



**FIRST STEP
COMPLIANCE**

AUDITING • ASSURANCE • COMPLIANCE

FIRST STEP COMPLIANCE

LABOUR LAW COMPLIANCE | STATUTORY
AUDITS | REGULATORY ADVISORY



www.firststepcompliance.com

TABLE OF CONTENTS

1

About Us

2

Our Expertise

3

Compliance Audit Expertise.

4

Our Audit Methodology

5

Industries We Serve

5

Our Approach

5

Why Choose Us?



About Us.

Trusted Partner for Labour Law Compliance & Statutory Assurance

FIRST STEP COMPLIANCE is a professional labour law compliance and audit consulting firm based in Mumbai. We help organizations navigate the complex landscape of statutory compliance, labour regulations, and regulatory governance with precision, clarity, and reliability.

Our firm brings together experienced compliance professionals who understand the operational realities of businesses across industries. We work with organizations ranging from large corporate houses to industrial establishments, supporting them in maintaining statutory compliance, managing regulatory risk, and ensuring audit readiness across all locations.

We operate with a simple philosophy: compliance is not about checking boxes—it is about building a governance framework that protects the business, its people, and its reputation. Our approach is practical, process-driven, and focused on delivering measurable outcomes.

OUR EXPERTISE



1

Labour Law Advisory

- * Professional guidance on interpretation
- * Understanding statutory obligations
- * Implementing compliant practices



2

Statutory Compliance Management

- * Manage end-to-end statutory compliance requirements
- * Maintenance of registers
- * Preparation & filing of returns
- * Payment of statutory dues
- * Coordination with regulatory authorities



3

Compliance Audits

- * Reviewing compliance health
- * Identifying gaps & assessing risk
- * Recommending corrective actions
- * Establishment, Factory, Vendor, Payroll reviews



4

Licensing & Registrations

- * Handle entire lifecycle (obtain, renew, amend)
- * Under various labour laws



5

Payroll Compliance

- * Aligning payroll processes
- * Correct deduction & remittance (PF, ESI, Professional Tax, Labour Welfare Fund)



6

Inspection & Notice Handling

- * Representing clients during inspections & assessments
- * Managing correspondence with authorities



7

Documentation & Record Maintenance

- * Statutory registers, records, documentation
- * Ensuring inspection readiness



8

Vendor & Contractor Compliance

- * Verifying & monitoring compliance of third parties
- * Third-party workforce deployments meet requirements

At **FIRST STEP COMPLIANCE**, we help businesses stay fully compliant with labour laws and statutory regulations across India. Our experienced compliance professionals provide end-to-end solutions that reduce legal risks, improve operational efficiency, and ensure organizations meet all government requirements with confidence.

Whether you're a startup, MSME, manufacturing unit, corporate office, retail chain, contractor, or enterprise, we simplify complex compliance processes so you can focus on growing your business.

COMPLIANCE AUDIT EXPERTISE



Establishment Compliance Audit

- Comprehensive review of compliance status across all applicable labour laws for an establishment
- Register verification
- Return filing review
- Statutory obligation assessment



Factory Compliance Audit

- Factories Act
- Safety provisions
- Working hours
- Leave records
- Welfare facilities
- License validity
- Annual return filings



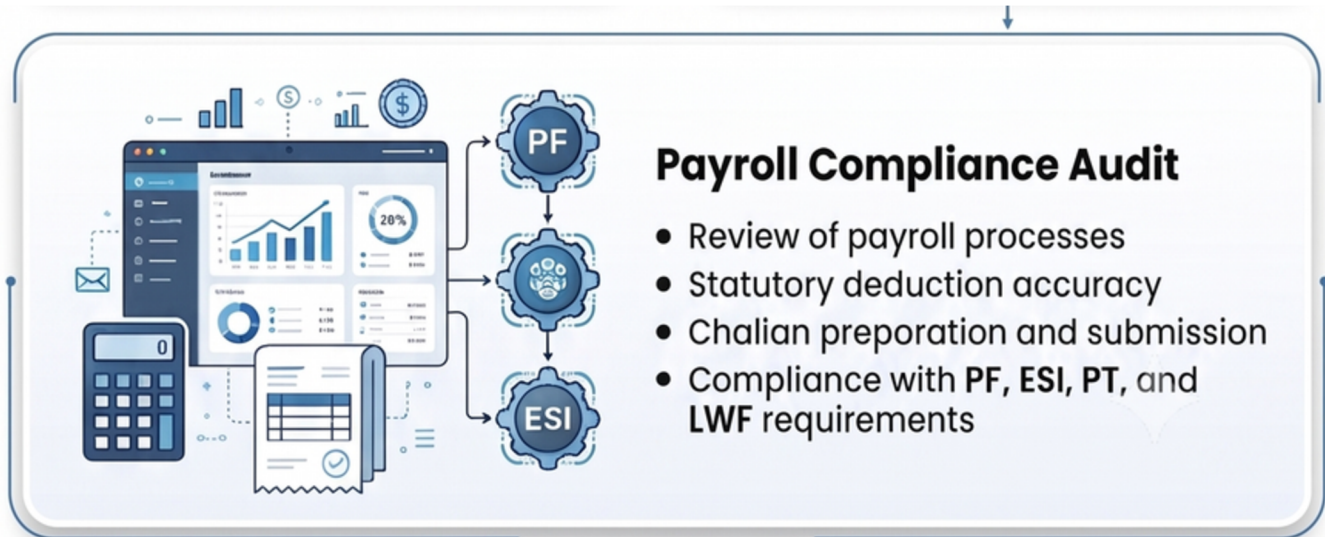
Vendor Compliance Audit

- Verification of compliance status of vendors, contractors, and sub-contractors
- License validity
- Statutory register maintenance
- Contribution remittance



Contractor Compliance Audit

- Assessment of contractor compliance under the Contract Labour (R&A) Act
- License verification
- Register maintenance
- Statutory dues payment



At **FIRST STEP COMPLIANCE**, we follow a structured and systematic audit methodology designed to help organizations achieve complete statutory compliance while minimizing regulatory risks. Our process begins with understanding your business operations, workforce structure, and applicable labour laws to establish a strong compliance foundation. We then conduct a comprehensive assessment of statutory registers, records, returns, and legal filings to evaluate your current compliance status.

Using a risk-based approach, our experts identify compliance gaps, assess their potential impact, and develop practical corrective action plans tailored to your organization. We thoroughly review all statutory documentation to ensure accuracy, completeness, and inspection readiness. Finally, we provide detailed audit reports with actionable recommendations and implement continuous compliance monitoring mechanisms, enabling businesses to maintain long-term regulatory compliance and confidently navigate evolving legal requirements.

OUR AUDIT METHODOLOGY



PAN INDIA AUDIT CAPABILITY



Conducting audits across India.
Supporting diverse organizations.
Consistent audit quality and
reporting standards.

INDUSTRIES WE SERVE



FMCG

Multi-location manufacturing, warehousing, complex workforce, high-volume contract labour deployment



Manufacturing

Factory compliance under the Factories Act, industrial safety, statutory licensing



Technology Companies

Corporate office compliance, professional tax, payroll, establishment registrations



Warehousing & Logistics

Multi-location warehousing, contract labour compliance, Shop & Establishment, transportation regulations



Retail

Multi-store operations, Shop & Establishment compliance across states, payroll



E-commerce

Complex vendor ecosystems, fulfillment centers, third-party workforce, pan-india coverage



Corporate Offices

Establishment compliance, professional tax, payroll, vendor compliance for facility management & security



Industrial Establishments

Factory compliance, industrial safety, environmental, contract labour management, statutory licensing

OUR APPROACH



1 Understand Business Operations

We begin by gaining a thorough understanding of the client's business operations, organizational structure, workforce composition, and applicable statutory requirements.

2 Compliance Assessment

We conduct a comprehensive assessment of the client's current compliance status, reviewing all statutory registers, records, returns, and filings.



2

3 Gap Identification

We identify compliance gaps, non-compliances, and areas of regulatory risk across all applicable labour laws.



3

4 Risk Evaluation

We evaluate the severity of identified gaps and prioritize actions based on regulatory risk and business impact.



4

5 Corrective Action Planning

We develop practical, actionable corrective action plans to address identified gaps and non-compliances.



5

6 Documentation Review & Standardization

We review and standardize all statutory documentation, ensuring completeness, accuracy, and compliance with regulatory requirements.



7

7 Compliance Monitoring

We establish monitoring mechanisms to track compliance on an ongoing basis, providing regular updates and MIS reports.



8

8 Ongoing Advisory Support

We provide continuous advisory support, keeping clients informed of regulatory amendments and guiding them through compliance challenges.



Our approach begins with gaining a comprehensive understanding of your business operations, workforce structure, and applicable statutory requirements. We then conduct an in-depth assessment of your current compliance status by reviewing statutory registers, records, returns, licenses, and filings. Through detailed gap analysis and risk evaluation, we identify areas of non-compliance and prioritize corrective actions based on their potential legal and business impact.

Following the assessment, our experts develop customized action plans, standardize statutory documentation, and implement robust compliance monitoring systems to ensure continuous adherence to labour laws and regulatory requirements. We also provide regular MIS reports, compliance updates, and ongoing advisory support to keep your organization informed about legislative changes, helping your business remain compliant, inspection-ready, and confident in an evolving regulatory environment.

WHY FIRST STEP COMPLIANCE?



PAN India Capability

Consistent compliance standards & audit quality across all states for multiple locations.



Experienced Compliance Professionals

Deep expertise in labour law, statutory audits, and regulatory advisory.



Audit-Focused Approach

Designed to ensure audit readiness at all times, reducing the risk of penalties and regulatory action.



Practical Advisory

Actionable advice grounded in operational reality, helping clients implement compliant practices smoothly.



Regulatory Understanding

Staying current with regulatory amendments and judicial interpretations for up-to-date advice.



Multi-Industry Experience

Broad perspective on compliance challenges and solutions across diverse industries.



Reliable Support

Responsive, dependable support on all compliance-related matters.



Focus on Risk Reduction

Reducing regulatory risk and avoiding the consequences of non-compliance as a primary objective.



Strong Documentation Standards

Rigorous documentation standards ensuring all statutory records are accurate, complete, and inspection-ready.



Timely Execution

All filings, returns, and submissions completed on schedule, understanding the importance of timelines.



Structured Reporting

Comprehensive, structured reports that clearly communicate compliance status, gaps, and recommendations.

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