

## Document required for Tax Audit

- Audit Engagement Letter
- Opening Trail Balance
- Last Year Signed Financial Statement
- Copy of Computation of Income of Last Year
- Form 26as
- Fixed Assets Register
- Invoice of Addition to Fixed Assets
- Invoice of Sale of Fixed Assets
- TDS, PF/PT/ESIC/MLWF (Whichever Applicable), Advance Tax Payments Challans
- Loan Payment Sch. & Loan Confirmation Letter
- Cash Balance Confirmation Letter Along with Denomination
- Bank Balance Confirmation
- Outstanding Entry Passed (Provide Supporting Xerox Copy)
- List of Related Party as Per As18
- Ledger of Related Party from Tally Having Transaction
- Status of Pending Income Tax Assessment.

In case of Company following documents are also required:

- Shareholding Pattern
- List of Directors
- List of Key Managerial Personnel
- Minutes of Meeting
- Management Representation Letter
- Any Change in MOA/AOA
- Calculation of Director Remuneration as Per Companies Act
- Share Application Pending Refund
- ROC Documents Filed during the year

In case of any other audit, for instance **Forensics Audit**, the documents require shall depend on the nature of engagement and the business of the entity.