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Exhibit A – Work Statement

1. Accounting

1.1. Bookkeeping

- Maintain the books of accounts.
- Review of three-way match for purchase transactions.
- Review and approve of Purchase and Payment transactions to get posted in ERP.
- Review and approve receipts from clients and other service partner to get posted in ERP
- Review and approve payroll journal entries to get posted in ERP
- Preparation and recording of manual journal Vouchers (JVs) for month end book closure on a monthly basis.
- Record all prepaid and amortization entries.
- Recording depreciation and all GL entries
- Review and approve of Bank & Cash transactions

1.2. Reporting

- Weekly AP, AR Aging Report, Fund position
- Monthly MIS report in agreed format
- Preparation of Annual Income Statement and Balance Sheet from the accounting system
- Generate such other report as may be required by the Management.

1.3. Co-ordination with Auditors

- Liaison with Statutory auditors for year-end audit

2. Payroll

2.1. Payroll processing

- Annual structuring of salaries for achieving tax efficiencies under applicable tax rules.
- Obtain monthly payroll inputs
- Monthly processing of payroll
- Generation and transmission of pay slips
- Filings with various statutory authorities viz., Income Tax, Provident Funds, ESI Professional Tax as and when applicable
- Quarterly ETDS
- Annual generation of Form 16

2.2. Reports

- Monthly salary report
- Accounting JE
- Form 16
- Full and final settlement reports
- Any other custom reports

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2.3. Statutory Compliance related to Payroll.

- Registration of employees under ESI/PF/PT according to salary bracket
- Allotments of Provident Fund numbers and updation.
- Generation of monthly PF challans
- Generation of monthly ESI Challans, if required
- Generation of monthly Professional Tax challans
- Generation of monthly TDS challans and Submission of quarterly E-TDS returns

3. Secretarial Compliances - Operational

- Holding and drafting of all minutes of boards of directors and general meetings of shareholders
- Annual General Meeting
- Approval of annual accounts incl. appointment of Auditors
- Filing of financials in e-form-AOC-4 with Ministry of Corporate Affairs (MCA)
- Filing of annual return in e-form-MGT-7 with Ministry of Corporate Affairs (MCA)
- Filing of half yearly MSME returns with Ministry of Corporate Affairs (MCA)
- Filing of return of deposits in e-form- DPT-3 with Ministry of Corporate Affairs (MCA)
- Director's KYC on yearly basis
- Maintenance of Statutory Registers like Register of Directors, Register of Shareholders, Register of Borrowings, Register of Related Party Transactions, Register of Loans & Investments, etc

Periodic changes and one-off events

- Convening, holding, and drafting of the minutes of directors and extraordinary shareholder meetings connected with non- routine event driven activities
- Constitutional changes, e.g., changes of company name, registered offices, business objects, increase/decrease of registered share capital etc.
- Changes in the management (resignation, removal, and appointment of directors)
- Companies Act and FEMA Compliances related to transfer of shares, further issue of shares, and issuance of share certificate

[these are out of the scope and chargeable on a task basis as and when required]

4. Tax Compliances - Operational

4.1. Taxation and Filings

- Monthly Calculations and payments of TDS. Filing of quarterly E-TDS returns, generate TDS certificates (Form 16A)
- Calculation and payment of Advance tax.
- Calculations and payments of Monthly Goods and Services Tax (GST)

EXCLUSIONS

- Tax audit under the provisions of the Income Tax Act 1961
- Transfer pricing study and issuance/certification in Form 3 CEB
- Annual corporate Income Tax Filing — Why excluded?
- Statutory audit – Audit under The Companies Act
- Tax representations and attending to income tax demands/ notices.
- Any open items relating to compliance with respect to prior years.

Notes: (These services can be provided through our associate partners. This will be subject to additional fees)

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Exhibit B – Responsibilities and Obligations of DIABETOMICS

1. Accounting

- Provide Oremus with necessary information to process accounting transactions, generate vouchers along with invoices
- Provide information on contracts entered with various parties and other information, which has implications on the books of accounts of DIABETOMICS
- Provide any other information as may be required from time to time to process and deliver the scope of work as mentioned above

2. Payroll

- Provide Gross salary / CTC figures for all employees
- Provide revision, changes in salary structure of the employees
- Provide monthly information on newly recruited and resigned employees
- Review monthly salary statement prior to submission in the bank
- Provide authorization to Oremus to interact with concerned banks on behalf of DIABETOMICS.
- Provide Oremus with monthly pay-cheque for submission to the bank.
- Provide leave details maintained by DIABETOMICS to Oremus on an agreed cutoff date.
- Details of Advances and Deductions if any will be provided to Oremus
- Bank account details of the company and the employee to be provided to Oremus
- Provide any other information, record, documents, requested by Oremus for executing the contract

3. Compliance

- Provide Oremus information of change in capital, change in shareholders, annual general meeting, and annual returns etc.
- Any other information, record, documents reasonably requested by Oremus for executing the contract

4. Payments

Pay Oremus as per Article 6

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