

**Details of the firm**

Name	—
Address- Head Office	—
Address- Branch offices	—
	—
CP no. and date	—
Phone no.- landline	—
-mobile	—
Fax no.	—
e-mail	—
No. of partners	—
No of staff	—
GSTIN	—

Authorised Signature & seal

**Details of partners**

	Name	DOJ*	qualification	Experience
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Authorised Signature & seal

\*Date of joining the firm

## Details of staff/Articles

Annexure-3

Name

Date of joining

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Authorised Signature & seal

**Annexure-4**

**Details of experience**

S.No	Name of Company	Turnover	Type of audit	Year of audit

Authorised Signature & seal

Remuneration

(In Rs.)

Particulars	Amount
1. Remuneration in figures	
In words	
2. Goods & Service Tax	

Authorised Signature &amp; seal

## Note:

1. The remuneration is to be mentioned as total amount for the whole year and should be exclusive of GST.
2. Travel and stay will be reimbursed at actuals, for to & fro journeys from the audit firm's office in Rajasthan only, subject to ceiling prescribed from time to time (present ceilings as per annexure 6). Local conveyance will be arranged by the Company. The remuneration quoted should take into consideration the above.

### Entitlement for reimbursement of Travelling & Stay Expenses

Particulars	Mode of travel	Stay	DA	Conveyance charges
For partners	At actual by air/by train in any class/by deluxe/Volvo etc type bus	AC rooms at par with RTDC tariff	Rs.600/- per day	At actual s where conveyance is not arranged by the Company
For employed chartered accountant	At actual s by II AC in train /by deluxe/Volvo etc type bus	AC rooms at par with RTDC tariff	Rs.400/- per day	At actual s where conveyance is not arranged by the Company
For staff	At actuals in III AC by train/ by deluxe/Volvo etc type bus	Air cooled rooms at par with RTDC tariff on twin sharing/double occupancy basis	Rs.300/- per day	At actual s where conveyance is not arranged by the Company

