

Synergy Tax-Ed Solutions LLP

Additional Services Catalogue

At **Synergy Tax-Ed Solutions LLP**, we offer a comprehensive range of additional services designed to support businesses in managing their finances, legal obligations, and compliance requirements efficiently. Our expert team is committed to providing high-quality services that meet your unique needs, helping you focus on growing your business. Below is a detailed catalogue of our additional services.

1. Accounting and Bookkeeping

Description:

We offer professional accounting and bookkeeping services to help businesses maintain accurate financial records, comply with tax regulations, and make informed financial decisions. Our services are tailored to meet the needs of small businesses, startups, and large corporations.

Services Offered:

- **Bookkeeping Services:** Maintaining day-to-day financial records, including transactions, journal entries, and ledger maintenance.
- **Financial Statement Preparation:** Preparation of balance sheet, profit & loss account, and cash flow statements.
- **Bank Reconciliation:** Ensuring that your bank statements and books of accounts are aligned and accurate.
- **Accounts Payable and Receivable:** Management of invoices, payments, and collections to ensure smooth cash flow.
- **Payroll Processing:** Calculation of salaries, statutory deductions, and timely disbursement to employees.

Documents Required:

- Bank statements and financial records
- Previous accounting and bookkeeping records (if applicable)
- Payroll details and tax deduction records
- Sales and purchase invoices

Turnaround Time: Ongoing monthly services (timely reports and updates)

2. Digital Signature

Description:

A Digital Signature is an essential requirement for businesses and individuals for signing electronic documents securely. It ensures the authenticity and integrity of your documents and is crucial for e-filing with the Income Tax Department, GST returns, and other government submissions.

Services Offered:

- **Digital Signature Certificate (DSC) Issuance:** Providing Class 2 and Class 3 DSCs for individuals and organizations.
- **DSC Renewal:** Assistance in renewing expired DSCs.
- **Application for DSC:** Guidance on how to apply for a digital signature, ensuring compliance with government standards.
- **Secure Document Signing:** Providing assistance in securely signing contracts, applications, and various business documents.

Documents Required:

- Proof of identity (Aadhar card, PAN card, Passport, etc.)
- Proof of address (utility bills, passport, etc.)
- Passport-size photographs

Turnaround Time: 2-3 working days for issuance and renewal

3. Drafting Agreements/Deeds**Description:**

Legal agreements and deeds are crucial for defining the terms of business relationships, partnerships, and other financial transactions. We provide professional drafting services to ensure that your agreements and deeds are legally sound and protect your interests.

Services Offered:

- **Partnership Agreements:** Drafting agreements to formalize partnerships, detailing roles, responsibilities, and profit-sharing.
- **Lease Agreements:** Preparing legally binding lease contracts for property rentals.
- **Non-Disclosure Agreements (NDA):** Drafting NDAs to protect confidential information in business transactions.
- **Shareholder Agreements:** Preparing agreements that define the rights and obligations of shareholders in a company.
- **Loan and Mortgage Deeds:** Drafting documents related to lending and borrowing agreements.
- **Sale and Purchase Agreements:** Creating legally binding contracts for the sale and purchase of assets or businesses.

Documents Required:

- Details of the parties involved
- Terms and conditions to be included in the agreement
- Property details (for lease or sale agreements)

- Specific terms for confidentiality or non-disclosure (if applicable)

Turnaround Time: 5-7 working days (depending on complexity)

4. Project Report Preparation

Description:

A detailed project report (DPR) is a critical component for obtaining funding, setting up a new business, or assessing the feasibility of an existing project. We offer professional project report preparation services for various sectors, helping businesses secure financing and plan effectively.

Services Offered:

- **Business Plan Creation:** Preparing comprehensive business plans for startups or expansion projects.
- **Feasibility Study:** Conducting a feasibility study to assess the viability of new projects, including financial analysis, market research, and risk assessment.
- **Loan Proposal Preparation:** Drafting project reports for securing loans from banks and financial institutions.
- **Project Financials:** Providing detailed financial projections, including cash flow, profit and loss, and balance sheets.

Documents Required:

- Business plan or idea details
- Market research data
- Financial details (capital, investments, projected revenue)
- Loan requirements and terms (if applicable)

Turnaround Time: 7-10 working days

5. Representation with IT and GST Departments

Description:

Dealing with the Income Tax (IT) and Goods and Services Tax (GST) departments can be complex and time-consuming. Our team can represent you before these authorities, ensuring that your business remains compliant and your issues are resolved promptly.

Services Offered:

- **Income Tax Representation:** Representing clients in tax audits, assessments, and inquiries with the Income Tax Department.
- **GST Representation:** Handling GST-related queries, audits, and disputes with the GST authorities.
- **Filing Rectifications:** Assisting with rectification of errors in filed tax returns.

- **Appeals and Refunds:** Representing clients in tax appeals and assisting in obtaining tax refunds.

Documents Required:

- Relevant income tax/GST returns and documents
- Notices received from the Income Tax or GST Department
- Financial and tax records for the period under review
- Communication from the department (if applicable)

Turnaround Time: Based on the complexity of the issue (typically 7-14 working days)

6. ROC Compliance

Description:

The Registrar of Companies (ROC) ensures that businesses comply with the legal requirements set by the Companies Act. We provide complete compliance services to ensure that your company remains in good standing and avoids penalties or legal issues.

Services Offered:

- **Filing of Annual Returns:** Filing mandatory annual returns and financial statements with the ROC.
- **Statutory Filings:** Ensuring timely submission of necessary forms for board resolutions, shareholder meetings, and shareholding changes.
- **Director's Report Preparation:** Preparing and filing the Director's Report and other required documents for company meetings.
- **ROC Compliance Audit:** Conducting audits to ensure your company is complying with all statutory regulations.
- **Company Incorporation and Changes:** Assistance with the incorporation of new companies and filing changes with the ROC (e.g., changes in company name, directors, etc.).
- **Minutes of the Meeting:** Assistance in documenting and maintaining records of board meetings, including the preparation and recording of Minutes of the Meeting.

Documents Required:

- Financial statements (audited)
- Minutes of board meetings or shareholder meetings
- Previous ROC filings (if applicable)
- Directors' details and resolutions
- Shareholding patterns (if applicable)

Turnaround Time: Ongoing compliance services (annual filings within the statutory timeframes)

Why Choose Synergy Tax-Ed Solutions LLP?

- **Expert Consultation:** Our team of professionals provides customized support for all your accounting, legal, and compliance needs.
- **Timely and Efficient Service:** We ensure timely delivery of all documents and services to keep your business on track.
- **Comprehensive Solutions:** From accounting to legal compliance, we offer a one-stop solution for all your business requirements.
- **Reliable Representation:** Whether dealing with tax authorities or legal matters, we represent your business with utmost professionalism.

Contact Us Today:

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Let us handle your business's critical tasks so you can focus on growing and achieving success.