



DRAFT

**Kolkata Municipal Corporation**  
**5, S.N. Banerjee Road, Kolkata - 700 013.**

KMC has certified the following personnel (from the respective agencies) and engaged them at respective boroughs under KMC to work as SARP (Self Assessment Return Preparer) under Unit Area Assessment System (UAA) to assist the tax payers for submission of Self Assessment Form (SAF):-

Borough	Name of the engaged Agency	Name of the SARP personnel working under the agency	Name & Contact No. of the concerned Agency owner
I	AAA Legal Consultancy	Ankit Das	9830146367 (Partha Banerjee)
II	AAA Legal Consultancy	Kathakali Banerjee	-do-
III	Turnkey Engineering	Surajit Bhattacharjee	9330395900 (Surajit Bhattacharjee)
IV	Sova Infotech	Partha Sarathi Das Gupta	9830874569 (Ramen Saha)
V	Kaizen Infra Development	Sumalya Chatterjee	9836206682 (Nirmalya Chatterjee)
VI	Tapan Stores	Surajit Kundu	9804829487 (Surajit Kundu)
VII	AAA Legal Consultancy	Debabrata Sil	9830146367 (Partha Banerjee)
VIII	Morris & Cooper	Tamal Das Gupta	9830803364 (Tamal Das Gupta)
IX	Morris & Cooper	Sudipta Banerjee	-do-
X/TTD	Kaizen Infra Development	Nirmalya Chatterjee	9836206682 (Nirmalya Chatterjee)
XI/JU	Tapan Stores	Santanu Manna	9804829487 (Surajit Kundu)
XII/JU	Sova Infotech	Somia Paul	9830874569 (Ramen Saha)
XIII/SSU	Bright Future	Chumki Jana	9875694079 (Sandhipan Das)
XIV/SSU	Bright Future	Kaushik Bhadra	9875694079 (Sandhipan Das)
XV/GRU	Bright Future	Sandhipan Das	9875694079 (Sandhipan Das)
HQ	Turnkey Engineering	Surajit Bhattacharjee	9330395900 (Surajit Bhattacharjee)

Note:

- 1) SARP personnel will predominantly work as per their allotment as above; however, any assessee under KMC area may visit any borough office to get assistance from SARP for filling SAF return.
- 2) It is purely optional to the assessee to avail of the service of such agency. However, the onus of providing proper information in Self-Assessment Form (SAF) to KMC lies upon the Recorded Owner/Present Owner/Person Liable to Pay Tax.
- 3) An assessee who will seek the assistance of SARP will have to provide the following to him/her for submission of SAF:-
  - Description of property regarding character/nature of use/age/location/type of structure/occupancy etc. along with area.
  - Photocopy of ID proof.
  - Copy of last PD bill (as per availability)
  - Sanctioned plan/occupancy certificate/completion certificate/first electricity (MASD) bill (as available)
- 4) SARP will charge a fixed amount @ **0.5% of the annual valuation** of the property assessed under UAA System from the assessee in this regard **subject to maximum fee of Rs. 2,500/-**.

Sd/- Mpl. Commissioner, KMC.