

RONAK JHUTHAWAT & CO

Practicing Company Secretaries & Trademark Agent
328, Samriddhi Complex, Sector 11, Opp Krishi Mandi Udaipur
Contact us : 9887422212 E Mail : csronakjhuthawat@gmail.com

Compliance Calendar 2021-22

S NO	ANNUAL E-FORMS/COMPLIANCES	NATURE	PARTICULAR OF COMPLIANCE	DUE DATE
1	Form MBP- 1	Disclosure by Directors	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. 2. 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	Form DIR - 8	Disclosure by Directors	Every Director of the Company in each Financial Year will file with the Company disclosure of non-disqualification.	-
3	Declaration of Independence	Declaration by Independent Director	Every independent director shall give a declaration that he meets the criteria of independence as provided in sub-section (6)- (a) at the first meeting of the Board in which he participates as a director, and (b) thereafter at the first meeting of the Board in every financial year, or (c) whenever there is any change in the circumstances which may affect his status as an independent director.	-
4	Form MGT-7A (For OPC)	Abridged Annual Return	Annual Return: Every One Person Company will file its Annual Return within 60 days of from 30th September Annual Return will be for the period 1st April to 31st March. Annual Return of Every Public Company should be signed by Company Secretary in Practice.	Within 60 days from 30th September
5	Form MGT-7A (For Small companies)	Abridged Annual Return	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. Annual Return of Every Public Company should be signed by Company Secretary in Practice.	Within 60 Days from date of AGM
6	Form MGT-7	Annual Form	Annual Return: Every Company other than OPC & 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. Annual Return of Every Public Company should be signed by Company Secretary in Practice.	Within 60 Days from date of AGM
7	Form AOC-4	Annual Form	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: Balance Sheet, Statement of Profit & Loss Account, Cash Flow Statement, Directors' Report, Auditors' Report and Notice of AGM.	Within 30 days from date of AGM
8	Form AOC-4 (For OPC)	Annual Form	Company is required to file its Balance Sheet along with Statement of Profit and Loss Account, Directors Report and Auditors' Report in this form within 180 (one hundred eighty days) from the closure of the financial year.	Within 180 (one hundred eighty days) from the closure of the financial year. i.e. 27 th September

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9	Form AOC-4 XBRL	Annual Form	Following class of companies shall file their financial statements and other documents under section 137 of the Act, with the registrar in e-Form AOC-4 XBRL on or after 1st April 2014, namely: <ul style="list-style-type: none">• All companies listed with any Stock Exchange(s) in India & their Indian subsidiaries• All companies having paid up capital of rupees five crore or above• All companies having turnover of rupees hundred crore or above• All companies which are required to prepare their financial statements in accordance with Companies (Indian Accounting Standards) Rules, 2015	30 days from date of AGM
10	Form AOC-4 CFS	Annual Form	Form for filing consolidated financial statements and other documents with the Registrar	30 days from date of AGM
11	E-form MGT-14	Filing of Resolution with ROC	Public Company required filing this form with ROC within 30 days of approval of Directors' Report and Financial Statement with ROC.	30 days from date of meeting
12	E-form DPT-3	Annual Form	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.	30th June Every Year
13	DIR-3 KYC	Annual Form/Web based	KYC of Directors: All the Directors of company shall file this form on or before 30th September every year for all the directors of the Company.	30th September
14	E-form MSME-1	Half Yearly Return	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. <ul style="list-style-type: none">• April to Sep - 31st October• October to March - 30th April	1 month from closer of half year
15	E-form ADT-1	Appointment of Auditor	Appointment of Auditor of the Company	15 days from the AGM
16	E-form DIR-12	Event Based Form	Appointment of Director	30 days from event date
17	E-form MR-1	Event Based Form	Return of appointment and re-appointment of Managing Director or Whole Time Director or Manager or KMP.	60 days from the Appointment
18	Form -8	LLP Annual Form	Statement of Account & insolvency within 30 days from the end of 6 month of Financial year	30th October
19	Form-11	LLP Annual Form	Annual return within 60 days from the closer of Financial Year	30th May
20	Maintenance of Statutory Registers	All Companies	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• Registers of Charges etc.	-

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21	Secretarial Audit	as per Limit specified	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 • Every Company having outstanding loans or borrowings from banks or public financial institutions of Rs. 100 crore or more	-
22	CFSS	One time form	For seeking immunity in respect of belated documents filed under the Scheme eform CFSS-2020 after closure of the scheme and after the documents are taken on file, or on record or approved by the Designated authority	Within 6 months from the date of closure of the Scheme i.e., 31.12.2020
23	FLA return	Annual Return	Indian Companies which have received FDI or make investment Abroad are required to file FLA to RBI till 15th July every year	15th July
24	MGT-8	Certification	In case of 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, details of company secretary in whole time practice certifying the annual return in Form MGT-8.	-
25	E-form BEN-2	Event Based Form	Disclosure of Significant Beneficial Owner: Company shall file BEN-2 within 30 days of receipt of BEN-1 from Share holder. 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.	30 days from Receipt of BEN-1
26	E-form PAS-6	Half Yearly Return	Reconciliation of Share Capital Report Company is required to submit reconciliation share capital report with ROC audited by a practicing company secretary as at end of half year: • April to Sep - 30th October • October to March - 30th April	60 days from the Closer of half year
27	E-form CRA-2	Annual Form	Appointment of Cost Auditor	Within 30 days of Board meeting in which appointment was made or within 180 days from commencement of every financial year, whichever is earlier
28	E-form CRA-4	Filing of Cost Audit Report	Filing of Cost Audit report	Within 30 days from the receipt of Cost Audit Report
29	Form NDH-1	Filing of Return of Statutory Compliances	Return of Statutory Compliances	Within 90 days from the close of the first financial year after its incorporation and where applicable, the second financial year, file a return of statutory compliances
30	Form NDH-2	Application for extension of time	Form shall be filed if Nidhi company is not able to comply with any of the following- a. Members not less than 200 b. Net owned funds of Rs. 10 Lakhs or more c. Unencumbered term deposits of not less than ten percent of the outstanding deposits d. Net Owned Funds to deposits of not more than 1:2	Within 30 days from the closure of the financial year

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31	Form NDH-3	Half yearly return	Return of Nidhi Company for the half year ended	Within 30 days from the conclusion of each half year
32	Form NDH-4	One time form	Application for declaration as Nidhi Company and for updation of status by Nidhis	1) Company incorporated before commencement of Nidhi (Amendment) Rules, 2019: Every company which is incorporated before commencement of these rules then due date to file Form NDH-4 is - i) Within One year from incorporation of the company or ii) Within a period of 9 months from the date of commencement of these rules Whichever is later. 2) Company incorporated after commencement of Nidhi (Amendment) Rules, 2019: Every company which is incorporated after commencement of these rules then due date to file Form NDH-4 is - Within 60 days from the expiry of- a) One year from the date of the incorporation of the company or b) The period up to which extension of time has been granted by the Regional Director under sub rule (3) of Rule 5 (apply for extension in Form NDH-2).
33	IEC (Import Export code)	Annual	Mandatory for updation every year	90 days from the date of closer of FY
34	Form D1	FSSAI Annual Return	Following Food Business Operator (FBO) need to file the FSSAI annual return in the Form D-1 to the Food Licensing Authority about the category of food products manufactured or sold by them during the preceding financial year: -Food manufacturers -Labelers -Importers -Packers -Every FBO except the ones dealing in milk and milk products.	31st May of every financial year
35	Form D2	FSSAI Half - Yearly Return	All manufacturers of milk and milk products having an FSSAI license need to file the half-yearly returns known as Form D2	30 days from completion of the half-year