



Early Learning Centre · Sector 135, Noida
+91 82877 26977

MBA 2017 Compliance Checklist

Maternity Benefit Act 2017: Section 9 Requirements

Company Information

Company Name	
Total Employees	
Female Employees	
HR Contact Name	
Compliance Review Date	

Section 1: Do You Need to Comply?

Your company must comply if it meets ANY of these criteria:

- ☐ 50 or more total employees
- ☐ 30 or more female employees (regardless of total)
- ☐ Located in urban area (Noida = urban)

Legal Requirement: If YES to all above = you MUST comply with MBA 2017 Section 9

Section 2: Facility Location & Capacity

Location Requirements:

- ☐ Creche within 500 meters of workplace (urban requirement)
- ☐ Map created showing creche location and verified distance
- ☐ Distance officially verified with labor department

Capacity Requirements:

- ☐ Minimum: 1 creche per 50 female employees

- ☐ Capacity plan created and formally documented
- ☐ Plan accommodates future employee growth

Section 3: Physical & Operational Standards

- ☐ **Space:** 800 sq ft minimum for 15 children
- ☐ **Sanitation:** Separate toilets, handwashing stations, clean water
- ☐ **Nutrition:** Healthy meals and snacks provided daily (documented)
- ☐ **Health:** Regular pediatric check-ups, vaccination records maintained
- ☐ **Safety:** Fire exits, emergency plan, first aid kit available
- ☐ **Hours:** Minimum 9 hours daily, aligned with work schedule
- ☐ **Staff:** Qualified caregivers with 10+2 minimum and formal childcare training

Section 4: Documentation to Maintain

Administrative Documents:

- ☐ Certified copy of MBA 2017 Act on file
- ☐ Creche license and all registrations
- ☐ Staff background checks and clearances completed
- ☐ Memorandum of Understanding (if external creche partner)

Operational Records (maintain for 2 years):

- ☐ Daily attendance logs (children names, dates)
- ☐ Monthly creche utilization reports
- ☐ Health records (vaccinations, check-ups)
- ☐ Meal plans and nutrition documentation
- ☐ Quarterly safety inspection reports
- ☐ Staff training certificates (current and valid)
- ☐ Quarterly parent satisfaction surveys

Section 5: Choose Your Compliance Model

Model	Cost	Timeline	HR Burden
On-Site	Rs. 50-100L + Rs. 5-15L/mo	3-4 months	Very High
Near-Site (Mini Mavericks)	Rs. 0 setup + Rs. 2-8L/mo	1-2 weeks	Very Low
Subsidy Only	Rs. 5-15L/mo	Immediate	Low

Section 6: Your 30-Day Action Plan

Week 1: Assessment & Planning

- ☐ Count total employees and female employees
- ☐ Review this checklist with CEO/Leadership
- ☐ Allocate compliance budget
- ☐ Assign compliance point person

Week 2-3: Partner Selection & Negotiation

- ☐ Identify and evaluate creche providers
- ☐ Negotiate terms and monthly pricing
- ☐ Draft partnership agreement
- ☐ Communicate program to employees

Week 4: Implementation & Launch

- ☐ Finalize creche partnership agreement
- ☐ Set up enrollment and billing system
- ☐ Launch employee communication campaign
- ☐ Begin employee enrollment

Let Mini Mavericks Handle Your MBA 2017 Compliance

Skip the setup headache. Our near-site creche partnership gets you fully compliant in 1-2 weeks with zero capital investment. Talk to our corporate partnerships team today.

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