

PARY & Co.
Chartered Accountants

LETTER OF ENGAGEMENT FOR COMPANY FORMATION

Date: _____

To the Board of Directors/
The appropriate representative
Of senior management*
M/s. _____
*(Please fill the name & address
of person/entity who appoint our firm)*

Sir,

We [i.e. _____ (mention the firm name), (hereinafter referred as "Firm") through its partner _____] have been appointed, to provide the profession services regarding incorporation of a "Wholly owned Subsidiary Company (WOS)" / Private Limited Company* in India. We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter.

On the basis of duly certified documents and other information received from you/ your entity, we expect to:

- a) Incorporate a WOS Pvt. Ltd. Company/Private Limited Company* in India and provide all the necessary professional services in this regard; and
- b) Provide all other professional services to make the company operational, which includes the initial registration matters with Registrar of Companies, Income Tax Department and Labour Law Department to get shop & establishment registration.

As a part of providing our professional services, we will expect to receive from management written confirmation, if required, of representation made to us in connection with this engagement. Further, its principal officer's (i.e. your company) duty to provide all the desired reliable information or documents for the said purpose.

We further look forward to full co-operation from your entity and staff and we trust that they will make available to us the records, documentation and other information and explanations required from time to time in connection with the abovementioned cause(s).

Our fees will be billed and payable as follows:

- a) The total professional fee of US\$ _____/- *(US Dollar in word), Plus applicable service-tax @ 12.36% (only on professional fee portion), which will be billed on getting "Certificate of Incorporation of Company (CIC)" from Registrar of Companies, Delhi.

Visit us at: www.paryca.com

Offices at: _____
Mumbai, Surat, Faridabad

A – 146, Sector-63
Noida-201 307 (U.P.)

Tel No.: 95-(120)-3299186
Telefax: 95-(120)-4346761

E-mail: parynoida@yahoo.com

PARY & Co.
Chartered Accountants

- b) Alongwith acceptance of this engagement letter, you have to pay US\$ _____ as an advance and the balance will be due immediately on date of our professional fee bill raised.
- c) The amount will be remitted in F/O " _____ ", payable at " _____ " (mention the bank name & address).

** For a company upto authorised capital upto Rs. 5, 00,000/-.*

We wish to emphasis that our professional work would be exclusively for our entity only. Any of the information provided by us would not be shared or handed to any of the third party, without taking prior permission from our firm. Further, we shall not be liable for any way to any third party to whom you may make available our professional work.

We also wish to invite your attention to the fact that our professional work is subject to 'peer review'. The reviewer may examine our working papers during the course of the peer review.

We shall be pleased to discuss this letter with you at any time.

This letter will be effective for future years unless it is terminated, amended or superseded.

If the forgoing is in accordance with your understanding, please sign the copy of this letter in the space provided and return it to us.

Thanking you,

Sincerely yours,
For _____

(Name & designation of authorised signatory)

//ACCEPTED//
for _____
(Sign & Seal by the Principal Officer,
Who appoint our firm)

** Strike off whichever is not applicable.*

Visit us at: www.paryca.com

Offices at: _____
Mumbai, Surat, Faridabad

A – 146, Sector-63
Noida-201 307 (U.P.)

Tel No.: 95-(120)-3299186
Telefax: 95-(120)-4346761

E-mail: parynoida@yahoo.com

PARY & Co.
Chartered Accountants

Visit us at: www.paryca.com

Offices at: _____
Mumbai, Surat, Faridabad

A – 146, Sector-63
Noida-201 307 (U.P.)

Tel No.: 95-(120)-3299186
Telefax: 95-(120)-4346761

E-mail: parynoida@yahoo.com