

ANNUAL COMPLIANCES

FOR A PRIVATE COMPANY REGISTERED IN INDIA

Why?

A PRIVATE COMPANY SHALL FOLLOW CERTAIN RULES AND REGULATIONS UNDER COMPANY LAW.

REQUIRED TO FILE CERTAIN E-FORM ANNUALLY/ EVENT BASED

A SUMMARY OF COMPLIANCES

TO BE DONE AFTER INCORPORATION

A. Disclosure of Director's Interest and Declaration Regarding Disqualification

Form MBP-1: - Every Director of the Company in First Meeting of the Board of Director in each Financial Year needs to disclose his interest in other entities by filing the form with the Company.

Form DIR-8: - Every Director of the Company in each Financial Year has to file with the Company disclosure of non-disqualification.

B. Issue of Share Certificate: - Company shall issue share certificates to the shareholders within 60 days from the date of Incorporation.

C. Online Stamping of Share Certificates:- Company is required to pay online stamp duty on the share certificates within 30 days from the date of issuance of share certificates.

D. Form INC-20A i.e Commencement of Business:- A declaration has to be filed by the Director within 180 days from the date of Incorporation of the Company with the ROC, without which a company cannot commence its business.

E. Appointment of Statutory Auditor :- First Auditor of the company shall be appointed by the board of directors of the company within the period of 1 month from the date of registration/incorporation of the company.



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A. E-Form DIR-3-KYC (KYC of Directors):-

Every Individual who has been allotted a Director Identification Number (DIN) and the status of which is approved will have to submit form DIR-3KYC with the Central Government.

B. Annual Filing (AOC-4, AOC-4 XBRL, INDAS-XBRL):-

The company must file its audited financial statement along with board's report and its annexure with the period of 30 days from the date of annual general meeting with the ROC in form AOC-4, AOC-4 XBRL

C. Annual Return (MGT-7):-

The company must file its Annual return within the period of 60 days from the date of annual general meeting with the ROC in e-form MGT-7.

D. Board Meetings:-

Minimum 4 Board Meetings to be held every year with not more than 120 days gap between two meetings.

E. Statutory Registers:- Every Company shall keep and maintain following Registers in the specified format:

- Register of Members MGT-1
- Register of other Security Holders residing outside India MGT-3
- Register of Transfer and Transmission of Shares SH-6
- Register of Charge CHG-7
- Index of the Registers
- Register of Director and KMP

F. MSME FORM-1 HALF YEARLY RETURN :-

Every company is required to file the MSME Form I as half yearly return by 31st October, (April to September) and by 30th April (October to March), relating to the outstanding payments to MSMEs.

G. DPT-3 (ANNUAL RETURN):

Every company other than Government company who have received money and loan which is due. The DPT-3 form must be filed by all the companies including small, private, non-small, OPC, etc. Both secured, unsecured Loans along with advance for goods and services must be filed in the DPT-3 Form and furnish the information contained therein as on the 31st day of March of that year duly audited by the auditor of the company.

H. FLA ANNUAL RETURN:-

The annual return on Foreign Liabilities and Assets (FLA) is required to be submitted every year by July 15 if your company have received FDI (foreign direct investment) and/or made FDI abroad (i.e. overseas investment).

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A SUMMARY OF COMPLIANCES



EVENT BASED COMPLIANCES

A. Appointment and Resignation/Cessation of Director:-

If any person intends to be appointed as a director in the company and any existing directors wants to leave the company. In this case company need to file Form -DIR-12 within the period of 30days from the date of Appointment or resignation.

B. Right Issue:-

Where a company want to induce capital funds from it's existing shareholders, it may go for right issue. Right issue of shares is an option to you to raise funds by offering shares to existing members in proportion to their existing shareholding for this company needs to file form PAS-3 with the Registrar of company(ROC).

C. Increase in authorised capital:-

If you are facing obstacles in your business due to inadequacy of funds and you want to expand your business that you can go with the expansion of authorized capital of company and intimate the same via filing of form SH-7 with the Registrar of company(ROC).

D. Change of object of the company:-

If company intends to do some addition/modification/deletion in its object the company can do so by filing necessary forms with the Registrar of company(ROC).

E. Change of registered office:-

In case Company intends to shift is registered office from one place to another place within the same city or town or village , Company can easy shifts its registered office by furnishing necessary documents like board resolution, utility bill, rent agreement with the ROC by filing form INC-22.

Contact Us

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