**Scope of Services**

The scope of services under the assignment is as follows:

1. Computation of annual corporate tax liability.
2. Review and Filing of Income Tax Return along with relevant schedule and finalizing income tax assessment form the Tax Authorities.
3. Appear before the Tax authorities to represent the company on any taxation matter in response to notices issued by the tax authorities.
4. Dealing with tax appeals with the 1st Appellate Authority and 2nd Appellate Authority in case a dispute arises in the course of assessment.
5. Advice from time to time on various points relating to accounts, as well as taxation and other issues.
6. Advise in respect of payment of Advance Tax as and when required.
7. In case the tax file is selected for audit/ assessment by the tax authorities, it would require the following additional work:

* Review response in response to the notice issued by the tax authorities.
* Review the particulars/information required to be submitted by the bank.
* Establish the bank’s standpoint to the tax authorities
* Advice on the acceptability or otherwise of the revised assessment order.

1. Collection of company assessment orders, demand notice, and tax clearance certificates in support of the assessment.
2. Attend the tax office as and when required to explain the return, meet queries, and submit any particulars required by the tax office.
3. Advising on local regulatory matters, particularly on corporate tax matters, as and when required.
4. Reviewing and reporting on the existing compliance of the Bank with local regulatory issues regarding Income Tax from time to time as per our requirement and advising on the same for due compliance with the Law.
5. Reviewing assessment orders, appellate orders, and advising on the actions to be taken against the disputed orders as and when such advice is requested.
6. Assisting in the preparation of the written replies to the queries, if any, raised by the tax authorities.
7. Preparation and Submission of clarification, Appeal docs, attending the hearing, providing an explanation, and obtaining a demand order regarding VAT affairs**.**
8. Audit and hearing support for VAT, ADR, and any other special services
9. Any other Tax and VAT-related additional advisory and consultancy services.

**Need Quotation in the following ways:**

1. **Professional Fees for Tax matters:**

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| --- | --- | --- | --- | --- | --- |
| **Scope of work** | **Professional Fees in Taka** | | | | |
| Return Submission | DCT level assessment | Set aside from the appeal level for review and reassessment by DCT | 1st Appeal Level and further appeal | Tribunal Level and subsequent tribunal |
| Preparation and Submission of Income Tax Return, Appeal documents, attending the hearing, providing an explanation, and obtaining the Assessment order. |  |  |  |  |  |

1. **Professional Fees for Audit or investigation support for VAT, and other special services:**
2. **Alternate Dispute Resolution (ADR) process completion Fees:**
3. **Monthly Tax and VAT Retainership Fees:**