SR NO.	E - FORM/ FORM NAME	PURPOSE OF THE E-FORM	INFO UPTO	DUE DATE	ROC FEES	ADDITIONAL ROC FEES	PENALTY/FINE/ IMPRISONMENT	APPLICABILITY	EXEMPTION
1	Form MBP-1	Every Director of the Company in First Meeting of the Board of Director in each Financial Year will disclose his interest in other entities.		First Board meeting of the financial year				Every Director is required to submit with the Company fresh MBP-1 whenever there is change in his interest from the earlier given MBP-1.	
2	Form DIR- 8	Every Director of the Company in each Financial Year will file with the Company disclosure of non-disqualification.		First Board meeting of the financial year				Every director of the Company	
3	DPT-3 (Annual Form)	Reporting of Outstanding Sum of Loans	Details of outstanding Loan/ receipt of money as of the Previous Financial Year	30th June of every Financial Year	As per normal fees under rules	Normal ADDITIONAL ROC FEES	On Company and Officer in default: upto Rs.5000 with Rs. 500 Per day if the default continues	Every Company having outstanding	1. Government Co. 2. Companies not accepting any loan or not having any O/S loan 3. NBFC 4. Housing Finance 5. Banking Company O/S loan 3. NBFC 4. Housing Finance 5. Banking Company

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4	MSME-1 (Half Yearly)	Submission of Details of Outstanding dues to MSME along with the reasons for delay	First Half (1st April to 30th September)	31st October	As per normal fees rules	Normal Additional Fees	1. Company: upto 25,000 2. Director / KMP: a)Fine Min:25,000 OR Max: 300,000; b)Imprisonment : upto 6 Months	Every Specified Company	Companies with No O/S dues to MSMEs or such O/S Dues are for not more than 45 days
			Second Half (1st October	30th April					
5	DIR-3 KYC	Updation of Details of DIN Holders	Every Person who has obtained DIN in the Financial Year 2019-20	30/09/2020	Upto Due Date=NIL	Not yet prescribed for this year		Every person having DIN	
6	DIR-3 KYC WEB based	This shall be used by the DINholder who has submitted DIR-3 KYC e-form in the previous FY and no update is required in his details		30/09/2020	Upto Due Date = NIL	Not yet prescribed for this year		Every person having DIN	

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7	AOC-4	Financial Statements	Within 30 days from the date of AGM		As per normal fees rules	Normal Additional Fees of Rs. 100 per day	Fine of Rs.50000 to Rs.500000	Every Company	
8	MGT-7	Annual Return	Within 60 days from the date of AGM		As per normal fees rules	Normal Additional Fees of Rs. 100 per day	Fine of Rs.50000 to Rs.500000	Every Company	
9	ADT-1	Appointment or re-appointment of Statutory Auditor	Within 15 days from the date of Annual General Meeting		As per normal fees rules	Normal Additional Fees		Every Company	

SR. NO.	COMPLIANCE	SECTION NO.	PARTICULARS
1	Conducting of AGM + AGM Minutes	101 & SS	Notice of Annual General Meeting will be prepared and sent to following:
			• All Directors, Members, Statutory Auditor
2	Board Meetings + Minutes	173 & SS-I	Every Company shall hold a minimum number of **FOUR** meetings of its Board of Directors every year in such a manner that maximum gap between two meetings should not be more than 120 (One hundred twenty) days. Company should hold at least 1 (one) Board Meeting every quarter of calendar year.
3	Maintenance of Registers	88	**Company will maintain the following mandatory Registers:**
			• Register of Director, Director Shareholding, Members etc to be maintained

Author – CS Tamanna Rushabh Jhabak Jain, TRJ & CO, Company Secretary in Practice based at Mumbai and can be contacted via e- mail @ tamannajhabak@gmail.com

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