

## Compliance Calendar

### (For a Private Limited Company Incorporated in India)

Annual Secretarial compliances under The Companies Act 2013

| Sl No. | Particulars   | Time Limit  |
|--------|---|---|
| 1      | <p><b><u>Holding of Annual General Meeting (AGM)</u></b></p> <p>Every company established in India must hold an Annual General Meeting of the members. It should be held once in a calendar year.</p>   | <p>Within 6 months from the close of the Accounting year.</p> <p>(First AGM within 18 months from the date of Incorporation or within 9 months from the date of closure of Accounting year, whichever is earlier)</p> |
| 2      | <p><b><u>Annual Accounts</u></b></p> <p>Every company must file its Balance Sheet, Profit &amp; Loss account with the Registrar of Companies (ROC) in <b>e form AOC-4/AOC-4-CFS/AOC 4- XBRL.</b></p>  | <p>Within 30 days from the date of the Annual General meeting.</p>  |
| 3      | <p><b><u>Annual Return</u></b></p> <p>The company is required to file an Annual return with the ROC in <b>e form MGT-7/ MGT-7A</b></p>  | <p>Within 60 days from the date of the Annual General Meeting</p>   |
| 4      | <p><b><u>Appointment of Statutory Auditor</u></b></p> <p>The Company is required to appoint a Statutory Auditor. The term of appointment of auditor shall be from conclusion of AGM to the conclusion of next AGM.</p> <p>The auditor should intimate his/ her appointment to the ROC in <b>e form ADT-1.</b></p> | <p>Within 30 days from the date of receipt of intimation of appointment.</p> <p>(The company shall inform the auditor of his appointment within 7 days from the date of AGM.)</p>                                     |
| 5      | <p><b><u>Compliance Certificate</u></b></p> <p>The annual return, filed by a listed company or a company having paid-up share capital of ten crore rupees or more or turnover of fifty crore rupees or more, shall be certified by a Company</p>  | <p>Within 30 days from the date of closure of the accounting year.</p>  |

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|     | Secretary in practice and the certificate shall be in <b>Form No. MGT 8.</b>   |   |
| 6.  | Holding Board Meetings<br><br>(normally 4 board meetings to be held and the gap between two board meetings should not exceed 120 days) | Preferably in every quarter of the calendar, maximum gap between two board meetings not to exceed 120 days. |
| 7.  | Disclosure of interest- to be given by the directors   | In the first Board meeting of the financial year.   |
| 8.  | DIN-KYC<br><br>DIN-KYC form to be filed with MCA in case the first year and subsequently a web based KYC to be done                    | On or before 30 <sup>th</sup> September every year  |
| 9.  | MSME-1 return (half yearly)  | Within 30 days of the close of the half year  |
| 10. | Form DPT-3- for exempted-deposits taken.   | 30 <sup>th</sup> June, every year.  |