

## Compliance Chart for Private Company Under Companies Act 2013

### Annual Compliance

No	Compliance	Time Period	Deadline
1	Signing of Accounts and Audit	Atleast 23 clear days before AGM	
2	Appointment of Auditor ADT-1	In the Board meeting approving Accounts	Within 15 days from date of AGM
3	Annual General Meeting	Within 6 months from end of Financial year	30 <sup>th</sup> September
4	Filing of Accounts (AOC-4)  <b>Attachments:</b> In case of Related Party transaction <b>AOC-2</b> Any deviation from the accounting standards along with the reasons - <b>AOC-1</b>	Within 1 month from date of AGM	
5	Signing of Minutes of AGM	Within 30 days from AGM	
6	Filing of Annual Return (MGT-7)	Within 60 days from AGM	

### Board Meeting wise compliance

No	Compliance	Time Period	Deadline
1	Disclosure of Interest in MBP-1 Following Resolution should be passed in first Board Meeting :  “RESOLVED THAT pursuant to the provision of Section 184 (1) of the Companies Act, 2013 read with rule 9(1) of The Companies (Meetings of Board And its Powers) Rules, 2014 the notices of disclosure of interest in Form MBP1 received from directors of	In first Board Meeting of First Quarter of Year	30 <sup>th</sup> June (to be kept with Company)

	the Company as placed before the meeting be are hereby noted and taken on record by the Board.”		
2	Signing of Minutes	Meetings of previous Board meeting are taken on record in the next Board Meeting	Date of Next Board Meeting
3	Convening Annual General Meeting	Before AGM for approving accounts and audit report and convening AGM	Atleast 23 days before AGM

## Occasional Compliance

No	Compliance	Time Period	Deadline
1	Transfer of shares	On Receipt of valid Transfer Deed with signature of both Transferor and Trasnferee along with valid share Certificate	Register of Members should be updated within 30 days from receipt of Transfer deed and Share Certificates should be endorsed and signed by authorized signatory of the Company.
2	Declaration of Dividend	Interim dividend can be declared anytime during year and Final dividend can be declared at the Board meeting convening AGM	-Dividend shall be deposited in a separate bank account within 5 days from the date of declaration. - Dividend not claimed within 30days from declaration shall be transferred to “Unpaid Dividend Account”
3	Convening Extra Ordinary General Meeting	21 Clear days notice for EGM unless Shorter Notice Consent is received in Form	-Notice of 21 days -Minutes should be signed within 30 days from date of AGM. - Form MGT-14 should be signed within 30 days from AGM
4	Change in Directors	Resignation/Removal/appointment of Directors	Board Resolution Form DIR-12 should be filed within 30days from the date of Board

			Resolution.
5	Removal of Auditor/ Appointment of new auditor in place of retiring during the Financial year	Special Resolution with special Notice to Auditor to represent his side in the General Meeting	EGM/AGM as the case may be-  Filing of MGT-14 and ADT-1 within 30days.

**For Auditors**  
**Things to watch for**

Sr no	Event/document	Compliance to be done
1	Register of Members, Statutory Register	RoM should be updated
2	MBP-1 -Disclosure of Interest Forms and Passing of Resolution	First Board Meeting
3	If Company has given loans to Director/ any Company in which Directors are Common except wholly owned subsidiary	Should be repaid
4	If Company has taken any deposits	Should be Repaid
5	Documents of Change in Directors	DIR 12 forms
6	Transfer of shares	Transfer Deeds
7	EGM	Notice agenda and Filing of MGT-14 within 30 days
8	AGM	Special business in AGM- MGT-14 within 30 days
9	Annual Filing Forms AOC-4 and MGT 7 Related Party Transaction- AOC-2	Within 30 and 60 days respectively
10	Auditor's appointment ADT-1	Filing of Form within 15 days from AGM if appointment is done.
11	Signing of Minutes	Within 30 days for AGM and EGM On the day of next Board Meeting for Board Meetings
12	Removal of Auditor	Special Resolution with special Notice and NOC of Auditor

