rs. 10 lakh

*Only Electronic payments are accepted.

*Stamp duty on MOA , AOA & Form INC-7 are payable as per respective state stamp act.

Note 2: Documents checklist includes ID proof and Addres proof of all the directors.

Note 3: Fill form DIR-3 > attach self attested copies of ID proof and address proof of the applicant > Affix DSC of applicant and CA/CS/CMA > Submit.

Note 4: > Register Digital signature > Director > Provide details as per DIR-3 > select certificate > Submit.

24.3.7 REPLYING TO NOTICE

The following serves as guidelines to reply to the notice received from statutory authorities.

Preliminary homework

Obtain the Copy of the Notice and study the section under which such notice has been issued.

Verify whether such notice issued from relevant Jurisdiction and within prescribed time limit as per the Act or Rules.

Detailed working

Study the Sections, provisions including Circulars, notifications,amendments, etc.,

Analyse the facts of the case in reference to Act and rules. Make a summary.

A detailed discussion with the client about all the issues in the notice. Providing a clear idea to the client on the consequences of issues dealt

Intimate client of required documents and obtain the same.

Prepare Reply to Notice. Obtain Power of Attorney (POA) and Reply letter duly signed from client.

Present before authority on given date with necessary documents.

Obtain Order copy after all the discussion and providing clarifications.

Process flow

End of Chapter. *For the complete Compliance Manual, additional chapters, or a tailored briefing for your finance and compliance teams, contact* ***info@rstandco.co.in****.*