

LEGAL SERVICES

Sexual Harassment at Workplace

Document Checklist for Legal Services

Professional assistance for matters relating to Sexual Harassment at Workplace (POSH Act), covering eligibility review, document checklist, application preparation, filing coordination and follow-up support.

Documents Required

- PAN card and Aadhaar card / identity proof of the complainant
- Employment proof/appointment letter of the complainant
- Details of the incident(s) with dates, location and witnesses, if any
- Any supporting evidence (emails, messages, CCTV footage reference, etc.)
- Details of the respondent (name, designation)
- Company's Internal Committee (IC)/POSH policy details, if available
- Previous complaints/communication made to the employer, if any

Note: The above list indicates commonly required documents. Additional documents may be requested by the concerned court, Registrar or authority depending on the specific case. Expert Registration confirms the exact requirement after a brief consultation.