

# FIRM PROFILE



## MAITRA & CHOPRA LLP



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## BRIEF SUMMARY

### BACKGROUND

We are a leading chartered accountancy firm established in 2009, rendering comprehensive professional services in the areas of:

- Bank audit and assurance services;
- Direct taxation;
- Indirect taxation (GST);
- Audit and assurance;
- Due diligence;
- Business and corporate advisory;
- Knowledge process outsourcing;
- Cross border transactions;

FCA P. N. Maitra, Lead Partner, has been in practice for more than 35 years. Our firm represents a combination of specialized skills, which are geared to offer financial advisory and personalized proactive services.

Our firm is empanelled with RBI as a Category II firm for conducting Statutory Branch audits of public sector banks. The specialty of the firm is maintaining a continuous line of interactive communication with all clientele which helps to evaluate exact client needs and also making sure that **“the client is getting what they want”**.

### Mission & Vision

- Uphold high standards of honesty, integrity and ethics;
- Strictly adhering to time schedules;
- Quality professional services;
- Tailor made/customised solutions to financial and accounting needs;
- Personalised service to each and every client;
- Continuous education and training to staff and clients;

We are a team of around 35+ people in the firm.

### Address:

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## RANGE OF SERVICES OFFERED

### KNOWLEDGE PROCESS OUTSOURCING

We are offering CFO services to small and medium enterprises. We also take care of your accounting, taxation, payroll etc., while you focus on scaling your business by identifying and pursuing new business development opportunities.

#### Services include:

- Accounting & Book Keeping;
- Maintenance of Statutory registers;
- Evaluation of business process and its streamlining;
- Preparation & implementation of accounting systems;
- Preparation of Accounting Manuals & Organisation Manuals;
- Handling entire finance and accounts functions;
- Handling entire payroll functions;
- Fund management and investment advisory services;
- All Statutory compliance needed by various Govt authorities.

### DIRECT TAXATION

We provide direct tax consultancy together with innovative tax efficient strategies based on rapidly changing local and international tax statutes which enable clientele to take quick and viable business decisions

#### Services include:

- Tax audit;
- Income tax returns;
- Advisory and handling scrutiny assessments;
- Advisory and handling appeal matters;
- Tax advisory;
- Tax structuring;
- Cross-border taxation;
- Transfer pricing services;

### INDIRECT TAXATION (GST)

The Indirect Tax regime in India comprises a plethora of laws, rules and regulations at the central as well as the state level. Our specialist team stays abreast of all the developments on tax policies, administration and key judicial pronouncements, thereby identifying threats and opportunities for providing appropriate tax solutions to our clients which include:

- Registrations;
- Return filings;
- GST impact analysis;
- Implementation support;
- Advisory services;
- Assessment proceedings;
- Support in realigning accounting systems(ERP);

## RANGE OF SERVICES OFFERED

### AUDIT & ASSURANCE

Our Audit and Assurance solutions help clients not only achieve their regulatory objective as an attest function, but also achieve control over the business objective from an accounting and financial perspective.

#### Services include:

- Statutory audit of Companies / LLP;
- Internal audits;
- Audits of co-operative societies;
- Audits of trusts, charitable institutions;
- Concurrent, Internal and Statutory bank audits;

### DUE DILIGENCE

We offer both desktop due diligence i.e. promoter and company background checks as well as detailed Financial and Tax Due Diligence involving on-site reviews and interviews with the management in the areas of :

- Accounting and financial;
- Direct and Indirect tax;

### BUSINESS AND CORPORATE ADVISORY

We provide end-to-end corporate advisory services for international as well as domestic business practices. A detailed understanding of our clients' needs helps us provide specific financial models for their future growth in the

continuously changing regulatory and evolving business environment.

#### Services include:

- Business Strategy;
- Commercial negotiations;
- Start-up advisory;
- ERP implementation and customization services
- Incorporation of Company/LLP;
- Secretarial matters including share transfers;
- Consultancy on rights/bonus issue of shares;
- Consultancy on Company Law matters;
- Planning for Mergers, Acquisitions, De-mergers, and Corporate re-organizations;
- Preparing project reports for funding;
- Advisory and assistance in fund raising;

### BANK AUDIT & ASSURANCE

We are empaneled with RBI as a Category II firm for conducting statutory branch/concurrent Audits of public sector banks. The partners hold specialized knowledge in Bank Audit and hold Certificate issued by the ICAI on Concurrent Audit of Banks.

The areas we are handling include

- Concurrent & Internal Audit;

## RANGE OF SERVICES OFFERED

- Branch Audits;
- Stock Audits/Unit Inspection Audit;
- Tax Audit
- Various other certifications
- We have handled branch audit of United Bank of India at various locations throughout India;
- We have handled Concurrent Audit for Branches of Central Bank of India
- We are empaneled with Saraswat Co-operative Bank & are currently handling concurrent, internal & stock audits;

FCA P. N. Maitra, Lead Partner, has handled various types of audit assignments for Public sector, Private and Co-operative banks other than ones mentioned above;

### CROSS BORDER TRANSACTIONS

Cross border transactions represent an enhanced value to the promoters and other stakeholders.

By rationalizing the operations, administrations, investments etc. such transactions help in enhancing the gains in real terms. However, cross-border transactions can generate additional taxes that may erode the benefits derived through operational efficiencies if proper planning is not employed.

#### Services include:

- Setting up business in India;

- Advisory services on withholding tax requirements w.r.t. DTAA and Income tax laws;
- Advisory on GST impact on cross border transactions;
- Advisory on income tax structuring;
- Consultancy on FEMA / RBI matters;
- GIIN registrations;
- ITDREIN registration w.r.t. Form 61A and 61B;
- Issuing certificate for repatriation of income / assets from India;
- FCGPR filings;
- Planning efficient profit extractions;
- Lower Rate TDS Certificate
- Tax residency Certificate.

At Maitra & Chopra, we focus primarily on understanding the client's business objectives. Our experts come up with practical and innovative solutions considering tax as well as non-tax factors for a wide range of transactions.

### HUMAN RESOURCE MANAGEMENT (HR) SERVICES

- Conducting interview as per organization's requirement;
- Preparation of Appointment Letter;
- Preparation of Employee Engagement Letter;
- Preparation of Salary Structure of Employees;
- Preparation of Company HR Policy.

# MAITRA & CHOPRA LLP

CHARTERED ACCOUNTANTS

## KEY MANAGEMENT PERSONNEL



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Lead Partner

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