

**Prescribed Form A (Internal Committee Constitution Form)**

**Company Name:**

**Company Address:**

**Company's Contact Number and E-Mail ID:**

**Contact Person Name and Mobile Number:**

| <b>Sl. No.</b> | <b>Post of Committee Members</b> | <b>Employee Name</b> | <b>Designation</b> | <b>Mobile Number</b> | <b>E-mail ID</b> |
|----------------|----------------------------------|----------------------|--------------------|----------------------|------------------|
|                | <b>Presiding Officer</b>         |                      |                    |                      |                  |
|                | <b>Member</b>                    |                      |                    |                      |                  |
|                | <b>Member</b>                    |                      |                    |                      |                  |
|                | <b>Member</b>                    |                      |                    |                      |                  |
|                | <b>Member</b>                    |                      |                    |                      |                  |
|                | <b>External Member</b>           |                      |                    |                      |                  |

Employer's Signature and Seal

Tips:

1. Once the Internal Committee is established, the Presiding Officer and each Member of the IC shall not hold office for more than 3 years.
2. As per Section 21 of the Act, at the end of every calendar year, i.e. in December, the Internal Committee shall prepare and submit or send an annual report to the **District Officer and Sub District Officer, at Local District Office, Old Custom House, Shahid Bhagat Singh Marg, Fort, Mumbai, Maharashtra-400001**