

Checklist for

(Provident Fund Accounts)

This checklist is for prepared to assess the requirements of the client.

List of required documents are given below:

1. Provident fund deeds of the company
2. Membership list from its inception with details
3. Provident fund bank statements
4. Certificate of investment from provident fund
5. Other certificates and legal documents regarding any income.
6. Contribution statement both employee's and employer's portion
7. Details calculation of the settlement of the employees with supporting doc.
8. Details of loan statements given to employees and repayment proof.

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