Human Resources Due Diligence

A	Human Resource	
1	No. of Employees on Companies Payroll (Full Payroll register of last 1 Year and Extract of Register for last 3 years showing number of employees required)	Full Payroll register of last 1 Year and Extract of Register for last 3 years showing number of employees
2	Last 3 month Salary Sheet	
3	Details of employees on contract basis (Contract Agreement and Contract Labour Registration required)	Contract Agreement and Contract Labour Registration
4	Details of inter-state laborers employed (Inter-State Migration Registration Certificate required (if above 5 such laborer's employed)	Inter-State Migration Registration Certificate (if above 5 such laborer's employed)
5	No. of employees resigned/terminated inpreceeding 3 FYs and stub period, if any, along with resignation letter/termination letter (Resignation/termination letter required)	Resignation/termination letter
6	PF and ESIC Return & Challans for last five years	
B	PROMOTER AND PROMOTER GROUP DOCUMENTS	
1	Details of Core Promoter as per ICDR (Certified on letterhead of Company)	Certified on letterhead of Company
2	Details of Promoter Group as per ICDR (Certified on letterhead of Company)	Certified on letterhead of Company
3	Bank details of all Promoters (Self Certified Copy of Latest Bank Statement of all Promoters of last 3 years and stub period)	Self Certified Copy of Latest Bank Statement of all Promoters of last 3 years and stub period
4	Source of Promoters' capital contribution	
5	Details of Immediate relative of promoters (All relatives last 3 yrs ITRs and KYC documents required (PAN and Aadhar))	All relatives last 3 yrs ITRs and KYC documents (PAN and Aadhar)
C	KMP And SMP	
	Note for KMP (Key Managerial Personnel): Managing Director, Whole Time Director, Company Secretary and CFO shall be KMPs and person two level below the board is SMP as per organization chart	
1	Detail of KMP & SMP	
2	Copy of ESOP/ ESOS Scheme, if any	