

# State MSEFC Rules and Procedure Matrix - One-page Control Sheet

Verify State Council composition, filing portal, fees, service, conciliation/arbitration and recovery process.

## Five-step rule

- 1. Identify the legal trigger, responsible actor and evidence relevant to State MSEFC procedure.
- 2. Read the Act with all effective Rules, regulations, notifications, directions, guidelines and forum procedure as at the event date.
- 3. Separate substantive obligation, operational workflow, filing or reporting, enforcement consequence, remedy, appeal and limitation.
- 4. Maintain a reproducible source pack, decision memo, approval trail and transaction-level evidence.
- 5. Apply connected company, contract, tax, accounting, data, competition, consumer, insolvency and sector-law overlays independently.

## Evidence pack

Official source; classification memo; authority; operative document; notices/consents; calculations; logs; filing/payment/delivery proof; remediation and appeal chronology.

## Red flags

Wrong actor or jurisdiction; outdated rule; missing exception analysis; bundled consent; undocumented approval; threshold calculation without source data; delayed filing; incomplete logs; assuming contract overrides mandatory law.

## Decision

Proceed only when the legal trigger, current source, owner, control, evidence, exposure, remedy and forum have been documented.