

**Checklist for inspection under The Payment of Bonus Act, 1965.**

1. Bonus for the accounting year paid by the employer.
2. Register of computation of allocable surplus in “Form A”.
3. Register of set on and set off of the allocable surplus in “Form B”.
4. Register of the details of the amount of bonus due to each of the employees, the deduction under section 17 & 18 and the amount actually disbursed in “Form C”
5. Account books, balance sheet for the accounting year.
6. The annual return in “Form D”.
7. The percentage of bonus paid by the employer.
8. The Bonus of the accounting year should pay within a period of 8 months from the closure of the accounting year.