

# Finance Compliance Checklist

## Finance Compliance Checklist (India) - General Template for NBFC/Fintech

### 1. RBI / SEBI Regulations:

- ☐ License Adherence: Operating strictly within the scope of the license granted (e.g., NBFC-P2P, NBFC-ICC).
- ☐ Capital Adequacy: Maintain the prescribed Capital Adequacy Ratio (CAR).
- ☐ Prudential Norms: Compliance with income recognition, asset classification, and provisioning norms.
- ☐ Fair Practices Code: A board-approved Fair Practices Code is adopted and displayed.
- ☐ Interest Rate Policy: Adherence to a documented interest rate model and policy.

### 2. Customer & Transaction Compliance:

- ☐ KYC/AML Policy: A board-approved KYC & AML policy is implemented as per the Prevention of Money Laundering Act (PMLA).
- ☐ CKYC Reporting: Customer data is uploaded to the Central KYC Registry (CKYCR) within the stipulated time.
- ☐ FIU-IND Reporting: Timely reporting of Suspicious Transaction Reports (STRs) and Cash Transaction Reports (CTRs).
- ☐ Digital Lending Guidelines: If applicable, full compliance with RBI's digital lending norms.

### 3. Statutory Filings & Corporate Governance:

- ☐ RoC Filings: Timely filing of annual returns (AOC-4, MGT-7) with the Registrar of Companies.
- ☐ Statutory Audit: Annual accounts are audited by a qualified statutory auditor.
- ☐ Income Tax: Timely filing of Income Tax Returns (ITR) and deposit of TDS.
- ☐ GST Compliance: Accurate calculation, payment, and filing of GST returns.

### 4. Data Privacy & IT Security:

- ☐ Cybersecurity Framework: Implementation of a board-approved IT and cybersecurity framework.
- ☐ Data Privacy: Compliance with the Digital Personal Data Protection (DPDP) Act regarding customer data.
- ☐ IT Systems Audit: Periodic IT audits by CERT-In empanelled auditors, if applicable.
- ☐ Customer Data Localization: Adherence to data localization norms, where applicable.

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Disclaimer: This is a high-level template and not legal advice. Consult a professional for specific compliance needs.