

FORM 22

AUDIT PROFORMA – A

[See sub-rule (5) of rule 54]

(Information to be submitted by manufacturers in the following format prior to commencement of audit.)

Name of the dealer:																					
Address of the dealer:																					
Registration Certificate Number:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																				

Books of accounts Maintained :	
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Method of Accounting employed: (Tick whichever is applicable)	Cash		Mercantile	
If there is any change in the method of Accounting from previous year.	Yes		No	
Method of Valuation of Opening stock and Closing stock	FIFO		LIFO	
	Other (specify)			
If there is any change in the method of Valuation from previous year.	Yes		No	

FULL QUANTITATIVE DETAILS OF PRINCIPAL RAW MATERIALS:

Items	Opening stock	Purchase made during the year	Used in production	Sales or otherwise disposal	Processing loss	Closing stock	Remarks
TOTAL							

FULL QUANTITATIVE DETAILS OF FINISHED PRODUCTS :

Items	Opening stock	Purchase made during the year	Quantity Manufactured	Sales or otherwise disposal	Closing stock	Remarks
TOTAL						

DETAILS OF DEBTORS AT THE END OF THE YEAR.

Party's Name, Address & R.C.No.	L.F. No.	Opening Balance	Sale made during the year	Receipts during the year/Any adjustment	Closing Balance	Remarks

DETAILS OF CREDITORS AT THE END OF THE YEAR.

Party's Name Address & R.C.No.	L.F. No.	Opening Balance	Purchase made during the year	Payment during the year /Any adjustment	Closing Balance	Remarks

PARTICULARS OF ALL LOANS / DEPOSITS

Name and address of the lender / depositor				
Income Tax PAN of the lender / depositor				
Maximum amount outstanding at any time during the year				
If the loan / deposit was squared up during the year	Yes		No	
If yes, give details				

DETAILS OF CASH AND BANK BALANCE	Opening Balance	Closing Balance	
Cash Balance			
Bank Balance			
If the bank balance agrees with the Bank Statement	YES		NO
If no, please submit Bank Reconciliation Statement.			

INFORMATION ON EACH CLASS OF GOODS MANUFACTURED:

Class of goods	Unit	ANNUAL CAPACITY		
		Licensed	Installed	Actual Production

DETAILS OF OTHER INCOMES AS SHOWN IN THE PROFIT AND LOSS ACCOUNT:

Nature of Income	Head of Account	L.F. No.	Amount	Remarks

I, (Full name in BLOCK LETTERS) _____
 declare that the above information are true, correct and complete to the best of my knowledge and belief.

Date

Signature

Designation of the person
 making the statement