**PRESCRIBED FORM A**
**(INTERNAL COMMITTEE CONSTITUTION)**

Company Name:
Company Address:
Company Contact Number and E-Mail:
Contact Person Name and Mobile Number:

| Sl. No. | Post of Committee Members | Employee Name | Surname | Mobile Number | E-mail id |
|---|---|---|---|---|---|
| | Presiding Officer | | | | |
| | Member | | | | |
| | Member | | | | |
| | Member | | | | |
| | Member | | | | |
| | External Member | | | | |

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 concerned **District Officer and Sub District Officer, at Local District Office, Old Custom House, Shahid Bhagat Singh Marg, Fort, Mumbai, Maharashtra - 400001**