



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory Body under an Act of Parliament)

CMA Bhawan, 3 Institutional Area,

Lodhi Road, New Delhi-110003

Phone : +91-11-24622156-57-58, 24618645

Fax : +91-11-43583642

Website : [www.icmai.in](http://www.icmai.in)

| SUGGESTED REVISED MINIMUM RECOMMENDED SCALE OF FEES AS APPROVED BY THE COUNCIL AT ITS 316 MEETING HELD ON 6 <sup>TH</sup> JANUARY 2019 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 |                                  |
| I)   | COST AUDIT AND OTHER ASSIGNMENTS |   |   |                                  |   |                                  |
|  |                                  | 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                                 |                                  |
|  |                                  | Subject to minimum indicative Fees as under:  |   |                                  |   |                                  |
|  |                                  | (I) Fees for Cost Audit related assignments:  |   |                                  |   |                                  |
|  |                                  | Turnover in Rs. Crores  | Manufacturing Sector                                | Service Sector, Trading & Others | Manufacturing Sector                                | Service Sector, Trading & Others |
|  |                                  | 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      |
|  |                                  | (II) Maintenance of Cost Records  |   |                                  |   |                                  |
|  |                                  | Turnover in Rs. Crores  |   |                                  |   |                                  |
|  |                                  | 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<br>Rs. 5,000/-  | See Note<br>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                                  |
| Notes:                         |    |   |  |   |
|                                | 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.   |  |   |