

D KANNUSAMI
Chartered Accountant
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07/05/2020

(Exclusively meant for my clients' information only and should not be construed as a piece of any other information of whatsoever nature)

This circular is for all the pending years if any, and more particularly for Financial Years 2019-20 and 2020-21.

Dear Sir/ Madam

I wish to inform you and your staff, that due to COVID-19 Lockdown, from the third week of March 2020, we **work from home** only. **Office is presently under shut down** and once it is re-opened, it will be intimated to you accordingly.

Since we work from home, we request you to follow the below mentioned procedure in respect of your Audit, Income Tax, GST, Company Law, TIN-FC and other related matters for better compliance and easy facilitation leading to completion of the Statutory Duties well before the appointed due dates.

- 1 **Please do not send any** hard copy of any document of whatsoever nature namely Form-16, Books of Accounts, Vouchers and Bills, Bank Statements, Receipts for claiming deduction u/s 80C of the IT Act, purchase and sale deed copies if any, e-TDS Details, Challans, Income Tax Calculation Statement, Mediclaim Receipts, Housing Loan Interest

Certificate, Bank Loan Statement, EMI statement, Advance tax paid challans, 80G- Donation Receipts, 80-U & 80DD Medical Certificates, Form-16A for interest and other TDS made, PAN Card Copy, AADHAR Card copy, Photo if any, Fixed Deposits Receipt Copies, Chit Passbook, Tally Data or any other hard copy required to be sent to us for preparing your Income Tax and other Tax Returns and Statements for uploading the same. **ONLY SEND SOFT COPY OF THE DOCUMENTS MENTIONED ABOVE TO US EITHER TO MAIL ID OR TO WHATSAPP.**

- 2 In respect of Statutory Audit, Tax Audit, GST Audit, Certificates if any for Bank, Please get in touch with the Auditor to ascertain the requirements, so that, they can be scanned and mailed to the below mentioned address or whatsapp to the below mentioned number. Plz avoid phone calls and get all your requirements through sms,whatsapp or mail. The cell will not be reachable since it is the basis for Work from Home. I regret for the inconvenience.
- 3 Since, we are working from home; all communication shall be made only to the Auditor in his number **9443131888 & 6374345046**. If, the cells are unable to be reached, please send an SMS or a whatsapp message so that, Auditor will call you at any time between 10.00 am to 5.00 pm, on all working days. Sunday is a holiday and no phone call could be attended.

- 4 Since, we are channelizing our work flow, for the work from home, we request you to contact the Auditor straight away and no staff namely Sriramkumar or Mrs Latha, or any others, should be disturbed over phone call or for any other matter since they are fully at the workload . Please send all the details in soft copy to the below mentioned mail IDs, whatsapp number and directly communicate to the Auditor Number. We are systematizing our work for proper communication reach and for proper completion of the work before the due dates for respective matters under the respective laws.
- 5 A detailed circular calling for the details for preparing the salary returns and business returns are under preparation and will reach you in a week time.
- 6 For Digital Signature Certificate also the Auditor has to be contacted.
- 7 For any other work, including GST Monthly Returns, TDS Quarterly Returns, Income Tax Annual Returns and for all sort of returns, statements, certificates etc., only the Auditor should be communicated during office hours that is, between 10.00 am to 5.00 pm.
- 8 **The communication address, cell number, whatsapp number and mail id for sending the above soft copies are as below:**
 - a) Cell number 9443131888
 - b) Whatsapp Number 6374345046

c) Mail ID

infotaxx@gmail.com

dk@infotaxx.com

9 The above said work from home is a temporary arrangement only and the above system is being requested to be followed strictly till the office is re-opened after the lifting of the lockdown. We will intimate to you the date of re-opening the office once the COVID-19 problem is over.

10 Please avoid sending any Tabal, Letter or any documents directly to the Office, Residential address of the Auditor or his Managers except for Hard Copy of Form 27A as intimated to the e-TDS clients separately.

I believe and understand the above said procedure will be a time consuming and give some displeasure to all of you. Since, we are unable to run the office due to lockdown we request you and your staff to follow the above procedure of sending soft copies and communicating the Auditor Directly.

I regret for the inconvenience.

We seek your co operation humbly.....

Thanking you
Yours Faithfully

D KANNUSAMI

Chartered Accountant

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