

Regulatory Filing Deadline Checklist

Overview

This checklist serves as a tool to track, monitor, and ensure compliance with all mandatory regulatory filings and their respective deadlines. It is recommended to review and update this checklist regularly.

Filing Deadlines

Filing Name	Regulatory Body	Frequency	Due Date	Status	Responsible Person
Annual Tax Return	IRS	Annually	April 15, 2024	Pending	John Doe
Quarterly VAT Report	State Revenue Dept.	Quarterly	July 31, 2024	In Progress	Jane Smith
Securities Disclosure	SEC	Annually	March 1, 2024	Submitted	Emily Chen
Environmental Impact Report	EPA	Annually	June 15, 2024	Pending	David Brown

Supporting Documents Checklist

Document	Required	Collected	Notes
Financial Statements	Yes	Yes	-
Certification Letter	No	No	If applicable
Proof of Payment	Yes	No	Obtain after filing
Compliance Reports	Yes	Yes	-

Important Notes

- Deadlines should be monitored regularly to avoid late filing penalties.
- Ensure responsibilities are clearly assigned and acknowledged.
- Retain proof of submission and supporting documents for audit and compliance purposes.
- Update the checklist immediately after any filing or correspondence with regulatory bodies.
- This checklist does not replace professional legal or compliance advice.