

# Compliance Register Checklist

Document Title: Compliance Register Checklist

Department: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Date of Preparation: \_\_\_\_\_

Review Date: \_\_\_\_\_

## Register Table

#	Compliance Requirement	Related Law/Regulation	Responsible Person/Dept.	Frequency	Status	Evidence/Remarks
1	Annual Financial Reporting	Companies Act 2013	Finance Dept.	Yearly	Completed	Report Submitted 2024-04-30
2	Fire Safety Drill	Fire Safety Regulations	Admin Dept.	Semi-Annual	Pending	Scheduled for 2024-08-01
3	Employee Data Privacy	Data Protection Act	HR Dept.	Ongoing	Ongoing	Policy Updated 2024-01-15

## Reviewer Comments

- All mandatory fields have been addressed.
- Pending items require follow-up before next review.
- No critical compliance gaps observed.

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

## Important Notes

- This register must be reviewed and updated regularly to ensure ongoing compliance.
- Attach supporting evidence for each compliance item as indicated in the remarks.
- Ensure accuracy and completeness to avoid compliance risks.
- Use this checklist as a living document—add or remove requirements as necessary.