

AMITA DESAI & CO. Company Secretaries , Mumbai Cell 09820177691

Sr. No	Occurrence of event	Forms to be Filed	Month	Time Limit
1	Declaration of Intrest of Director in MBP 1	MGT 14	From 1st April to 30th June	Within 30 from passing of resolution
2	Annual Return (MGT 7)	Form 20B/MGT-7	Before 20th November	Within 60 Days from AGM
3	Filing of Balance Sheet	Form 23AC/AOC-4	Before 30th October	Within 30 Days from AGM
4	Filing of P & L	Form 23ACA/AOC-4	Before 30th October	Within 30 Days from AGM
5	Approval of Annual Accounts	Form MGT 14	From 1st July to 30th Sept	Within 30 from passing of resolution
6	Approval of Directors Report	Form MGT 14	From 1st July to 30th Sept	Within 30 from passing of resolution
7	Appointment of Auditors	Form ADT 1	Before 15th October	Within 15 Days from the date of AGM
8	Appointment of Directors,Change in Designation and Regularisation of directors.	Form DIR 12		Within 30 Days from the effective date of appointment, change in designation and regularisation
9	Appointment/Re-appointment /Regularisation of WTD, MD or Manager	Form MR 1		Within 60 Days from the effective date of appointment/re-appointment /regularisation
10	Application for registration of creation or modification of charge (other than debentures)	Form CHG-1		Within 30 days of such creation or modification

11	Particulars of satisfaction of charge	Form CHG-4		Within 30 days of such satisfaction
12	Change in Registered Office	Form INC 22		Within 15 days of change in registered office
13	Change in Authorised Share Capital	Form SH-4		Within 30 days of change in registered office
14	Allotment of Shares (many details depend of private placement or Right Issue)	Form PAS-3		Within 30 days of allotment
15	Filing of Resolutions and Agreements to the Registrar under section 117 & section 179 of CA,2013	Form MGT-14		<p>Within 30days from the date of passing of such Board resolution for following:</p> <ol style="list-style-type: none"> 1. To make call on shareholders in respect of money unpaid on their shares; 2. To authorize buy-back of Securities under Section 68; 3. To issue securities, including debentures, whether in or outside India; 4. To grant loans or give Guarantee or provide security in respects of Loans; 5. To diversify the business of the company; 6. To approve amalgamation, merger or reconstruction; 7. To take over a Company or acquire a controlling or substantial stake in another Company; 8. To make political contributions; 9.To appoint internal auditors and secretarial auditor;

				<p>File Form MGT-14 within 30days from the date of passing of such resolution for following:</p> <ol style="list-style-type: none"> 1. Special Resolutions; 2. Any resolution of the Board of Directors of a company or agreement executed by a company, relating to the appointment, re-appointment or renewal of the appointment, or variation of the terms of appointment, of a managing director; 3. Resolutions passed by a company according consent to the exercise by its Board of Directors of any of the powers under clause (a) and clause (c) of sub-section(1) of section 180 of CA 2013 i.e. to sell, lease or otherwise dispose of the whole or substantially the whole of the undertaking of the company or where the company owns more than one undertaking, of the whole or substantially the whole of any of such undertakings and to borrow money, where the money to be borrowed, together with the money already borrowed by the company will exceed aggregate of its paid-up share capital and free reserves, apart from temporary loans obtained from the company's bankers in the ordinary course of business as specified under; 4. Resolutions requiring a Company to be wound up voluntarily passed in pursuance of section 304;
R.B.I Filing				
Sr.	Event	Forms to be	Month	Time Limit

1	Annual Performance Report	APR	3 months	3 Months from the end of the financial year of the foreign subsidiary company to be filed with the Authorised Dealer Bank of the Company along with Balance Sheet of Subsidiary Co. (Audited) and APR form and Notes on accounts of subsidiary companies.
2	Issue of shares to Non-Residents	FCGPR	event based	Within 30 days of issue
3	Return for ECB	ECB-2	every month	Within 7 days from the closure of every month.