

COMPLIANCE CALENDAR FOR PRIVATE COMPANIES & LIMITED LIABILITY PARTNERSHIPS

Section & Rules	Form	Particulars	Due Date
Section 184 of Companies Act, 2013	MBP-1	Notice of interest by director	➤ First Board Meeting of Director ➤ First Board Meeting in each financial year ➤ First Board Meeting after Change in interest previously disclosed
Section 164 and Rule 14 of Companies (Appointment and Qualifications of Directors) Rules, 2014	DIR-8	Disclosure of Disqualification by Director	➤ Before appointment/ Re-appointment of Director
Sec. 405 of Companies Act, 2013	MSME-1	Outstanding payment to MSMEs for a period of more than 45 days	➤ For April-September: 31st October ➤ For October-March: 30th April
Section 73 and Rule 16 of Companies (Acceptance of Deposits) Rules, 2014	DPT-3	Return of Deposits	➤ On or Before 30th June
Rule 12A of Companies (Appointment and Qualifications of Directors) Rules, 2014	DIR-3 KYC	Application of KYC of Directors	➤ On or before 30th September
Section 139 of Companies Act, 2013	ADT-1	Information to the Registrar by Company for appointment of Auditor	➤ Within 15 Days from date of Appointment of Auditor



Section 137 of Companies Act, 2013 and Rule 12 of Companies (Accounts) Rules, 2014	AOC-4	Filing of financial statement and other documents with the Registrar	➤ Within 30 Days of AGM
Section 137 of Companies Act, 2013 and Rule 12 of Companies (Accounts) Rules, 2014	AOC-4 CFS	Filing of consolidated financial statements and other documents with the Registrar	➤ Within 30 Days of AGM
Section 92 of Companies Act, 2013 and Rule 11 of Companies (Management and Administration) Rules, 2014	MGT- 7	Filing of annual return by a company with the Registrar	➤ Within 60 Days of AGM
Section 92 of Companies Act, 2013 and Rule 11 of Companies (Management and Administration) Rules, 2014	MGT-7A	Filing of annual return by OPCs and Small company	➤ Within 60 Days of AGM
Section 92 of Companies Act, 2013 and Rule 11 of Companies (Management and Administration) Rules, 2014	MGT-8	Certification by Practicing Company Secretary	➤ Within 60 Days of AGM
Sections 7(1) (c), 168 & 170 (2) of the Companies Act, 2013 and Rule 17 Of Companies (Incorporation) Rules, Rule 8, 15 & 18 of Companies (Appointment	DIR-12	Particulars of appointment of Directors and the key managerial	➤ Within 30 Days of Change



and Qualification of Directors) Rules, 2014		personnel and the changes among them	
Section 94(1), 117(1) of the Companies Act, 2013	MGT-14	Filing of resolution & agreements	➤ Within 30 Days of passing resolution
Section 42 of the Companies Act, 2013 and rule 14(3) of Companies (Prospectus and Allotment of Securities) Rules, 2014	PAS-6	Reconciliation of Share Capital Audit Report	➤ After 60 Days of Each Half-Year
Limited liability Partnership (LLP) Act, 2008	LLP-8	Statement of Account & Solvency of LLP	➤ 30 th October
Limited liability Partnership (LLP) Act, 2008	LLP-11	Annual Return of LLP	➤ 30 th May

Other mandatory compliances as per the Companies Act, 2013:

1. Maintenance of Minutes of Board Meetings and General Meetings (Annual General Meeting, Extra-ordinary General Meeting) as per SS-1 and SS-2 respectively.
2. Maintenance of Statutory Registers such as Register of Members, Registers of Directors & KMP and Their Shareholding, Register of Charges, Register of Loans, Guarantees, Securities, Register of Contracts in which Directors are Interested, etc.

