

Date: \_\_\_\_\_  
To,  
The Procurement/Compliance Department  
\_\_\_\_\_  
(Client Name)  
\_\_\_\_\_  
(Client Address)

**Subject: Vendor Statutory Compliance Declaration Letter**

Dear Sir/Madam,

We, \_\_\_\_\_ (**Name of the Vendor/Company**), having our registered office at  
\_\_\_\_\_ (**Vendor Address**), hereby declare and confirm that we are fully compliant with all  
applicable statutory laws, regulations, and requirements as mandated by the Government of India and relevant  
authorities, including but not limited to the following:

- Goods and Services Tax (GST)
- Employees Provident Fund (EPF) Regulations
- Employees State Insurance (ESI) Act
- Professional Tax & Labour Welfare Fund
- Income Tax Acts and TDS Provisions
- Contract Labour (Regulation & Abolition) Act
- Factories Act / Shops & Establishment Act (as applicable)
- Other Statutory Compliances as required for our business operations

We further undertake that all required licenses, registrations, and permits are valid and up-to-date. Copies of the  
relevant certificates and registrations are enclosed herewith, as required.

In case of any change in our statutory compliance status in future, we shall inform you promptly and take necessary  
corrective actions.

Kindly take this declaration on record.

For \_\_\_\_\_ (**Vendor/Company Name**)

Authorized Signatory  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Official Seal/Stamp

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## Important Notes

- This document should be printed on the official letterhead of the vendor/company.
- Ensure all details provided are accurate and supported by valid documentation.
- Declaration should be duly signed and stamped by an authorized representative.
- Keep copies of all statutory certificates up-to-date and available for verification.

- Any non-compliance or misrepresentation may result in blacklisting or legal action.