



NIKHIL ENTERPRISESTM

'Delivering Legal Compliance Service to Empower You'



Thank you for your interest in Nikhil Enterprises Statutory Compliance Services.

The information contained in this provides you with a brief introduction to who we are, what we do, and how Nikhil Enterprises can be of value to your business. To accomplish this, we present an overview of our services, highlight our capabilities, and offer some brief examples of our experience. The content is broken down as follows:



Because every client predict its own set of unique challenges, it is impossible to compose one document that completely addresses everyone's specific needs. What we have attempted to do in the following pages is simply provide a glimpse into some of our capabilities. Nikhil Enterprises is a full custom service firm. As such, it's our business to quickly adapt to meet our clients diverse needs and we have a proven track record of doing just that.

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We are always interested in exploring new Labour Laws, so if you're interested in discussing your particular challenges with us, please contact us. We're confident that our staff of experienced professionals can be a valuable addition to you.

COMPANY OVERVIEW

Company was established in 2009 and proud to be working in the field of Statutory Compliances under various Labour Acts for the last 15 years. We are located in Pune but we also work with individuals and organizations throughout India. Since its inception our company has achieved great milestones with an enviable track record having more than 100+ clients overall India, as all of them are enjoying the experience and benefits of our services.

We have been maintaining a very good and excellent position in our field, for last many years. This has been possible only because of our honest, reliable and prompt service. Most efficient **EPF, ESIC, P. Tax, MLWF, Compliance Audit, GST, Labour Laws, Factory Acts and Payroll Consultant.** Our motto is to bring all necessary expertise under one roof to help businesses address complex or unstructured problems quickly and effectively.



EXPERIENCE

We strongly believe that all the organizations should strive to stay glide in the area of Labour Law Statutory Compliance as no doubt there will be obstacles and trouble but as it is said, taking a little bit of extra stretch or walking an extra mile, with resolution and patience the matters or problem can always get resolved.

We delicately work and are one stop solution for fulfilling all matters related to Statutory Compliance's covering Payroll Processing, EPF, ESIC, Professional Tax, Compliance Audit, MLWF, Shops and Establishment Act; Labour Legislation's including POSH, CLRA (The Contract Labour Regulation & Abolition), Factories Act 1948, Industrial Safety License, having overall 15+ YEARS of EXPERIENCE with 100+ Satisfied clientele in pan India. In any difficulty or unknown situation, we also face a many challenges and objections but the idea is to stay focused and if concluded or settled, the results may be extremely overwhelming and satisfying.

Our Company is registered under Udyog Aadhar, PF, ESIC, Professional Tax, MLWF etc. We are sure that in the long journey you will be absolutely free from most of inconvenience and dispute that adjacent the compliances. In this way, the liabilities that your organization will be unveil to which, will be much stunted or lower.



MSME NO: Mh26 XXXX XXXX
PF NO : PUPUN XXXX XXXXXX
ESIC NO: 3300 XXXX XXXX XXXXX
P.TAX NO: 2712 XXXX XXXX
MLWF NO: PUPUN XXXX XXX
GSTIN NO: 27 XXXXXXXXXXXX XXX



OUR CORE VALUES

MISSION

Nikhil Enterprises mission is to provide exceptional audit, statutory compliance and consulting services to our diverse client base as to meet the current and future needs of our clients and help them to cultivate long-term success.

-Technical Attention, Personal Attention, Ongoing Communication, Staff Continuity, Community Service and Diversity.

VISION

Our primary purpose as an organization is to deliver high quality Compliance services both in appearance and content. We will continue to be known as the firm where personal attention will never become obsolete. We want to employ people who are extremely satisfied and who go the extra mile for clients. We want a culture of growth, profitability and enthusiasm throughout the firm.

VALUES

All of our people are proudly committed to the following values.

- Integrity - Always dealing with our clients and colleagues in a fair and ethical manner; gaining trust through our actions.
- Knowledge- the value we place on our ability to develop leaders and the need to continually grow our collective technical expertise to meet the needs of ever more sophisticated clients.
- Service - Encompasses the concept of quality in everything we do, having a service-mindset when dealing with clients and demanding a lot of ourselves.
- Enthusiasm- Employing and nurturing staff with a passion for providing the highest-level quality service to our clients.



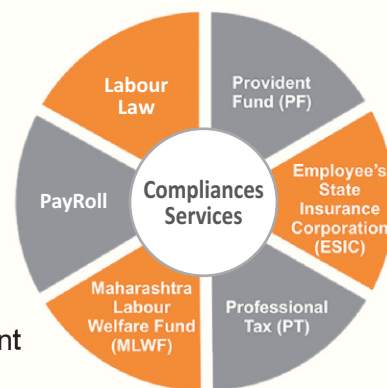
WHY US

- Experienced, Professional & Dedicated staff.
- We excel at helping our clients grow and reach their best financial position, which is why we have a robust client base of nonprofit organizations, corporate and business entities, as well as individuals.
- Provide business solutions to clients under one roof.
- Adequate infrastructure in terms of office, equipment's, investment in latest computer technology & software's.
- Optimizing resources of the clients putting trust on value addition.
- We not only worked towards success but towards self-satisfactions too.
- Respecting Client's Confidentiality and also Ensuring client's interest by professional ethics, honesty & intelligence.
- Effective Communication, Managerial & Analytical skills.
- We take unique and special care to maintain constant communication, as always respond in a prompt, quick and professional manner.

ACTIVITES / SERVICES IN NUTSHELL

EPF [Employees Provident Fund]

- Obtaining EPF Registration and EPF Code Number.
- Return of ownership [Form 5A], Revised [Form 9], Submission of Specimen Signature.
- Calculation of PF liability, Preparation of Monthly PF Statement and PF Returns.
- Preparation of PF Online Challan and Completion of payment on or before 15th of every Month with ECR and Confirmation Slip.
- PF Helpdesk for Employees and PF Compliance Audit for the Organizations.
- Generating New UAN, Linking old UAN with new PF Account.
- Updating KYC detail, Manage Basic Details, Joint Declaration.
- Updating Missing details, Nomination Form [FORM 2], New Joining of Employees [FORM11].
- Online PF Transfer Claims for Trust/EPF Organizations and submission of Annexure-K documents [FORM 13].
- PF Withdrawal Claims: PF Withdrawal Full and Final Settlement [FORM 19], PF Withdrawal Advance [FORM 31] and Pension Withdrawal [FORM 10C].
- Submission and Updating of PF Records, also doing follow-up at EPF office till it gets settled.
- Maintenance of Inspection Book and Digital Signature uploading.
- Correspondence and Dealing at EPF Office with PF Authorities whenever required.
- Death Case Claim [Composite FORM- 10D, 20, 5-IF].
- Attend PF Inspector for inspection of records, appearing before the concerned authorities on behalf of the employer in 7-A proceeding under EPF Act.



ESIC [Employees State Insurance]

- Obtaining New Registration and ESIC Code Number.
- Calculation of ESIC liability & Preparation of ESIC Monthly Statement and Returns.
- Preparation of ESIC Online Challan and making the Payment on or before 15th of every month with Confirmation Receipts.
- Generate ESIC E-Pehchan Cards and Medical Cards.
- Online Submission of Accident Form.
- Maintenance of Accident Registers and Inspection Book.
- Processing of Claims forms for Funeral Expenses.
- Correspondence with ESI Authorities whenever required.

P.TAX [Professional Tax]

- Professional Tax Registration Certificate.
- Professional Tax Enrollment Certificate.
- Preparation of Professional Tax Online Challan.
- Professional Tax Return Filing.
- Assistance in payments of Professional Tax.
- Assistance in recovery proceedings and Compounding of Offences.
- Registrations with different Government departments.

MLWF [Maharashtra Labour Welfare Fund]

- Registration under MLWF Act.
- Preparing and submitting Monthly/Yearly Return.
- Collection & Deposition of MLWF Dues.
- Updation of Rates as per existing in different states.
- Replying to Show Cause Notices & Demand Notices issued under MLWF Act.
- Preparation & Maintenance of various Registers like Register of Wages, Register of Unclaimed Wages and Register of Fines etc.
- Assistance at the time of inspections and enquiries conducted by the Inspector.
- Replying / Satisfying Show Cause Notices issued by Inspector / Welfare Commissioner.



PAYROLL MANAGEMENT

- Preparation of Salary Structure and Generating Salary Report.
- Generating Payroll Register in Excel / PDF / txt format and providing monthly Salary Slips.
- Salary / Wages Register / Maintaining Attendance Record / Leave record and other as per statutory requirement by Rules / Legal Laws / Act etc.
- Preparing Department wise/Location/State/Center wise Salary Sheets.
- Calculation of Overtime / Special Incentives, Bonus, Leave Encashment, etc.
- Providing data for EPF, ESI, Professional Tax, Labour Welfare Fund Compliances.
- Providing data for full & final settlement of dues to retiring/leaving employees.

STATUTORY COMPLIANCE AUDIT

- We conduct Labour Law Statutory Compliance Audit for the corporate, Principal Employer, for the various vendors, Contractors, those working under the principal employer, for premises of the principal employer and we also provide complete Information report to the organization with all the calculation, suggestion for improvement, corrective measures with recommendations and amendments including recent notification details. Audit includes complete verification of all statutory records, Documents, License, Registration, Amendments in Certifications, Renewal of License, Verification of Committee Reports, Verification of Remitted challan copies, Filing of Statutory Returns to various authorities on time, Exhibits of documents in Notice Boards.

MANPOWER

- We are a Manpower staffing agency as referred to a "temp service," having all the Registration license and Code numbers whichever is necessary for the contract, primary our work is to provide a bridge between qualified workers and the businesses. We offer our services as Labour contractors for different types of industrial Labour including Unskilled, Semi-Skilled & Skilled, House-keeping, Office Boys, Clerks, Data Entry Operators, Range of Staffing solution and all kinds of Manpower Services. We provide Manpower services for corporate office, Office campus, IT Industries, Institutes, Commercial Complex and Government offices.

OUR CLIENTS

Our client list includes domestic and international entities of various sizes from different industries.

The young and dynamic partners of Nikhil Enterprises have incredible foresight, financial acumen and enterprising spirit.

To ensure confidentiality and professional ethics, name and nature of business of clients cannot be disclosed. However firm has rich experience in the field of Statutory Compliance, PF, ESIC, P.Tax, Audit, legal opinion, certification, consultancy etc.

SECTORS WE SERVED

- Information Technology Industry
- Pharmaceuticals Industry
- Textiles Industry
- Healthcare Industry
- Travel Industry
- Hotel & Catering Industry
- Automobile Industry
- Educational Institutes



References and detail descriptions are available upon request.

OWNERSHIP AND MANAGEMENT

I have been in this field for about 20 years, when I started out in a small way undertaking only PF and ESIC work with some selected clients to my credit. However, I have not only hugely grown in this journey but have also myself acquired vast knowledge and learning under the poundage of hundreds of acts which has given a new point of view to my thought process and understanding the variation of each one of them. -MR. UDAY NIKUMBHA [FOUNDER & CEO]

Statutory Compliance Consultant with overall six years of Experience in PF, ESIC, P.Tax, Labour Laws, Compliance Audit, MLWF and Contract Staffing as carrying out activities throughout India. What differentiates us is the rich knowledge base that we have built through research techniques. This not only helps to solve the problems more efficiently but also makes you understand the 'IN' and 'OUT' solutions, so as to make you handle it independently. Thus all the Clients working with us have experienced and agreed that we empower them with quality work, accuracy and within the deadline. - MR. NIKHIL NIKUMBHA [STATUTORY COMPLIANCE CONSULTANT]

Statutory Compliance Auditor responsible for all kinds of labour laws and compliance audit activities of the company, having with an experience of two years. This combination of experience in all the activities gives a unique perspective to understand and appreciate. Ability to quickly grasp the compliance side of a problem, makes contribution invaluable in providing service to all our customers, which has been a guiding principle of Nikhil Enterprises working philosophy.- MS. NANDINI SATANEKAR [STATUTORY COMPLIANCE AUDITOR]

CONCLUSION

Nikhil Enterprises' focus is to provide a long term partnerships with our clients. Most of our client relationships have been for at least five years, many much longer. These long term relationships allow us to understand our clients' unique needs and requirements and provide a high level of service.

We believe we can provide cost effective service & support allowing you to get the best from your investment.



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CONTACT US

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WORKING AREAS

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