

### Annual Compliances for Company

S. No.		Section & Rules	Particular of Compliance	
1	Receipt of MBP-1	184(1)	Form MBP 1	Every Director of the Company in First meeting of the Board of Director in each Financial Year will disclose his interest in other entities. Every Director is required to submit with the Company fresh MBP-1 whenever there is change in his interest from the earlier given MBP-1.
2	Receipt of DIR- 8	164(2)	Form DIR 8	Every Director of the Company in each Financial Year will file with the Company disclosure of non-disqualification.
3	E- Forms Filing Requirements	92	E-form: MGT 7	Annual Return: Every Small Company will file its Annual Return within 60 days of holding of Annual General Meeting. Annual Return will be for the period 1st April to 31st March.
4	Financial Statements	137	E-form: AOC 4	Financial Statement: Company is required to file its Balance Sheet along with Statement of Profit and Loss Account, Cash Flow Statement and Directors' Report in this form. Attachment :Balance Sheet, Statement of Profit& Loss Account (Including Consolidated Financial Statement), Director Report, Auditors' Report, Cash Flow Statement and Notice of AGM.
5	Reports	179(3)	MGT-14	Adoption of Financials and Director Report: Company will file MGT-14 along with copy of Board Resolution within 30 days of Board Meeting.
6	Annual Return	92	MGT-8	Certification of Annual Return: Every Company having paid up share capital of 10 Crore or more or turnover of Rs. 50 crore or more shall be certified by a Company Secretary in Practice.
7	Directors' Report	134		Directors' Report will be prepared by mention of all the information required under Section 134. It should be signed by the "Chairperson" authorized by the Board, where he is not so authorized by at least 2 Directors; one of them should be Managing Director if any.
8	Circulation of Financial Statement & other relevant Dox	136		Company will send to the Members of the Company approved Financial Statement (including consolidated Financial Statement), Cash Flow Statement, Directors' Report and Auditors' Report at least 21 clear days before the Annual General Meeting. (Except in case of AGM is called on Shorter Notice)
9	Notice of AGM	101		Every Notice of Annual General Meeting will be prepared as per Section 101 of Companies Act 2013 and Secretarial Standard – II. If there are more than 200 Members then Company will give e-voting Facility.
10	Sending of Notice of AGM	101		Notice of Annual General Meeting will be sent to following: • All Directors, Members, Statutory Auditor. • Secretarial Auditor, If any. • Debenture Trustee, if any.
11	Board Meetings	173		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 two Meetings should not be more than 120 (One hundred twenty) days. Company should hold at least 1 (one) Board Meeting every quarter of calendar year.
12	Appointment of Auditor	139	E-form ADT1	Auditor will be appointed for the 5 (Five) year and form ADT-1 will be filed for 5-year appointment. After that every year in AGM shareholder will ratify the Auditor but there is no need to file ADT-1.
13	Appointment of Company Secretary	203		Private Company having paid up share capital of Rs. 5 crore more required to appoint whole time Company Secretary.
14	Maintenance of Registers	88		Company will maintain the following mandatory Registers: • Register of Director, Director Shareholding, Members. • Register of Loan, Guarantee, Investment made by the Company. • Register of Contract with Related Parties.
15	Annual Return	92		Annual Return of every Private Company (Except Small Company) should be sign by Company Secretary in Practice.
16	E- Forms Filing Requirements	Rule- 22 Chap. V	DPT- 3	Company if accept deposits during the year then it is required to file return of deposits within 30 days of end of financial year.
17	Requirements	196	MR-1	Return of appointment and re-appointment of Managing Director or Whole Time Director or Manager or KMP.
18	Requirements	149	DIR- 12	Appointment of Independent Director.
19	Requirements	149	DIR- 12	Appointment of Women Director.
20	Requirements	138	MGT-14	Appointment of Internal Auditor.

21	Requirements	205	All below mentioned Company are required to get Secretarial Audit of the Company from the Practicing Company Secretary and report of PCS will be part of Directors' Report (MR-3).
			a) All Listed Companies
			b) Every Public Company having;
			• Paid-Up Share Capital of Rs. 50 Crore (fifty crore rupees) or more; or • Every Public Company having a Turnover of Rs. 250 Crore (two hundred fifty crore rupees) or more
22	Audit Committee	177	All below mentioned companies are required to constitute a Audit Committee and meetings of Committee will be as per Secretarial Standard- I: i. All Public Companies with a paid up capital of ten crore rupees or more;
			ii. All Public Companies having turnover of one hundred crore rupees or more;
			iii. All Public Companies, having in aggregate, outstanding loans or borrowings or debentures or deposits exceeding fifty crore rupees or more.
23	Nomination & Remuneration Committee	178	All below mentioned companies are required to constitute a Nomination & Remuneration Committee and meetings of Committee will be as per Secretarial Standard- I:
			iv. All public companies with a paid up capital of ten crore rupees or more;
			v. All public companies having turnover of one hundred crore rupees or more;
			(a) All public companies, having in aggregate, outstanding loans or borrowings or debentures or deposits exceeding fifty crore rupees or more.
24	Vigil Mechanism	178	All below mentioned companies are required to constitute a Audit Committee:
			(b) The Companies which accept deposits from the Public;
			(c) The Companies which have borrowed money from banks and public financial institutions in excess of fifty crore rupees