

Sectional Compliance Register

Section A: Regulatory Requirements

#	Requirement / Regulation	Reference	Responsible Person	Status	Evidence	Remarks
1	Annual Financial Statement Submission	Section 320 (A)	John Doe	Compliant	2023_AFS.pdf	Submitted on 02/04/2024
2	Occupational Health Safety Audit	OSHA 2024, Clause 14	Jane Smith	Outstanding	N/A	Audit scheduled for Q2 2024

Section B: Internal Policies

#	Policy Name	Last Review Date	Responsible Department	Status	Evidence	Next Review
1	Data Privacy Policy	10/12/2023	IT Security	Compliant	Signed Policy Document	10/12/2024
2	Anti-Bribery Policy	06/01/2024	Legal	Compliant	Board Minutes	06/01/2025

Section C: External Compliance Requirements

#	Requirement	Authority	Deadline	Status	Evidence	Comments
1	Annual Tax Filing	Revenue Board	31/03/2024	Compliant	TaxReceipt_2024.pdf	--
2	Environmental Report Submission	EPA	15/09/2024	Pending	N/A	To be completed Q3

Important Notes:

- This register serves as a central reference for tracking compliance responsibilities and status.
- It should be updated regularly and reviewed by relevant stakeholders.
- Status updates, evidence, and next steps should be clearly documented.
- Retention of supporting evidence is essential for audit readiness.