

## Tax Invoice

<b>M/s. A L R S &amp; CO</b> CHARTERED ACCOUNTANTS 608-609, MANISH CHAMBER, SONAWALA LANE OPP. HOTEL KARAN PALACE, GOREGAON EAST MUMBAI-400063 GSTIN/UIN: 27ABZFA1203H1ZG State Name : Maharashtra, Code : 27 CIN: FRN:157946W E-Mail : mumbaialrs@gmail.com	Invoice No. <b>ALRS/24-25/023</b>	Dated <b>27-May-24</b>
Buyer (Bill to) <b>TRAVEL FOOD SERVICES KOLKATA P. LTD.</b> NSCBI AIRPORTS DUM DUM, KOLKATA-700052 GSTIN/UIN : 19AAECT8193L1ZJ PAN/IT No : AAECT8193L State Name : West Bengal, Code : 19 Place of Supply : West Bengal	Reference No. & Date.	Other References

Particulars	HSN/SAC	Rate	per	Amount
<b>Internal Audit</b> FOR F.Y. 2023-24	998221			<b>4,75,000.00</b>
<b>IGST 18%</b>		18 %		<b>85,500.00</b>
<b>Total</b>				<b>₹ 5,60,500.00</b>

Amount Chargeable (in words) *E. & O.E*  
**INR Five Lakh Sixty Thousand Five Hundred Only**

	Taxable Value	Integrated Tax		Total
		Rate	Amount	Tax Amount
	4,75,000.00	18%	85,500.00	85,500.00
<b>Total:</b>	<b>4,75,000.00</b>		<b>85,500.00</b>	<b>85,500.00</b>

Tax Amount (in words) : **INR Eighty Five Thousand Five Hundred Only**

*Remarks:*  
 BEING INVOICE OF INTERNAL AUDIT FOR F.Y. 2023-24  
 Company's PAN : **ABZFA1203H**

*Declaration*  
 TAX IS NOT PAYABLE UNDER REVERSE CHARGE  
 BASIS FOR THIS SERVICE AND IN OUR CASE MSMED  
 ACT 2006 IS APPLICABLE. UDYAM REGISTRATON NO:  
 UDYAM-MH-18-0251884

*Company's Bank Details*  
 Bank Name : **UNION BANK OF INDIA**  
 A/c No. : **317001010059463**  
 Branch & IFS Code : **Goregaon East & UBIN0531707**

Customer's Seal and Signature	for M/s. A L R S & CO  Authorised Signatory
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Date: 20/11/2023

To  
**Travel Food Kolkata Services Private Limited**  
Block A South Wing, 1st Floor, Shiv Sagar Estate,  
Dr. Annie Besant Road, Worli  
Mumbai, Maharashtra - 400018

Kind Attention: **Mr. Vikas Kapoor**

Subject Matter: Letter of Engagement for providing Co-sourced Internal Audit Services for the financial year 2023-24

Dear Sir:

Thank you for selecting A L R S & CO ("ALRS" or "we" or "us") to perform co-sourced internal audit services for Travel Food Kolkata Services Private Limited (the "Company" or "Client" or "you") for the period beginning FY 2023-24. The purpose of this engagement letter ("Engagement Letter"), is to confirm the understanding of our respective responsibilities and the terms of this engagement (the "Agreement").

### 1. Scope of Our Services

"At your request, we will conduct internal audit of the company. We will carry out the internal audit in accordance with the scope for internal audit finalized by the management based on a risk assessment carried out by the Company. The scope of work for internal audit as finalized by the management is given below and further detailed in Appendix I.

Processes / Functions to be covered:

- Finance & Accounts (incl. Insurance & taxes)
- Order to Cash / Sales Process
- Review of Concession Rent
- Statutory Compliance Review

The following location / unit shall be covered as part the above scope of services:

- Head office located in Mumbai, Maharashtra

### 2. Objectives

The objectives of our internal audit for the Scope of Work set out above, are to review:

- Design of internal control systems & procedures;
- Operating effectiveness of internal control systems & procedures;
- Compliance with internal policies & rules, where these exist
- Compliance with Statutory laws, as detailed in the Scope of Work



### 3. Deliverable

#### Draft Report:

During the course of the audit, we will have an ongoing interaction with the auditee(s) and also the process owner(s), if required. Exceptions noted during the course of the internal audit shall be presented along with our recommendations in the form of a brief draft report within a reasonable period of closure of fieldwork, for management response.

#### Final Report:

A final report, on exception basis will be issued on receipt of management response addressing each issue. The issues, along with our recommendation, will be presented in an Executive Summary. We will issue the final report within a reasonable period of receiving the management response.

The reports for the proposed assignment would generally comprise:

- Brief overview of the audit areas
- Scope of work
- Executive Summary
- Detailed findings and recommendations
  - Observations
  - Root Cause
  - Implications/Risks
  - Recommendations aligned to Internal control good practices
  - Management action plan
  - Responsibility and due date for action

Any follow up on a previous audit report, on the status of implementation of the recommendations made / agreed with the auditee will primarily be based upon interviews and discussions with management.

### 4. ALRS's Responsibilities

We are responsible for performing internal audit procedures in accordance with the terms of this Engagement Letter and reporting thereon. The day-to-day performance of the internal audit procedures will be directed, reviewed, and supervised by ALRS personal. We will provide no opinion, attestation or other form of assurance with respect our work for the information upon which our work is based. The procedures we will be performed under this Agreement will not constitute an audit, examination or a review in accordance with generally accepted auditing standards or attestation standards.

It is important to recognize there are inherent limitations in an auditing process. For example, internal audits are generally based on the concept of selective testing of the data being examined and are, therefore, subject to the limitation that material errors, or fraud or other illegal acts having a direct and material financial impact, if they exist, may not be detected. Also, because of the characteristics of fraud, particularly those involving concealment through collusion and falsified documentation (including forgery), an internal audit may not detect a material fraud. We will, however, communicate to you, as



appropriate, any illegal act, material errors or evidence that fraud may exist identified during the course of our internal audit projects.

Our internal audit activities are intended for the benefit of the Company, board of directors and management and will not be planned or conducted in contemplation of reliance by any third party or with respect to any specific transaction. Therefore, items of a possible interest to a third party may not be specifically addressed, or matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction. We acknowledge no responsibility to any such party except to the extent that such responsibility may exist under law. All deliverables provided to you under this arrangement are for the use of the board of directors and management only. You may not authorize any third party to rely upon any of the deliverables without our prior written consent. You also may not distribute to, discuss with or otherwise disclose any deliverables to any third party without our prior written consent, nor may you discuss the fact or substance of our services with third parties without our prior written consent. For the avoidance of doubt the provisions of this paragraph are expressly intended to preclude, among other things, all references to ALRS in press releases, periodic filings with regulators, or communications with shareholders (including proxy statements) without our prior written consent.

Notwithstanding the provisions of the preceding paragraph, in connection with the statutory audit of the Company's financial statements in accordance with generally accepted auditing standards, we expect that KPMG your statutory Auditors, will request copies of our internal audit reports. It is expected that auditor will treat materials and information made available to them as confidential client information in accordance with Clause 1 of Part I of the second schedule of The Chartered Accountants Act, 1949.

We confirm we will provide full cooperation to your Statutory Auditor, on the understanding our reports were addressed to you and have been prepared on your instructions under the terms of this Engagement Letter. The Company agrees to reimburse ALRS and its personnel from any claim by your Statutory Auditor, KPMG, or any other third party which arises as a result of ALRS permitting access to our internal audit reports.

#### **5. Management's responsibilities**

Management is responsible for establishing and maintaining an effective system of internal control as well as evaluating the effectiveness of that system. Effective internal control reduces the likelihood that errors, fraud or other illegal acts will occur and remain undetected; however, it does not eliminate that possibility.

Final determination and assessment of audit risk and scope of internal audit activity will remain the responsibilities of the board of directors and management. We have not been engaged to, and we will not, perform management functions, make management decisions, or act or appear to act in a capacity equivalent to that of an employee or otherwise engage in any activity that in our judgment would be inappropriate in the capacity for performing internal audit assignments.

The overall definition and scope of the work to be performed, and its adequacy in addressing your needs, is the responsibility of the Company's management. You agree to perform all management functions and make all management decisions in connection with

*Handwritten signature*





the Services and shall assign competent individuals to oversee the execution of our agreed internal audit plan, you are also responsible for the implementation of remedial actions identified in the performance of our Services. Any timing or fee estimate we have provided for this engagement takes into account the agreed-upon level of assistance from the Company, including the commitment of adequate Company resources.

We will make specific inquiries from management when performing the internal audit services. We intend to rely upon the results of our internal audit procedures, the responses to our inquiries and the written representations, if any, in forming our findings.

Because of the importance of oral and written representations to effectively perform internal audit services, the Company agrees to release ALRS and its personnel from any and all claims, liabilities, costs and expenses attributable to any knowing misrepresentation by management.

#### **6. Our team**

Ankit Lodha, Partner will be the Engagement Leader and will anchor the relationship, who will manage the engagement and will be assisted by a team including experienced and qualified professionals.

#### **7. Commercial**

Our fees of Rs. 475000/- for the year will be based on the degree of skill involved, the seniority of the staff engaged and the time necessarily occupied on the work. Our fees will be paid by M/s Travel Food Kolkata Services Private Limited as and when due and it will be due as follows:

Notes:

- Above fees is excluding government levies, and taxes will be billed over & above the fees
- Professional Fees payable within a week of invoice.

#### **8. Other Matters**

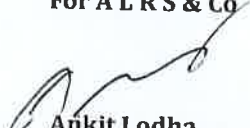
In the event we are requested or authorized by you (subject to our written consent), or if we are required by government regulation, subpoena, or other legal process, to produce our working papers or our personnel as witnesses with respect to the work performed under this Agreement, you will, so long as we are not a party to a proceeding (between ALRS and you) in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to that request.

This Engagement Letter, including any attachments or referenced documents annexed to this Engagement Letter reflects the entire agreement ("Agreement") between us relating to the services covered by this letter of engagement. It replaces and supersedes any previous correspondence and understandings, whether written or oral.



We are pleased to have the opportunity to provide our services to Travel Food Kolkata Services Private Limited and appreciate your confidence in us. If you have any questions about the contents of this letter, please discuss them with Ankit Lodha +91 9699015423. If the Services and terms outlined herein are acceptable, please sign one copy of this letter in the space provided and return it to me.

Very truly yours  
For A L R S & Co


  
Ankit Lodha  
Partner



Confirmation of Agreement

Having read the Engagement Letter from A L R S & Co Dated November 20, 2023 together with the Appendices, including the attached Terms and Conditions of Business, we acknowledge acceptance of and agree to engage A L R S & Co.

**Travel Food Kolkata Services Private Limited**

  
Vikas Kapoor  
Authorised Signatory

Date:-

## Appendix I

Detailed Scope of work performing co-sourced Internal Audit for the period of FY 2023-24:

### **Statutory compliances: (April 23 to March 24)**

- ❖ Verification of TDS compliances e.g. timely deduction of tax at source, timely deposition, interest, penalty, etc.,
- ❖ Whether quarterly TDS return has been submitted within due date.
- ❖ Verification of GST computation and submission of monthly GST returns and matching with Books and timely filling of returns.
- ❖ Verification of GSTR 2B, and report on invoice not booked or GST not reflected in GSTR 2B.
- ❖ Report on Block credit if any taken. And RCM compliances
- ❖ Check whether there is any undisputed outstanding in respect to Income Tax, , TDS, PF, PT etc.
- ❖ Compliance of Profession Tax, Provident Funds, Gratuity provisions and requirements,
- ❖ Any other statutory requirements compliance verification.

### **Petty Cash : (Oct 23 to Dec 23)**

- ❖ Physical verification of the cash & reconcile with the system.
- ❖ Verification of Cash (Authorization)
- ❖ Cash payment should not be more than Rs. 35000 in case of transportation and Rs.10000 in other case.

### **Sales Accounting : (July 23 to Sept 23)**

- ❖ All the sales invoices should be properly filed with supporting documents.
- ❖ Taxes & duties should be properly levied on sales invoices.

MS



## Invoices TFS

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**From:** Pratik Hegde  
**Sent:** 27 May 2024 17:01  
**To:** Invoices TFS  
**Cc:** Parag Pandey; Pankaj Rathi; Mukul Shah; Uttam Chechani  
**Subject:** FW: Invoice - Internal Audit  
**Attachments:** ALRS-24-25-022-TRAVEL FOOD SERVICES CHENNAI PVT.LTD.-IA-2023-24.pdf; ALRS-24-25-023-TRAVEL FOOD SERVICES KOLKATA PVT.LTD.-IA-2023-24.pdf; ALRS-24-25-020-TRAVEL FOOD SERVICES PRIVATE LIMITED-IA-2023-24.pdf; ALRS-24-25-021-BLR LOUNGE SERVICES PRIVATE LIMITED-2023-24.pdf; RE: EL - TFSCPL, TFSKPL and TFSPL

Dear Sawalaram,

As discussed these are preapproved Invoices of Internal Audit- TFSPL, BLR, TFSKPL , TFSCPL , Please upload it under preapproved invoices in SAFAL.

Signed Engagement Letter attached herewith Confirming the audit engagement.

Thanks and Regards,  
CA Pratik Pravin Hegde  
8898001909/9167596202

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**From:** Pankaj Rathi <pankaj.r@travelfoodservices.com>  
**Sent:** 27 May 2024 13:10  
**To:** Pratik Hegde <pratik.hegde@travelfoodservices.com>; Uttam Chechani <uttam.chechani@travelfoodservices.com>; Mukul Shah <mukul.shah@travelfoodservices.com>  
**Subject:** FW: Invoice - Internal Audit

Hi Guys,

Can you kindly get these uploaded in SAFAL & let me know, attached are the EL for reference.

B/Rgds  
Pankaj

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**From:** Ankit Lodha <caankitkrlodha@gmail.com>  
**Sent:** Monday, May 27, 2024 1:02 PM  
**To:** Pankaj Rathi <pankaj.r@travelfoodservices.com>  
**Cc:** Sunil Soni <soni1902@gmail.com>  
**Subject:** Invoice - Internal Audit

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Sir,

Please find the attached invoice for internal audit of TFSPL, BLR, TFSCPL and TFSKPL.