

ACCOUNTING & BOOK KEEPING

Bookkeeping Services

Document Checklist for Accounting & Book Keeping

For outsourcing day-to-day bookkeeping and accounting record maintenance.

Documents Required

- Business registration/incorporation proof
- PAN card and GST registration of the business
- Sales and purchase invoices for the relevant period
- Bank account statements for the relevant period
- Details of expenses (bills, vouchers, receipts)
- Details of fixed assets, if any
- Existing accounting software/system details, if any
- Opening balances/previous year's financial statements, if available

Note: The above list indicates commonly required documents. Additional documents may be requested depending on the specific scope of engagement. Expert Registration confirms the exact requirement after a brief consultation.