

OFFICE OF THE M.G.ROAD - S.D.ROAD: Begumpet:Telangana



Reference No: ZD3604240099475

Date: 06/04/2024

To,

GSTIN: 36ACXFES3783RZZO

Name: SILVER OAK REALTY

Address: 5-4-187/3 AND 4,SOHAM MANSION,MG ROAD,SECUNDERABAD,TGRAN,500003

Period - F.Y.(s): 2021-2022 to 2021-2022

NOTICE FOR CONDUCTING AUDIT

Whereas it has been decided to undertake audit of your books of account and records for the financial year(s) 2021-2022 to 2021-2022 in accordance with the provisions of section 65. I propose to conduct the said audit at My Office on 22/04/2024.

And whereas you are required to: -

- (i) afford the undersigned the necessary facility to verify the books of account and records or other documents as may be required in this context, and
- (ii) furnish such information as may be required and render assistance for timely completion of the audit.

You are hereby directed to attend in person or through an authorized representative on 22/04/2024(date) at O/o.AC(ST), M.G.Road-S.D.Road Circle, 4th Floor, Pavani Prestige Complex, Ameerpet, Hyderabad. (place) before the undersigned and to produce your books of account and records for the aforesaid financial year(s) as required for audit.

List of records/Documents required to be produced/Remarks: -

Purchase / Sales statements along with Original Invoice copies and Debit/Credit Notes issued or received along with Audited Financial statements for the audit period and also a detailed list of required documents is herewith attached to this notice..

Please refer to the attached Annexure for the details of records required to be produced.

1. List of documents.pdf

In case of failure to comply with this notice, it would be presumed that you are not in possession of such books of account and proceedings as deemed fit may be initiated as per the provisions of the Act and the rules made thereunder against you without making any further correspondence in this regard.

Signature : UPENDER REDDY BOPPIDI

Name : UPENDER REDDY BOPPIDI

Designation: Assistant Commissioner
M.G. Road S.D. Road Circle,
Begumpet Division, Hyderabad.

List of documents/ statements and books of accounts to be produced for the purpose of audit

- Purchase Invoices / Credit notes / Debit notes
- Sale Invoices / Bill of Supplies / Credit notes / Debit notes
- Statement of E-waybill utilised as Supplier and as Recipient
- Annual report and Directors report (if any)
- Profit & Loss A/C
- Balance Sheet
- Trial Balance (in case it is maintained)
- Notes to Accounts
- Tax Audit Report
- Cost Audit Report (in case it is maintained)
- If GSTR -9C is not submitted for the period then Trial Balance for the RTP having above mentioned GSTIN (It is applicable where the RTP has multiple GSTIN),
- Statement of Income Tax TDS
- List of HSN /SAC of the goods /or services in respect of the business dealt in by the auditee
- Reconciliation statement in respect of Form GSTR 9, GSTR-1 AND GSTR 3B
- Suppliers list with GSTIN (where applicable)
- Ledger accounts of the suppliers in respect of inward supplies
- Statement of outward supplies (party wise and POS wise).
- Statement of inward supplies for which tax paid/payable in RCM.
- Statement of outward supplies for which tax is payable in RCM by the recipient.
- Bank Statement for the period under audit
- Stock register
- Other documents and records as applicable as provided in section 35 of the Acts and the rules made thereunder and as may be required for the purpose of audit.