

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	<div>Yes</div>	<div>Completed</div>	<div></div>	<div></div>
Employees State Insurance (ESI)	<div>Yes</div>	<div>Completed</div>	<div></div>	<div></div>
Professional Tax (PT) Registration & Payment	<div>Yes</div>	<div>Completed</div>	<div></div>	<div></div>
Labour Welfare Fund Remittance	<div>Yes</div>	<div>Completed</div>	<div></div>	<div></div>
Minimum Wages Compliance	<div>Yes</div>	<div>Completed</div>	<div></div>	<div></div>
Shops & Establishment Act Registration	<div>Yes</div>	<div>Completed</div>	<div></div>	<div></div>
Annual Returns Submission	<div>Yes</div>	<div>Completed</div>	<div></div>	<div></div>

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.