

FORM A

L&E Compliance Prerequisites at the time of Onboarding contractor (Regular Vendors)

Vendor Name:

Nature of Job/Service Required by Vendor:

FREQUENCY	APPLICABLE PROVISION/ACT	FORM NO	NAME OF THE REGISTER
One Time	Contract Labour (Abolition & Regulation) Act	Form-C	RC issued in the name of Vendor
		Form XV	Service Certificate
		FORM VI-A	Commencement/completion
		Form-VI	License issued for Contractor
		Form XIV	Employment card
	PF	PF Registration	Code allotment letter
		Form 2	Nomination Form
	ESIC	ESIC Registration	Code allotment letter
		TIC Card	Tic Card/Smart Card
	Employment Law	As prescribed	Back Ground Verification Report
Monthly	Factories & CLRA	11	Adult register
		22	Combined register for Muster cum wage register
		14	Leave register
		15	Leave register
		9	Over Time register
		XIX	Wage Slips
		-	Annual Census Register
	Shop & Establishment & CLRA	XIII	Register of workmen
		Form –Q	Appointment Letter
		T	Combined register for Muster cum wage register
		F	Leave register
		H	Leave register
		XXIII	Over Time register

		XIX	Wage Slips
	EPF Act	PF Challan & ECR copy	PF challan & ECR copy
	ESIC	ESIC Challan & statement	ESIC challan & statement
	Payment of wages act	-	Payments should made on or before 7th of every month
	Minimum Wages Act	Govt Notification/Act	Basic + VDA as per the notification issued time to time applicable to Principal Employer
Half Yearly	CLRA	XXIV	Half yearly returns under CLRA
	ESIC	Form 5	Half yearly returns
Yearly	Labour Welfare Fund Act	Form D	Form D
	Bonus	Form C	Form C
		Form D	Form D
	Employee Compensation Act	Policy	Cover Non-ESI employees under EC Policy
	PF	Form 6A	Annual Returns
	PF	Form 23	PF Slip

Note: The Form Nos. indicated in the above checklist may differ/ change from state to state. The above checklist is an indicative checklist of applicable compliances, the actual compliances may differ depending on the nature of contract/ specific State amendments etc.

We have reviewed the above checklist and agree to comply with all the applicable labour law requirements from time to time and co-operate with GoGreen Bioenergy India Pvt. Ltd. for such compliances, if selected as a Vendor/ Service Provider by GoGreen Bioenergy India Pvt. Ltd.

Contractor signature

Contractor Name