

Company name

CIN

Financial year

ROC ANNUAL COMPLIANCE CHECKLIST

Private limited company / OPC - Companies Act, 2013. Tick each item and note the date filed. Due dates below assume a 31 March year-end and a 30 September AGM; adjust to your actual dates.

One-time (new companies)

- ☐ **Commencement of business** Form INC-20A **Due: Within 180 days of incorporation**
- ☐ **First auditor appointed by the Board** Form - **Due: Within 30 days of incorporation**

Every financial year

- ☐ **Auditor appointment intimation** Form ADT-1 **Due: Within 15 days of the AGM**
- ☐ **Director KYC (each DIN)** Form DIR-3 KYC **Due: 30 September**
- ☐ **Return of deposits / exempted deposits** Form DPT-3 **Due: 30 June**
- ☐ **Financial statements filing** Form AOC-4 **Due: Within 30 days of the AGM**
- ☐ **Annual return** Form MGT-7 / MGT-7A **Due: Within 60 days of the AGM**
- ☐ **MSME dues outstanding > 45 days (half-yearly)** Form MSME-1 **Due: 30 April & 31 October**

Meetings & records

- ☐ **Board meetings (min. 4 a year; 2 for small co/OPC)** Form - **Due: Gap not more than 120 days**
- ☐ **Annual General Meeting** Form - **Due: Within 6 months of year-end (by 30 Sep)**
- ☐ **Disclosure of interest by directors** Form MBP-1 **Due: First board meeting of the FY**
- ☐ **Non-disqualification declaration** Form DIR-8 **Due: Before appointment / start of FY**
- ☐ **Director's report, statutory registers and minutes updated** Form - **Due: Ongoing**

Prepared by: Reviewed by: .

Notes: