

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

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.