

Legal Obligation Monitoring Register

Organization: Sample Company Ltd.

Department: Compliance

Register Date: 2024-06-12

Prepared By: John Doe

#	Legal Requirement / Obligation	Source (Law/Regulation/Permit)	Responsible Person	Evidence of Compliance	Frequency / Due Date	Status	Comments / Actions
1	Annual submission of environmental impact report	Environmental Protection Act 2007, Section 12	Jane Smith	Copy of report and submission receipt	Annually, 31 March	Compliant	Submitted on time 2024
2	Payment of workers' compensation insurance	Labor Code, Article 23	Tom Brown	Insurance certificate	Annually, 15 January	Compliant	Renewal scheduled for Jan 2025
3	Update fire safety training log for all staff	Fire Safety Regulation 2010	Linda Green	Attendance sheets, training records	Bi-annually	Partially Compliant	Last training 2023-10-10, next due 2024-07-10
4	Submission of annual tax return	Income Tax Act, Section 52	Mike Lee	Filed return, payment receipt	Annually, 30 April	Pending	Preparation in progress

Important Notes:

- This register must be reviewed and updated regularly to reflect changes in legal requirements and organizational responsibilities.
- Supporting evidence for compliance should be retained and easily accessible for audits or inspections.
- Assign clear responsibility for each obligation and monitor due dates closely to ensure ongoing compliance.
- Non-compliance or overdue items should be prioritized for corrective action and recorded with explanations.
- The register forms a critical part of an organization's compliance and risk management framework.