



Compliance Calendar-2025-26 - Treelife

Sr. No.	Forms	Brief	Provisions pursuant to Act	Frequency
1	ADT-1	<p>Appointment/re-appointment of auditor: First Auditor: Not Mandatory to File Form ADT-1 for the First Auditor, However recommended to be voluntarily filed within 15 days of appointment by the Board or Shareholders, as the case may be. The Board of Directors need to appoint the First Auditors within 30 days from the date of incorporation; In case of failure of the Board to appoint such auditor, the members shall appoint such auditor within ninety days</p> <p>Re-appointment: Within 15 days of passing resolution at the AGM</p>	Section 139 of the Companies Act, 2013	<p>First Auditor: Once</p> <p>Re-appointment: Every five years</p>
2	INC-20A	Declaration is filed by a director in form INC-20A Within 180 days of incorporation of the company	Section 10A	One time
3	Board Meetings	Company is required to hold at least 4 (four) Board Meetings and gap between two consecutive Board meeting shall not exceed 120 days.	Section 173 of Companies Act, 2013	<p>First Board Meeting: Within 30 days of Incorporation</p> <p>Maximum gap between two consecutive Meetings shall not exceed 120 days</p>
4		An OPC, small company, dormant company, and a private company (if it's a start-up) shall be required to hold at least 1 Board meeting in each half of the calendar year and the gap between 2 meetings is atleast 90 days	Section 173 of Companies Act, 2013	<p>First Board Meeting: Within 30 days of Incorporation</p> <p>Company is required to hold at least one (1) Board Meeting in each half of a Calendar Year and the Gap between the two meetings shall be not less than ninety (90) Days</p>
5	Form MBP-1	At the first meeting of the Board in each financial year or whenever there is a change in the interest of a director, they are required to disclose any concerns or interests that may arise in any company, body corporate, firms, or other associations of individuals. This disclosure should take place at the first Board meeting held after such a change	Section 184(1) of Companies Act, 2013	Annual and Event based

6	Form DIR-8	Every Director of the Company is required to provide disclosure of non-disqualification at the time of appointment or re-appointment	Section 164(2) of Companies Act, 2013	Event based
7	Form DPT- 3	Company shall file Return of deposits for acceptance of deposits or particulars of transaction not considered as Deposit as per rule 2 (1) (c) of the Companies (Acceptance of Deposit) Rules, 2014. This includes loan from Directors, Institution, Debentures etc.	Section 73 of the Companies Act, 2013 read with Rule 16 of the Companies (Acceptance of Deposits) Rules, 2014	On or before 30th June annually
8	DIR-3 e-KYC / Form DIR-3 KYC	Every individual possessing a DIN as of March 31st of a financial year is required to undergo DIR-3 KYC on the MCA portal to maintain the active status of their DIN.	Rule 12A of Companies (Appointment and Qualifications of Directors) Rules, 2014	On or before 30th September annually
9	Form MSME-1	All companies, who get supplies of goods or services from micro and small enterprises and whose payments to micro and small enterprise suppliers exceed 45 days from the date of acceptance or the date of deemed acceptance of the goods or services shall submit a half yearly return stating the following: a) The amount of payment due and b) The reason of the delay;	Section 405 of Companies Act, 2013	End of each half-year in respect of outstanding payments to Micro or Small Enterprise : ♦ April to September: 31st October ♦ October to March: 30th April
10	Annual General Meeting	Every company, except a One Person Company, shall, in each year, convene, in addition to any other meetings, a general meeting known as its Annual general Meeting ("AGM")	Section 96 of Companies Act, 2013	First AGM: within 9 months form the closing of financial year (on or before 31st December) Otherwise: within 6 Months form the closing of financial year (on or before 30th September)
11	Form AOC-4	Annual Filing of Audited Financial Statements of the Company along with the Director's Report and Auditor's Report for the Year Ending 31 March.	Section 137 of Companies Act, 2013	Within 30 Days of holding the Annual General Meeting
12	Form MGT-7	Annual Return for financial year ending 31 March	Section 92 of Companies Act, 2013	Within 60 Days from the date of AGM
13	Form CSR-2	Every Company having: a. Net Worth of 500 Crores or More; or b. Turnover of 1000 Crores or More; or c. Net Profit of 5 Crores or More; During the immediately preceding financial year Shall Furnish a report on CSR to the Registrar	Section 135 read with Companies (Accounts) Rules, 2014	As an addendum to Form AOC-4 To be filed annually as per applicability, on or before 31 March
14	Form PAS-6	All companies that have obtained ISINs for their securities (dematerialised Securities) are required to File Form PAS-6 on a half yearly basis to report Reconciliation of Share Capital within 60 days from the end of each half year	Rule 9B of Companies (Prospectus and Allotment of Securities) rules, 2014	Half yearly: For April–September: on or before 29th November October–March: on or before 30th May

15	FLA	<p>Foreign Direct Investment or Overseas Direct Investment in/by the Company as on end of the financial year is required to file this form.</p> <p>If the company's accounts are not audited before the due date of submission, i.e. July 15, then the FLA Return should be submitted based on an unaudited (provisional) account. Once the accounts are audited the revised FLA return is to be submitted based on audited accounts.</p>	FEMA Regulations	<p>July 15th of the respective financial year.</p> <p>Revised FLA Return must be submitted by September 30th of the same year</p>
16	APR	A person resident in India making investment in a foreign entity outside India which is reckoned as ODI, shall submit an APR with respect to each foreign entity every year till the person resident in India is invested in such foreign entity.	FEMA Regulations	<p>December 31st and where the accounting year of the foreign entity ends on December 31st, the APR shall be submitted by December 31st of the next year</p>
17	Annual Report Prevention of Sexual Harassment	Every Company employing 10 or more people shall be required to constitute an Internal Complainants Committee (IC) and such committee or the Local Committee, as the case may be, shall in each calendar year prepare, in such form and at such time as may be prescribed, an annual report and submit the same to the employer and the District Officer.	Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013\	<p>January 31st for every Calendar Year If there are no senior female employee in the company and an IC cannot be formed, the aggrieved female can approach to the District Local Committee for her complaints.</p>

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