Proposal for GST Consultancy Service

To

M/s. Modi Properties Private Limited

Offered by:

H N A & Co. LLP, Chartered Accountants

(formerly known as Hiregange & Associates LLP)

CONTENTS OF THE PROPOSAL

Part 1- Client Profile

⇒ **Background of M/s. Modi Properties Private Limited.**

M/s. Modi Properties Private Limited (hereinafter referred to as "MPPL) is primarily involved in real estate development, offering a residential projects including flats, villas, and farmhouses.

MPPL Limited has approached H N A & Co. LLP for consultancy retainer for the period of Oct'25-Mar'26 for its group of 39 entities.

Part 2- Firm Profile

⇒ **About the firm**

H N A & Co. LLP (formerly known as Hiregange & Associates LLP) is a Chartered Accountancy firm started in 1988 in Bangalore. The firm has branches in Hyderabad, Gurgaon, Vizag, Mumbai, Pune, Chennai, Guwahati, Vijayawada, Kolkata, Raipur, Kochi, Indore Ahmedabad, Coimbatore and Jaipur. Presently 23 partners and team size of 400+ across India. Founded by CA. Madhukar N Hiregange 35+ years ago and it has concentrated on the area of indirect taxation ***[Goods & Service tax (GST), Central Excise, Service Tax, Customs, FTP etc.]***. The firm provide clients need based holistic advice and verification services in indirect taxes. The updated knowledge in these areas of indirect taxation coupled with its experience has provided the firm a niche position in consulting, litigation, reviews, refund and compliances in indirect taxation in India. Partners of the firm have authored more than 30 books in indirect taxation published by leading publishing house and are actively engaged in teaching & writing articles in the area of indirect taxation. Started Value Added Division in 2021 covering internal audit, project audit, operational audit, social audit, risk advisory etc. Detailed firm profile https://hnallp.com

Our Services:

Our service areas have been exclusively in the field of indirect taxes in India including value added audits. Having possessed vast experience in the domain, we believe our service offering in Goods and Service Tax (GST) would be unmatched.

GST Services

The firm has continued with its approach **"acquiring and sharing knowledge"** in GST domain also. We believe that our experience of almost three decades in the field of Indirect Taxation would make us pioneer under GST regime also. The major services provided by us are as under:

- **GST Audit & Review services -** Periodical or one time health-checks of IDT compliances, Area specific reviews such as ITC, valuation, classification, Tax optimisation/ ITC optimization, Support other professional firms in audits / reviews.
- **Advisory & Consultancy -** Consulting retainership, Case to case basis oral/ written consultancy, Transactional structuring, Agreements & contracts vetting/ structuring, Advise on eligibility to State level IDT incentives
- **Representation -** Industry /client specific representation, drafting reply to SCN and personal hearing, Drafting Appeals and attending hearing in appellate forums up to Tribunal, assisting in filing petitions in High Courts and Supreme Courts through law firms, Filing advance ruling
- **GST Refund & Customs benefits -** Assistance in filing and follow-up of refund claims under IDT, Study of benefits available under the FTP including EOU, Assistance in filing applications and follow-up to obtain export incentives, MOOWR, RoEDTEP, SVB in customs, study of SEZ benefits etc.
- **Compliance support** - Provide solutions and options in case of accumulation of ITC, Preparation & review of periodical returns such as GSTR-1/3B, Compliance Support /outsourcing, registration and other procedural support.
- **Process Implementation** - Detailed study of existing process and suggest improvements/ identify gaps for IDT compliance, Assist in implementation of process with regard to IDT related compliances, Assistance in preparation of SOP on IDT processes
- **Others -** Study of benefits available under the FTP, Assistance in filing applications and follow-up to obtain export incentives, Corporate Training, Functional area training, Workshops.

Leadership Team:

- **CA Madhukar N Hiregange** *(FCA, DISA)*: Founder partner of the firm qualified in 1987. Has long standing experience of specializing in Indirect Taxation. Follows problem solving and value additive approach in the practical business environment. Jointly authored 18 books on IDT. Past central council member of ICAI and indirect tax committee chairman involved in efforts to make the Indirect Tax laws in India simple, certain and fair and creating an awareness of the employment and earning potential of knowledge of Indirect Taxes in India. Believes in value based practice and life.

- **CA Sudhir V S**_[FCA, B Com]_: Qualified in 2006, heads the Hyderabad Branch. He has co-authored "Understanding Service Tax Concepts" published by Hyderabad Branch ICAI, Practical Guide to Service Tax and "How to Tackle Service Tax" Problems published by Bharath Law House. He has been a visiting faculty at the National Academy of Training in Finance (NATFM a training wing of BSNL) and NACEN (training wing of Excise, Service Tax, and customs) and has presented various papers before various professional institutes like ICAI, etc.
- **CA Venkata Prasad** _[ACA, B Com, LLB]_: Qualified as Chartered Accountant and completed bachelor of law from Osmania University. Appears before Customs, Excise and Service Tax Appellate Tribunal (CESTAT) and various tax authorities. He is a faculty at ICAI and has given lectures at various other professional forums on Service Tax and GST. He is an active contributor of articles in GST Law Times, other professional forums.
- **CA Shilpi Jain** [_ACA, BCA_]: Qualified as a Chartered Accountant in 2008 and was the first qualified to be part of the Hyderabad branch. She is one of the Faculties of the Indirect Tax Committee of Institute of Chartered Accountants of India and is a regular faculty at the ICAI and for the firm seminars. She has also spoken at various trade forums on GST and had the opportunity to train the trainers of the BFSI Sector Skill Council of India under the Pradhan Mantri Kaushal Vikas Yojna of NSDC. She has also contributed articles on GST in the publications of CENTAX and certain online forums. Currently heading the Advisory and Assistance divisions at H N A & Co. LLP, Hyderabad.
- **CA Subba Reddy B** _[BSc, ACA]:_ Qualified as a chartered accountant in 2015. He completed his Bachelor of Science degree in computers from Acharya Nagarjuna University. He is pursuing his CS. He is currently heading Audit division of H N A & Co. LLP (Hyderabad). He contributes articles and also actively engages himself in the giving trainings to the clients and industry on GST.
- **CA Lakshman Kumar Kadali** (FCA and B Com): Qualified as Chartered Accountant in 2016. He has work experience of over 5 years in Indirect Taxes. Appears before Customs, Excise, and Service Tax Appellate Tribunal (CESTAT) and various tax authorities. Active contributor of case law updates and articles on various professional forums. He is active in mentoring Article students in preparation of their exams.

The Hyderabad team consists of 90+ members with 20 experienced qualifieds and others. Further, support from other 17 partners located across India.

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Part 3- Scope and Coverage consultancy retainer

Consultancy retainer services

- Addressing queries on need-based over email or call.
- Providing advice or clarifications on matters concerning provisions or procedures of the GST laws.
- Advise on the eligibility of input tax credit, wherever applicable.
- Advise with respect to maintenance of records and other compliance under GST.
- Clarifications to queries regarding filling up of returns and updating of records;
- Providing updates relating to GST by telephonic conversation/mails (as and when it arises).
- Advice on classification not exceeding 5 items.
- Reviewing and assistance in preparing reply by the Company to all correspondence received from GST department up to the pre-SCN stage with a maximum cap of 20 per annum.
- Providing proper course of action to be adopted in respect of the correspondence discussed above to avoid any adverse implications in the future.
- Meeting once a month online for discussion regarding GST issues faced by the group.
- Comments on the new agreement entered in the quarter having the implication of GST restricted to 5.

Scope Exclusion

Any service other than those mentioned above.

Other services for which separate professional fees would be quoted on caseby case basis:

- Services for any subsidiary, Associates, Joint Venture or any other entity except as covered above under client profile;
- Client visit for any aspects covered in the scope;
- Review or Filling and filing of Return;
- Training;
- Drafting of replies to Show cause notices and appeals thereon;
- Appearance before the adjudicating /quasi-judicial/judicial authorities;
- Any assistance from IT and Supply Chain redesign perspective. Only major formats would be provided in the present scope;
- Identification of stress on cash flow, working capital impact, taxes;
- Agreement modification to be in line with GST;

- Visits to tax department or interaction with tax department including communications with vendors, customer and external stake holders;
- Preparation of compliance manual or drafting Standard Operating Procedures;
- Detailed opinion on any complex matter arising out during GST implementation;
- Drafting and filing of any representations to be filed with the Government/ Tax Authorities.

Part 4: Assignment Management

- Policy level coordination with CA Shilpi Jain, Partner;
- Would be executed by a team of trained resource headed by the Manager (Chartered Accountant).

Part 5: Management Responsibility

The support and co-ordination, which we expect from you, are:

- Timely providing the required information and documents to enable us provide our services.

Part 6 - Escalation Level

Any issues, which would not be to the satisfaction of your firm, should be immediately escalated to CA. Sudhir V S, (Core Partner, H N A & Co, LLP - Hyderabad) at sudhir@hnaindia.com. We would assure you that such circumstances where in escalation would be required would be minimized. We would prefer all the escalation through e-mail so that there would be a track of issues.

Part 7 – References

We would be glad to give references to any of the clients, where we are operating without any limitations. The references would be provided on request.

Part 8: Professional Fees

Fees:

Our fees are based on the level of effort of our people and the skills and experience of the personnel assigned to the work.

Sl. No.	Scope of service	Fee (Rs.)

1	Consultancy retainer from Oct'25-March'26 up to 15 queries per month	Rs. 30,000/- per month + GST
2	Drafting replies to department correspondences	Max restricted to 20 per annum. Additional correspondence will be charged separately Rs.15,000 + GST per correspondence

- Fee shall be paid at the beginning of every month.
- Out of pocket expenses would be billed extra at actual.
- GST as applicable would be charged separately.

Part 9 - The Institute of Chartered Accountants of India Code of Conducts

This document is only to introduce our firm and to give you a bird's eye view as to how we would carry out the assignment if appointed.

We are not soliciting any work or advertising for any work against the regulations of the Institute of Chartered Accountants of India.

Offered by

For M/s. H N A & Co. LLP
Chartered Accountants

SHILPI JAIN Digitally signed by SHILPI JAIN
Date: 2025.10.10 17:46:01
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CA Shilpi Jain
Partner
Date: 24-09-2025

Accepted by

M/s. Modi Properties Private Limited.

Authorized Signatory