

COMPLIANCE CHECKLIST 2020-21													Dates if qrlly/ annual
Particulars	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
<u>Monthly Payment:-</u>													
<u>PF + Pension</u>	14th May	4th June	30th June	4th Aug	31st Aug	1st Oct	31st Oct	2nd Nov	31st Dec	5th Feb	11th Mar	8th April	Due Date:15th Of Next Month (Regular in Payment)
<u>Proff. Tax</u>	6th May	30th May	31st July	31st July	2ns Sep	30th Sep	30th Oct	16th Dec	31st Dec	29th Jan	28th Feb	2nd April	Due Date:7th Of Next Month.Regular (by CA)
<u>Quarterly Returns:-</u>													
<u>FCRA Receipts</u>	15			14			14			15			Regular
<u>TDS</u>	30th July			21st Aug			19th Oct			27th Jan			filing by CA office by last date of next month
<u>Annual Returns:-</u>													
<u>FC4 filed online</u>													Awaiting SBI a/c no. Date ext 30/06/21
<u>Gratuity</u>											2nd Feb		Usu Dec/year; updated
<u>Insurance of Cash in transit</u>		24											
<u>Insurance of Buildings</u>								25					09/02/2016 to 08/02/26 (MPTC) 02/11/09 to 25/11/29 (UD)
<u>I.T.Form No.ITR7</u>										8			By CA before 31st Oct 2020
<u>Various</u>													
<u>Insurance of Vehicles</u>	3, 10.	12, 22.	14	29		12							As per dates



Signature of Managing Trustee