

R-8**ANNUAL FILING AND ROUTINE
EVENT BASED FORMS****A. ANNUAL FILING FORMS RELATED TO ANNUAL GENERAL MEETING**

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to approval of financial statements and board report in case of public companies	Within 30 days of passing of board resolution
CSR-2 ¹	Report on Corporate Social Responsibility	For FY 22-23 is 31.03.24
ADT-1	Related to appointment of auditor	Within 15 days of Annual General Meeting
AOC-4	Related to filing of financial statements	Within 30 days of Annual General Meeting
AOC-4 CFS	Related to filing of consolidated financial statements	Within 30 days of Annual General Meeting
AOC-4 XBRL	Related to filing of XBRL documents in respect to financial statements	Within 30 days of Annual General Meeting
MGT-7 (other than OPC and Small company)	Related to filing of annual return	Within 60 days of Annual General Meeting
MGT-7A (OPC and small company)	Related to filing of abridged form of annual return	Within 60 days of Annual General Meeting and within 6 months from date of closure of financial year in case of OPC

B. ROUTINE EVENT BASED FORMS**1. FOR OBTAINING DIN AND KYC OF DIRECTORS**

E-FORM	PURPOSE	TIME PERIOD FOR FILING
DIR-3	For obtaining director identification number	—
DIR-3C	Intimation of Director Identification Number by the company to the Registrar DIN services	Within 15 days of receipt of intimation
DIR-3 KYC	Application for KYC of DIN holders	On or before 30 th September of immediate next financial year
DIR-3 KYC Web-based	Online KYC of DIN holders	On or before 30 th September of immediate next financial year

¹ The said form is an addendum to AOC 4 or AOC 4 XBRL or AOC 4 NBFC (IND AS), therefore, taken in annual filing forms. (Rule 12(IB) of the Companies (Accounts) Rules, 2014.

2. FOR CHANGE IN PARTICULARS OF DIRECTOR

E-FORM	PURPOSE	TIME PERIOD FOR FILING
DIR-6	Intimation of change in particulars of DIN to be given to the Central Government	Within 30 days of change in particulars

3. FOR NAME APPROVAL IN CASE OF CHANGE OF NAME

E-FORM	PURPOSE	TIME PERIOD FOR FILING
Form RUN	Related to name approval in case of change of name	—

4. FOR INCORPORATION OF PUBLIC/PRIVATE COMPANY

E-FORM	PURPOSE	TIME PERIOD FOR FILING
SPICe+(INC-32)	Simplified Proforma for Incorporating Company Electronically Plus (SPICe) - with mandatory PAN and TAN application included.	Within 20 days of name approval or within validity period of name allowed, if name is already approved.
SPICe+(INC-33)	Related to the memorandum of association	Within 20 days of name approval or within validity period of name allowed, if name is already approved.
SPICe+(INC-34)	Related to the articles of association	Within 20 days of name approval or within validity period of name allowed, if name is already approved.
AGILE-PRO-S (INC-35)	Related to registration with GSTIN, ESIC, EPFO, etc	Within 20 days of name approval or within validity period of name allowed, if name is already approved.

5. FOR INCORPORATION OF ONE PERSON COMPANY:

E-FORM	PURPOSE	TIME PERIOD FOR FILING
INC-3	Nominee consent form for one person company.	-With SPICe+INC-32 at the time of incorporation of one person company
SPICe+(INC-32)	Simplified Proforma for Incorporating Company Electronically Plus (SPICe) - with mandatory PAN and TAN application included.	Within 20 days of name approval or within validity period of name allowed, if name is already approved.
SPICe+(INC-33)	Related to the memorandum of association	Within 20 days of name approval or within validity period of name allowed, if name is already approved.
SPICe+(INC-34)	Related to the articles of association	Within 20 days of name approval or within validity period of name allowed, if name is already approved.
AGILE-PRO-S (INC-35)	Related to registration with GSTIN, ESIC, EPFO, etc	Within 20 days of name approval or within validity period of name allowed, if name is already approved.

6. FOR INCORPORATION OF SECTION 8 COMPANY

E-FORM	PURPOSE	TIME PERIOD FOR FILING
SPICe+(INC-32)	Simplified Proforma for Incorporating Company Electronically (SPICe) - with mandatory PAN and TAN application included.	Within 20 days of name approval or within validity period of name allowed, if name is already approved.
INC-13	Related to the Memorandum of association	Within 20 days of name approval or within validity period of name allowed, if name is already approved.
INC-31	Related to the Articles of association	Within 20 days of name approval or within validity period of name allowed, if name is already approved.
AGILE-PRO-S (INC-35)	Related to registration with GSTIN, ESIC, EPFO, etc	Within 20 days of name approval or within validity period of name allowed, if name is already approved.

7. FOR COMMENCEMENT OF BUSINESS

E-FORM	PURPOSE	TIME PERIOD FOR FILING
INC-20A	Declaration at the time of commencement of business	Within a period of 180 days of the date of incorporation of the company

8. CHANGE IN NOMINEE AND MEMBER OF ONE PERSON COMPANY

E-FORM	PURPOSE	TIME PERIOD FOR FILING
INC-3	Nominee consent form for one person company.	-Within 30 days of receipt of intimation of the change.
INC-4	Change in Member/ Nominee.	Within 30 days of notice of withdrawal of consent/ change in nominee/ cessation of member

9. FOR APPOINTMENT/RE-APPOINTMENT OF DIRECTOR

E-FORM	PURPOSE	TIME PERIOD FOR FILING
DIR-12	Related to appointment/ re-appointment of director	Within 30 days of appointment.

10. FOR CHANGE IN DESIGNATION/RESIGNATION OF DIRECTOR

E-FORM	PURPOSE	TIME PERIOD FOR FILING
DIR-12	Related to change in designation/ resignation of director	Within 30 days of change in designation/ resignation
DIR-11	Related to resignation of director	To be filed by director- Within 30 days from effective date of resignation

11. FOR REMOVAL OF DIRECTOR

E-FORM	PURPOSE	TIME PERIOD FOR FILING
DIR-12	Related to removal of director	Within 30 days of passing of general meeting resolution

12. FOR DISQUALIFICATION AND REMOVAL OF DISQUALIFICATION OF DIRECTOR

E-FORM	PURPOSE	TIME PERIOD FOR FILING
DIR-9	Related to Disqualification of a director	Within 30 days of receipt of DIR-8 from the dis-qualified director
DIR-10	Related to Disqualification of a director	-----

13. FOR APPOINTMENT/RE-APPOINTMENT OF MANAGING DIRECTOR

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to board resolution for such appointment, re-appointment under section 117(3)(c), in case of private as well as public company and as per section 179(3)(k), in case of public company	Within 30 days of passing of board resolution.
DIR-12	Related to appointment of managing director	Within 30 days of appointment.
MGT-14	Related to special resolution of such appointment, in case of public company	Within 30 days of passing of special resolution
MR-1	Related to such appointment, in case of public company.	Within 60 days of appointment.

14. FOR APPOINTMENT OF KEY MANAGERIAL PERSONNEL

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to board resolution in case of public company	Within 30 days of passing of board resolution.
DIR-12	Related to appointment of Key Managerial Personnel	Within 30 days of appointment.
MGT-14	Related to special resolution of such appointment, in case of public company(except CS, CFO and CEO)	Within 30 days of passing of special resolution
MR-1	Related to such appointment, is case of public company. (except CS, CFO and CEO)	Within 60 days of appointment.

15. FOR APPOINTMENT OF KEY MANAGERIAL PERSONNEL WITH APPROVAL OF CENTRAL GOVERNMENT

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to board resolution in case of public company	Within 30 days of passing of board resolution.
DIR-12	Related to appointment of Key Managerial Personnel	Within 30 days of appointment.

MGT-14	Related to special resolution of such appointment, in case of public company (except CS, CFO and CEO)	Within 30 days of passing of special resolution
MR-1	Related to such appointment, in case of public company. (except CS, CFO and CEO)	Within 60 days of appointment.
MR-2	Related to file an application to the Central Government (except CS, CFO and CEO)	Within 90 days of date of appointment.

16. FOR CHANGE OF NAME OF THE COMPANY

E-FORM	PURPOSE	TIME PERIOD FOR FILING
RUN	For name approval	—
MGT-14	Related to special resolution passed at the general meeting	Within 30 days of passing of special resolution.
INC-24	File an application to the Central Government for change of name	Within 30 days of passing of special resolution to obtain approval of Central Government.

17. FOR RECTIFICATION OF NAME OF THE COMPANY

E-FORM	PURPOSE	TIME PERIOD FOR FILING
RD-1	File an application to the Central Government for change of name	Within a period of 3 years of incorporation or registration of another company.

18. FOR RECTIFICATION OF NAME OF THE COMPANY (AFTER RECEIVING THE ORDER OF CENTRAL GOVERNMENT)

E-FORM	PURPOSE	TIME PERIOD FOR FILING
RUN	For name approval	Immediate of passing of board resolution
MGT-14	Related to special resolution passed at the general meeting	Within 30 days of passing of special resolution
INC-24	File an application to the Central Government for change of name	Within a period of 3 months or 6 months of receiving of directions of the Central Government.
INC-28	Related to filing of order of the Regional director to the Registrar of Companies related to rectification of name	Within 15 days from the date of issuance of fresh certificate of incorporation.

19. FOR CHANGE IN REGISTERED OFFICE OF THE COMPANY

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to special resolution passed at the general meeting to change the situation of registered office from outside the local limit of any city, town or village	Within 30 days of passing of special resolution
INC-23	Related to shifting of registered office from one state to another state	Within one month from the date on which list of creditors and debenture holders drawn.
INC-28	Related to filing of order of the Regional director to the Registrar of Companies related to shifting of registered office from one state to another state	Within a period as specified in the order.
INC-22	Related to change in situation of registered office of the company.	New company: Within 30 days from the date of incorporation, If address is different from correspondence address.

E-FORM	PURPOSE	TIME PERIOD FOR FILING
		Existing company: Within 30 days of change

20. FOR ALTERATION OF MEMORANDUM OF ASSOCIATION AND ARTICLES OF ASSOCIATION OF THE COMPANY

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to special resolution passed at the general meeting	Within 30 days of passing of special resolution.

21. FOR CONVERSION OF PRIVATE LIMITED COMPANY INTO PUBLIC LIMITED COMPANY

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to special resolution passed at the general meeting	Within 15 days of passing of special resolution.
DIR-12	Related to appointment of new directors for increase in the number of directors as per the provisions of the Companies Act, 2013.	Within 30 days of passing of board resolution.
INC-27	Related to conversion of private company into public company.	Within 15 days of passing of special resolution

22. FOR CONVERSION OF PUBLIC LIMITED COMPANY INTO PRIVATE LIMITED COMPANY

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to special resolution passed at the general meeting	Within 30 days of passing of special resolution.
RD-1	Related to petition with the Regional Director for conversion of public company into private company.	Within 60 days of passing of special resolution
INC-27	Related to conversion of public company into private company.	Within 15 days of date of receiving the order of the Regional Director.
INC-28	Order of the Regional Director	Within 15 days of date of receiving the order of the Regional Director.

23. FOR CONVERSION OF ONE PERSON COMPANY INTO PUBLIC/PRIVATE LIMITED COMPANY

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to resolution passed by members	Within 30 days of passing of resolution.
DIR-12	Related to appointment of new directors for increase in the number of directors as per the provisions of the Companies Act, 2013.	Within 30 days of passing of resolution.
INC-6	Related to conversion of One Person Company	Within 30 days of passing of resolution.

24. FOR CONVERSION OF PRIVATE LIMITED COMPANY INTO ONE PERSON COMPANY

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to special resolution passed at the general meeting	Within 30 days of passing of resolution.
INC-6	Related to conversion of One Person Company	Within 30 days of passing of special resolution.

25. FOR CONVERSION OF PRIVATE/UNLISTED PUBLIC COMPANY INTO LIMITED LIABILITY PARTNERSHIP

E-FORM	PURPOSE	TIME PERIOD FOR FILING
RUN LLP-1	Related to approval of proposed name with the Registrar of Companies.	—
FiLLiP	Related to incorporation of Limited Liability Partnership.	—
LLP-18	Related to conversion with the Registrar.	—
LLP-3	Related to providing information related to Limited Liability Partnership Agreement	Within 30 days of incorporation

26. FOR CONVERSION OF PRIVATE LIMITED COMPANY INTO SECTION 8 COMPANY

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to special resolution passed at the general meeting	Within 30 days of passing of special resolution.
INC-12	Application for grant of License under section 8.	—

27. FOR CONVERSION OF SECTION 8 COMPANY INTO PRIVATE LIMITED COMPANY

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to special resolution passed at the general meeting	Within 30 days of passing of special resolution.
INC-18	Application to the Regional Director for conversion of section 8.	—
INC-20	Related to intimation to the Registrar for revocation of licence.	Within 30 days from the date of receipt of order of the Regional Director.

28. FOR CONVERSION OF ACTIVE COMPANY INTO DORMANT COMPANY

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to special resolution passed at the general meeting	Within 30 days of passing of special resolution.
MSC-1	Application for change in status of the company	Within 30 days of passing of special resolution.

29. ALLOTMENT OF SHARES ON PRIVATE PLACEMENT/PREFERENTIAL BASIS/PREFERENTIAL SHARES WITHOUT PUBLIC OFFER

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to board resolution passed at the board meeting, in case of public company	Within 30 days of passing of board resolution.
MGT-14	Related to special resolution passed at the general meeting	Within 30 days of passing of special resolution.
PAS-3	Related to return of allotment	Within 15 days of passing of board resolution of allotment.
MGT-6	Related to declaration by persons not holding beneficial interest in shares.	Within 30 days of receipt of declaration.
BEN-1	Declaration by the beneficial owner to the reporting company who acquire significant beneficial ownership in shares	Within 30 days of acquiring significant beneficial ownership or change therein
BEN-2	Filing of return by reporting company regarding significant beneficial owners in shares	Within 30 days from the date of receipt of BEN 1

30. ALLOTMENT OF SHARES ON THE BASIS OF RIGHTS ISSUE/BONUS ISSUE

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to board resolution passed at the board meeting, in case of public company	Within 30 days of passing of board resolution.
PAS-3	Related to return of allotment	Within 30 days of passing of board resolution of allotment.
BEN-1	Declaration by the beneficial owner to the reporting company who acquire significant beneficial ownership in shares	Within 30 days of acquiring significant beneficial ownership or change therein
BEN-2	Filing of return by reporting company regarding significant beneficial owners in shares	Within 30 days from the date of receipt of BEN 1

31. ALLOTMENT OF SWEAT EQUITY SHARES

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to board resolution passed at the board meeting, in case of public company	Within 30 days of passing of board resolution.
MGT-14	Related to special resolution passed at the general meeting	Within 30 days of passing of special resolution.
PAS-3	Related to return of allotment	Within 30 days of passing of board resolution of allotment.
BEN-1	Declaration by the beneficial owner to the reporting company who acquire significant beneficial ownership in shares	Within 30 days of acquiring significant beneficial ownership or change therein
BEN-2	Filing of return by reporting company regarding significant beneficial owners	Within 30 days from the date of receipt of BEN 1

E-FORM	PURPOSE	TIME PERIOD FOR FILING
	in shares	

32. INCREASE OF AUTHORISED SHARE CAPITAL

E-FORM	PURPOSE	TIME PERIOD FOR FILING
SH-7	Notice to Registrar of any alteration of share capital.	Within 30 days of ordinary/special resolution for alteration of share capital alteration.

33. ALLOTMENT OF SHARES UNDER EMPLOYEE STOCK OPTION PLAN

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to board resolution passed at the board meeting, in case of public company	Within 30 days of passing of board resolution.
MGT-14	Related to special resolution passed at the general meeting	Within 30 days of passing of special resolution.
PAS-3	Related to return of allotment	Within 30 days of passing of board resolution of allotment.

34. ALLOTMENT OF EQUITY SHARES WITH DIFFERENTIAL RIGHTS

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to board resolution passed at the board meeting, in case of public company	Within 30 days of passing of board resolution.
PAS-3	Related to return of allotment	Within 30 days of passing of board resolution of allotment.

35. ALLOTMENT OF PREFERENCE SHARES

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to board resolution passed at the board meeting, in case of public company	Within 30 days of passing of board resolution.
MGT-14	Related to special resolution passed at the general meeting	Within 30 days of passing of special resolution.
PAS-3	Related to return of allotment	Within 15/30 days of passing of board resolution of allotment.

36. BUY BACK OF SHARES

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to board resolution passed at the board meeting, in case of public company	Within 30 days of passing of board resolution.
MGT-14	Related to special resolution passed at the general meeting, if company buy	Within 30 days of passing of special resolution.

E-FORM	PURPOSE	TIME PERIOD FOR FILING
	back its shares more than 10% but up to 25% of equity shares capital and free reserves.	
SH-8	Related to letter of offer	—
SH-9	Declaration of Solvency.	—
SH-11	Return in respect of buy-back of securities.	Within 30 days of completion of buy-back.
DPT-3	Return of deposits	30th June of every year
	Particulars of transaction not considered as deposit	(i) Within 90 days from 31-3-2019 for outstanding amount as on 31-3-2019 (ii) 30th June of every year for outstanding amount as on 31st March of every year

37. FOR ISSUE OF DEBENTURES

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to board resolution passed at the board meeting, in case of public company	Within 30 days from the date of passing of board resolution in general meeting.
MGT-14	Related to special resolution passed at the board meeting, in case of public company	Within 30 days from the date of passing of special resolution in general meeting.
PAS-3	Related to return of allotment	Within 15/30 days of passing of board resolution of allotment.
CHG-9	Related to creation of Charge	Within 30 days from the date of creation of charge.
CHG-4	Related to satisfaction of Charge	Within 30 days from the date of satisfaction of charge

38. FOR APPOINTMENT OF FIRST AUDITOR

E-FORM	PURPOSE	TIME PERIOD FOR FILING
ADT-1	Related to appointment of first auditor	Within 15 days from the date in which he is appointed

39. FOR APPOINTMENT/RE-APPOINTMENT OF AUDITOR/APPOINTMENT TO FILL THE CASUAL VACANCY

E-FORM	PURPOSE	TIME PERIOD FOR FILING
ADT-1	Related to appointment/re-appointment of auditors and to fill the casual vacancy	Within 15 days from the date in which he is appointed

40. FOR APPOINTMENT OF INTERNAL/SECRETARIAL AUDITOR

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to appointment of internal/secretarial auditor	Within 30 days of passing of board resolution

41. FOR APPOINTMENT OF COST AUDITOR

E-FORM	PURPOSE	TIME PERIOD FOR FILING
CRA-2	Related to appointment of cost auditor	Within 30 days of board meeting in which appointment is made or within a period of 180 days of the commencement of financial year, whichever is earlier.

42. FOR FILING OF COST REPORT

E-FORM	PURPOSE	TIME PERIOD FOR FILING
CRA-4	Related to filing of cost report to the Central Government	Within 30 days from the receipt of cost audit report.

43. FOR RESIGNATION OF AUDITOR

E-FORM	PURPOSE	TIME PERIOD FOR FILING
ADT-3	Related to resignation of auditors (to be filed by auditor)	Within 30 days from the date of resignation.

44. FOR REMOVAL OF AUDITOR

E-FORM	PURPOSE	TIME PERIOD FOR FILING
ADT-2	Related to file an application for removal of auditor(s) from his/their office before expiry of term to the Central Government	Within 30 days of passing of board resolution.
MGT-14	Related to special resolution passed at the general meeting	Within 30 days of passing of special resolution.
INC-28	Related to filing of order of the Regional director to the Registrar of Companies	Within the time prescribed in the order

45. TO BORROW MONEY IN EXCESS OF LIMIT

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to board resolution passed at the board meeting in case of public company	Within 30 days of passing of board resolution
MGT-14	Related to special resolution passed at the general meeting	Within 30 days of passing of special resolution
CHG-1	Related to creation of charges, if borrowings are secured	Within 30 days of creation of charge
DPT-3	Return of deposits	30th June of every year
	Particulars of transaction not considered as deposit	(i) Within 90 days from 31-3-2019 for outstanding amount as on 31-3-2019

E-FORM	PURPOSE	TIME PERIOD FOR FILING
		(ii) 30th June of every year for outstanding amount as on 31st March of every year

46. FOR CREATION/MODIFICATION OF CHARGES

E-FORM	PURPOSE	TIME PERIOD FOR FILING
CHG-1	Related to creation/modification of charges	Within 30 days of creation or modification of charges
CHG-9	Related to creation/modification of charges, in case of debentures	Within 30 days of creation or modification of charges

47. FOR SATISFACTION OF CHARGES

E-FORM	PURPOSE	TIME PERIOD FOR FILING
CHG-4	Related to satisfaction of charges	Within 30 days of satisfaction of charge

48. FOR CONDONATION OF DELAY, IN CASE OF SATISFACTION OF CHARGES

E-FORM	PURPOSE	TIME PERIOD FOR FILING
CHG-8	Related to condonation of delay for filing of form, in case of charges	—
GNL-2	Related to advance copy to Registrar of Companies	Before filing application to Regional Director
INC-28	Related to filing of order of the Regional Director to the Registrar of Companies	Within time specified in the order.

49. LOAN TAKEN FROM DIRECTORS

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to board resolution for loan from directors, in case of public companies	Within 30 days of passing of board resolution.
MGT-14	Related to resolution for loan from directors in general meeting	Within 30 days of passing of special resolution
DPT-3	Return of deposits	30th June of every year
	Particulars of transaction not considered as deposit	(i) Within 90 days from 31-3-2019 for outstanding amount as on 31-3-2019 (ii) 30th June of every year for outstanding amount as on 31st March of every year

50. TO SELL, LEASE OR OTHERWISE DISPOSE OFF THE WHOLE OR SUBSTANTIALLY THE WHOLE OF THE UNDERTAKING OF THE COMPANY

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to board resolution selling/leasing/disposing of property.	Within 30 days of passing of board resolution.

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to resolution for selling/leasing/ disposing of property in general meeting	Within 30 days of passing of special resolution

51. FOR ACCEPTANCE OF DEPOSITS

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to board resolution for acceptance of deposits, in case of public companies	Within 30 days of passing of board resolution.
MGT-14	Related to resolution for acceptance of deposits in general meeting	Within 30 days of passing of special resolution
CHG-1	Related to creation/modification of charges, if deposits are secured	Within 30 days of creation or modification of Charges
GNL-2 for DPT-1	Related to Applications made to Registrar of Companies.	30 days before issue of circular/ circular in the from of advertisement.
DPT-3	Related to return of deposits	On or before 30th June every year

52. FOR PAYMENT OF DIVIDEND

E-FORM	PURPOSE	TIME PERIOD FOR FILING
IEPF-1	Related to Statement of amounts credited to Investor Education and Protection Fund.	Within 30 days of such amount becoming due to be credited to the fund
IEPF-2	Related to statement regarding unpaid and unclaimed amount laying with companies	Within 60 days of Annual General Meeting or due date of Annual General Meeting, whichever is earlier and every year thereafter till completion of 7 years period
IEPF-3	Related to Statement of shares and unclaimed or unpaid dividend not transferred to the Investor Education and Protection Fund	Within 30 days of end of financial year
IEPF-4	Related to statement of shares transferred to the Investor Education and Protection Fund.	Within 30 days from informing Depository

53. FOR LOAN GIVEN TO DIRECTORS (INCLUDING MANAGING DIRECTOR/ WHOLE TIME DIRECTOR)

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to board resolution for loan given to directors, in case of public companies	Within 30 days of passing of board resolution.
MGT-14	Related to resolution for loan given to managing director/ whole time director, passed at the general meeting, in case of public companies	Within 30 days of passing of special resolution

54. FOR LOAN, INVESTMENT, GUARANTEE OR INVESTMENT IN THE SECURITIES OF ANY BODY CORPORATE ETC. IF THE LIMIT IS EXCEEDING 60% OF THE PAIDUP SHARE CAPITAL, FREE RESERVE AND SECURITIES PREMIUM AMOUNT OR 100% OF THE FREE RESERVE AND SECURITY PREMIUM AMOUNT, WHICHEVER IS MORE

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to board resolution, in case of public companies	Within 30 days of passing of board resolution.
MGT-14	Related to resolution passed at the general meeting, in case of public companies	Within 30 days of passing of special resolution

55. FOR CONDONATION OF DELAY IN FILING OF VARIOUS FORMS

E-FORM	PURPOSE	TIME PERIOD FOR FILING
CG-1	Related to form for filing application or documents with Central Government	—
INC-28	Related to filing of order of the Regional director to the Registrar of Companies	Within time specified in the order.
Form for which condonation is done.	—	Depending upon the form and its relevant section applicability.

56. FOR CONTRIBUTION TO CHARITABLE FUNDS IF THE AGGREGATE AMOUNT OF CONTRIBUTION IS MORE THAN 5% OF ITS AVERAGE PROFIT FOR THE THREE IMMEDIATELY PRECEDING FINANCIAL YEAR

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to board resolution	Within 30 days of passing of board resolution.

57. FOR CONTRIBUTION TO POLITICAL PARTIES

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MGT-14	Related to board resolution, in case of public companies only	Within 30 days of passing of board resolution.

58. FOR STRIKING OFF OF NAME OF A COMPANY

E-FORM	PURPOSE	TIME PERIOD FOR FILING
STK-2	Related to filing of application related to removal of name of the company	Within 30 days of date of statement of accounts

59. FOR MAINTENANCE OF BOOKS AT ANY PLACE OTHER THAN REGISTERED OFFICE

E-FORM	PURPOSE	TIME PERIOD FOR FILING
AOC-5	Notice of address at which books of account are maintained	Within 7 days from the date of passing of board resolution

60. DECLARATION AT THE TIME OF COMMENCEMENT OF BUSINESS

E-FORM	PURPOSE	TIME PERIOD FOR FILING
INC-20A	Declaration at the time of commencement of business	Within a period of one hundred and eighty days of the date of incorporation of the company

61. PARTICULARS OF TRANSACTION NOT CONSIDERED AS DEPOSITS

E-FORM	PURPOSE	TIME PERIOD FOR FILING
DPT-3	Filing of particulars of transactions not considered as deposits	(i) Within 90 days from 31-3-2019 for outstanding amount as on 31-3-2019 (ii) upto 30th June of every year for outstanding amount as on 31st March

62. FOR OUTSTANDING PAYMENTS TO MICRO AND SMALL ENTERPRISES

E-FORM	PURPOSE	TIME PERIOD FOR FILING
MSME-1	Half yearly return to ROC in respect of outstanding payments to Micro or Small Enterprises	— Upto 30th April for the period October to March — Upto 31st October for the period April to September

63. FOR PARTICULARS OF COMPANY AND ITS REGISTERED OFFICE ACTIVE FOR COMPANIES INCORPORATED BEFORE 1-1-2018

E-FORM	PURPOSE	TIME PERIOD FOR FILING
INC-22A	Filing of particulars of the company and its registered office to mark company as Active-Compliant Company	On or before 15-6-2019 for those companies which are incorporated before 1-1-2018

64. FOR SIGNIFICANT BENEFICIAL OWNERSHIP OF SHARES BY AN INDIVIDUAL

E-FORM	PURPOSE	TIME PERIOD FOR FILING
BEN-1	Declaration by the beneficial owner to the reporting company who acquire significant beneficial ownership in shares	(i) Within 90 days from 8-2-2019 (ii) Within 30 days of acquiring significant beneficial ownership or change therein
BEN-2	Filing of return by reporting company regarding significant beneficial owners in shares	Within 30 days from the date of receipt of BEN 1

65. RECONCILIATION OF SHARE CAPITAL AUDIT REPORT

E-FORM	PURPOSE	TIME PERIOD FOR FILING
PAS-6	Reconciliation of share capital audit report	Within 60 days from the conclusion of each half year

66. REGISTRATION OF SECTION 8 (NON-PROFIT) COMPANY FOR UNDERTAKING CSR ACTIVITIES

E-FORM	PURPOSE	TIME PERIOD FOR FILING
CSR-1	For undertaking CSR Activities	From 1 st April, 2021 onwards
CSR-2	Report on Corporate social responsibility	For FY 22-23 is 31.03.24 and dates for onward years is yet to be notified.

67. DETAILS OF ISSUED SHARE WARRANTS PRIOR TO COMMENCEMENT OF THE COMPANIES ACT, 2013 AND NOT CONVERTED INTO SHARES

E-FORM	PURPOSE	TIME PERIOD FOR FILING
PAS-7	Information to the Registrar about the details of the share warrants issued before the commencement of the Companies Act, 2013 and which are not converted into shares	Within 3 months from 27 th Oct, 2023
PAS-8	Advertisement for the bearer of the share warrants to surrender share warrants and get share dematerialised	Within 3 months from 27 th Oct, 2023

68. PROSPECTUS FOR LISTING ON PERMITTED STOCK EXCHANGES IN PERMISSIBLE JURISDICTION

E-FORM	PURPOSE	TIME PERIOD FOR FILING
LEAP-1	Filing of prospectus with the jurisdictional Registrar for listing on permitted stock exchanges in permissible jurisdiction	Within 7 days from filing in the permitted exchange