

# Yearly Compliance Checklist

*An indicative overview of commonly applicable statutory and regulatory compliances for individuals, businesses, and entities.*

*This checklist is intended for general information purposes only and may vary based on the nature of activity, turnover, and applicable laws.*

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## Individuals & Professionals

- Income Tax Return filing
  - Advance tax payments (if applicable)
  - TDS return review (where income is subject to TDS)
  - Reporting of exempt income and disclosures
  - Reconciliation with Form 26AS / AIS
  - Investment documentation and records maintenance
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## Proprietorships & Professionals

- Income Tax Return filing
  - Advance tax computation and payment
  - GST returns (if registered)
  - GST annual return (if applicable)
  - TDS/TCS returns (if applicable)
  - Books of accounts maintenance
  - Tax audit (where applicable)
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## Partnership Firms & LLPs

- Income Tax Return filing
  - Advance tax payments
  - GST monthly/quarterly returns
  - GST annual return & reconciliation
  - TDS/TCS compliances
  - LLP Form 8 (Statement of Accounts & Solvency)
  - LLP Form 11 (Annual Return)
  - Maintenance of statutory records
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## **Private Limited Companies**

- Board Meetings & documentation
  - Statutory audit
  - Income Tax Return filing
  - Advance tax payments
  - GST returns & annual reconciliation
  - TDS/TCS returns
  - ROC filings (AOC-4, MGT-7 / 7A)
  - Director-related compliances (DIN, disclosures)
  - Maintenance of statutory registers
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## **GST-Registered Entities**

- Monthly / Quarterly GST returns
  - Annual GST return (if applicable)
  - Input tax credit reconciliation
  - E-invoicing compliance (if applicable)
  - E-way bill compliance
  - GST audit / reconciliation (if applicable)
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## **TDS / TCS Compliances**

- Quarterly TDS/TCS returns
  - Timely deposit of taxes deducted/collected
  - Issuance of TDS certificates
  - Reconciliation with books and returns
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## **Special & Event-Based Compliances**

- Tax audit (as applicable)
  - Transfer pricing documentation
  - ESOP-related accounting & disclosures
  - Bank and finance-related certifications
  - Regulatory or sector-specific filings (as applicable)
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## **Important Note**

*The above checklist is indicative in nature. Applicability and timelines may differ based on facts, turnover thresholds, amendments, and regulatory requirements.*