

Departmental Compliance Register

Department: _____
Prepared by: _____
Date: ____ / ____ / _____

#	Compliance Requirement	Legal/Regulatory Reference	Frequency	Responsible Person	Evidence of Compliance	Status	Remarks
1	Submission of monthly tax returns	Income Tax Act, Sec. XX	Monthly	Jane Smith	Submission receipts, emails	Compliant	-
2	Fire safety drill	Fire Safety Rules 2010	Annually	John Doe	Drill report, attendance sheet	Due	Arrange before 31 Mar
3	Environmental Audit	Env. Act 2000, Rule 5	Quarterly	A. Kumar	Audit certificate	Compliant	Q1 completed

Important Notes

- This register must be updated regularly to ensure continuous compliance.
- Maintain supporting evidence for each compliance item listed.
- Assign clear responsibility to individuals for each compliance requirement.
- Review and verify compliance status during department meetings.
- Store this document securely for audit and internal review purposes.