

| COMPLIANCE CHECKLIST 2019-20 | | | | | | | | | | | | | Dates if qtrly/ annual |
|------------------------------|---------|----------|----------|---------|----------|---------|----------|---------|----------|----------|----------|----------|---|
| Particulars | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | |
| Monthly Payment:- | | | | | | | | | | | | | |
| PF + Pension | 9th May | 31st May | 2nd July | 3rd Aug | 29th Aug | 4th Oct | 31st Oct | 1st Dec | 20th Dec | 14th Feb | 11th Mar | 31st Mar | Due Date:15th Of Next Month (Regular in Payment) |
| Proff. Tax | 30 | 28 | 29 | 30 | 30 | 30 | 30 | 29 | 31 | 29 | 26 | 2 | Due Date:7th Of Next Month.Regular (by CA) |
| Quarterly Returns:- | | | | | | | | | | | | | |
| FCRA | 15 | | | 15 | | | 15 | | | 15 | | | Regular |
| TDS | 22 | | | 17 | | | 19 | | | 18 | | | Due Date: 31st Of Every Quarter Month Regular (by CA) |

| | | | | | | | | | | | | | |
|-------------------------------------|--|----------|----------|-------|--|----|---|----|----|--|--|--|--|
| Annual Returns:- | | | | | | | | | | | | | |
| FC4 filed online | | | | | | | | | 31 | | | | Filed |
| Gratuity | | | | | | | | | | | | Up to date.Premium paid on 18th May'2020 | |
| Insurance of Cash in transit | | 22 | | | | | | | | | | | |
| Insurance of Buildings | | | | | | | | 25 | | | | | 09/02/2016 to 08/02/26 (MPTC) 02/11/09 to 25/11/29 (UD) |
| I.T.Form No.ITR7 | | | | | | | 1 | | | | | | By CA before 31st Oct 2019 |
| Various | | | | | | | | | | | | | |
| Insurance of Vehicles | | 07,12,22 | 14,20,22 | 10,29 | | 12 | | | | | | | As per dates |

For The Action Northeast Trust


Sunil Kaul
Managing Trustee

Signature of Managing Trustee