

# Statutory Compliance Checklist Form

## Organization Details

Organization Name:

Address:

Compliance Period:

e.g. Jan 2024 - Dec 2024

## Checklist

Compliance Item	Applicable (Yes/No)	Status (Completed/Pending)	Date	Remarks
Provident Fund (PF) Registration & Remittance	Yes <input type="button" value="▼"/>	Completed <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>
Employees State Insurance (ESI)	Yes <input type="button" value="▼"/>	Completed <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>
Professional Tax (PT) Registration & Payment	Yes <input type="button" value="▼"/>	Completed <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>
Labour Welfare Fund Remittance	Yes <input type="button" value="▼"/>	Completed <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>
Minimum Wages Compliance	Yes <input type="button" value="▼"/>	Completed <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>
Shops & Establishment Act Registration	Yes <input type="button" value="▼"/>	Completed <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>
Annual Returns Submission	Yes <input type="button" value="▼"/>	Completed <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>

## Authorized Signatory

Name:

Designation:

Date:

## Important Notes

- This checklist serves as a reference for verifying statutory compliance status.
- All applicable laws and regulations must be reviewed regularly for updates.
- Maintaining timely and accurate records can help avoid penalties and legal issues.
- This form does not replace legal advice; consult with compliance experts as needed.