

# Annual Legal Compliance Review Report

For the Year Ended: \_\_\_\_\_

## 1. Company Overview

Company Name	_____
Registered Address	_____
Legal Entity Type	_____

## 2. Scope of Compliance Review

The review covers applicable statutory and regulatory requirements, including but not limited to corporate, labor, tax, environmental and other operational compliances for the period under review.

## 3. Compliance Summary Table

Compliance Area	Regulation/ Act	Status	Remarks
Company Law	Companies Act	Compliant	Annual filings submitted on time
Taxation	Income Tax Act	Partially Compliant	Pending assessment response
Labor Laws	PF, ESI Acts	Compliant	—
Environment	EP Act	Non-Compliant	Consent renewal overdue

## 4. Observations and Findings

- All major statutory filings have been completed except as noted above.
- Noted one case of non-compliance related to environmental consent renewal.
- Employee compliance records are updated and maintained.

## 5. Recommendations

1. Immediate action to renew overdue environmental consent licenses.
2. Monitor pending tax assessment closely and respond promptly.
3. Implement regular quarterly compliance checks to avoid lapses.

## 6. Conclusion

The Annual Legal Compliance Review indicates a satisfactory level of compliance, with recommendations highlighted to ensure continued adherence to all statutory obligations.

## Important Notes:

- This document provides an overview and should be supplemented with detailed compliance records.
- Regular reviews help identify and mitigate legal risks early.
- This format can be tailored as per organization size and regulatory environment.
- Legal compliance is a continuous process and requires periodic monitoring.