11 THINGS

TO BE DONE

IMMEDIATE

AFTER

COMPANY

INCORPORATION

AFTER COMPANY REGISTRATION, IT'S TIME TO MOVE FORWARD, TO WORK HARD, TURN YOUR DREAMS INTO REALITY, AND BUILD THE COMPANY INTO A BRAND!

WE HELP STARTUPS TO START

"Friends, starting a business is like climbing the first step; the real challenge lies in taking it forward. It's just like building a house is one thing, and maintaining it is another. Before starting a business, we only know we need to register the business, but very few people know the subsequent steps. Today, we will talk about those essential things you need to do after forming a company to make it successful, legally active, and compliant. After company registration, you need to undertake certain tasks, the neglect of which can be detrimental to your business. The first step is to formulate the right policies and procedures for your business. These policies not only help your business grow but also protect you from potential legal issues in the future. One legal adage to remember is - "Ignorance of the law is no excuse" - meaning that lack of knowledge about the law does not exempt you from responsibility. Therefore, the directors and members of the company must be aware of the company's legal compliances because non-compliance can result in fines for both. There is a saying, "Do today what you can do tomorrow, do now what you can do today" - this also applies to running and safeguarding a business. Hence, it is better to start taking these legal steps today itself and make your business safe and successful. This way, you will not only be able to develop your business but also avoid potential challenges in the future. So let's start taking steps in this direction today and elevate your business to new heights."

INDEX

Company registration is just the beginning; the real game starts now

Bank Account Opening and deposit Paid-up capital

Opening a bank account and depositing capital is easy, but managing and spending that capital wisely is the real challenge

When you form a new company, you need to follow many processes and steps. One of the important steps is opening a bank account and depositing the paid-up capital. First and foremost, opening a bank account for the new company is mandatory as it provides a formal medium for financial transactions. To open an account, proof of the company's registration, identification, and address proof of the directors, and other relevant documents are required. Once the account is opened, the paid-up capital needs to be deposited. Paid-up capital is the amount paid by the shareholders in exchange for shares. This amount reflects the financial stability of the company and is a part of the essential capital needed to start the business. To deposit this capital, shareholders need to deposit the subscribed amount in the bank account according to their shareholding proportion. Following this process correctly and on time is crucial as it serves as proof of the company's legitimacy and financial compliance. Additionally, this process also demonstrates the company's commitment and transparency to investors and other stakeholders.

01

Selecting a Trusted Banking Partner

How to choose a bank that will be a reliable partner for your business. Check if they understand your business needs. Consider the quality and variety of their banking services. A good bank should have a robust customer support system. In today's digital age, it is also important to see if the bank offers online banking, mobile banking, and other digital services.

02

Essential Documentation to Open a Company Account

The essential documents include the company's registration certificate, Memorandum of Association, Articles of Association, information about the directors and their identification proofs, and proof of the company's address. Additionally, the board resolution and information about authorized signatories are important, certifying which individuals the company's board has authorized to open and operate the bank account.

03

Steps to Deposit Paid-up Capital in Company Account

Paid-up capital is the amount invested by the shareholders in the company. It is important to note that this initial paid-up share capital must be transferred from the shareholders' accounts to the company's bank account, and it should be the same amount they have subscribed to in the Memorandum of association (MOA).

04

Utilization of Paid-up Capital

The first use of this capital is to start the business, such as purchasing raw materials, machinery, and office supplies. The second use is for marketing and branding to make the company’s name known to people. Third, day-to-day expenses, such as salaries and electricity bills, are considered working capital.

Conduct First Board Meeting & Auditor Appointment

"Our first board meeting is a significant milestone in our organisational journey”

After the incorporation of a new company, the first board meeting and the appointment of an auditor are critical steps in laying the foundation for robust governance and financial integrity. As soon as the company is incorporated, the first board meeting is convened immediately within 30 days. The primary purpose of this meeting is to establish the company's policies, procedures, and future direction. During this meeting, audtiors are appointed, the company’s objectives are reviewed, and important policies are discussed. This meeting provides a platform for the board of directors to collaborate on plans for the company's growth and management.

Simultaneously, the appointment of an auditor is a crucial process. The auditor is the individual or firm responsible for reviewing the company’s financial records and accounts. Ensuring transparency in the company's accounts, the auditor's role is very important. Through the appointment of an auditor, shareholders gain confidence that the company's financial data is accurate and transparent. These processes establish leadership for the company and create a strong foundation for its financial management. Thus, these steps after the incorporation of a new company are the first steps toward its stable and successful future.

01

Board Meetings

Board meetings, the hub of the company's topmost decisions, are where the company's directors come together to make strategic, financial, and other crucial decisions about the company's future. These meetings are legally mandatory, and every company is required to hold at least four meetings annually. The minutes of these meetings are recorded to prevent any future discrepancies.

02

The Process of Board Meetings

The process of board meetings begins with setting the date and time for the meeting, followed by preparing the agenda. After checking the attendance and quorum, the agenda items are discussed, and the board members may vote on these items. The decisions arising from these discussions are recorded as 'board resolutions.' Finally, a written record of the meeting’s proceedings, known as the 'minutes of the meeting,' is prepared.

03

First Board Meeting & Auditor Appointment

Within 30 days of the company's formation, the first board meeting is held to make all major decisions that will shape the company's future. The appointment of an auditor is legally mandatory at this meeting, making it a significant agenda item. The auditor is the person or firm that examines the company's accounts to ensure that every transaction complies with the law.

04

Role of the First Auditor

The most crucial player in the company's first board meeting is the 'first auditor.' The company's future decisions are based on its report. In the first Annual General Meeting (AGM), all eyes are on the report presented by the auditor, whether they are shareholders, bankers, or the government because it provides a complete depiction of the company’s financial health.

Issuing Share Certificates

ssuing share certificates is not merely a paperwork exercise; it is a symbol of trust

After the incorporation of a new company, issuing share certificates is a crucial step. A share certificate is a document that proves that the shares of a company are held in the name of a person or entity. Following the incorporation of a new company, the issuance of share certificates not only provides investors with confirmation of their investment but also ensures the legality of the company's operations. This process begins with the incorporation of the company, where the company legally comes into existence. Subsequently, share certificates are issued to the company's shareholders according to their investment. These certificates display various details including the shareholder's name, address, the number of shares, and their value. The process of issuing share certificates involves several legal requirements and regulations that must be adhered to. The company must strictly follow the directives of company law when issuing these certificates. Additionally, the issuance date and the number of the share certificate must be recorded in the company's records. Issuing share certificates is not just a formality; it is a financial document that ensures the rights of the shareholders and the security of their investment. Through this certificate, shareholders can claim their stake in the company and their share in the company's profits is also secured.

01

Share Certificates

A share certificate is essentially a promissory note from the company. It is not only the biggest proof of investment but also indicates who holds what portion of the company's profits and losses. This certificate is a symbol of trust between the company and the investor. It contains specific information such as the company's name, the number of shares issued, and a serial number that uniquely identifies each certificate.

02

Procedure for Issuing Share Certificate

In the company's first board meeting, it is decided who will be allotted how many shares, and a resolution is passed accordingly. After that, share certificates are prepared and issued, containing the company's name, the shareholder's name, the number of shares, and the certificate number. These details are then recorded in the company's members' register. The entire process also takes into account stamp duty and legal compliance.

03

Consequences and Penalties for Non-compliance

When a company is formed, those who have signed the memorandum to purchase shares should receive their share certificates within 60 days of the company's formation. If this does not happen, according to Section 42 of the Companies Act, 2013, the company and its responsible officers can be fined fifty thousand rupees.

04

Role of Share Certificates in Share Transfers

The share certificate serves as solid proof of the ownership of shares, including the number of shares, the issuance date, and the shareholder's name. It facilitates the transfer process, where on the back of the certificate, the current shareholder (seller) mentions the name of the new owner (buyer).

Commencement of Business

"It is time to turn dreams into business because every great journey begins with a dream"

According to the Indian Companies Act 2013, the incorporation of a new company is just the beginning of its business life. Following incorporation, an important step is 'Commencement of Business'. This process involves obtaining formal approval from the company's board and government recognition to start business activities. Under the Companies Act 2013, it is mandatory for a company to notify the Registrar of the commencement of business within 180 days of incorporation. For this, the company must declare in a specific form that it has sufficient capital investment and is ready to achieve its business objectives. The significance of this process is that it not only indicates to the government the company's financial readiness but also ensures that the company is operating legally. If a company fails to complete this declaration, it is not legally permitted to commence business activities and may face fines or other punitive actions. Therefore, 'Commencement of Business' is not only a legal formality but also a part of a business strategy that establishes the company as a strong and credible player in the market. Thus, any new company needs to complete this process correctly and on time.

01

Understanding the Commencement of Business

According to the Companies Act 2013, 'commencement of business' means starting business activities after the formation of the company. For this, the company must obtain a 'Certificate of Commencement of Business' from the Ministry of Corporate Affairs (MCA), which requires fulfilling certain conditions, including directors declaring that the subscribers to the memorandum have deposited the money promised and it has been deposited in the company's bank account.

02

Procedure for Submitting Form 20-A

To obtain the 'Certificate of Commencement of Business' from the MCA, Form INC-20A must be filed, which must be verified by a practising Chartered Accountant (CA), Company Secretary (CS), or Cost Accountant. Every company must file Form INC-20A within 180 days of incorporation. This form must be accompanied by proof of the paid-up share capital deposited by the shareholders and pictures of the company's registered office.

03

Penalties for Non-Filing of Form 20-A

The penalty for not filing this form is quite high, imposed with the intent to reduce the number of fraudulent companies. A company may be fined ₹50,000, and each responsible officer may be fined ₹1,000 per day, up to a maximum of ₹100,000.

04

Late Fees for Non-Filing of Form 20-A

If the form is filed late, the fees are doubled for a delay of up to 30 days, quadrupled up to 60 days, increased six times up to 90 days, tenfold up to 180 days, and twelvefold after 180 days. If the form is not submitted within 365 days, the company's registration may be cancelled. For companies with an authorized share capital of up to ₹100,000, the normal fee is ₹200.

Office Setup and Stationery

"This is not just an office; it is the temple of our passion. Every file, every pen is a part of our dreams"

The incorporation of a new company is a significant event, and with it comes the challenge of setting up the office and arranging the stationery. This is no ordinary task; it is akin to nurturing a newborn child, requiring the right environment and resources. Let's first talk about the location of the office. A place that not only fosters creativity but also provides a convenient and pleasant working atmosphere is essential.
Next comes the office decor, which includes comfortable chairs, efficient desks, and a selection of colours that are pleasing to the eyes. Speaking of stationery, it is the backbone of any office. This should include high-quality paper, pens, files, folders, and other essential materials. Additionally, technological equipment plays a significant role. In the modern era, where everything is becoming digital, having computers, printers, scanners, etc., is also necessary.
Establishing a well-organized office and arranging the right stationery not only enhances the efficiency of employees but also represents the brand of the company. It shows how dedicated the company is to its employees and their work. Ultimately, a well-established office and the correct arrangement of stationery is the first step towards the success of the new company.

01

Selecting the Appropriate Address for Your Primary Business Location

If your business involves customer visits, a bustling area is better. For an online business, a quiet place would be suitable. For high-class clients, a posh area will be appropriate, while for the general public, a market area is preferable. Facilities for transport and parking are also necessary so that customers and employees can easily reach you.

02

Procedure for Changing Business Address

If needed, changing the registered office location of a company within the same city, village, or town is the easiest. This requires the company to hold a board meeting and pass a board resolution to change the registered office. Within fifteen days of passing the board resolution, a form INC-22 must be submitted to the regulatory authorities.

03

Option of Virtual Office Space

A virtual office space can be an excellent option for new businesses to save costs and provide flexibility. It offers facilities like a professional business address, meeting rooms, and mail handling. It also helps with business scalability and legal registration. However, if the nature of the business involves regular customer visits or physical stock of products, a virtual office may not be suitable.

04

Office Stationery Printing

When opening a new company, pay attention to the printing of office stationery. The design of files and folders should be such that it dazzles the viewer's eyes. Envelopes should have a touch that elicits admiration upon opening. The visiting cards should be remarkable, leaving a lasting impression the moment they are handed over. The letterhead should be so distinctive that it reflects the company's unique status.

Statutory Register Maintenance

"Maintaining accurate records is the first step to a successful business"

Maintaining statutory registers is a task that is not only necessary but also requires great diligence. First and foremost, company directors must understand which registers they need to maintain. These include the shareholders' register, details of directors and key managerial personnel, records of loans and guarantees, and much more. These registers are not just paperwork; they are essentially the financial and operational accounts of the company, serving as a source of information for investors, creditors, and even the government. Keeping these registers updated and regularly reviewed ensures that the company adheres to financial discipline.

The biggest challenge is keeping up with the constantly changing rules and regulations. In India, where financial and corporate laws frequently change, this can be particularly difficult. Additionally, maintaining these registers accurately and up to date requires continuous monitoring and dedicated resources. Despite the challenges, this task cannot be ignored, as improper maintenance can lead to legal complications and financial penalties. Therefore, it is a crucial responsibility for company management, which they must handle with utmost care.

01 Register of Shareholders, Directors, and Key Managerial Personnel

The shareholders' register records details of who owns how many shares, the type of shares, and the extent of ownership. The directors' register includes names, addresses, roles, and tenure of directors, essentially providing complete information about the company's senior officials. Similarly, the register of key managerial personnel lists the details of top executives like the Chief Executive Officer, Chief Financial Officer, Company Secretary, etc.

02 Register of Loans, Charges, Deposits, and Investment

This register keeps track of the money borrowed by the company, associated costs (such as interest and collateral), and details about lenders, the amount borrowed, repayment schedules, interest rates, and information about any collateral pledged. It also includes details about deposits, such as the amount deposited, the interest rate, and the repayment period. Additionally, it records investment information, such as how much money the company has invested, where it has been invested, and the expected returns.

03 Register of Related Party Transactions

In the course of business, certain individuals or entities can influence the company's decisions. These are known as 'related parties' and can include senior officials, directors, their family members, or business partners involved in direct transactions with the company. The register of related party transactions records all these dealings, detailing the type of transaction, the amount involved, the terms, the parties involved, and the dates of the transactions.

04 Minutes of Meetings and Resolutions

A detailed record of discussions in company meetings, known as 'minutes of meetings,' is maintained. This includes who attended, the decisions made, and the topics discussed. 'Board and shareholders' resolutions' are decisions made collectively by the company's directors or investors, covering various aspects like company operations, investment strategies, mergers, and acquisitions. All such resolutions are documented and preserved.

Setup an Accounting System

Financial discipline and accounting accuracy can take your business to new heights

After the incorporation of a new company, establishing at least a basic accounting system is a crucial step because, without accounting, it is not possible to file any type of compliance accurately. For this, with the help of either yourself or a part-time accountant, you need to prepare a clear ledger where you can record all your transactions. This should include accounts for income, expenses, assets, liabilities, and capital. Secondly, a Cash Book should also be created to keep track of cash transactions. This will help you monitor your cash flow. Additionally, it is essential to keep vouchers and receipts as they serve as proof of your transactions. If you do not wish to do accounting manually, various accounting software available in the market could be an excellent option for you. These software programs not only record transactions easily but also provide various reports and analyses to assist you in your financial management. A good accounting system also helps you file GST returns and other financial statements on time and accurately.

01

Cash Book

A Cash Book records the daily cash transactions of your business. Every cash inflow and outflow is written in it. For example, if someone gives you money or you give money to someone, it is all recorded here. It is a fundamental way to understand the cash position of the business. It lets you know about your cash flow and how much cash is available in your business.

02

Ledgers

In the world of accounting, a ledger is like a book where all kinds of accounts are kept. In any financial transaction, if something is subtracted from one account, it is added to another account. These ledgers help the company know what is owed to whom and what is to be received from whom. The summary of these ledgers is used to prepare the trial balance, balance sheet, and profit and loss account at the end of the financial year.

03

Sales & Purchase Ledger

In simple terms, this is the place where the complete account of the things sold (sales) and things purchased (purchases) by your company is kept. Every detail of sales and purchases is recorded here, such as how many goods were sold to which customer or how many goods were purchased from which supplier. These ledgers are the most important base for providing accurate information for GST filing and GST tax credits.

04

Bank Statements & Vouchers Records

The full details of the money coming into and going out of the company's bank account are shown in the bank statement. Printouts of the bank statements of all the company's bank accounts should be taken every month and arranged in a financial year-wise folder, and every entry in the bank statement should be explained. Vouchers are the receipts that serve as proof of your expenses. For example, if you bought something, it's a receipt. These vouchers help in correctly recording your expenses.

Prepare Compliance Calendar

Compliance calendars are not just a legal requirement; they are also a business necessity

From the moment a new company is formed, various responsibilities and compliance requirements begin. These include ROC (Registrar of Companies) compliance, GST compliance, income tax and TDS compliance, and professional tax compliance. Regarding ROC compliance, it ensures regular updates to the ROC about the company's registration and subsequent operations. This includes annual returns, financial information, details of directors and shareholders, etc. GST, or Goods and Services Tax, is an indirect tax. Under this, companies need to regularly file information about their transactions and pay the appropriate tax. Income tax and TDS compliance are equally important. This involves paying tax on the income earned by the company, deducting TDS, and providing this information to the government. Professional tax compliance, which is applicable in some states, is a tax payable by businesses and professionals. The rules and rates vary by state. All this can seem like a maze for a new company. To complete all these compliances on time and correctly, a systematic calendar is necessary. Doing so not only helps the company in legal compliance but also ensures organizational transparency and financial discipline.

01 ROC Compliances

Every company must provide certain essential information and documents to the ROC every year. This includes details such as how much the company is earning, what expenses it has, who the directors are, information about the shareholders, etc. This helps the government know if the company is operating correctly. If these details are not provided on time, the company may also face penalties.

02 GST Compliances

GST, or Goods and Services Tax, applies to every business that earns above a certain amount. It requires filing GST returns every month or quarter, depending on what applies to you. This includes information about the tax levied on the services or goods you sell. Additionally, you need to provide details about the GST paid on the goods you purchase.

03 Income Tax Compliances

When a company operates, it has to pay taxes to the government. This tax depends on the income of the company. Income tax compliance means keeping accurate accounts of your company's earnings and paying the correct tax on time. TDS, or 'Tax Deducted at Source,' is the tax that the company deducts from payments made to employees or vendors. This involves filing tax returns, submitting TDS details, and periodically providing tax-related documents to the government.

04 Professional Tax Compliances

Professional tax is a tax levied by the state government on professionals earning an income, such as doctors, lawyers, and accountants. If your company has employees whose salaries exceed a certain limit (which varies from state to state), you will also need to pay this tax. This tax must be submitted either monthly or annually. The amount and due date for professional tax vary from state to state. Applicable states: Karnataka, Bihar, West Bengal, Andhra Pradesh, Telangana, Maharashtra, Tamil Nadu, Gujarat, Assam, Kerala, Meghalaya, Odisha, Tripura, Madhya Pradesh, Jharkhand, Sikkim, and Mizoram.

Prepare for Customer Acquisition

"Those who understand the needs of the customer, rule the market"

When your company is newly incorporated, attracting and retaining customers can be a challenging task. However, with the right strategy and approach, this task can become simple and effective. First and foremost, it is essential to understand your target market. Knowing who can benefit the most from your products or services will help you reach out to those customers who are genuinely interested. Next, develop an effective and attractive marketing strategy. In today's digital age, tools like social media platforms, email marketing, and website optimization are extremely important. By conveying clear messages about the benefits of your products or services, you can capture the attention of your target customers. Additionally, using Customer Relationship Management (CRM) systems to manage customer data and maintain regular contact with them is crucial. Paying special attention to customer service is also essential. A happy customer is invaluable, not only will they continue to use your product or service, but they will also attract others. Networking is equally important. Collaborating with related industries can open up new pathways to reach potential customers. With a vigilant and balanced approach, you can rapidly advance towards acquiring customers for your new company.

01

Build your Target Market Database

The first step in preparing to attract customers is to create a database of your target market. This means identifying who will buy your product or service. Gather information about people who may be interested in your product. This database should include details such as their age, gender, likes, dislikes, and purchasing power. This will help you identify your target group and understand how to reach them with your product.

02

Formulate Different Pricing Strategies

Set the prices of your product or service in a way that attracts all types of customers. For instance, some people are willing to pay more for high quality, so offer them a premium version. Meanwhile, others look for good value at a lower cost, so provide them with a budget option. This way, your product appeals to customers with various budgets, allowing you to attract the maximum number of customers.

03

Align Product or Service Features with Customer Needs

Suppose you run a café and your customers want a quiet environment and fast internet service. In this situation, you need to design your café to meet these needs, with soft music, comfortable seating, and high-speed Wi-Fi. This will not only keep your existing customers happy but also attract new ones. Aligning your product or service with customer needs is key to customer satisfaction and business success.

04

Optimizing Sales Channels for Customer Acquisition

Improve the channels through which you deliver your product or service to customers. For instance, if you sell online, make your website and app user-friendly. If you have a store, ensure the atmosphere is welcoming so that customers enjoy visiting. In other words, make the buying process so easy and pleasant that customers keep coming back to purchase your product.

Establish a Procedure for Employee-Related Activities

"Taking care of employee welfare is the foundation of the company's long-term success"

To invigorate a new organization, it is essential to develop a solid process for employee-related activities. Firstly, a welcoming plan should be devised to make new employees feel that they are a vital part of the company. This includes orientation sessions, team-building exercises, and mentoring programs. Subsequently, employees should be taught new skills to enhance their performance. This includes both technical skills and teamwork techniques. Here, the role of digital learning platforms becomes significant.

It is also crucial to consider the happiness and health of employees. They should feel that the company cares about them. For this, safety measures, health programs, and flexible working hours should be implemented. Evaluating their work and providing feedback is also important. This boosts their confidence, encourages them, and helps them perform even better. Finally, maintaining open communication is very important. Open communication enhances understanding and cooperation among the team. It also strengthens the company's culture and creates a transparent environment where everyone feels free to share their thoughts and suggestions.

By adopting all these steps, a new company can not only build a strong team but also create a positive and inspiring work culture.

01 Define the Recruitment Process

First, it is important to think about the type of people your company needs. Then, advertise for those positions, collect applications, invite candidates for interviews, and finally, select the best ones. Setting this process properly will ensure that the right people join your company and that your work runs smoothly. Therefore, the recruitment process must be clear and organized so that the right candidates are selected without any issues.

02 Creation of Training Materials

You need to prepare resources and guidance that teach new employees about their roles. This includes everything from how the company operates, their specific roles, and what is expected of them. These training materials can include videos, manuals, guidebooks, etc. These materials are necessary so that new employees quickly adapt to the company environment and start working effectively.

03 Develop Job Profiles, Key Performance Indicators (KPIs), and Key Result Areas (KRAs)

Creating a clear job profile, which outlines the tasks and responsibilities of the job, is important. Then, KPIs, or performance indicators, describe how an employee's performance will be measured, including the quality and quantity of their work. KRAs, or key result areas, specify the main areas where the employee needs to show good performance.

04 Formulating Employee Policies

Every company has certain rules and policies for employees working in the office. These include office timings, how to apply for leave, dress code, rules to follow during work, etc. The purpose of creating these policies is to ensure that every employee knows what is expected in the office and works accordingly.

How to Manage Provident Fund (PF) & Employee State Insurance (ESI) Registration

"A successful company takes care of the safety and future of its employees. PF and ESI are its main pillars”

Firstly, for PF, employers need to deduct the correct amount from the employees' salaries at the right time and deposit it into their PF accounts. Additionally, they should maintain accurate records of these transactions. Employees should also regularly check their PF accounts. As for ESI, employers need to register eligible employees and deposit a portion of their salary into ESI. Employees should be aware of the facilities available under ESI, and employers should periodically check these facilities. In both cases, employers and employees should stay updated with new rules and regulations. The use of online portals can make this process easier and more transparent. Regular audits and compliance checks can correct any mistakes or irregularities. Effective management of PF and ESI is possible with the cooperation of both employers and employees, which includes obtaining information, timely contributions, maintaining accurate records, and using available resources for compliance and benefits.

01

If PF is Not Required

If the company obtains PF registration at the time of incorporation, it is not mandatory to file PF returns until the number of employees reaches the limit of 20. If filing needs to start before reaching the limit of 20 employees, it can be started with any number of employees. However, once the number of employees exceeds 20, failure to file PF returns can lead to necessary action by the Employees' Provident Fund Organisation (EPFO).

02

If ESI is Not Required

ESI registration is mandatory to be obtained at the time of company incorporation even if there are no employees for ESI returns, a grace period filing for 6 months is provided to the companies within 15 days of registration. If there are still no employees at the end of the grace period, you can file for another 6 months of the grace period. However, if the grace period form is not submitted, it is mandatory to file an ESI nil return, and failure to file returns can result in the ESI portal being blocked.

03

PF Compliances

If your company has 20 or more employees, it must register for EPF. If an employee's basic salary exceeds ₹15,000, PF is deducted, with 12% of the basic salary being contributed by both the employee and the company. PF challans must be deposited by the 15th of every month, and monthly returns must be submitted by the 25th, while the deadline for annual returns is April 30th.

04

ESI Compliances

If your company has 10 or more employees with a monthly income of less than ₹21,000, they are eligible for Employee State Insurance (ESI). In ESI, 0.75% of the employee's income and 3.25% from the employer are deposited. ESI challans must be deposited in the bank by the 15th of every month, and ESI monthly returns must also be filed by the 15th of every month.

Sample Compliances Calendar

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

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21	22	23	24	25	26	27
28	29	30	31			

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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18	19	20	21	22	23	24
25	26	27	28	29	30	

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January

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	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

7 Due date of Depositing TDS/TCS liability for the Previous month

11 Monthly filing of GSTR-1 for the Taxpayer having Turnover more than 5 crore

15 Due date for payment of Provident Fund(PF) & ESI contribution for the previous month

20 GSTR 3B for the Previous month

25 GST Challan Payment who has opted for quarterly return for the Previous month

31 Quarterly Statement of TDS Deposited for the Previous quarter(Form 24Q,26Q,27Q)

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