

|          |             |   |         |             |
|----------|-------------|---|---------|-------------|
| Tax      | IT Act      | Pay the quarterly Advance FBT                                 | 15/7/07 | Quarterly   |
| Tax      | IT Act      | Pay the quarterly Advance Tax                                 | 15/6/07 | Quarterly   |
| Accounts | STPI        | Payment of Annual STPI membership fees                        | 30/4/07 | Annual      |
| Accounts | MLWF        | Payment of Half-yearly E'ee and E'er contribution             | 15/1/07 | Half-yearly |
| Accounts | IT Act      | Prepare and file the quarterly e-TDS returns (24Q and 26Q)    | 15/7/07 | Quarterly   |
| Accounts | IT Act      | Prepare and file the quarterly e-TDS returns (27Q)            | 14/7/07 | Quarterly   |
| Accounts | STPI        | Prepare and file the SOFTEX, MPR forms                        | 17/4/07 | Monthly     |
| Accounts | Co. Act     | Prepare Schedule VI Accounts                                  | 10/5/07 | Annual      |
| Accounts | Operational | Prepare the audit requirements file                           | 10/5/07 | Annual      |
| Tax      | Operational | Prepare the working for Advance FBT to be paid                | 8/7/07  | Quarterly   |
| Tax      | Operational | Prepare the working for Advance Tax to be paid                | 8/6/07  | Quarterly   |
| Accounts | Operational | Prepare, get reviewed and send the MIS                        | 15/4/07 | Monthly     |
| Tax      | IT Act      | Provide the Transfer Pricing Certificate                      | 31/7/07 | Annual      |
| C Law    | Co. Act     | Quarterly Board Meetings                                      | 30/4/07 | Quarterly   |
| Accounts | Operational | Send request for funds to the parent Co. based on projections | 20/4/07 | Monthly     |
| Payroll  | Operational | Send salary slips to the employees                            | 3/4/07  | Monthly     |
| Payroll  | Operational | Send salary workings & MIS for review and approval            | 26/4/07 | Monthly     |
| Accounts | Operational | Send the summary of TDS cheques to be drawn by the company    | 2/4/07  | Monthly     |
| Payroll  | Operational | Send the tax brochure to the employees                        | 3/4/07  | Annual      |

**Notes:**

Above list only includes tasks and deadlines that can be scheduled. It has been our experience that only about 60-70% of the tasks of an Accounts department can be scheduled while the other work is un-scheduled.

Also, almost all the dates as per companies Act Compliances are relative (ie depend on the happening of an event) and hence have not been included in the above chart