

ACCOUNTING & BOOK KEEPING

Virtual CFO Services

Document Checklist for Accounting & Book Keeping

For engaging outsourced/virtual Chief Financial Officer (CFO) services for financial management and strategy.

Documents Required

- Business registration/incorporation proof
- PAN card and GST registration of the business
- Existing financial statements and bookkeeping records
- Bank account statements/access details for financial review
- Details of existing accounting software/systems used
- Details of current financial reporting requirements (investors, board, lenders)
- Organisation chart and details of finance team, if any
- Business goals and specific areas requiring CFO support

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.