

# KEY FILINGS REQUIRED

UNDER THE COMPANIES ACT, 2013

**AACT&Co.**  
CHARTERED ACCOUNTANTS



<b>Form</b>	<b>Purpose</b>	<b>Applicability</b>	<b>Due Date</b>
<b>INC-20A</b>	Declaration for Commencement of Business	All companies (except OPC) registered after 2 Nov 2018	Within 180 days of incorporation
<b>DIR-3 KYC</b>	KYC of Directors (DIN holders)	Every director with a DIN	30th September every year
<b>DPT-3</b>	Return of deposits/loans	All companies except government companies	On or before 30th June every year
<b>ADT-1</b>	Appointment of Auditor	All companies	Within 15 days of AGM
<b>AOC-4 / XBRL</b>	Filing of financial statements	All companies	Within 30 days of AGM
<b>MGT-7 / 7A</b>	Annual return of the company	All companies (7A for small companies/OPCs)	Within 60 days of AGM
<b>MGT-14</b>	Filing of resolutions (e.g. Board, special, etc.)	Public companies and private if required	Within 30 days of resolution
<b>PAS-6</b>	Reconciliation of share capital audit report	Unlisted public companies (demat shares)	Half-yearly – within 60 days from end of half-year
<b>SH-7</b>	Alteration in share capital	Companies altering share capital	Within 30 days of change
<b>INC-22</b>	Change in registered office	All companies	Within 30 days of change
<b>DIR-12</b>	Appointment or resignation of director	All companies	Within 30 days of appointment/resignation
<b>CHG-1 / CHG-9</b>	Creation/modification of charge	All companies (CHG-1 for others, CHG-9 for debentures)	Within 30 days of creation/modification
<b>CHG-4</b>	Satisfaction of charge	All companies	Within 30 days of satisfaction
<b>MBP-1</b>	Disclosure of interest by directors	All companies	First board meeting of financial year
<b>DIR-8</b>	Disclosure of non-disqualification	All companies	Annually, before appointment/reappointment

# Annual ROC Filing Summary

<i><b>Form</b></i>	<i><b>Frequency</b></i>	<i><b>Applicability</b></i>	<i><b>Due Date</b></i>
AOC-4	Annual	Financial Statements	Within 30 days of AGM
MGT-7 / 7A	Annual	Annual Return	Within 60 days of AGM
ADT-1	Annual	Auditor Appointment (first time or reappointment)	Within 15 days of AGM