

ROC FORMS TO BE FILED FOR 2019

Forms to be filed	Purpose of Filing	Due date	Details as on	• Documents/Details Required	Penalty/ Late fees (Amount in Rs.)
DPT-3	Return of Deposit or transaction not considered as deposit on 22/01/2019	20/04/2019	22 nd Jan, 2019	<ul style="list-style-type: none"> Details of Secured and Unsecured Loan and Advances taken by Company 	5000/-
INC-22A ACTIVE Form for KYC of Registered office	Filing particular of Company and its registered office	25/04/2019	Date of Filing	<ul style="list-style-type: none"> Email I'd of CO (OTP based verification) Photograph of registered office showing external building & inside office also showing therein atleast 1 director/KMP who has affixed his DSC Latitude & longitude List of directors with name & approved DIN Details of Auditor, cost auditor, MD, CEO, CFO or WTD of co Company Secretary of co, wherever required to be appointed Details of AOC4 & MGT7 filed for 2017-18 with SRN 	10,000/-
KYC of Director	Detail of every Director	30/04/2019	31 st March 2019	<ul style="list-style-type: none"> Pan Card, Aadhar Card, Latest Mobile, Tel/Elec Bill, Bank Statement, Photo, personal email and Personal Mobile No., Details of Changes in personal particulars if any. 	5,000/- per KYC
MSME-1	Details of outstanding dues to MSME	30 days from the date of availability of form on MCA (Still	22 nd Jan, 2019	<ul style="list-style-type: none"> Overdues beyond 45 days to Micro, Small enterprises as on 22nd January, 2019 	As per Sec 405

Disclaimer--This is not a substitute of Professional Advice nor a definitive guide to the subject matter. Not for Circulation. Strictly Private and Confidential and intended for recipient only. No liability whatsoever shall be entertained by ACCPL., on any action taken solely on the basis of this document.

ROC FORMS TO BE FILED FOR 2019

		pending)			
Form BEN-1	Details by Significant Beneficial Owner to Reporting Co	90 days from 08 Feb 2019 i.e 09 May 2019	08 th Feb 2019	<ul style="list-style-type: none"> - Every individual holding Indirect together with Direct shareholding not less than 10% of shares, voting rights or right to participate in distributable profits or dividends. - Right to exercise significant influence or control 	with imprisonment for a term which may extend to one year or]] with fine which shall not be less than one lakh rupees but which may extend to ten lakh rupees ² [[or with both]] and where the failure is a continuing one, with a further fine which may extend to one thousand rupees for every day after the first during which the failure continues
Form BEN-2	Details of Significant Beneficial Owner by Co to ROC	30 days from BEN-1 submission i.e 8th June 2019	08 th Feb 2019	- As per BEN-1 Form received	the company and every officer of the company who is in default shall be punishable with fine which shall not be less than ten lakh rupees but which may extend to fifty lakh rupees and where the failure is a continuing one, with a further fine which may extend to one thousand rupees for every day after the first during which the failure continues

Disclaimer--This is not a substitute of Professional Advice nor a definitive guide to the subject matter. Not for Circulation. Strictly Private and Confidential and intended for recipient only. No liability whatsoever shall be entertained by ACCPL on any action taken solely on the basis of this document.

ROC FORMS TO BE FILED FOR 2019

DPT-3	Return of Deposit or transaction not considered as deposit on 22/01/2019	30/06/2019	31 st March, 2019	<ul style="list-style-type: none"> • Details of Secured and Unsecured Loan and Advances taken by Company 	
MSME-1	Details of outstanding dues to MSME	30/10/2019	30 th September, 2019	<ul style="list-style-type: none"> • Overdues beyond 45 days to Micro, Small enterprises as on 22nd January, 2019 	As per Sec 405
AOC-4	Annual Accounts	29/10/2019	31 st March 2019	<ul style="list-style-type: none"> • Annual Accounts with annexures 	100/- per day of delay
MGT-1	Annual Return	28/11/2019	31 st March 2019	<ul style="list-style-type: none"> • Annual Return 	100/- per day of delay

Disclaimer--This is not a substitute of Professional Advice nor a definitive guide to the subject matter. Not for Circulation. Strictly Private and Confidential and intended for recipient only. No liability whatsoever shall be entertained by ACCPL on any action taken solely on the basis of this document.