

THE ESSENTIAL INDIA EXPANSION

HR CHECKLIST

Everything you must consider before expanding in India

As your company embarks on its India expansion, use this checklist that highlights the key HR elements you should keep in mind to stay compliant and successfully grow your business



OBOX HR Solutions Pvt Ltd.

Startup HR Checklist



Labour Laws Licenses

- Shops & Establishment / Factory
- Professional Tax (PT)
- Employee Provident Fund (EPF)
- POSH - Internal Committee Registration
- Employment Exchange Act
- Contract Labour (CLRA)
- Labour Welfare Fund (LWF)
- Employee State Insurance Corporation (ESIC)

Employment Documents

- Offer Letter
- Employment Agreement / Contract
- Handbook / Employee Policy
- Non Disclosure Agreement
- Confirmation Letter
- Relieving Letter
- Termination Letter
- Other Employment letters

Recruitment

- Job description
- Background Verification
- Talent Acquisition Strategy
- Job Posting & hiring Partners
- Contract Staffing
- PEO/EOR (no local subsidiary/ remote team)

Background Verification

- Past employment
- Education Verification
- Address & ID check (Pan, Aadhar)
- Reference check
- Criminal Verification
- FACIS
- SSN Check
- Global Criminal Database check/ SAM-OIG/ OFAC

Payroll Management

- Salary & Benefits structuring
- Payroll processing
- Payslips
- Statutory reports
- Quarterly Etds returns
- Issuance of Form 16 and 25
- Monthly leave and attendance
- Tax computation & auditing of Investment proofs

HR Compliance

- Payroll Compliance
- POSH Compliance
- Notice Board Abstracts
- Labour Law Compliance
- Vendor Compliance
- Shops and Establishment / Factory Compliance

HR Administration

- Onboarding and Induction
- Probation and confirmation
- Employee records
- HRMS
- Employee query Management
- Separation & Termination Management

HRMS

- Leave and Attendance
- Employee records
- Online payslips
- Provisional Investment Declaration
- Employee Engagement
- Helpdesk
- Expense Management
- Digital Documents

Benefits

- ESIC / PF
- Flexi CTC Reimbursement
- Gratuity
- NPS

- Statutory bonus
- Food coupons
- Holiday and Annual Leaves
- Maternity and Paternity leaves

Insurance

- Group or individual Insurance
- Accident Insurance
- Term / Death insurance
- Workmen's compensation
- Travel Insurance
- Director Liability Insurance
- Office Insurance
- Corporate Cyber Insurance

About OBOX

OBOX is a full-service HR solutions company providing a single point of contact for seamless expansion into India. OBOX can help you grow your business faster by freeing it from the administrative hassles of human resources, employee benefits, payroll administration, and labour law compliance.

Partnering with OBOX can help you grow your business, stay compliant and take better care of your employees in India.



Conclusion

Startups can quickly create their HR departments by referring to this checklist and increase brand value for their company by following it. If you are looking to expand your business, you may want to consider outsourcing your HR department to professionals, which can be highly advantageous for your organization.

Thank You



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Disclaimer: The intent of this checklist is solely to provide general and preliminary information and shall not be construed as the basis for any decision. This checklist has been prepared by OBOX HR as general information for private use to whom the checklist has been distributed. It is not intended as a personal recommendation of a particular strategy and therefore does not provide individually-tailored advice. Additionally, the information contained in this checklist does not constitute legal advice on the consequences of making any particular decision.



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