



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

CMA Bhawan, 3, Institutional Area, Lodhi Road

New Delhi 110003

Website: www.icmai.in

## SUGGESTED REVISED MINIMUM RECOMMENDED SCALE OF FEES AS APPROVED BY THE COUNCIL AT ITS 316 MEETING HELD ON 10<sup>TH</sup> DECEMBER 2018 FOR THE PROFESSIONAL ASSIGNMENTS DONE BY THE COST ACCOUNTANTS

	PARTICULARS	RATES			
		For Class A Cities		For Class B Cities	
		Suggested Revised Minimum Recommended scale of Fees		Suggested Revised Minimum Recommended scale of Fees	
<b>I)</b>	<b>COST AUDIT AND OTHER ASSIGNMENTS</b>				
	Rate per day would depend on the complexity of the work and the number of days spent by each person				
	(i) Principal	Rs. 15,000/- per day		Rs. 10,000/- per day	
	(ii) Qualified Assistants	Rs. 7,500/- per day		Rs. 5,000/- per day	
	(iii) Semi Qualified Assistants	Rs. 3,000/- per day		Rs. 2,000/- per day	
	(iv) Other Assistants	Rs. 1,500/- per day		Rs. 1,000/- per day	
	<b>Subject to minimum indicative Fees as under:</b>				
	<b>(I) Fees for Cost Audit related assignments:</b>				
	<b>Turnover in Rs. Crores</b>	<b>Manufacturing Sector</b>	<b>Service Sector, Trading &amp; Others</b>	<b>Manufacturing Sector</b>	<b>Service Sector, Trading &amp; Others</b>
	1-100	Rs. 2,50,000/-	Rs. 1,50,000/-	Rs. 2,00,000/-	Rs. 1,20,000/-
	100-250	Rs. 4,00,000/-	Rs. 2,40,000/-	Rs. 3,20,000/-	Rs. 2,00,000/-
	250-500	Rs. 5,00,000/-	Rs. 3,00,000/-	Rs. 4,00,000/-	Rs. 2,40,000/-
	500-750	Rs. 7,50,000/-	Rs. 4,50,000/-	Rs. 6,00,000/-	Rs. 3,60,000/-
	750-1000	Rs.10,00,000/-	Rs. 6,00,000/-	Rs. 8,00,000/-	Rs. 4,80,000/-
	1000-2500	Rs.15,00,000/-	Rs. 9,00,000/-	Rs. 12,00,000/-	Rs. 7,20,000/-
	2500-5000	Rs.25,00,000/-	Rs. 15,00,000/-	Rs. 20,00,000/-	Rs.12,00,000/-
	5000 and above	Rs.30,00,000/+ Negotiable	Rs. 18,00,000/- +Negotiable	Rs. 24,00,000/- +Negotiable	Rs.14,40,000/- + Negotiable
	<b>(II) Maintenance of Cost Records</b>				
	<b>Turnover in Rs. Crores</b>				
	1-50	Rs. 1,50,000/-		Rs. 1,50,000/-	
	50-100	Rs. 3,00,000/-		Rs. 3,00,000/-	
	100-500	Rs. 6,00,000/-		Rs. 6,00,000/-	
	500-1000	Rs. 9,00,000/-		Rs. 9,00,000/-	
	1000-2500	Rs. 12,00,000/-		Rs. 12,00,000/-	
	2500-5000	Rs. 15,00,000/-		Rs. 15,00,000/-	



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		5000 above	Rs. 15,00,000/- + Negotiable	Rs. 15,00,000/- + Negotiable
		<b>( III) Costing Assignment</b>		
		(i) Monthly Retainership	Rs. 50,000/- for the first visit & Rs. 10,000/- for subsequent visit	Rs. 35,000/- for the first visit & Rs. 10,000/- for subsequent visit
		(iii) Chamber Consultation	Rs.5,000/- per hour.	Rs.4,000/- per hour.
		<b>(iv) Designing Systems of Cost and Management Accounting</b>		
		<b>Turnover in Rs. Crores</b>		
		Upto Turnover of Rs. 10 Crores	Rs. 3,00,000/-	Rs. 2,50,000/-
		Rs.10 Crores to Rs.50 Crores	Rs. 5,00,000/-	Rs.4,00,000/-
		Rs. 50 Crores to Rs. 100 Crores	Rs. 10,00,000/-	Rs. 8,00,000/-
		Above Rs. 100 Crores	Rs. 10,00,000/- + Negotiable	Rs. 8,00,000/- + Negotiable
		<b>(v) Charges for providing Services of Juniors</b>		
		Cost Accountant (Qualified Assistant)	Rs. 3,000/- per day	Rs. 2,000/- per day
		Cost Assistant (Intermediate)	Rs. 1,500/- per day	Rs. 1,000/- per day
		Cost Assistant – Trainee	Rs. 750/- per day	Rs. 500/- per day
<b>II)</b>	<b>XBRL TAGGING AND CONVERSION FEE</b>			
		(a) For Cost Audit	Rs.10,000/-	Rs.10,000/-
		(b) For Financial Audit	Rs.25,000/-	Rs.25,000/-
<b>III)</b>	<b>GOODS &amp; SERVICE TAX (G.S.T.)</b>			
	<b>A.</b>	<b>Registration Work</b>		
		(a) Registration Under GST	See Note Rs. 5,000/-	See Note Rs. 5,000/-
	<b>B.</b>	<b>Filing of G.S.T Return</b>		
		(a) Monthly Challans with Annual Return	Rs. 3,000/- Per Month	Rs. 2,000/- Per Month
		(b) Quarterly Challans with Annual Return	Rs. 4,500/- Per Quarter	Rs. 3,000/- Per Quarter
		(c) Annual Return	Rs. 10,000/-	Rs. 7,500/-
	<b>C.</b>	<b>Assessments/Appeals</b>		
		Attending Assessments & Appeals		
		i. Assessing Officer	Rs. 10,000/- Per Visit	Rs. 10,000/- Per Visit



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		ii. Commissioner	Rs. 20,000/- Per Visit	Rs. 20,000/- Per Visit
		iii. Appellate Tribunal	Rs. 30,000/- Per Visit	Rs. 30,000/- Per Visit
	D.	<b>GST Audit &amp; Reconciliation</b>		
		Non Corporate	Rs.50,000/-*	Rs.30,000/-**
		Corporate	Rs.1,00,000/-*	Rs.80,000/-**
		Special Audit	Rs.2,00,000/-*	Rs.1,50,000/-**
			*:If more than One Entity then Rs. Additional Rs. 20,000/- Per Entity See Note	**: If more than One Entity then Rs. Additional Rs. 10,000/- Per Entity See Note
IV)	<b>INTERNAL AUDIT</b>			
		(a) Small Pvt. Ltd. Co. (Turnover up to Rs. 2 Crore)	Rs. 45,000/-	Rs. 30,000/-
		(b) Medium Size Pvt. Ltd. Co./ Public Ltd. Co.	Rs. 75,000/-	Rs. 50,000/-
		(c) Large Size Pvt. Ltd. Co./Public Ltd. Co.	See Note	See Note
		(iv) Review of TDS Compliance	Rs. 22,500/-	Rs. 15,000/-
V)	<b>INCOME TAX</b>			
	A.	<b>Filing of Return of Income</b>		
	I)	For Individuals/ HUFs etc.		
		(a) Filing of Return of Income with Salary/Other Sources/Share of Profit	Rs. 5,000/-	Rs. 3,000/-
		(b) Filing of Return of Income with detailed Capital Gain working		
		i) Less than 10 Transactions (For Shares & Securities)	Rs. 7,500/-	Rs. 5,000/-
		ii) More than 10 Transactions (For Shares & Securities)	Rs. 10,000/-	Rs. 8,000/-
		(c) Filing of Return of Income for Capital Gain on Immovable property	Rs. 20,000/-	Rs. 15,000/-
		(d) Filing of Return of Income with Preparation of Bank Summary, Capital A/c & Balance Sheet.	Rs. 8,000/-	Rs. 5,000/-
	II)	(a) Partnership Firms/Sole Proprietor with Advisory Services	Rs.10,000/-	Rs. 7,000/-
		(b) Private Ltd. Company :	Rs.20,000/-	Rs. 12,000/-
		(c) Public Ltd. Company	Rs.50,000/-	Rs. 30,000/-



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	<b>B.</b>	<b>Filing of Forms Etc.</b>		
		(a) Filing of TDS/TCS Return (per Form)		
		i) Upto 10 Entries (Quarterly fees)	Rs. 3,000/-	Rs. 2,000/-
		ii) more than 10 Entries	Rs. 7,500/-	Rs. 5,000/-
		(b) Filing of Form( Form No. 15-H/G & Form No. 49-A/49-B )	Rs. 2,000/-	Rs. 1,500/-
		(c) Any other Forms filed under the Income Tax Act	Rs. 3,000/-	Rs. 2,000/-
	<b>C.</b>	<b>Filing of Appeals Etc.</b>		
		(a) Authorized Representative: Preparation of Statement of Facts, Grounds of Appeal, Etc.	Rs. 25,000/-	Rs. 15,000/-
		(b) Second Appeal (Tribunal)	Rs. 50,000/-	Rs. 30,000/-
	<b>D.</b>	<b>Assessments Etc.</b>		
		(a) Attending Scrutiny Assessment/Appeal		
		(i) Corporate	See Note	See Note
		(ii) Non Corporate	Rs. 25,000/-	Rs. 15,000/-
		(b) Attending before Authorities:		
		(i) Assessing Officer	Rs. 10,000/- Per Visit	Rs. 10,000/- Per Visit
		(ii) Commissioner	Rs. 20,000/- Per Visit	Rs. 20,000/- Per Visit
		(iii) Appellate Tribunal	Rs. 30,000/- Per Visit	Rs. 30,000/- Per Visit
		(c) Attending for Rectifications/Refunds/ Appeal effects Etc.	Rs. 5,000/- Per Visit	Rs. 3,000/- Per Visit
		(d) Income Tax Search and Seizure	See Note	See Note
		(e) Any other Consultancy	See Note	See Note
<b>VI)</b>	<b>CHARITABLE TRUST/ NGO/CO-OPERATIVE SOCIETIES</b>			
	(a)	Registration	Rs. 20,000/-	Rs. 15,000/-
	(b)	Registration Under Income Tax Act U/s 12AA & 80G of Income Tax Act	Rs. 30,000/-	Rs. 20,000/-
	(c)	Any other work	Rs. 7,500/-	Rs. 5,000/-
	(d)	Appearing before Authorities in Response to a notice		
		i. Assessing Officer	Rs. 10,000/- Per Visit	Rs. 10,000/- Per Visit
		ii. Commissioner	Rs. 20,000/- Per Visit	Rs. 20,000/- Per Visit
		iii. Appellate Tribunal	Rs. 30,000/- Per Visit	Rs. 30,000/- Per Visit
	(e)	The Foreign Contribution Act	Rs. 25,000/-	Rs. 15,000/-



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		(F.C.R.A. )Registration		
<b>VII)</b>	<b>COMPANY LAW AND LLP WORK</b>			
	(a)	Filing Application for Name Approval	Rs. 5,000/-	Rs. 3,000/-
	(b)	Incorporation of a Private Limited Company/LLP	Rs. 25,000/-	Rs. 15,000/-
	(c)	Incorporation of a Public Limited Company	Rs. 50,000/-	Rs. 30,000/-
	(d)	(i) Company's/LLP ROC Work, Preparation of Minutes, Statutory Register & Other Secretarial Work	See Note	See Note
		(ii) Certification (Per Certificate)	Rs. 7,500/-	Rs. 5,000/-
	(e)	Filing Annual Return Etc.	Rs. 7,500/- per Form	Rs. 5,000/- per Form
	(f)	Filing Of Forms	Rs. 2,000/- per Form	Rs. 1,500/- per Form
	(g)	Increase in Authorized Capital		
		E Filing & preparation of Revised Memorandum of Association/Article of Association/LLP Agreement	Rs. 20,000/-	Rs. 12,000/-
	(h)	DPIN/DIN per Application	Rs. 3,000/-	Rs. 2,000/-
	(i)	Company Law Consultancy including Petition drafting	See Note	See Note
	(j)	Representation before NCLT and NCLAT	See Note	See Note
	(k)	ROC Representation	See Note	See Note
<b>VIII)</b>	(a)	<b>ADVISING ON DRAFTING OF DEEDS/AGREEMENTS</b>	Rs. 10,500/-	Rs. 7,500/-
	(a)	i) Partnership Deed	Rs. 10,500/-	Rs. 7,500/-
		ii) Partnership Deed (With consultation)	Rs. 15,000/-	Rs. 10,000/-
	(b)	Filing of Forms with Registrar of Firms	Rs. 4,500/- Per Form	Rs. 3,000/- Per Form
	(c)	Supplementary / Modification in Partnership Deed	Rs. 9,000/-	Rs. 6,000/-



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IX) FORENSIC AUDIT				
		Rate per day would depend on the complexity of the work and the number of days spent by each person		
		(a) Principal	Rs. 30,000/- + per day charge	Rs. 20,000/- + per day charge
		(b) Qualified Assistant	Rs. 15,000/- + per day charge	Rs. 10,000/- + per day charge
		(c) Semi Qualified Assistant	Rs. 7,500/- + per day charge	Rs. 5,000/- + per day charge
X) CERTIFICATION WORK				
		Issuing Certificates		
		Small Scale Units	Rs. 3500/-	Rs. 2500/-
		Others	Rs. 7000/-	Rs. 5000/-
		For certification involving in-depth scrutiny and study.	Rs. 2500/- per hour	Rs. 2000/- per hour
XI) CONSULTATION & ARBITRATION				
		Rate per hour would depend on the complexity of the work and the number of hours spent by each person.		
		(a) Principal	Rs. 30,000/- (initial fees) + additional fees @ Rs. 7,500/- per hour	Rs. 20,000/- + additional fees @ Rs. 5,000/- per hour
		(b) Qualified Assistant	Rs. 5,300/- per hour	Rs. 3,500/- per hour
		(c) Semi Qualified Assistant	Rs. 2,300/- per hour	Rs. 1,500/- per hour
<b>Notes:</b>				
	1)	Fees to be charged depending upon the Technicalities involved and the expected number of days spent on the particular assignment.		
	2)	The above recommended minimum scale of fees is as recommended by the Professional Development & CPD Committee of the Institute of Cost Accountants of India and duly considered by the council.		
	3)	The aforesaid table states recommendatory minimum scale of fees works out by taking into account average time required to complete such assignments. However, members are free to charge higher rates depending upon the nature and complexity of assignment and time involved in completing the same.		
	4)	Office time spent in travelling & out-of-pocket expenses would be chargeable. The Committee issues for general information the above recommended scale of fees which it considers reasonable under present conditions. It will be appreciated that the actual fees charged in individual cases will be matter of agreement between the member and the client.		
	5)	GST should be collected separately wherever applicable.		
	6)	The Committee also recommends that the bill for each service should be raised separately and immediately after the services are rendered.		
	7)	Class A Cities here includes Delhi, Mumbai, Calcutta, Chennai, Pune, Hyderabad, Bangalore and Ahmedabad. Class B Cities includes all other cities not included in "Class A".		
	8)	The amount charged will be based on the location of the service provider.		



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