

MAYANK ARORA & Co.

COMPANY SECRETARIES

ANNUAL COMPLIANCES FOR PRIVATE 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 shall disclose his interest in other entities.
				Every Director is required to submit with the Company a fresh MBP-1, whenever there is change in his interest from the earlier given MBP-1.
2.	Receipt of DIR- 8	164(2) 143(3)(g)	Form DIR - 8	Every Director of the Company in each Financial Year will file with the Company disclosure of non-disqualification.
3.	Annual Form	92	E-form: MGT-7	Annual Return: Every Company will file its Annual Return within 60 days of holding of Annual General Meeting. Annual Return will be for the period 1 st April to 31 st March. Annual Return of Every Private Company (Except Small Company & One Person Company) should be signed by Company Secretary in Practice.
4.		92	E-Form: MGT-7A	Every One Person Company and Small Company shall file annual return within 60 days of holding of Annual General Meeting
5.		92	MGT-8	Private 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.
6.		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, Directors' Report and Auditors' Report in this form within 30 days of holding of Annual General Meeting. Attachment:

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				Balance Sheet, Statement of Profit & Loss Account, Cash Flow Statement, Directors' Report, Auditors' Report and Notice of AGM.
7.	Annual Form	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.
8.	Event Based Form	Section 90	BEN-2	Disclosure of Significant Beneficial Owner: Company shall file BEN-2 within 30 days of receipt of BEN-1 from Shareholder. Note: On regular basis company have to check whether there is any SBO in company due to change in its shareholding or due to change in shareholding of body corporate members.
9.	Annual Form	Rule 12A	DIR-3 KYC/ Web	KYC of Directors: All the Directors of company shall file this form/web on or before 30th September every year for all the directors of the Company.
10.	Half Yearly Return	Section 405	MSME-1	Delay in Payment to MSME Vendor: Company have to file this return half yearly in respect of pending payments to MSME vendors as at end of half year. April to September - 30th October October to March - 30th April
11.	Directors' Report	134		Directors' Report shall be prepared by mentioning all the information required for Company under Section 134 read with relevant rules and relevant provisions of other Act. 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 MD if there is any.
12.	Circulation of Financial Statement & other relevant	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.

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	Documents		In case AGM called on shorter notice then above mentioned documents shall be circulated on such shorter period. For holding of AGM on shorter notice companies need to take the proper approvals as per the Act.
13.	Notice of AGM	101 & SS-II	Every Notice of Annual General Meeting will be prepared as per Section 101 of Companies Act 2013 and Secretarial Standard – II.
14.	Sending of Notice of AGM	101 & SS	Notice of Annual General Meeting will be sent to following: All Directors, Members, Auditors & Debenture Trustees.
15.	Board Meetings	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 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.
16.	Maintenance of Statutory Registers	88 and other sections	Company will maintain the following mandatory Registers: <ul style="list-style-type: none">• Register of Director,• Registers of Director Shareholding,• Registers of Members• Registers of Transfer• Registers of Related Party transaction etc
17.	Appointment of Auditor	139	E-form ADT-1 Auditor will be appointed for 5 (Five) years and form ADT-1 will be filed for 5-year appointment within 15 days of Annual General Meeting.
18.	Companies (Amendment) Ordinance 2018		E-Form INC-20A Within 180 days from the date of incorporation of the company (FOR NEWLY INCORPORATED COMPANY)

EVENT BASED ANNUAL COMPLIANCES FOR PRIVATE COMPANY:-

There are different annual compliance requirements of a company that arise only when a certain event occurs. In such an occurrence, the company is required to file its ROC return and inform the ROC about such an event. These event-based compliances of a Private Limited Company include:

1. Loans to other Companies.
2. Loans to Directors

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3. Appointment or resignation of any director.
4. Appointment of managing or whole-time director.
5. Change in Authorized or Paid-up Capital.
6. Allotment of new shares or transfer of shares
7. Opening or closing of a bank account or change in signatories of Bank account.
8. Appointment or change of the Statutory Auditors.
9. Creation/modification or satisfaction of charges, if any

In case of every such event compliances including filing of separate forms on with the registrar of companies is required. These filings are to be done under stipulated time period states in the rules.

Mayank Arora & Co.

Company Secretaries

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