

Management Consultancy Services

- Pay Roll Processing, Allied output such as, PF, ESI, P. Tax, M.L.W.F., Shop Act, Factory Act. Labour Office Licence & Statutory Compliance.

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Complete Statutory Compliance & Payroll Management Solutions

OUR CORE COMPLIANCE EXPERTISE

- End-to-End Statutory Compliance Management (EPF, ESIC, PT, MLWF, Bonus, Gratuity)
- Payroll Processing & Registers as per Labour Laws
- Registration & Licensing Services – EPF, ESIC, Shop Act, Factory Act, MLWF, Labour License, BOCW, Contractor license, MPCB
- Timely Returns Filings – Monthly, Quarterly, Half yearly & Annual
- Representation During Inspections & Audits by Authorities
- Complete Documentation & Record Maintenance for Legal Safety
- Government Notices & Orders work

REGISTRATION & LICENSING SERVICES

- Employees' Provident Fund (EPF) Code Registration & Inspections
- Employees' State Insurance Corporation (ESIC) Code Registration & Inspections
- Professional Tax Registration & Assessment
- Maharashtra Labour Welfare Fund (MLWF) Code Registration & Inspections
- Factory Plan (Drawing and Approval)
- Factory Act Registration & License (including approvals, stability certificate & inspections)
- Shop & Establishment Act Registration & License
- Govt. Labour Office Registration Certificate & Contract Labour License (State and Central) ,BOCW License
- Small Scale Industries (SSI) Part II Registration Certificate
- Udyam Adhar Registration
- Maharashtra Pollution Control Board License (Consent to Establish & Operate)
- Service Tax / GST Registration

COMPLIANCE & SERVICES

(Frequency: Monthly / Quarterly / Half-Yearly / Annual)

Payroll & Registers Maintenance

- **Muster Roll** – Preparation & Observations
- **Wages Registers (Payroll)** – Preparation, Maintenance & Observations
- **Leave Registers** – Preparation, Maintenance & Observations
- **Bonus Registers (Form A, B, C & D Return)** – Preparation, Maintenance & Observations

Statutory Compliances

- **Employees' Provident Fund (EPF)** – Monthly Contribution report, ECR & challan creation, Payment, KYC, UAN linking, DOE updating, DSC & E-sign Registration & Approval
- **Employees' State Insurance (ESIC)** – Monthly Contribution report, Contribution history & challan creation, Payment, new joining employees update and left employee exit date updating. IP card updating
- **Professional Tax (PT)** – Monthly deduction report, Payment & Return Filing monthly/ Annual
- **Maharashtra Labour Welfare Fund (MLWF)** – six Monthly Deduction report, challan creation and payment, new joining and left employee updating.
- **Minimum Wages Compliance** – Salary structure preparation as per minimum wages, salary structure updation six monthly as per changes in DA , Abstract Display, Factory Inspection Coordination.

Labour & Employment Related Compliance

- **Labour Office** – Consolidated Annual Returns, Compliance, Registration Certificate & Contract License
- **Factory Act Compliance** – Annual Returns, Approvals, Stability Certificate, Machinery Test Reports, Factory Registration & License
- **Shop & Establishment Act** – Registration, License & Compliance
- **Employment Exchange Returns** – ER I & ER II Filing
- **Maternity Benefit Act** – Annual Return Filing
- **Payment of Gratuity Act** – Compliance & Documentation

Additional Compliance Services

- Handling Annual Inspections by Labour, ESIC, EPF & Factory Departments
- Representation before Authorities during inspections & audits