

V&M ASSOCIATES

(Advocates & Solicitors)



Annual Returns Checklist – Tamil Nadu

“Having Strong Legal Team and Expertise in **Company Audits**, **Due diligence Audit**, **Factory Audit**, **Liability Audit**, **Shops & Commercial Establishment Audit**, and **Vendor Compliance Audit**.”



Contact Us



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IT & ITeS



Filing of Returns For IT, ITES & Software Establishments [Due Date – 31st Jan 2020]

S.No	Act	Frequency	Principle Employer
1	S & E Act	Half Yearly	Self-Certification Half Yearly Return - Form O
2	S & E Act	As And When	Notice of Daily Hours of Work, Rest Interval Weekly Holiday - Form S
3	LWF	Annual	Labour Welfare Fund Annual Return (in applicable month) - Form A
4	Min Wages	Annual	Annual Return - Form III
5	Min Wages	Half Yearly	Self-Certification For Minimum Wages - Form XII
6	C.P.S.W.Act	Annual	Annual return Form 2
7	C.P.S.W.Act	Annual	Declaration statement under Rule 6(3) of Tamil Nadu Industrial Establishments (Conferment of permanent status) Act-1981
8	P.S.A.Act	Annual	Annual return /Half yearly - Form 2
9	M.B.Act	Half Yearly	Self-Certification Half Yearly Return - Form L
10	M.B.Act	Annual	Annual Return - Form K
11	P.W. Act	Annual	Filing of Annual Return - Form IV
12	P.W. Act	Half Yearly	Self-Certification for Payment of Wages - Form VIII
13	Bonus Act	Annual	Bonus Return - Form D
14	GRA.Act	Half Yearly	Self-Certification Half Yearly Return - Form V
15	CLRA Act	Half Yearly	Self-Certification - Half Yearly Return - Form XXX
16	CLRA Act	Annual	Annual Return - Form-XXV
17	W.C.Act	Annual	Filing of Annual Return - Schedule
18	P.W.Act	Annual	Annual Return - Form-VI
19	P.W.Act	Annual	Annual Return - Form-VII
20	Sexual Harassment Act	Annual	Compliance of Annual Report to be filed under Sexual Harassment of women at workplace (Prevention, Prohibition, and Redressal) Act, 2013



Filing of Returns For Commercial Establishments (Trading & Marketing) [Due Date – 31st Jan 2020]

S.No	Act	Frequency	Principle Employer
1	S & E Act	As And When	Notice of Daily Hours of Work, Rest Interval Weekly Holiday - Form S
2	LWF	Annual	Labour Welfare Fund Annual Return (in applicable month) - Form A
3	Min Wages	Annual	Annual Return - Form III
4	C.P.S.W.Act	Annual	Annual return Form 2
5	C.P.S.W.Act	Annual	Declaration statement under Rule 6(3) of Tamil Nadu Industrial Establishments (Conferment of permanent status) Act-1981
6	P.S.A.Act	Annual	Annual return /Half yearly - Form 2
7	M.B.Act	Annual	Annual Return - Form K
8	P.W. Act	Annual	Filing of Annual Return - Form IV
9	Bonus Act	Annual	Bonus Return - Form D
10	CLRA Act	Annual	Annual Return - Form-XXV
11	W.C.Act	Annual	Filing of Annual Return - Schedule
12	P.W.Act	Annual	Annual Return - Form-VI
13	P.W.Act	Annual	Annual Return - Form-VII
14	Sexual Harassment Act	Annual	Compliance of Annual Report to be filed under Sexual Harassment of women at workplace (Prevention, Prohibition, and Redressal) Act, 2013





Filing of Returns For **Factories** – [Due Date – **31st Jan 2020**]

S. No	Act	Frequency	Principle Employer	Remarks
1	Fact., Act	Annual	The Online filing of a Single integrated Return has been mandated through Form No - 22 , prescribed under Tamil Nadu Factories Rules 1950, by combining the returns under the following eight Labour Acts and Rules. Hence Separate Return need not be filed under these Acts.	Online Link for Filing return through Department of Industrial Safety & Health https://dish.tn.gov.in/DISH/LoginAction.htm
2	P.W. Act	Annual		
3	M.W.Act	Annual		
4	Bonus Act	Annual		
5	M.B.Act	Annual		
6	CLRA Act	Annual		
7	ISMW Act	Annual		
8	C.P.S.W.Act	Annual		

Common Quarterly Return for **all Establishment** [Due Date – **31st Jan 2020**]

S.No	Act	Frequency	Principle Employer
1	E E Act	Quarterly	To be Submitted to Local Employment Exchange Form ER - 1
2	LWF	Quarterly	Register of fines and unpaid accumulation -Form C





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