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Sr. No.	Head	Forms	Description of the Forms	Date of Filing	Frequency
1	Appointment and re-appointment of Auditors	ADT-1	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 Re-appointment: Wtihin 15 days of passing resolution at the AGM	First Auditor: Once Re-appointment: Every five years
2	Commencement of Business	INC-20A	Declaration is filed by a director in form INC-20A after incorporation of the company	Within 180 days of incorporation of the company	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.	-	First Board Meeting: Within 30 days of Incorporation Maximum gap between two consecutive Meetings shall not exceed 120 days
			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	-	First Board Meeting: Within 30 days of Incorporation 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
4	Disclosure of interest by Directors	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	1st Board Meeting of FY and First Board Meeting in which the Directors participates after any change	Annual and Event based
	Intimation by directors for non-disqualification	DIR-8	Every Director of the Company is required to provide disclosure of non-disqualification at the time of appointment or re-appointment	At the time of appointment or reappointment	Event based
5	Return of Deposit	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.	On or before 30th June	Annual
6	KYC of Directors	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.	30th September	Annual


7	Delay in Payment to MSME Vendor	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;	Half Yearly: ♦ April to September: 31st October ♦ October to March: 30th April	Half Yearly
8	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	First AGM: within 9 months form the closing of financial year Otherwise: within 6 Months form the closing of financial year	Annual
9	Annual Filing	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.	Within 30 Days of holding the AGM	Annual
10	Report on Corporate Social Responsibility (CSR)	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	For the F.Y. 22-23 Form CSR-2 shall be filed upto 31st March, 2024 after filing Filing Form AOC-4 and thereafter it will be filed as an addendum to Form AOC-4	Annual
11	Annual Return	MGT-7	Annual Return for financial year ending 31 March	Within 60 Days from the date of AGM	Annual
12	Foreign Liabilities and Assets Return	FLA	Foreign Direct Investment or Overseas Direct Investment in/by the Company as on end of the financial year is required to file this form. 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.	15th of July of the respective financial year. If the accounts are audited later, a revised FLA Return must be submitted by September 30th of the same year	Annual

13	Annual Performance Report	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.	31st December 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	Annual
14	Prevention of Sexual Harassment (POSH)	Annual Report	Every Company employing 10 or more people shall be required to constitute an Internal Compliants 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.	31st January 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.	Annual
15	Financial Year	Financial year or Financial period	Companies incorporated on or after the 1st day of January of a year, the period ending on the 31st day of March of the following year, shall be the first financial period/year	NA	Annual

13	Annual Performance Report	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.	31st December 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	Annual
14	Prevention of Sexual Harassment (POSH)	Annual Report	Every Company employing 10 or more people shall be required to constitute an Internal Compliants 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.	31st January 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.	Annual
15	Financial Year	Financial year or Financial period	Companies incorporated on or after the 1st day of January of a year, the period ending on the 31st day of March of the following year, shall be the first financial period/year	NA	Annual

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Get in touch with us

 support@treelife.in

 +91 99301 56000 | +91 22 6852 5768

 www.treelife.in

Follow us on



Mumbai HQ

914/15/16 Pinnacle Corporate Park,
Near Trade Centre, Bandra Kurla
Complex, Mumbai 400 051

Delhi Office

EI/3 FF, Jhandewalan Extension,
Nr. Jhandewalan Metro Station,
New Delhi 110 055

Bengaluru Office

1st floor, Mahalakshmi Chambers,
MG Road, Trinity Metro Station,
Bengaluru 560 001

GIFT City

DevX, Unit no. B-117, Nila
Spaces, GIFT SEZ,
Gandhinagar – 382355



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