



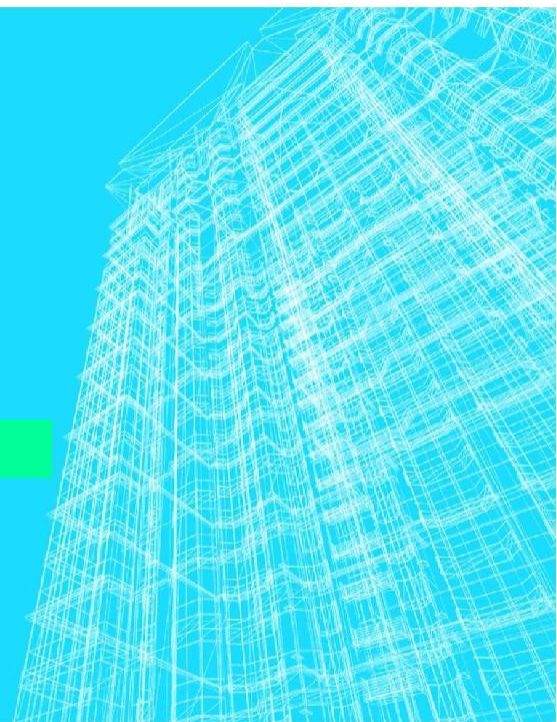
**Jeswani & Associates LLP**

Business & Financial Consulting Firm



# BUSINESS COMPLIANCE GUIDE

By JESWANI & ASSOCIATES LLP



We Provide Best Services At Right Places In Right Time

For any further assistance contact us

Mobile no- 8788183917

Mail ID- [jalbcf@gmail.com](mailto:jalbcf@gmail.com)



## POST INCORPORATION COMPLIANCE

Compliance	Company	LLP
<b>Auditor Appointment</b>	within a period of 30 days of its incorporation	If turnover crosses INR 40 Lakhs or capital contribution exceeds INR 25 Lakhs
<b>Disclosure of Director's Interest and Declaration Regarding Disqualification</b>	within a period of 30 days of its incorporation	NA
<b>Verification of the registered office</b>	within a period of 30 days of its incorporation	NA
<b>Issue of Share Certificates</b>	Within a period of 60 days from the date of incorporation	NA
<b>LLP Agreement</b>	NA	within a period of 30 days of its incorporation

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## BUSINESS REGISTRATIONS (MANDATORY)

Compliance	Company	LLP
<b>PAN</b>	Immediately after incorporation	Immediately after incorporation
<b>TAN</b>	If deducting Tax at Source (TDS)	If deducting Tax at Source (TDS)
<b>Shops &amp; Establishment Certificate</b>	Immediately after incorporation	Immediately after incorporation
<b>Professional Tax (PTEC)</b>	Immediately after incorporation	Immediately after incorporation

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## BUSINESS REGISTRATIONS (NEED BASED)

Compliance	Company	LLP
<b>Professional Tax (PTRC)</b>	Immediately if having employees	Immediately if having employees
<b>Employee Provident Fund (EPF)</b>	If employing 20 employees, including contract workers	If employing 20 employees, including contract workers
<b>Employee State Insurance (ESIC)</b>	If employing 10 employees, including contract workers	If employing 10 employees, including contract workers
<b>Goods &amp; Service Tax (GST)</b>	If providing taxable services or selling goods and turnover exceeds INR 20 Lakhs	If providing taxable services or selling goods and turnover exceeds INR 20 Lakhs

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## COMPLIANCE LIST (MONTHLY/ QUARTERLY)

Compliance	Common for Company and LLP	Due Dates
<b>Advance Income Tax</b>	If tax payable is more than INR 10,000.00 for the year	15 <sup>th</sup> June, 15 <sup>th</sup> Sept, 15 <sup>th</sup> Dec and 15 <sup>th</sup> March
<b>Tax Deducted at Source (TDS)</b>	Payment – Monthly Filing – Quarterly	7 <sup>th</sup> of Next month (for March – 30 <sup>th</sup> April) 31 <sup>st</sup> July, 31 <sup>st</sup> Oct, 31 <sup>st</sup> Jan and 31 <sup>st</sup> May
<b>Goods and Service Tax (GST)</b>	Payment – Monthly/Quarterly Filing – Monthly/Quarterly	20 <sup>th</sup> of next month 20 <sup>th</sup> of next month
<b>Professional Tax (PTRC)</b>	Payment and Filing – Monthly	20 <sup>th</sup> of next month
<b>Professional Tax (PTEC)</b>	Annual Renewal	30 <sup>th</sup> June of next year
<b>Provident Fund (EPF)</b>	Payment and Filing – Monthly	15 <sup>th</sup> of next month
<b>Employee Estate Insurance (ESI)</b>	Payment and Filing – Monthly	21 <sup>st</sup> of next month
<b>Shops &amp; Establishment Certificate</b>	Annual Renewal	31 <sup>st</sup> December

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## COMPLIANCE LIST (ANNUAL)

Compliance	Common for Company and LLP	Due Dates (after year end)
<b>Statutory Audit</b>	Mandatory for company and as applicable in case of LLP	Before filing Annual Accounts and Income Tax Return
<b>Annual Accounts</b>	Filing of Annual Accounts with Registrar (ROC)	30 <sup>th</sup> October
<b>Income Tax Filing</b>	Annual Income Tax Return	Company – 30 <sup>th</sup> September and in TPR cases 30 <sup>th</sup> November LLP – 31 <sup>st</sup> July and in case of Tax Audit 30 <sup>th</sup> September
<b>Tax Audit</b>	Tax Audit report by a Chartered Accountant, if turnover exceeds INR 1 Crore	30 <sup>th</sup> September
<b>Transfer Pricing Report (TPR)</b>	TP report by a Chartered Accountant, if applicable	30 <sup>th</sup> November

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