



PF, ESIC, LWB, FACTORY ACT & OTHER LABOUR LAWS CONSULTANT.

To,

Date:

Respected Sir,

This is to inform you that with reference to our meeting held on _____ in _____. We are preparing the documentation as per requirement and have also sent you the quotation for the same.

QUOTATION & INTRODUCTION FOR PROFESSIONAL SERVICES

With reference to the above and your day-to-day requirement under various Labour Laws, we have pleasure to provide you our services. We have adequate proficiency in maintenance & submission of following Statutory Records / Returns etc.

| PROVIDENT FUND ACT, 1952 | |
|---------------------------------|--|
| 1. | Maintaining Records. |
| 2. | Monthly online PF Challan and payment |
| 3. | ONLINE Claim Fill Up and Submission to Concerned Department. |
| 4. | Attending Inspection. |
| 5. | Correspondence/ Liaison with PF Department. |
| 6. | UAN Activation of Members |
| 7. | Digital KYC of new and existing members |

| EMPLOYEES STATE INSURANCE ACT, 1948 | |
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| 1. | Maintaining Records |
| 2. | Monthly ESI Challan |
| 3. | Attending Inspection |
| 4. | Correspondence/ Liaison with ESI Department. |

HEAD OFFICE : SHOP NO 9, 1ST FLOOR, DEEPLAXMI RESIDECY COMPLEX, KALHER, BHIWANDI, DIST: THANE, MAHARASHTRA- 421302

BRANCH OFFICE : BUNGLOW No.- 51, RAMESHWARAM SOCIETY JOLVA-DAHEJ, BHARUCCH, GUJARAT – 392130.

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PROFESSIONAL TAX ACT, 1952

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| 1. | Maintaining Records |
| 2. | Monthly PT Challan payment and Return |
| 3. | Attending Inspection |
| 4. | Correspondence / Liaison with PT Department |

THE MAHARASHTRA LABOUR WELFARE ACT, 1953

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| 1. | Maintaining Records |
| 2. | Half Yearly Challan |
| 3. | Attending Inspection |
| 4. | Correspondence/ Liaison with Labour Welfare Department |

OTHERS

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|---|
| Maintaining Salary Register |
| Maintaining Compliance Report As per Audit |
| Maintaining Bonus Reg and others Reg as per State Govt Act & Central Govt Act |

We are looking forward to be associated with your concern, and we thank you for your interest. It is our objective to ensure that you obtain the best possible services.

For further detail, please contact us on [9773323153](tel:9773323153) (Abhimanyu)

**Thanking You,
Cordially Yours**

For Kiran Consultancy

Abhimanyu Pandey

(PROPRIETOR)

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