

SUN LIGHT CONSULTING

Address: - RS Memorial Public School
Surajpur Greater Noida Dist. GB Nagar,
Utter Pradesh Pin Code -201306

SUN LIGHT PAYROLL AND COMPLIANCE SERVICES

Compliance means that a company adheres to the applicable rules and laws. This includes both country specific laws and requirements from the regulatory authorities as well as internal company directives. A range of tools and process can be implemented and used by a company to bring about good compliance. They are designed to ensure that misconduct or violations can be detected, prevented or resolved at an early stage, ahead of any serious consequences such as criminal prosecution, fines or severe damage to a company's reputation and we are with you ever time for every legal matters.

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Services Deliverables

◆ **Statutory Compliance**

Under this assignment, we offer the following services. All inspections and liaison with the concerned authorities, statutory compliance issues etc. are taken care of by us.

◆ **Provident Fund (PF) - managed by the Regional Provident Fund Commissioner**

- Maintenance of records as required under the Employees Provident Fund Act.
- Generation of online Monthly PF Challan
- Deposition of PF, if required
- Assistance in providing data required for PF inspection by PF Inspectors.
- Advice you with relevant Government notifications and implement all statutory modifications or changes under the enactment.

◆ **Employees State Insurance (ESI)** covers compliances under the main code and each sub-Code at –

- Checking and deposit of ESI Contribution on a monthly basis.
- Maintenance of records as required under the Act.
- Filing of eligibility forms for the employees.
- Issuance of eligibility cards from the department.
- Filing of half yearly returns
- Attending to inspection by any official from the ESI department.
- Advice you with relevant Government notifications and implement all statutory modifications or changes under the enactment.

◆ **Shops & Establishment (S&E) as per local laws includes**

- Registration of the premises under the Act.
- Attending to inspection by the Labour Inspector and inspection clearances.
- Renewal of Registration as and when due.
- Liaison with the relevant authorities on your behalf on all matters under the Act as and when required.
- Advice you with relevant Government notification and implement all statutory modifications or changes under the enactment.

◆ **DOT OSP License- covers**

- DOT OSP license is required by everyone planning to start a call center.
- Domestic DOT OSP registration.
- International DOT OSP registration.
- Domestic and International registration.

- ◆ **Trade License** covers
 - Obtaining of the Trade License under the relevant Act/ Rules
 - Renewal of the Trade License.
 - Deposition of the amounts payable with the relevant authorities
 - filing required challans, forms and returns with the authorities
- ◆ **Compliance for Gratuity** – covers
 - Filing of Form A Notice of Opening
 - Filing of Form B & C for Change of Management and Closure of business
 - Display of abstract in Form U in English and Vernacular Language
 - Display of notice in the name of the person authorized under the said Act.
- ◆ **The Minimum Wages Act** covers
 - Ensure display an Abstract of the Act and Rules made thereunder
 - Filing of return.
- ◆ **Payment of Wages Act** covers
 - Ensure display an Abstract of the Act and Rules made thereunder.
- ◆ **The Employment Exchanges (Compulsory Notification of Vacancies) Act** covers
 - Notification of Vacancies
 - Filing of Form ER-I a quarterly return and ER-II a Biennial Return
- ◆ **The Equal Remuneration Act**
 - Maintenance of Register in relation to the Employees in **Form D**
- ◆ **The Maternity Benefit Act** covers:
 - Maintenance Muster roll in **Form-A**
 - Display of the abstract of the Act in **Form-J**
 - The Employer must submit an Annual Return in **Form K.L and M** on or Before 21st January every year
- ◆ **Payment of Bonus Act** covers:
 - Maintenance of Register of allocable surplus in **Form A** {(Rule 4 (a)}
 - Maintenance of Register of set on and set off of allocable surplus in **Form B** (Rule 4(b)
 - Maintenance of Bonus Payment Register in **Form C**

Filing of return in Form D Within 30 days after the expiry of time limit specified in Section 19 for payment of bonus.

S No	Acts/Rules	Type	Description Of The Form
1	The Shop & Establishment Act,	Registration/Amendment	Maintaining tracker of registration for renewal or amendment purpose
		Register	All statutory registers applicable as per state law
		Annual Return	All annual returns applicable as per state
		Notice Board	Notice board statutory requirements
		Queries	General opinion on queries
2	Employees Provident Funds and Miscellaneous Provisions Act, 1952	Registration	Registration Certificate under EPF & MP Act
		Updating company details	EPF Contribution Challans
		UAN generation and KYC of employees	UAN generation and KYC of every employee
		Computation	Computation of employee & employer contribution of each employee
		Generating PF Challans	EPF Contribution Challans
		Filing Monthly IW Return	PF International Worker
		Employees Queries	Handling day to day employees queries
3	Employees' State Insurance Act, 1948	Registration	Registration by Allotment of 17-digit Code
		Generating Temporary ESI Card	ESI Temporary Card
		Computation	Computation of employee & employer contribution of each employee
		Generating ESI Challan	ESI Monthly Challan
		Filing of Return	Half Yearly Return
		Maintenance of Register	Accident Register
		Employees Queries	Handling day to day employees queries
4	The Contract Labour (Regulation & Abolition) Act, 1970	Registration/Amendment	Registration Certificate under CLRA
		Notice	Notice of Commencement/Completion of Contract Work
		Intimation to contractor	Intimation to contractor to take CLRA license
		Return	Annual Return
5	The Minimum Wages Act, 1948	Notification	Ensuring that minimum wages for particular state should be follow
		Abstract	Display of abstract on notice board
		Register	Register Of Overtime
		Register	Muster Roll
		Register	Register Of Wages
		Register	Wage Slip
		Return	Annual Return under Minimum Wages Act
6	The Payment of Wages Act, 1936	Payment of wages	Ensuring that payment of wages done before 7th of subsequent month
		Abstract	Display of abstract on notice board
		Register	Register of Fines
		Register	Register of Deduction for Damages
		Register	Register Of Advances
		Return	Annual Return under Payment of Wages Act
7	The Equal Remuneration Act, 1976	Register	Register to be maintained by the Employer

8	The Payment of Bonus Act, 1965	Computation	Computation of Statutory Bonus
		Abstract	Display of abstract on notice board
		Register	Computation of Allocable Surplus (Responsibility of company finance team)
		Register	Set on & Set Off of Allocable Surplus (Responsibility of company finance team)
		Register	Register showing the details of amount of bonus
		Return	Annual Return
9	Employment Exchange (Compulsory Notification of Vacancies) Act, 1959	Return	Quarterly Return under Employment Exchange
		Return	Bi-Annual Return under Employment Exchange
10	The Maternity Benefit Act, 1961	Register	Muster Roll
		Computation	Computation of maternity benefit & medical bonus of employee
		Abstract	Display of abstract on notice board
		Supply of Forms	Provide the forms to the employees when required
		Return	Annual Return under Maternity Benefit Act
11	The Payment of Gratuity Act, 1972	Computation	Computation of Gratuity of employee
		Gratuity Notice display	Authorized person name should be display
		Abstract	Display of abstract on notice board
		Notice	Notifying to Gratuity Authority
		Notice	Notifying to Gratuity Authority
		Notice	Notifying to Gratuity Authority
		After Payment	Notifying to the Authority for Payment of Gratuity
12	National & Festival holiday Act	Notice	Submission of List of holiday to inspector
		Display of Holiday list	Display of abstract on notice board
13	The Sexual Harassment of women at workplace (Prevention, Prohibition & Redressal) Act 2013	Policy & Committee	Help in drafting policy
		Abstract	Display of abstract on notice board
		Annual Report	Annual Report under POSH
15	DOT OSP License	Registration	Department of Telecommunication
16	The Child Labour (Prohibition & Regulation) Act 1986	Abstract	Display of abstract on notice board
		Register	Child labour register
17	The Employees Compensation Act, 1923	Abstract	Display of abstract on notice board
		Insurance Policy	Ensuring wheater proper policy taken or not
		Return	Filling of annual return

LIST OF DOCUMENTS/DETAILS TO BE MAINTAINED BY CLIENT (Noida)

S.no.	List of requirements	Type
1	Contract Labour License	License
2	PF Registration Code	Registration
3	ESI Registration Code/Sub code	Registration
4	Interstate migrant Workmen license	Registration
5	List of employees resigned with their Full & Final Settlement along with service certificate	Declaration
6	New Joinee employee list declaration for particular month	Declaration
7	Employment Card	Register
8	Register Of Workmen	Register
9	Attendance Muster Roll	Register
10	Register Of Wages	Register
11	Register Of Deductions	Register
12	Register Of Fines	Register
13	Register Of Advances	Register
14	Register Of Overtime	Register
15	Wage Slip	Wage Slip
16	Working Hours conditions (in or out Register)/Bio Metric details	Register
17	Half yearly return under CLRA Act.	Return
18	Overtime Working sheet along with calculation (if any)	Register
19	Leave Register	Register
20	Bank statement/NEFT sheet acknowledged by the Bank showing payment to employees along with annexure	Statement

21	Reimbursement supporting (if any claimed)	Statement
22	PF Challan	Challan
23	PF ECR	ECR
24	PF challan payment confirmation slip_ TRRN status	Payment slip
25	International Worker Return IW - I	Return
26	PF Declaration Form 11 in case of new joinees	Form
27	PF Nomination form Form 2	Form
28	ESIC Challan	Challan
29	ESIC ECR	ECR
30	ESIC Challan Payment Proof	Payment slip
31	ESIC Half yearly return	Return
32	ESIC Accident Book Form 11	Register
33	TIC cards of new joinees	Cards
34	The Employment Exchanges return ER1	Return
35	Interstate migrant Workmen Half yearly return	Return
36	Workmen Compensation (Group Policy)	Policy
37	Maternity Benefit Muster Roll FORM A	Register
38	Maternity Benefit Return FORM KLMN	Return
39	Bonus Return Form D & Form C	Return
40	Minimum Wages return	Return
41	Payment of wages return	Return
42	Posh Return	Return
43	Holiday List	Return
44	Gratuity Form L in case of payment of Gratuity to employee	Form
45	Gratuity Form F In case of new joinee	Form
46	Signed Copy of all Invoices raised	Invoices
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