

INTEGRATED STATUTORY & HR SOLUTIONS — MAHARASHTRA,  
INDIA

# Statutory & HR Advisory

## Regulatory Strength for Industrial & Commercial Operations

A specialised consultancy delivering factory licensing, labour law compliance, HR management, payroll precision, and business registrations — enabling businesses across Maharashtra to operate with confidence and full statutory compliance.



### FACTORY & INDUSTRIAL COMPLIANCE

DISH · MPCB · Factories Act · Inspections



### LABOUR LAW & STATUTORY COMPLIANCE

EPF · ESIC · PT · LWF · CLRA · Audits



### CONSULTANCY & ADVISORY SERVICES

Risk Assessment · Applicability · Ongoing Support



### BUSINESS REGISTRATION & APPROVALS

Firm · PT · EPF · ESIC · MSME · CLRA

## SERVICE AREA 01

# Factory & Industrial Compliance

SEAMLESS EXECUTION FOR MANUFACTURING EXCELLENCE

End-to-end factory licensing, environmental approvals, and Factories Act compliance — keeping manufacturers legally protected and operationally uninterrupted.

DISH Factory License

Plan &amp; Layout Approvals

MPCB CTE &amp; CTO

Inspection Assistance

Periodic Filings

## 01 — LICENSING &amp; PLAN APPROVALS

## Factory License (DISH) & Plan Approval

We manage the complete licensing and approval process — from initial plans through to the DISH certificate — ensuring your facility is legally constituted before operations commence.

- › Factory License (DISH), Maharashtra  
New registration, renewal & amendments — Directorate of Industrial Safety & Health
- › Factory Plan & Layout Approval  
Structural, electrical, machinery & process plans — submitted to DISH
- › Compliance under the Factories Act, 1948  
Health, safety, welfare, working hours & employment of young persons
- › License amendments for expansion or modification  
Change in occupier, manager, area, process or machinery

## 02 — ENVIRONMENTAL APPROVALS

## MPCB — Consent to Establish & Consent to Operate

MPCB approvals are mandatory before construction and operations. Non-compliance carries severe penalties. We manage the complete consent lifecycle.

- › Consent to Establish (CTE) — pre-construction phase  
Air, water & hazardous waste consents under MPC Act
- › Consent to Operate (CTO) — post-construction phase  
Full consent package including environmental conditions
- › Consent renewals & modification applications
- › Documentation preparation & MPCB portal liaison

## 03 — INSPECTION ASSISTANCE

## Inspection Coordination & Representation

Government inspections under the Factories Act can be stressful without proper documentation. We prepare your facility, manage the inspection process, and represent your interests professionally.

- › Pre-inspection compliance review & gap closure
- › Inspection coordination with DISH & labour authorities
- › On-site representation during factory inspections
- › Response to inspection notices & show-cause letters
- › Compounding of offences & penalty mitigation

## 04 — PERIODIC COMPLIANCE FILINGS

## Statutory Registers & Periodic Returns

- › Statutory register maintenance (Forms 1–25)  
Attendance, wages, accidents, overtime & welfare registers
- › Annual return filing under the Factories Act  
Form 21 — due 31st January each year
- › Half-yearly & periodic statutory filings
- › Accident reporting — Form 17/18 filings
- › Display of notices & abstracts as required

*We keep your factory legally compliant at every stage — from ground-breaking to annual renewals.*

HR CHASE — FACTORY COMPLIANCE

**KEY LEGISLATION COVERED**

Factories Act 1948 · Maharashtra Factories Rules 1963 · MPCB Water Act · MPCB Air Act · Hazardous Waste Rules · DISH Maharashtra · Boilers Act · Electricity Act

## SERVICE AREA 02

# Labour Law & Statutory Compliance

STRUCTURED COMPLIANCE SYSTEMS. ZERO SURPRISES.

Complete management of EPF, ESIC, Professional Tax, LWF, and CLRA obligations — every filing on time, every register maintained, every inspection welcomed.

## EPF &amp; ESIC

## Professional Tax

## LWF &amp; CLRA

## Labour Licensing

## Compliance Audits

## 01 — EPF &amp; ESIC COMPLIANCE

## Provident Fund & Employee State Insurance

Comprehensive monthly compliance management for both EPF and ESIC — from contribution computation through to returns, reconciliations, and employee-level assistance.

- › Monthly EPF challan computation & filing  
ECR generation, remittance & reconciliation
- › ESIC contribution computation & monthly returns  
Half-yearly ESIC returns — Form 5
- › UAN generation, KYC linking & employee helpdesk
- › Annual EPF returns — Form 3A & 6A
- › PF transfer, withdrawal & claim assistance

## 02 — PROFESSIONAL TAX

## Professional Tax Returns & Compliance

- › PT monthly computation for all employees  
Graduated slab-based deductions — Maharashtra PTRC
- › Monthly & annual PT returns filing
- › Employer PT (PTEC) compliance & renewal
- › PT certificate management & amendments

## 03 — LWF COMPLIANCE

## Labour Welfare Fund

- › LWF half-yearly contribution computation & remittance  
June & December — Maharashtra LWF Board
- › LWF register maintenance & Form A filings

## 04 — CLRA &amp; LABOUR LICENSING

## Contract Labour & Licence Management

Structured compliance for businesses engaging contract labour — from principal employer registration through contractor licence management and ongoing documentation.

- › Principal Employer registration under CLRA, 1970  
Form I — Registration Certificate issuance
- › Contractor licence applications & annual renewals  
Form IV — Licence under CLRA
- › CLRA documentation — Form V, VI, XII, XIII, XIV
- › Labour License applications & renewals
- › Contractor compliance monitoring & audits
- › Muster roll, wage register & attendance records

## 05 — COMPLIANCE AUDITS

## Statutory Compliance Audit & Review

Independent, structured audits that expose gaps before they become liabilities — followed by a clear remediation roadmap.

- › Comprehensive statutory compliance health check  
EPF, ESIC, PT, LWF, CLRA, Factories Act, S&E
- › Gap analysis & remediation roadmap
- › Authority representation & response drafting
- › Post-audit monitoring & closure support

*Every statutory obligation met. Every deadline honoured.  
Zero surprises at inspection.*

HR CHASE — STATUTORY PRACTICE

## SERVICE AREAS 03 &amp; 04

# Advisory & Business Registrations

STRATEGIC GUIDANCE · LEGALLY STRONG FOUNDATIONS

From regulatory intelligence and proactive risk assessment to end-to-end business registrations — we build and protect the statutory foundation your business stands on.

Labour Law Advisory

Risk &amp; Gap Assessment

Firm &amp; S&amp;E Registration

EPF · ESIC · PT · LWF

MSME Registration

## 03 — CONSULTANCY &amp; ADVISORY

## Strategic Regulatory Intelligence

Proactive advisory for Maharashtra's industrial and commercial ecosystem — ensuring your business stays ahead of regulatory change, risks are identified early, and you are always inspection-ready.

- › **Maharashtra labour law advisory**  
Shops & Establishments Act, Factories Act, CLRA, MLWF, Industrial Relations Code
- › **Statutory applicability guidance**  
Mapping which laws, thresholds & rules apply to your specific operations
- › **Compliance risk & gap assessment**  
Identify exposures before regulators do — structured gap report with priority matrix
- › **Inspection support & authority representation**  
Pre-inspection preparation, on-site coordination, post-inspection response
- › **Ongoing compliance support & monitoring**  
Monthly retainer advisory — regulatory changes, new circulars, amendments

**WHY ONGOING ADVISORY MATTERS**

Labour laws in Maharashtra evolve regularly — new codes, amended thresholds, and revised rules create compliance gaps that go unnoticed until an inspection. Our retainer advisory keeps you always current and protected, with zero nasty surprises.

## 04 — BUSINESS REGISTRATIONS &amp; APPROVALS

## Building Legally Strong Business Foundations

We handle every registration your business requires — from inception through to amendments and renewals — ensuring you are properly constituted and fully compliant from day one.

- › **Partnership Firm Registration**  
Partnership deed drafting, filing with Registrar of Firms & certification
- › **Shops & Establishment Registration**  
Maharashtra Shops & Establishments Act 2017 — online registration & annual renewal
- › **Professional Tax (PT) Registration**  
PTRC (employer) & PTEC (professional) — Maharashtra PTAX portal
- › **EPF & ESIC Registration**  
PF code allotment, UAN portal setup, ESIC sub-code registration & KYC
- › **Labour & Contract Labour License**  
Principal employer & contractor — under CLRA, 1970 Maharashtra
- › **MSME (Udyam) Registration**  
Access government schemes, priority lending, collateral-free credit & subsidies

*We manage the complete statutory lifecycle — from first registration to ongoing renewal, inspection to resolution.*

HR CHASE — COMPLIANCE & ADVISORY PRACTICE

PARTNER WITH HR CHASE

# Compliance is Operational Strength

Empower your workforce. Secure your compliance. Strengthen your business.  
HR Chase is your dedicated statutory and HR partner — delivering precision,  
accountability, and peace of mind across every compliance obligation in  
Maharashtra.

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SCHEDULE A COMPLIANCE REVIEW TODAY

100%

ON-TIME FILING  
RATE

360°

STATUTORY  
COVERAGE

MH

MAHARASHTRA  
SPECIALISTS

SME+

SCALABLE FOR ALL  
BUSINESS SIZES

#### THE HR CHASE ADVANTAGE



DEEP MAHARASHTRA  
REGULATION EXPERTISE



INSPECTION-READY  
DOCUMENTATION



PROACTIVE RISK  
MITIGATION



CONFIDENTIAL DATA  
MANAGEMENT



TRUSTED INDUSTRIAL  
GROWTH PARTNER