

COMPLIANCE UNDER THE COMPANIES ACT, 2013 – SECTION 8 COMPANY LIMITED BY GUARANTEE NOT HAVING SHARE CAPITAL				
ANNUAL COMPLIANCE FOR FINANCIAL YEAR (FY) 2026-27				
Sl. No	Form	Particulars	Due date	Fine / Penalty /Additional fee / Consequence
1	Form MBP-1	Notice of concern / interest of directors	<ul style="list-style-type: none"> At 1st Board Meeting in which he participates as a director and at the 1st Board Meeting in every Financial year or at the Board Meeting held immediately after change in such interest, if any. 	<ul style="list-style-type: none"> Penalty - Rs. 1,00,000
2	Form DIR-8	Company disclosure of non-disqualification	<ul style="list-style-type: none"> At the time of his appointment, reappointment and at the 1st Board Meeting of every financial year 	
3	MSME-1	Furnishing half yearly return with the registrar in respect of outstanding payments to Micro or Small Enterprises.	<ul style="list-style-type: none"> 30th April, 2026 (October 2025 – March 2026) 31st October, 2026 (April 2026 - September, 2026) 	Company and Officer In Default (OID)- Penalty – Rs. 20,000/- and in case of continuing failure, further penalty of Rs. 1,000/- per day during which the failure continues upto Rs. 3,00,000
4	Form DPT -3	Filing return of deposit or particulars of transaction not considered as deposit or both	30 th June, 2026	Company and OID (Fine) – Upto Rs. 5,000/- and where the contravention is a continuing one, with a further fine of Rs. 500/- per day.
5	Form DIR-3 KYC Web	Directors who hold a Director Identification Number (DIN) as on 31 March of a financial year are required to submit Form No. DIR-3 KYC Web on or before the 30 th June of the immediately following every third consecutive financial year.	<p>On or before 30th June, 2026</p> <p>However, if there is any change in details such as mobile number, email address, or residential address, the updated information must be submitted within 30 days by filing the same form. All directors who have completed their KYC till date are covered under the new provisions and</p>	<ul style="list-style-type: none"> Rs. 5,000/- filing fee beyond 30th June, 2026 DIN will be marked “Deactivated due to non-filing of DIR-3 KYC”.

			accordingly their next KYC filing would be due by 30 June, 2028.	
6	Form AOC-4	Filing of financial statement and other documents with ROC	Within 30 days from the date of AGM.	<ul style="list-style-type: none"> • Additional filing fee from the 31st day – Rs. 100/- per day. • Company (Penalty) – Rs. 10,000/- and in case of continuing failure, further penalty of Rs. 100/- per day during which the failure continues upto Rs. 2,00,000 <u>and</u> • MD/CFO/ Director (Penalty) – Rs. 10,000/- and in case of continuing failure, further penalty of Rs. 100/- per day during which the failure continues upto Rs. 50,000
7	Form MGT-7	Annual Return	Within 60 days from the date of AGM.	<ul style="list-style-type: none"> • Additional filing fee from the 61st day – Rs. 100/- per day. • Company and OID (Penalty): Rs. 10,000/- and in case of continuing failure – Rs. 100/- per day during which such failure continues upto Rs. 2,00,000 for Company and Rs. 50,000 for OID.

EVENT BASED COMPLIANCE				
1	Form ADT-1	Appointment or Re-appointment of Auditor	Within 15 days from the date of appointment.	<ul style="list-style-type: none"> • Company (Fine) – Not less than Rs. 25,000/- but which may extend upto Rs. 5,00,000/- • OID (Fine) – Not less than Rs. 10,000/- but which may extend up to Rs. 1,00,000/-
2	Form CSR-1	Registration for undertaking CSR activity as per Section 135 of the Act	Prior to undertaking of CSR activity. Eligibility:-	Company and OID- Penalty of Rs.10,000/- and further penalty of Rs.1000/- per day in case of continuing

			<p>a) Established by a Company either singly or jointly with another Company and having 80G and 12A registration.</p> <p>b) Not established by any Company but has an established track record of at least 3 years and has obtained registration under 12A and 80G.</p>	contravention subject to maximum of Rs. 2,00,000/- on Company and Rs. 50,000/- for OID.
3	Form MGT-14	Filing of Special Resolutions and agreements to the Registrar	Within 30 days from the date of the Meeting.	<ul style="list-style-type: none"> Company (Penalty) – Rs. 10,000 and in case of continuing failure, further penalty of Rs. 100/- per day upto Rs. 2,00,000 <u>and</u> OID (including liquidator of the company, if any) (Penalty) – Rs. 10,000/- and in case of continuing failure, Rs. 100/- upto Rs. 50,000/-
4	Form INC-22	Notice of situation or change of situation of registered office	Within 30 days of from the date of change.	Company and OID (Penalty) – Rs. 1,000/- per day during which the default continues upto Rs. 1,00,000.
5	Form DIR-12	Particulars of appointment of directors and the Key Managerial Personnel and the changes among them	Within 30 days from the date of appointment/ resignation and of any change taking place in their designations	Company and OID (Penalty) - Rs. 50,000 and for continuing default penalty of Rs.500/- per day upto Rs. 3,00,000/- for Company and Rs.1,00,000 for OID.
6	Form CHG-1	Application for registration of creation and modification of charge (other than those related to debentures)	Within 30 days of its creation.	<ul style="list-style-type: none"> Company (Penalty) – Rs. 5,00,000/- and OID (Penalty) – Rs. 50,000/-
7	Form CHG-4	Particulars for satisfaction of charge	Within 30 days from the date of satisfaction.	<ul style="list-style-type: none"> Company (Penalty) – Rs. 5,00,000/- and OID (Penalty) – Rs. 50,000/-
8	Form CHG-9	Application for registration of creation and modification of charge (for debentures)	Within 30 days of creation of charge	<ul style="list-style-type: none"> Company (Penalty) – Rs. 5,00,000/- and OID (Penalty) – Rs. 50,000/-
9	Form AOC-5	Maintenance of books of accounts at a place other than the Registered office	Within 7 days of approval of the Board	Managing Director/Whole Time Director-finance/CFO/any other person in charge – Fine- Rs. 50,000/- to Rs. 5,00,000/-
10	Form GNL-3	Particulars of KMP(s) or Director(s) charged with responsibility of	Within 30 days of passing Board resolution	Company and OID (Penalty): Rs. 10,000/- and in case of continuing failure – Rs. 1000/- per day during which

		complying with the provisions of the Act i.e. Officer in Default (OID) OR Withdrawal of consent by said Officer.		such failure continues upto Rs. 2,00,000 for Company and Rs. 50,000 for OID or any other person.
11	Vigil Mechanism	Every listed company and the companies (a) which accept deposits from the public; (b) which have borrowed money from banks and public financial institutions in excess of Rs. 50 crores. are required to establish a Vigil Mechanism Policy.	No specific due date has been prescribed under the Companies Act, 2013. However, details of establishment of such mechanism shall be disclosed by the company on its website (if any) and in the Board's Report.	<ul style="list-style-type: none"> • Company (Penalty) - Rs. 5,00,000/- and • OID (Penalty) - Rs. 1,00,000/-

FREQUENCY OF MEETINGS AND RELATED DOCUMENTS				
1	Board Meetings	Board Meetings to be conducted by companies periodically	<ul style="list-style-type: none"> • Minimum 1 Meeting in every 6 calendar months. • Quorum - 8 members or 25% of its total strength whichever is less 	Company and OID (Penalty) – Upto Rs. 10,000/- and in case of continuing failure – Rs. 1000/- per day during which such failure continues upto Rs.2,00,000 for the Company and Rs.50,000 for OID.
2	Annual General Meeting	Annual General Meeting to be conducted every year	<ul style="list-style-type: none"> • First AGM of the Company – within 9 months from the end of the Financial year i.e. 31st December. • Subsequent AGMs – within 6 months from the end of the Financial Year i.e. 30th September and gap between 2 AGMs should not be more than 15 months. 	Company and OID (Fine) - upto Rs. 1,00,000/- and in the case of a continuing default, with a further fine which may extend to Rs. 5,000/- for every day during which such default continues.
3	Extraordinary General Meeting (EGM)	An EGM can be conducted on need basis	<ul style="list-style-type: none"> • EGM can be called by the Board for any urgent matters. 	Penalty/fine shall be levied based on the nature and requirement for the shareholders resolution.

4	Preparation of Minutes of the Meeting	Minutes of the proceedings of General Meeting, Meeting of Board of Directors, and Other Meeting	<p>Minutes may be recorded within thirty days of the conclusion of every meeting concerned in case of companies where the articles of association provide for confirmation of minutes by circulation.</p> <p>Where the AOA specifies that Secretarial Standards are applicable then proper mechanism of circulating documents as specified under the SS needs to be ensured.</p>	<ul style="list-style-type: none"> • Company (Penalty) of Rs. 25,000/- • OID (Penalty) of Rs.5000/-
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Note: This list is dynamic and may change if there are changes in the regulations.

Dated: 31.03.2026

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