

**Annual Compliance Calendar | Private Limited Company | India**  
**under Companies Act, 2013 and Foreign Exchange Management Act (FEMA), 1999**  
**for Financial Year 2019-2020**  
 (starting from 01 April 2019 to 31 March 2020)

New Compliance introduced after 01 April 2018

Quarter (FY 19-20)	Particular of Compliance		
	Title	Description	Timelines
Q1 Apr-June	Board Meeting	Recording minimum number of four meetings of Board of Directors every year (BM 1)	within 120 days of previous BM
	Form MBP-1	Submission of disclosure of interest in other Companies / Entities by each Director	by First Board Meeting of the financial year <i>*(and at the time of any further change during the year)</i>
	Form DIR-8	Submission of disclosure of dis-qualification by each Director	by First Board Meeting of the financial year <i>*(and at the time of any further change during the year)</i>
	Form DIR-3 KYC	Filing documents for verification of ID and address proofs of each individual holding Director Identification Number (DIN) <i>*includes verification of mobile number and email ID through One Time Passwords (OTPs)</i>	by 30th June (earlier by 30th April)
	Form INC-22A (Form "ACTIVE")	Reporting compliance status of major compliance (e.g. filing Annual Financials, Key Managerial Personnel (KMP), Auditors etc.) and verification of Registered Office by every company incorporated on or before 31/12/2017	by 15th June (earlier 25th April)
	Form MSME-1	Reporting outstanding dues (towards Micro, Small and Medium Enterprises / Entities) for the half year beginning from October to March by Specified Companies	by 30th May (earlier 30th April)
	Form BEN-1	Submission of declaration by every Significant Beneficial Owner (SBO) to the reporting company in which he/she holds the significant beneficial ownership (specified indirect rights in shares / voting / control of the reporting company)	by 08th May
	Form BEN-2	Filing of Form by Reporting Company which has received information in BEN-1 from any of its SBO	by 07th June
	Form DPT-3	Reporting outstanding receipt of money/loan considered and not considered as deposits as on 31st March by a Company	by 30th June
Q2 July-Sept.	Board Meeting	Recording minimum number of four meetings of Board of Directors every year (BM 2)	within 120 days of previous BM
	RBI Foreign Liability & Asset Form (FLA Return)	Provisional annual financials to be filed to RBI	by 15th July
	Approval of Annual Financials	Approval & authorization to sign Annual Financials (comprising of Balance Sheet, Profit & Loss Account and Notes to Accounts) <i>*Signing by any two Directors (including MD), CEO, CFO, CS</i>	before AGM
	Audit Report	Signing of Audit Report by Auditors	on or after signing of financials by the Directors
	Board's Report	Approval & authorization to sign Board's Report <i>*Signing by Chairman / two Directors (including MD)</i>	on or after signing of Audit Report by Auditors
	Notice of AGM	Dispatch of Notice of Annual General Meeting (AGM)	at least 21 days before AGM <i>*shorter notice can also be given on consent of 95% or more of shareholders</i>
Annual General Meeting (AGM)	Recording minimum one meeting of Shareholders or of Authorized Representatives of Shareholders every year for approval of Annual Financials	- within 9 months from closure of FY, i.e. by 31st Dec for First AGM; and - within 6 months from closure of FY, i.e. by 30th Sep for other than First AGM	
Q3 Oct-Dec	Board Meeting	Recording minimum number of four meetings of Board of Directors every year (BM 3)	within 120 days of previous BM
	Form MSME-1	Reporting outstanding dues (to Micro, Small and Medium Enterprises) for the half year beginning from April to September by Specified Companies	by 31st October
	Form AOC - 4	Filing of Annual Report (comprising of Notice of AGM, Board's Report, MGT- 8, Audit Report, signed Financials, Notes to Accounts)	to be filed within 30 days of AGM
	Form MGT - 7	Filing of Annual Return (comprising of Form MGT - 8, List of Shareholders)	to be filed within 60 days of AGM
	Form MGT - 8	Filing of Compliance Certificate received from Company Secretary <i>*Applicable for Companies with paid up capital of INR 10 Crore (INR 100 million) or more</i>	to be filed within 60 days of AGM
	Form ADT - 1	Filing appointment of Auditor for next 5 years	to be filed within 15 days of AGM <i>*applicable in case of new appointment of Auditor</i>
Form DIR-12	Filing regularization of Additional director	to be filed within 30 days of AGM <i>*applicable in case any Director was appointed in Board Meeting after last General Meeting of shareholders</i>	
Q4 Jan-Mar	Board Meeting	Recording minimum number of four meetings of Board of Directors every year (BM 4)	within 120 days of previous BM
<p>* Please note one time compliance of Reserve Bank of India (RBI) was introduced in the year 2018 (Q3) for registering specified companies (with Foreign Direct Investment (FDI)) with new platform of RBI under FIRMS portal and reporting data of FDI received till date with Company and its approval status. RBI has increased liabilities for persons acting as Business Users for such companies who upload data.</p> <p>Various other Event based compliance (e.g. Changes in Director, Change in Registered Office, Change in Name of Company, Increase in Share Capital) are also covered by a team of qualified and experienced professionals. For more details on the mandatory time based compliance mentioned above, or for any other event based compliance, or for any other matter related to compliance, finance, marketing; please feel free to contact us.</p>			

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