

## **General Corporate Compliance**

- 1. What is corporate compliance?**
  - Corporate compliance refers to the process of ensuring that a company adheres to laws, regulations, guidelines, and specifications relevant to its business.
- 2. Why is compliance important for a company?**
  - Compliance is important to avoid legal penalties, protect the company's reputation, and ensure smooth operations in accordance with industry standards.
- 3. What are the key areas of compliance for businesses?**
  - Key areas include regulatory compliance, financial compliance, labor law compliance, data protection, environmental regulations, and corporate governance.
- 4. Who is responsible for compliance in a company?**
  - A company's compliance officer, legal team, or external consultants may handle compliance. Ultimately, company leadership is accountable for ensuring compliance.

## **Compliance for Specific Entities (LLPs, Private Limited Companies, etc.)**

- 5. What are the compliance requirements for an LLP (Limited Liability Partnership)?**
  - LLPs must file Form 8 (Statement of Account & Solvency) and Form 11 (Annual Return) each year. They must also file income tax returns and maintain proper books of accounts.
- 6. What is the deadline for filing LLP Form 8?**
  - LLP Form 8 must be filed by October 30th of each financial year.
- 7. What is the compliance calendar for a private limited company?**
  - Key filings include annual returns (Form MGT-7), financial statements (Form AOC-4), Director KYC, and tax filings (income tax, GST, etc.). These vary in deadlines depending on the company's financial year.

## **Tax and Financial Compliance**

- 8. What are the filing requirements for Goods and Services Tax (GST)?**
  - Businesses must file GST returns monthly or quarterly (depending on turnover) and an annual return (GSTR-9). Specific forms include GSTR-1, GSTR-3B, and GSTR-9.
- 9. What is the penalty for late GST filing?**
  - Late filing penalties include a fine of ₹100 per day under CGST and SGST each, with a maximum of ₹5,000. Interest at 18% per annum is also charged on outstanding tax.
- 10. What are TDS (Tax Deducted at Source) compliance requirements?**

- TDS must be deducted on specific transactions such as salaries, contractor payments, etc. Deducted tax must be deposited with the government, and quarterly returns (Form 24Q, 26Q) must be filed.

## **Labor Law Compliance**

### **11. What are the labor law compliance requirements for small businesses?**

- Compliance with the Employees' Provident Fund (EPF), Employees' State Insurance (ESI), and minimum wage laws. Statutory records like attendance and salary registers must also be maintained.

### **12. What are the EPF contribution rates?**

- Both employer and employee contribute 12% of the employee's basic salary + DA to EPF. For some businesses, the rate can be reduced to 10%.

## **Data Protection and Privacy Compliance**

### **13. What are the requirements under the General Data Protection Regulation (GDPR)?**

- Companies must ensure the lawful collection, processing, and storage of personal data, provide individuals with rights over their data (e.g., right to access, right to be forgotten), and notify authorities of data breaches within 72 hours.

### **14. What is the penalty for non-compliance with GDPR?**

- Penalties can reach up to €20 million or 4% of a company's global annual revenue, whichever is higher.

### **15. What are India's data protection regulations?**

- The Data Protection Bill of India regulates how businesses collect, store, and manage personal data. Companies must seek consent, protect data, and report breaches.

## **MSME (Micro, Small, and Medium Enterprises) Compliance**

### **16. What are the compliance requirements for MSMEs?**

- MSMEs must file Udyam registration, comply with tax laws, maintain proper accounts, and ensure timely payment of statutory dues.

### **17. What is the purpose of Udyam registration for MSMEs?**

- Udyam registration provides recognition to MSMEs and allows them to access government benefits such as subsidies, easier access to loans, and protection from delayed payments.

## **Compliance Audits**

### **18. What is a compliance audit?**

- A compliance audit is an independent review conducted to ensure that a company is following the necessary laws, regulations, and internal policies.

### **19. How often should compliance audits be conducted?**

- Compliance audits should be conducted at least once a year, although the frequency may vary based on regulatory requirements and the company's risk profile.

## **CSR (Corporate Social Responsibility) Compliance**

### **20. What are the CSR compliance requirements for companies in India?**

- Companies with a net worth of ₹500 crore or more, turnover of ₹1,000 crore or more, or net profit of ₹5 crore or more must spend 2% of their average net profits of the last three years on CSR activities.

### **21. What are the consequences of non-compliance with CSR obligations?**

- Failure to spend on CSR and provide a valid reason can result in penalties, and the company must transfer unspent amounts to a government-specified fund.

## **1. What is corporate compliance?**

**Answer:** Corporate compliance refers to the policies and procedures put in place by an organization to ensure adherence to laws, regulations, and internal guidelines. This may include statutory filings, tax filings, and compliance with industry-specific regulations.

## **2. What are the key compliance requirements for a private limited company in India?**

**Answer:** The key compliance requirements include:

- Annual ROC filings with the Ministry of Corporate Affairs (MCA).
- Holding board meetings and annual general meetings.
- Filing annual financial statements (Form AOC-4) and annual return (Form MGT-7).
- Complying with GST filings if applicable.
- Maintenance of statutory registers.

## **3. What are the compliance requirements under the Companies Act, 2013?**

**Answer:** Under the Companies Act, 2013, compliance includes:

- Filing financial statements and annual returns.
- Board meetings and shareholders' meetings.
- Auditor appointment.
- Disclosure of significant beneficial ownership.
- Adherence to accounting standards.

## **4. What is the deadline for filing income tax returns in India?**

**Answer:** The deadline for individuals and businesses to file their income tax returns in India is generally July 31st for individuals and November 30th for businesses, but these deadlines may vary based on the government's announcements for the respective financial year.

## **5. What is CSR compliance in India?**

**Answer:** Corporate Social Responsibility (CSR) compliance mandates companies meeting certain criteria (e.g., turnover, net profit, or net worth thresholds) to spend at least 2% of their average net profits from the previous three financial years on CSR activities. The activities are listed under Schedule VII of the Companies Act, 2013.

## **6. What are the compliance requirements for MSMEs (Micro, Small, and Medium Enterprises)?**

**Answer:** MSMEs must:

- File Udyam registration.
- File MSME Form I (half-yearly return for payments due from corporates).
- Comply with GST filing and payment requirements.
- Maintain statutory records and file income tax returns.

## **7. What is ROC compliance?**

**Answer:** ROC compliance refers to the mandatory filings required by companies and LLPs to the Registrar of Companies. This includes filing annual financial statements, annual returns, and event-based filings like change of directors, share allotment, or transfer.

## **8. What is the penalty for non-compliance under the Companies Act, 2013?**

**Answer:** Non-compliance with provisions of the Companies Act, 2013 can result in fines and penalties. For example, failing to file annual returns can lead to fines that accumulate daily and possible disqualification of directors.

## **9. What are the compliances under GST law in India?**

**Answer:** GST compliance includes:

- Registration under GST for eligible businesses.
- Filing monthly or quarterly GST returns (GSTR-1, GSTR-3B, GSTR-9, etc.).
- Payment of GST liability.
- Issuing tax invoices and maintaining proper records.

## **10. What is the EPF compliance for employers?**

**Answer:** Employers with 20 or more employees are required to register under the Employees' Provident Fund (EPF) scheme and contribute 12% of the employee's basic salary plus dearness allowance to the EPF account. Monthly returns must be filed via the EPF portal.

## **11. What are the key labor law compliances for businesses in India?**

**Answer:** Key labor law compliances include:

- Provident Fund (PF) and Employee State Insurance (ESI) contributions.
- Maintaining employment registers.
- Filing labor welfare returns.
- Minimum wage and overtime compliance.

## **12. What is Form MSME I?**

**Answer:** Form MSME I is a half-yearly return that must be filed by specified companies detailing outstanding payments to MSME suppliers for goods and services exceeding 45 days from the date of acceptance or the date of the deemed acceptance of goods or services.

## **13. What are the FEMA compliance requirements for businesses?**

**Answer:** The Foreign Exchange Management Act (FEMA) compliance involves filing necessary returns for foreign direct investments, reporting foreign borrowings, and complying with foreign exchange regulations. This may include forms like FC-GPR, FC-TRS, and ECB returns.

## **14. What are the key compliance requirements for startups in India?**

**Answer:** Startups in India need to comply with:

- Registration under the Startup India initiative.
- Annual filings with the MCA.
- GST filings if applicable.
- Income tax compliance, including startup-related exemptions.
- Filing intellectual property protection applications, if applicable.

## **15. What are SEBI compliances for listed companies?**

**Answer:** SEBI (Securities and Exchange Board of India) compliances for listed companies include:

- Filing quarterly and annual financial statements.
- Disclosures under the Listing Agreement.
- Complying with insider trading regulations.
- Adherence to corporate governance requirements.

## **16. What is the process for filing DIR-3 KYC?**

**Answer:** DIR-3 KYC is a form that must be filed by directors of Indian companies annually to update their KYC details with the Ministry of Corporate Affairs. Failure to file can result in deactivation of the Director Identification Number (DIN).

## **17. What is LLP compliance in India?**

**Answer:** LLPs in India must:

- File annual returns (Form 11).
- File a statement of accounts and solvency (Form 8).
- Maintain proper financial records and books of accounts.

### **18. What are the timelines for filing TDS returns?**

**Answer:** TDS (Tax Deducted at Source) returns must be filed quarterly. The due dates are:

- 31st July for Q1 (April to June).
- 31st October for Q2 (July to September).
- 31st January for Q3 (October to December).
- 31st May for Q4 (January to March).