

<b>ANNUAL COMPLIANCES</b>					
<b>Sr no</b>	<b>Particulars</b>	<b>Section</b>	<b>Form</b>	<b>Compliance</b>	<b>Applicability</b>
1	Disclosure of Interest in Companies/LLP by Directors	184(1)	Form MBP- 1	Every Director of the Company in the First Meeting of the Board of Director in each Financial Year shall disclose his interest in the other entities.	All Companies
2	Disclosure of Non-Disqualification by Directors	164(2) 143(3)(g)	Form DIR - 8	Every Director of the Company in each Financial Year will submit with the Company disclosure of non-disqualification	All Companies
3	Annual Form	Rule 12A	DIR-3 KYC	KYC of Directors:All the Directors of the Company shall file this form on or before 30th September every year.	All Companies
3	Half Yearly Return of Delay in payment to MSME Vendor	Section 405	MSME-1	Delay in the Payment to MSME Vendor: Company have to file this return half-yearly in respect of pending payments to the MSME vendors as at end of half -year. (only for payment pending for period more than half year) April to September :31st October October to March:30th April	All Companies
4	Yearly Return of Deposit	Section 73 Rule 16	E-form DPT-3	Return of Deposit: Company is required to file this form every year on or before 30th June in respect of return of Deposit and Particulars not considered as Deposit as on 31st March.	All Companies
5	Approval of Financial Statement	Section 134		Preparation and Approval of Financial Statement. The auditors' report shall be attached to every financial statement	All Companies
6	Directors' Report	Section 134		Directors' Report shall be prepared by mentioning all the information required for the Company under Section 134 read with relevant rules and relevant provisions of other Act.	All Companies

				Every company shall in each year hold in addition to any other meetings, a general meeting as its annual general meeting. it shall be held within a period of six months, from the date of closing of the financial year.	<u>All Companies</u>
7	Holding of AGM	Section 96			
8	Circulation of Financial Statement & other relevant Doc	Section 136		Company will send to the members of the Company approved Financial Statement, Directors' Report and Auditors' Report at least 21 clear days before the Annual General Meeting. In case the AGM is called on shorter notice then above mentioned documents shall be circulated on such shorter period. For holding of the AGM on shorter notice, companies need to take the proper approvals as per the Act.	
	Filing of resolutions	Section 117 read with	MGT-14	Filing of resolutions with the ROC regarding Board Report and Annual Accounts. The details of the resolutions passed should be filed. (Within 30 days of passing of Board Resolution)	listed Company or Public Company on reporting of Approval of Director's report and financial statement
10	Annual Form	Section 137	AOC-4	Financial Statement: Company is required to file its Balance Sheet along with the Statement of Profit and Loss Account, Cash flow statement, Directors' Report and Auditors' Report in this form within 30 days of holding of the Annual General Meeting. Attachment: Balance Sheet, Statement of Profit & Loss Account, Cash Flow Statement, Directors' Report, Auditors' Report and the Notice of the AGM	<u>All Companies</u>
11	Annual Form	Section 92	E-form: MGT-7	Annual Return: Every Company will file its Annual Return within 60 days of holding of the Annual General Meeting. Annual Return will be for the period from 1st April to 31st March.	<u>All Companies</u>

12	Compliance Certificate by Practising Company Secretary	Section 92	MGT-8	Attached and filed with MGT-7 - with 60 days of AGM	Listed company or A company having Share capital of Rs.10 Crore or more or Turnover of Rs.50 Crore or more
13	Report on AGM	Section 121	MGT-15	Every listed public company within 30 days of AGM shall prepare a report on each annual general meeting including the confirmation to the effect that the meeting has convened ,held and conducted .	listed company
14	. Board Meetings	Section 173 & SS-I		Every Company shall hold a minimum number of FOUR meetings of its Board of Directors every year in such a manner that maximum gap between the two meetings should not be more than 120 (One hundred twenty) days.	All Companies
15	Maintenance of Statutory Registers	Section 88 and other sections		Company will maintain the following mandatory Registers: Register of Director, Registers of Director Shareholding, Registers of Members Registers of Related Party transaction etc.	All Companies
16	Maintenance of Minutes	Section 118		Every company shall keep Minutes of all Board and Committee Meetings, Members Meetings in a Minutes Book. Minutes kept in accordance with the provisions of the Act	All Companies
17	Appointment of Auditor	Section139	E-form ADT-1	The Auditor will be appointed for maximum period of 5 (Five) years and form ADT-1 will be filed for 5-year appointment within 15 days of the Annual General Meeting.	All Companies
18	Disclosure of Significant Beneficial Owner	Section 90	BEN-2	It needs to be filled after receipt of declaration by SBO in BEN-1 within 90 days of receipt of BEN-1	All Companies

19	Reconciliation of Share Capital Audit	Rule 9A(3)	PAS-6 (Filed half-yearly)	Reconciliation of Share Capital Audit Report to be filed after 60 days from the end of each half-year April to September :31st October October to March:30th April	unlisted public companies.
20	Appointments of Managing Director	Section 196	MR-1	Returns of appointment /Re appointment of MD /Director/WTD or Manager within 60 days of Appointment	Listed Company /Public Company
21	Appointment /Resignation /Change in designation of Directors/ KMP	Section 149	DIR-12	Appointment /Resignation /Change in designation of Directors/ KMP within 30 days of change	Listed Company /Public Company/Private Company

The above table considering the mandatory annual compliance there may be event based compliances and compliances applicable to certain class or classes. Due Dates mentioned can be changed via notification by Ministry of Corporate Affairs from time to time.







s of companies also.