

# Statutory Compliance Checklist Format for Corporations

#	Compliance Area	Statute/Regulation	Frequency	Status (Y/N)	Remarks
1	Company Annual Return Filing	Companies Act, 2013	Annual		
2	Board Meetings Minutes	Companies Act / Secretarial Standards	Quarterly		
3	Income Tax Return Filing	Income Tax Act, 1961	Annual		
4	GST Returns Filing	GST Act	Monthly / Quarterly		
5	ESI/PF Contributions	ESI Act / EPF Act	Monthly		
6	Statutory Audit	Companies Act / ICAI Guidelines	Annual		
7	CSR Compliance	Companies Act, Section 135	Annual		
8	Other Industry Specific Compliance	As Applicable	As Required		

## Important Notes

- This checklist is an indicative format and should be tailored as per industry and jurisdiction.
- Regular updates are necessary to comply with regulatory changes.
- Supporting documents and proofs should be maintained for audit purposes.
- Non-compliance can result in penalties, legal notices, or disqualification of directors.
- Assign clear responsibilities for each compliance item within the organization.