# RFQQ For india tax services #25-04

## Exhibit E – questionnaire

Name of Offeror: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. service
2. Describe the scope of services you perform and your staffing model for your firm in general, and for tax services for Foreign Portfolio Investors (FPIs) in particular. Please provide details on the resources you allocate to servicing FPIs relative to other services that your firm provides.
3. Describe the work you have performed for government pension funds in the United States that invest in India. Please provide a comprehensive list of services provided to these clients, and give specific examples of services provided that may better illustrate your work.
4. Describe your process for the calculation of taxes payable for an FPI with a multi-manager structure. Include the method used for offsetting losses against gains.
5. How many of your current FPI clients have a multi-manager structure? What is the largest number of managers for a single FPI that you have as a client?
6. What type of FPIs, including locations, do you currently work with? What additional services, if any, not described above does your firm provide to FPIs? Outline whether the FPIs are government entities, endowments, pensions, etc. Describe how your services for each are similar or different.
7. For clients that are similar to the WSIB (i.e., a government pension with a multi-manager structure), please provide the volume of transactions and income that you process on an average month and in an average year.
8. Describe your process in assisting clients like the WSIB in the following:
	1. Submission of annual tax return. Include in your description an outline of the timing and work performed, from beginning to end.
	2. Representing the WSIB before the India tax authorities. Provide examples of how you have assisted clients in dealing with the tax authorities
9. Provide (a) the number of your FPI clients that had a proceeding initiated against them by any India tax authority in the last 10 years, and (b) the number of such clients that had an adverse finding or penalty levied against them as a result of such proceedings over the same time period. Provide a description of the nature of such claims against the FPI/s.
10. Describe your dealings with custodians. Outline the types of dealings and interactions you have with custodians, identify haw many custodians you currently work with, and which custodian/s do you deal with most often.
11. Describe systems enhancements and/or process improvements your firm has implemented in the last 10 years (including those that are in progress) that are related to the services being sought by the WSIB.
12. Provide samples and describe the correspondence and reporting that you can provide to the WSIB.
13. Offeror Organization
14. Provide a brief overview of your firm and its organizational structure. Please attach an organization chart for (a) the firm and (b) the FPI tax services division.
15. Describe your business continuity plan. Outline how you will maintain service to the WSIB in events such as natural disasters or unexpected business interruptions.
16. How does your team keep up to date on changes in India tax laws that affect FPIs? How do you share these with clients?
17. Outline any disciplinary actions or litigations brought against the firm or its staff in the last 10 years.
18. Staffing

16. Identify and provide the qualifications of staff that will be assigned to the WSIB. Please limit your response to this question to 1 page per proposed assigned staff member.

17. Describe the succession planning for (a) your key staff members in general, (b) key staff providing FPI tax services in particular, and (c) the service team being proposed to provide services described in the RFQQ to the WSIB.

18. How did you identify the staff that you are proposing be assigned to the WSIB account?

19. Please provide your staff turn-over rate over the last 5 year in general, and separately for the FPI tax services unit.

20. Outline your plan for communicating with the WSIB given any time zone difference.

1. Fees

21. Outline your fee structure regarding the following:

* 1. Computation of capital gains, and the taxes, on sale of securities and the issuance of the associated tax letter. Please assume a volume of 500 sale trades per year.
	2. Computation of taxes on dividends and interests and the issuance of the associated tax letter. Please assume a volume of 130 dividends per year.
	3. For assisting in obtaining the Permanent Account Number.
	4. For assisting in obtaining the Digital Signature Certificate.
	5. For the computation of, and preparation for payment, of any advanced tax that require payment.
	6. Assistance in completion of scrutiny tax, audits, rectifications and refund claims for an assessment year.
	7. Assistance in preparation and filing of an appeal/Dispute Resolution Panel application with the appellate authorities.