

# Quarterly Statutory Audit Compliance Report

Company Name: \_\_\_\_\_

Financial Year: \_\_\_\_\_

Quarter: Q1 / Q2 / Q3 / Q4

Report Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Prepared by: \_\_\_\_\_

Auditor Name/Firm: \_\_\_\_\_

Audit Period: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

## 1. Executive Summary

This report summarizes the statutory compliance status of the company for the stated quarter. Key findings, non-compliances, and compliance status are detailed below.

## 2. Audit Findings Overview

Area of Compliance	Status (Complied/Not Complied)	Details/Remarks	Action Required	Responsibility
Company Law Filing (ROC)	Complied	All statutory filings submitted on time.	N/A	Company Secretary
Tax Returns & Payments	Not Complied	Late payment of GST for March.	Pay interest/penalty. Ensure timely payment in future.	Finance Team
Labour Law Compliance	Complied	PF & ESI filings submitted.	N/A	HR Department
Others	Complied	---	N/A	Respective Team

## 3. Summary of Non-Compliances and Corrective Actions

Non-Compliance	Impact	Proposed Corrective Action	Timeline
Late GST Payment	Interest/Penalty imposed	Payment of dues and process review	Within 15 days

## 4. Auditor's Comments

## 5. Management Response/Action Taken

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## 6. Conclusion

Based on the audit conducted for the stated period, except as noted above, the company has complied with applicable statutory requirements to the best extent.

### Important Notes:

- This report is a sample format; actual content may vary as per statutory requirements.
- All non-compliance issues must be addressed within the agreed timeline to avoid penalties.
- Supporting documents and evidence should be maintained for all compliance statements.
- The report should be reviewed and signed by both the auditor and management.
- Timely submission of this report ensures regulatory adherence and good governance.