

# APC: All Payroll & Compliance Solution

A comprehensive proposal for managing PF, ESI, PT, and LWF compliance under various labour enactments. Our dedicated team of experienced labour law experts delivers exceptional service and guidance to ensure your organization maintains full regulatory compliance while minimizing administrative burden.



# Our Consultation Services

## Payroll Management

End-to-end payroll processing, compliance, and optimization strategies.

## Statutory Compliance

PF, ESI, LWF, and Professional Tax management and filing.

## Tax Optimization

Strategic salary structuring for maximum tax benefits and savings.



The background of the slide features a stylized illustration of two men in business suits shaking hands. The man on the left has a beard and is wearing a light-colored suit, while the man on the right is clean-shaven and wearing a dark suit. They are positioned in the center of the frame, with their hands clasped in a firm grip. The background is a soft-focus office environment with large windows and modern lighting fixtures, creating a professional and collaborative atmosphere.

# Comprehensive Labour Law Compliance Solution for Reliance Broadcast Network Limited

APC (All Payroll & Compliance Solution) presents a tailored proposal for managing PF, ESI, PT, and LWF compliance under various labour enactments. Our dedicated team of experienced labour law experts is committed to providing exceptional service and guidance to ensure your organization maintains full regulatory compliance while minimizing administrative burden.



# Provident Fund Compliance

01

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## Registration & Setup

Complete PF registration process and account establishment for your organization.

02

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## Monthly Contributions

Accurate calculation and timely remittance of employee and employer contributions.

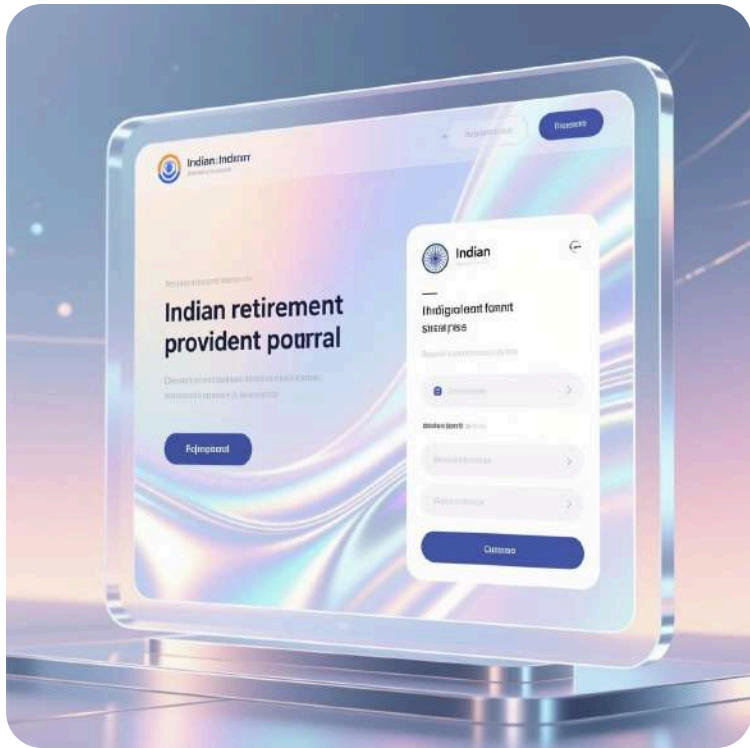
03

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## Compliance Management

Regular filing of returns and maintaining statutory records as per regulations.

# Employees' Provident Fund Services



## Complete EPF Management Under the 1952 Act

Our comprehensive Provident Fund services cover all aspects of the Employees' Provident Funds & Misc. Provisions Act, 1952, including the Employee's Pension Scheme 1995 and Employee's Deposit Linked Insurance Scheme. We manage the entire lifecycle of EPF compliance through digital platforms and traditional documentation.

Our expert team handles Form 5-A filings for organizational changes, monthly Form 5-10 submissions, digital signature management, and KYC detail updates on the EPFO portal. We assist employees with UAN linkage, online transfer applications, and withdrawal claims processing.

01

## Registration & Setup

Form 5-A preparation, digital signature upload, and initial enrollment documentation

03

## Employee Support

E-nomination guidance, transfer applications, withdrawal claims, and pension documentation assistance

02

## Monthly Compliance

Form 5-10 e-filing, KYC updates, IW-1 returns, and challan generation through EPFO portal

04

## Ongoing Management

Regular portal updates, query resolution, departmental liaison, and compliance monitoring

# Key EPF Forms and Documentation Services



## Form 5-A

Preparing and online filing for ownership changes, bank details, address modifications, and company name alterations



## Form 9 & Form 2

Employee enrollment details submission, nomination declarations, and monthly member updates via EPFO portal



## Form 5-10

Monthly returns for joined and departed employees with comprehensive demographic and employment data



## KYC & UAN

PAN, Aadhaar, and bank account linkage for UAN allotment and member portal access



## Forms 19, 10-C, 10-D

Online withdrawal claims, pension applications, and settlement support for retirees and nominees



## Form 13 & Form 11

PF transfer applications, EPS membership verification, and joint declarations for above-limit contributions

# Employee State Insurance (ESI)

## Coverage Benefits

Medical care and cash benefits for employees and their dependents during sickness and employment injury.

## Contribution Management

Employer contributes 3.25% and employee contributes 0.75% of wages for comprehensive healthcare coverage.

## Compliance Support

Complete assistance with ESI registration, monthly returns, and maintaining compliance records.

# Employees' State Insurance Administration

## Comprehensive ESI Scheme Implementation

We provide end-to-end management of your obligations under the Employees' State Insurance Act, 1948 and ESI (General) Regulations 1950. Our services ensure seamless compliance with this critical social security scheme covering medical benefits for your workforce.

- Monthly data validation and challan processing
- Half-yearly return verification and submission
- Form 01-A preparation for organizational changes
- Departmental inspection support and correspondence
- Amendment tracking and implementation guidance
- Regional Director liaison and query resolution



### Data Validation

Thorough verification of client-provided information for accurate challan processing



### Returns Filing

Timely preparation and submission of half-yearly ESI returns to authorities



### Inspection Support

Complete representation during departmental inspections with required documentation

# Labor Welfare Fund & Professional Tax

## Labor Welfare Fund

- State-specific welfare contributions
- Employee welfare scheme compliance
- Timely remittance and filing



## Professional Tax

- State-wise professional tax calculations
- Monthly deduction and payment
- Certificate management and renewals



# Professional Tax and Labour Welfare Fund Coverage

## Professional Tax Management

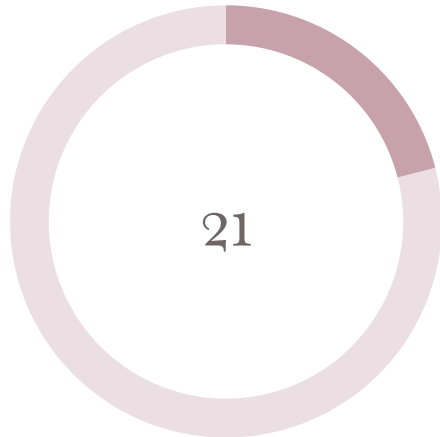
We handle Professional Tax compliance for 21 applicable states across India, ensuring timely challan preparation and monthly online e-return filing. Our service covers the complete spectrum from Maharashtra to Tamil Nadu, Andhra Pradesh to West Bengal.

States covered include: Maharashtra, Gujarat, Karnataka, Tamil Nadu, Telangana, West Bengal, Kerala, Madhya Pradesh, and 13 additional jurisdictions.

## Labour Welfare Fund Administration

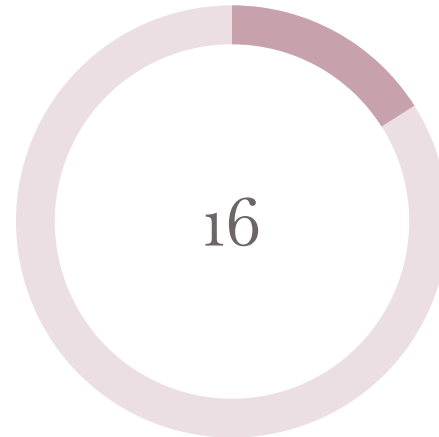
Our LWF services span 16 applicable states, managing contribution calculations, challan generation, and statutory compliance. We ensure accurate deductions and timely remittances to state welfare funds.

Coverage includes: Maharashtra, Karnataka, Gujarat, Tamil Nadu, Andhra Pradesh, Telangana, West Bengal, Kerala, and 8 other states.



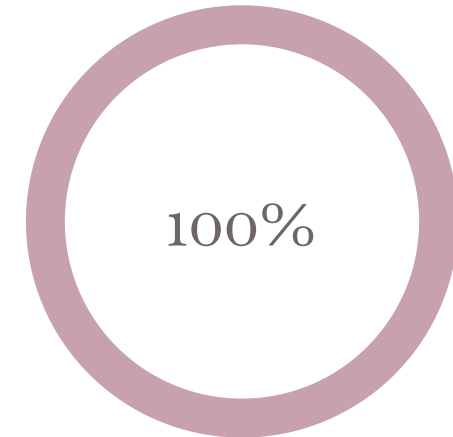
PT Applicable States

Complete coverage across all Professional Tax jurisdictions



LWF Covered States

Comprehensive Labour Welfare Fund administration



Compliance Rate

Timely monthly filings and accurate challan processing

# Employment Exchanges Act Compliance

## Who Must Comply

The Employment Exchanges Act mandates registration and reporting for specific organizations across India. Understanding your obligations is the first step toward compliance.

- Every public sector establishment without exception
- Private sector establishments employing 25 or more people

## Required Submissions

Employers must furnish returns to their local Employment Exchange on a regular schedule to maintain compliance and avoid penalties.



### Critical Deadlines

**Quarterly Returns (Form ER-I):** Due within 30 days of March 31, June 30, September 30, and December 31

**Biennial Returns (Form ER-II):** Required every two years



# Apprenticeship Training Requirements

The Apprenticeship Act creates opportunities for skill development while placing specific obligations on employers. Organizations must understand their responsibilities based on workforce size and benefit from available government incentives.

## Establishments with 30+ Employees

- 1 **Mandatory Participation:** Must undertake Apprenticeship Programs for 2.5% to 15% of total workforce, including direct contractual employees, every year.

## Establishments with 4-29 Employees

- 2 **Optional Participation:** Apprenticeship programs are voluntary but encouraged to develop skilled talent and access government incentives.

## Establishments with 3 or Fewer Employees

- 3 **Not Permitted:** Organizations with minimal workforce are excluded from engaging apprentices under the Act.

# Apprenticeship Program Benefits



## Eligibility Criteria

Enroll apprentices into your organization with flexible requirements that support workforce development and skill building across educational backgrounds.

- **Age Range:** 14 to 25 years
- **Education:** 5th class and above minimum
- **Job-Specific Requirements:** Specific role qualifications take precedence

## Government Incentives

The Government of India provides financial support to encourage apprenticeship engagement:

- ❏ **Reimbursement:** 25% of prescribed stipend, up to Rs. 1,500 per month per apprentice

# APC Apprenticeship Compliance Service

Managing apprenticeship compliance requires ongoing attention to regulations, documentation, and reporting. APC takes full responsibility for all aspects of apprenticeship compliance, allowing you to focus on training and development.

## Complete Compliance Management

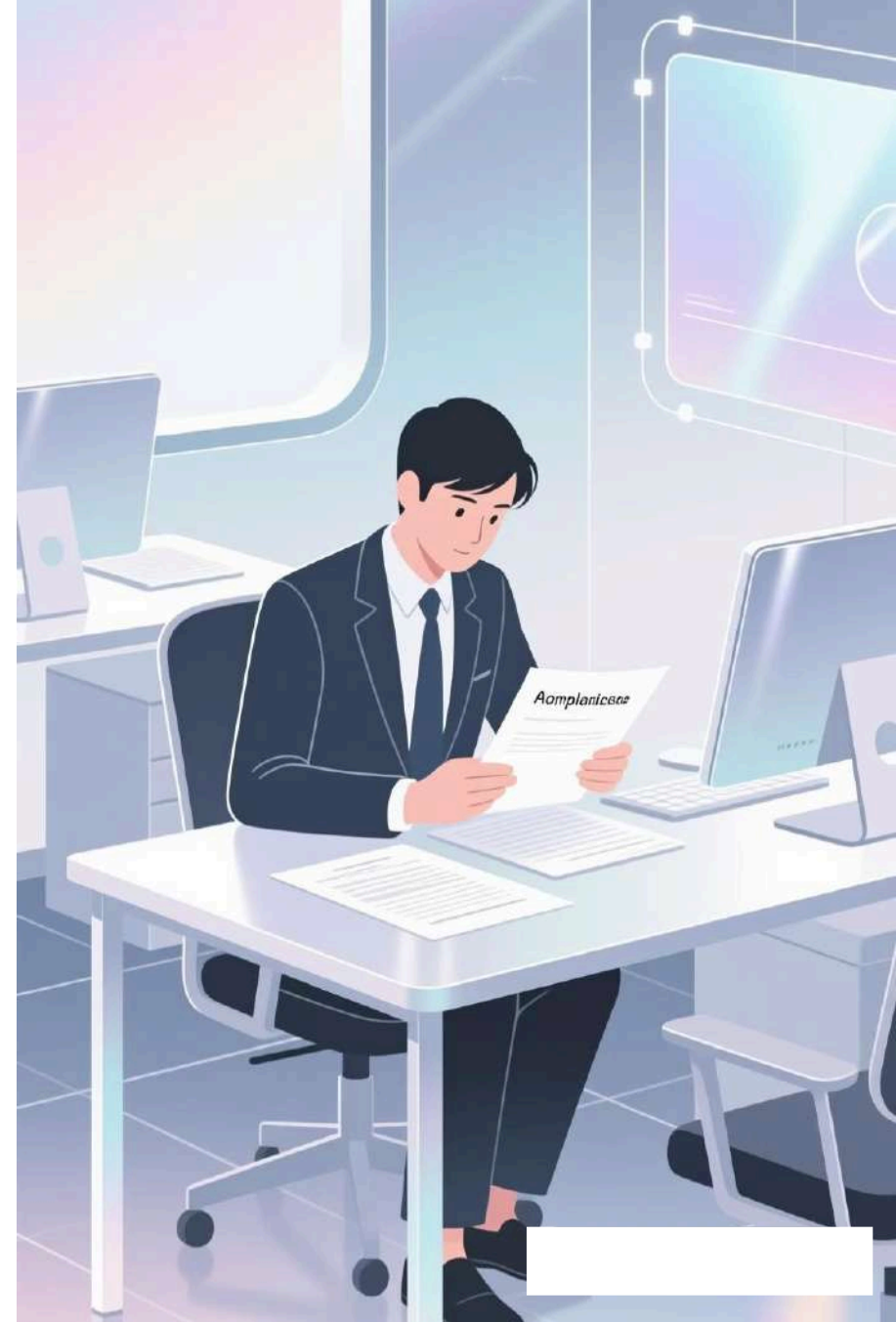
All apprenticeship regulatory requirements handled end-to-end by our expert team

## Transparent Pricing

Rs. 300 per employee per month for comprehensive apprenticeship compliance services

## Zero Administrative Burden

Your organization can focus entirely on training quality while we manage paperwork and filings



# Payroll Management Excellence

## Comprehensive Payroll Solutions

- Accurate salary calculations and processing
- Automated deductions and allowances
- Timely salary disbursement systems
- Detailed payroll reports and analytics

Streamline your payroll operations with our expert guidance and proven methodologies.



# Payroll & Statutory Compliance Service Pricing

Transparent, scalable pricing for businesses of all sizes—from startups to enterprise organizations



# Monthly Service Fee Structures

We offer two flexible pricing models to accommodate your business needs and scale efficiently as you grow.



## Per Employee Per Month

Best for mid-to-large teams with fluctuating headcount



## Flat Monthly Retainer

Best for businesses seeking predictable, fixed costs



# Per Employee Pricing

Cost-effective rates that scale with your team size, calculated per employee per month.

## Statutory Compliance Only

**₹120 - ₹150 per employee**

PF, ESI, Professional Tax, and Labor Welfare Fund compliance

## Payroll Processing Only

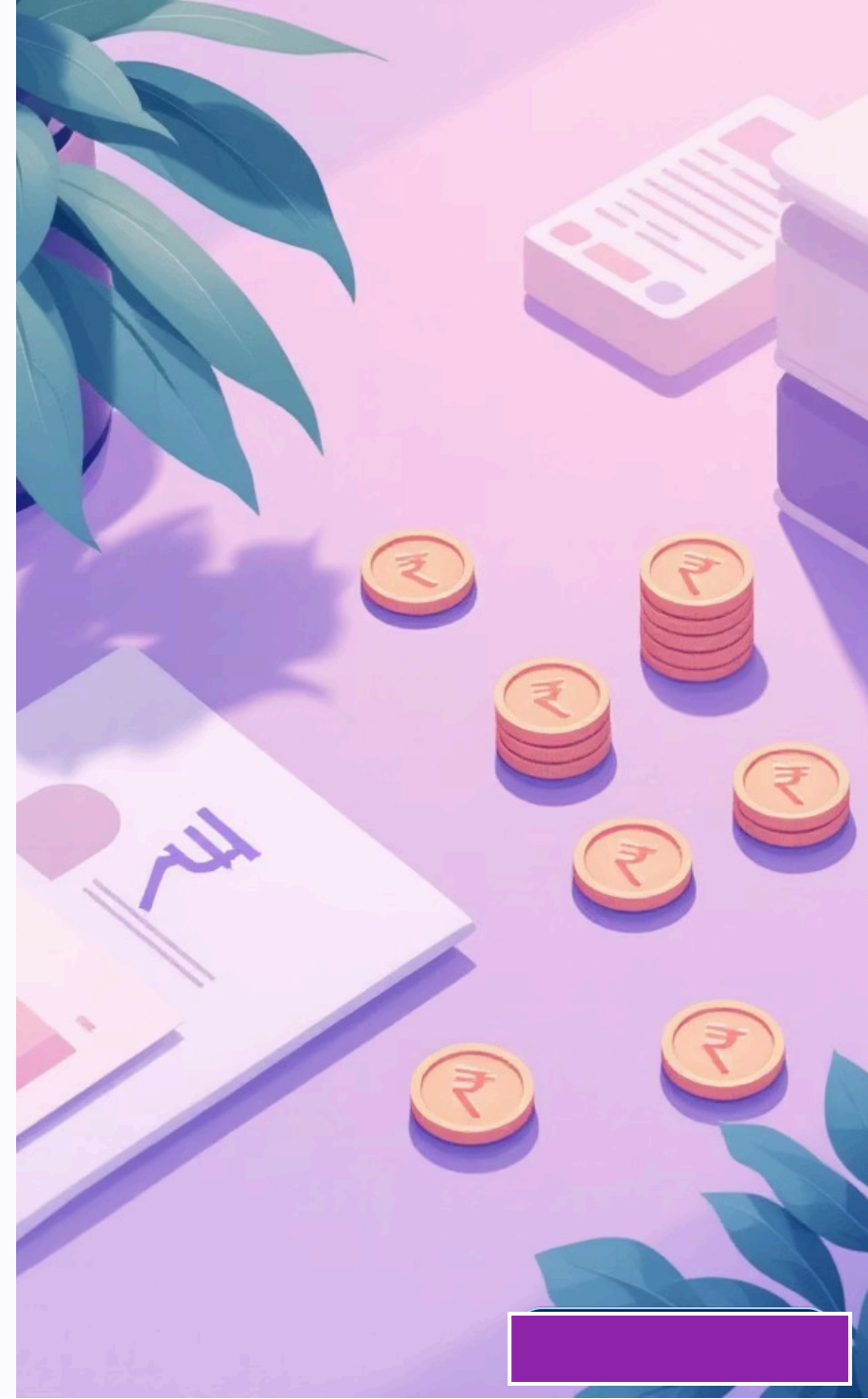
**₹100 - ₹120 per employee**

Salary calculations, payslips, and payment processing

## Complete Package

**₹180 - ₹200 per employee**

Payroll + PF + ESI + Professional Tax compliance



# Flat Monthly Retainer Packages

Payroll + PF + ESI + Professional Tax compliance for predictable budgeting

## Small Businesses

**5-150 employees**

Monthly retainer: **₹20,000**

## Mid-Size Businesses

**150-250 employees**

Monthly retainer: **₹25,000**

## Large Businesses

**250-500 employees**

Monthly retainer: **₹40,000**

## Enterprise

**500+ employees**

Monthly retainer: **₹50,000**

# Which Pricing Model Fits Your Business?

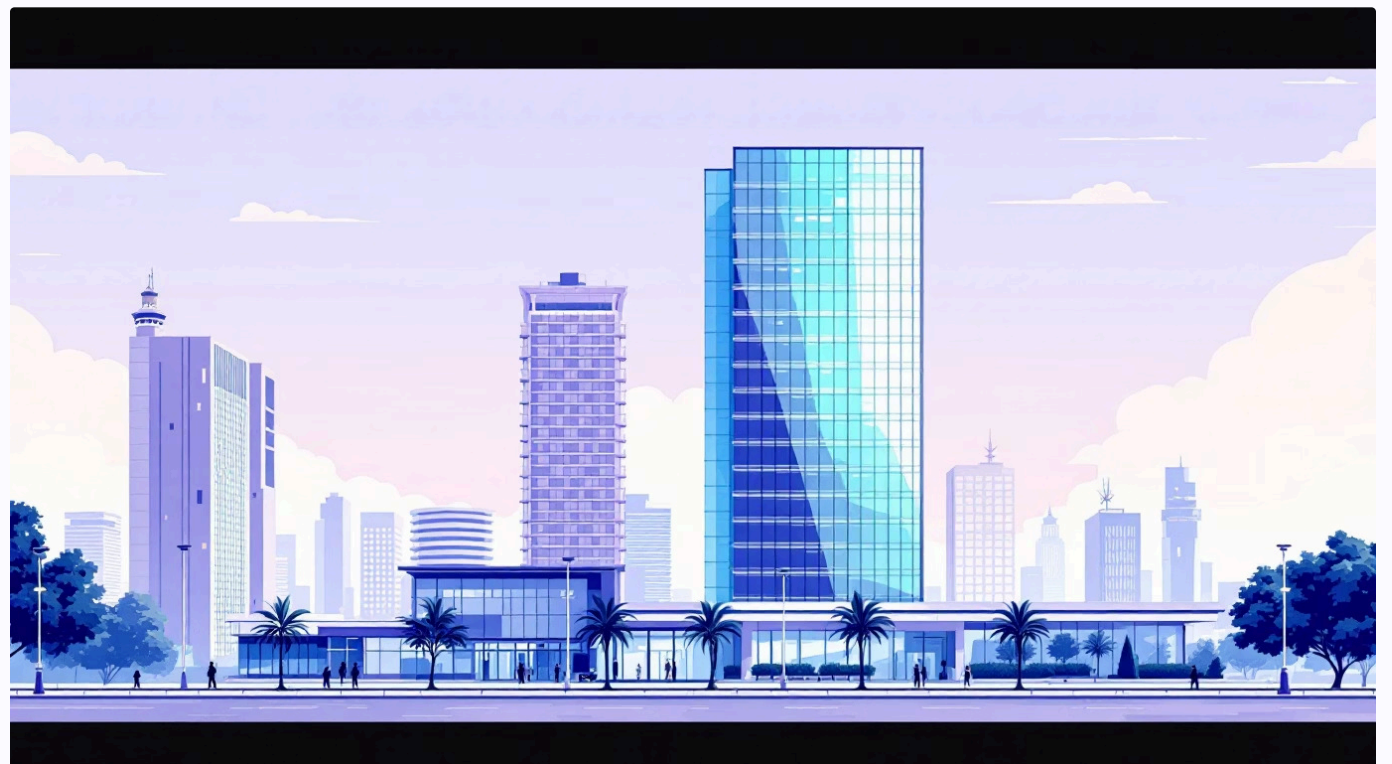


## Choose Per-Employee Pricing When:

- Headcount fluctuates monthly
- Prefer pay-as-you-grow model
- Want maximum flexibility

## Choose Flat Retainer When:

- Headcount is stable
- Need predictable monthly budgeting
- Want simplified invoicing



# Registration and Amendment Services

Sr.	Scope of Work	Fee
1	Obtaining Esic Sub code Registration, if any	Rs.2,000/- Per Sub code (One time)
2	Registration/Amendment/Surrender under LWF Act, if any	Rs.4000/- Per Registration
3	Registration/Amendment/Surrender under PT Act, if any	Rs.7,000/- Per Certificate
4	Registration/Amendment/Surrender under S & E Act, if any	Rs.6,500/- Per Certificate (Incidental expense at actual basis)
5	Registration/Amendment/Surrender under CLRA Act, if any	Rs.8,000/- Per Registration (Incidental expense at actual basis)

**Note:** All fees are subject to the terms and conditions outlined in the service agreement. Incidental expenses for certain registrations will be charged on an actual basis.

# Our Proven Track Record

APC (All Payroll & Compliance Solution) has built strong relationships with diverse organizations across industries. Our client portfolio demonstrates our capability to handle complex compliance requirements while maintaining the highest standards of service delivery and accuracy.

## Manufacturing Sector

- Viney Shoetech Pvt Ltd
- Tracton Footwear
- Yipee Footwear
- JQR Sports India Pvt Ltd

## Retail & Services

- Smollan
- Radhika Enterprises
- Padmavat
- Parul Enterprises

## Education & Others

- Sofia Convent School
- Aadarsh Enterprises

*Each client receives customized solutions tailored to their specific industry requirements*

"Our dedicated team of experienced labour law experts is committed to providing exceptional service and guidance. We value open communication and collaboration, ensuring we understand your unique needs at every step."



# Partner With Us Today



## 100% Compliance

Guaranteed statutory compliance with all labor laws and regulations.



## Time Savings

Reduce administrative burden by 70% with our automated solutions.



## Cost Optimization

Maximize tax benefits and reduce payroll costs through strategic planning.

Ready to transform your payroll management? Contact us for a comprehensive consultation.