

# Regulatory Deadline Monitoring Log

Regulation / Requirement	Regulator / Authority	Submission / Action Needed	Deadline / Due Date	Responsible Person	Status	Notes
Annual Financial Report	Securities Exchange Commission	Submit Audited Report	2024-03-31	John Doe	Completed	-
GDPR Data Protection Audit	Data Protection Authority	Conduct Internal Audit	2024-06-15	Susan Lee	In Progress	External audit scheduled 2024-06-10
ISO 9001 Certification Renewal	ISO Certification Body	Documentation Submission	2024-12-01	Paul Smith	Not Started	Awaiting updated template
Environmental Compliance Report	Environmental Agency	Annual Report Filing	2024-09-20	Linda Ng	Not Started	Data collection in July

## Important Notes

- This log should be updated regularly to ensure compliance with all regulatory requirements.
- Assign clear responsibility for each regulatory item to facilitate timely follow-up.
- Document status updates and actions taken for audit trail purposes.
- Review upcoming deadlines frequently to prevent missed submissions or penalties.
- Consult legal or compliance experts for any regulatory changes affecting requirements or deadlines.