

## **ADVERTISEMENT**

**Canbank Venture Capital Fund Limited (CVCFL) is seeking a dynamic & experienced Chartered Accountants Firm on a contractual basis for the following Scope of Work.**

1. Recording of financials transactions of the company CVCFL and its present VC funds viz., Bharath Nirman Fund, Emerging India Growth Fund, Empower India Fund (BNF, EIGF & EIF) & Electronics Development Fund (EDF), Fund of Funds managed by CVCFL.
2. Preparation of financial statements including Balance Sheet P&L Account, Income & Expenditure Account, Receipts & Payment Account, Cash flow statement etc., of CVCFL and present four Funds.
  - a) Quarterly
  - b) Half yearly
  - c) Annual
3. All Tax compliances & returns (monthly / quarterly/ annual) such as Income tax, GST, Professional Tax, TDS, TCS etc. of CVCFL and present four Funds (Total corpus –Rs.672.01 cr).
4. Liaisoning with Statutory Auditors, Tax Auditors, Internal Auditors, C&AG Auditors, GST Auditors, C&AG Inspection/Compliance Audit, Canara Bank Inspection, Canara Bank Management Audit etc. of CVCFL and present Funds.
5. Statutory HR/ Labor Compliances & returns such as Salary, EPF, PT, TDS etc., of CVCFL.
6. Filing of monthly / quarterly /half yearly / Annual statutory Tax returns such as GST Returns, TDS Returns, Advance Tax, PF Returns, PT Returns, Issuing TDS certificates in Form 16/16A etc., in time.
7. All matters related to Company Law Compliances (Board, AGM, EGM, etc) – filing of necessary e-forms with ROC/MCA (for appointment / retirement of directors, annual accounts, etc) – Co-ordinating with Company Law retainer/consultant.
8. Advising /Co-coordinating all matters related to Corporate Governance – Facilitating conducting of CVCFL's Board Meetings, AGM, EGM.
9. Advising/ Co-coordinating towards budgeting, Cash Management of CVCFL and its present Funds.
10. Calculation of NAV of each VC funds, Preparation of NAV statements etc., quarterly and issuing the same to all Contributors.
11. Issuing NAV cum Unit holding Statements to all Contributors of BNF, EIGF and EIF after further redemption of corpus/ distribution of income.
12. Preparation of Form 64/64D etc., annually and issuing the same to all Contributors to the Funds.
13. Attending to all the queries related to accounts from the regulators.
14. To bifurcate total gain/loss of money on monthly basis w.r.t. all Fund providers of various schemes.
15. To calculate advance tax amount on the basis of net gains (monthly) pertaining to all fund providers.

**To apply**, please submit your proposal outlining your qualifications, experience in VC/AIF domain and proposed service term including expected financial covenant. Please send your detailed profile to [info@canbank.vc](mailto:info@canbank.vc) within 7days, i.e., before 8<sup>th</sup> April, 2024.

**For any further information please visit our website [www.canbank.vc](http://www.canbank.vc), contact Mr. Puneet Kumar Sharma, Sr. Executive Vice President – 8527345559.**

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