

Monthly Corporate Compliance Calendar (2019)

Jan-19		Feb-19		Mar-19		Apr-19	
Date	Compliance	Date	Compliance	Date	Compliance	Date	Compliance
1	• Forecast Email for Accrual of Expenses for remaining months	1	• Forecast Email for Accrual of Expenses for remaining months	1	• Forecast Email for Accrual of Expenses for remaining months	1	• Forecast Email for Accrual of Expenses for remaining months
4	• Invoice for the month of Dec 2018 closing	4	• Invoice for the month of Jan 2019 closing	4	• Invoice for the month of Feb 2019 closing	4	• Invoice for the month of Mar 2019 closing
7	• Deposit of withholding tax (TDS) for Dec 2018	7	• Deposit of withholding tax for Jan 2019	7	• Deposit of withholding tax for Feb 2019	7	• Balancesheet Reconciliation with Report Pack
	• Balancesheet Reconciliation with Report Pack		• Balancesheet Reconciliation with Report Pack		• Balancesheet Reconciliation with Report Pack	10	• Filing of Monthly GSTR 1 for Mar 2019
10	• Filing of Monthly GSTR 1 for Dec 2018	10	• Filing of Monthly GSTR 1 for Jan 2019	10	• Filing of Monthly GSTR 1 for Feb 2019		• Deposit of PF & ESI contribution for Mar 2019
15	• Deposit of PF & ESI contribution for Dec 2018	15	• Deposit of PF & ESI contribution for Jan 2019	15	• Deposit of PF & ESI contribution for Feb 2019	15	• Forecast Email for Accrual of Expenses for the month of Apr 2019 till 18
	• Forecast Email for Accrual of Expenses for the month of Jan 2019 till 18		• Issue of (non-salary) TDS certificate for Oct 2018 to Dec 2018		• Forecast Email for Accrual of Expenses for the month of Mar 2019 till 18	20	• Payment of GST for Mar 2019
20	• Payment of GST for Dec 2018		• Forecast Email for Accrual of Expenses for the month of Feb 2019 till 18		Advance Tax Installment Due 100%		• Filing of GSTR 3B (Summary return) for Mar 2019
	• Filing of GSTR 3B (Summary return) for Dec 2018	20	• Payment of GST for Jan 2019	20	• Payment of GST for Feb 2019	25	• Report Pack Closing for the month of Apr 2019 till 28
25	• Report Pack Closing for the month of Jan 2018 till 28		• Filing of GSTR 3B (Summary return) for Jan 2019		• Filing of GSTR 3B (Summary return) for Mar 2019		• Deposit of withholding tax for March 2019
	• Payment of Labour Welfare Fund.		• Report Pack Closing for the month of Feb 2019 till 28	25	• Report Pack Closing for the month of Mar 2019 till 28		• Follow-up for WorkOrder of Capex
31	• Filing of withholding tax return for Oct – Dec 2018	25		31	• Director Independence Declaration for the year ended March 31, 2018	30	
	• Corporate Closing Accruals Recording			31	• ESOP Return to Bank , if any US \$ payment made		
May-19		Jun-19		Jul-19		Aug-19	
Date	Compliance	Date	Compliance	Date	Compliance	Date	Compliance
1	• Forecast Email for Accrual of Expenses for remaining months	1	• Forecast Email for Accrual of Expenses for remaining months	1	• Forecast Email for Accrual of Expenses for remaining months	1	• Forecast Email for Accrual of Expenses for remaining months
	• Rent Agreement Renewal Notice		• Statutory audit for FY 2018-19 / audit support				
4	• Invoice for the month of Apr 2019 closing	4	• Invoice for the month of May 2019 closing	4	• Invoice for the month of June 2019 closing	4	• Invoice for the month of July 2019 closing
	• Deposit of withholding tax for Apr 2019		• Deposit of withholding tax for May 2019		• Deposit of withholding tax for Jun 2019		• Deposit of withholding tax for Jul 2019
7	• Balancesheet Reconciliation with Report Pack	7	• Balancesheet Reconciliation with Report Pack	7	• Balancesheet Reconciliation with Report Pack	7	• Balancesheet Reconciliation with Report Pack
10	• Filing of Monthly GSTR 1 for Apr 2019	10	• Filing of Monthly GSTR 1 for May 2019	10	• Filing of Monthly GSTR 1 for Jun 2019	10	• Filing of Monthly GSTR 1 for Jul 2019
15	• Deposit of PF & ESI contribution for Apr 2019		• Deposit of PF & ESI contribution for May 2019		• Deposit of PF & ESI contribution for Jun 2019	15	• Deposit of PF & ESI contribution for Jul 2019
	• Forecast Email for Accrual of Expenses for the month of May 2019 till 18		• Forecast Email for Accrual of Expenses for the month of June 2019 till 18		• Forecast Email for Accrual of Expenses for the month of July 2019 till 18		• Forecast Email for Accrual of Expenses for the month of August 2019 till 18
20	• Payment of GST for Apr 2019	15	• Issue of (non-salary) TDS certificate for Jan – Mar 2019	15	• Filing of Annual statement of assets and liabilities for FY 2018-18 with RBI (FLA Return)		• Issue of (Non-Salary) TDS certificate for Apr-Jun 2019
	• Filing of GSTR 3B (Summary return) for Apr 2019		• Issue of salary TDS certificate for FY 2018-18 to employees		Advance Tax First Installment Due 15%	20	• Payment of GST for July 2019
25	• Report Pack Closing for the month of May 2019 till 28	20	• Payment of GST for May 2019		• Payment of GST for Jun 2019		• Filing of GSTR 3B (Summary return) for July 2019
	• Filing of withholding tax return for Jan - Mar 2019		• Filing of GSTR 3B (Summary return) for May 19	20	• Filing of GSTR 3B (Summary return) for Jun 2019		• Report Pack Closing for the month of Aug 2019 till 28
31		25	• Report Pack Closing for the month of Jun 2019 till 28	25	• Report Pack Closing for the month of July 2019 till 28	25	Budget for next year.
				31	• Filing of withholding tax return for Apr- Jun 2019		
Sep-19		Oct-19		Nov-19		Dec-19	
Date	Compliance	Date	Compliance	Date	Compliance	Date	Compliance
1	• Forecast Email for Accrual of Expenses for remaining months	1	• Forecast Email for Accrual of Expenses for remaining months	1	• Forecast Email for Accrual of Expenses for remaining months	1	• Forecast Email for Accrual of Expenses for remaining months
4	• Invoice for the month of Aug 2019 closing	4	• Invoice for the month of Sep 2019 closing	4	• Invoice for the month of Oct 2019 closing	4	• Invoice for the month of Nov 2019 closing
	• Deposit of withholding tax for Aug 2019		• Deposit of withholding tax for Sep 2019		• Deposit of withholding tax for Oct 2019		• Deposit of withholding tax for Nov 2019
7	• Balancesheet Reconciliation with Report Pack	7	• Balancesheet Reconciliation with Report Pack	7	• Balancesheet Reconciliation with Report Pack	7	• Balancesheet Reconciliation with Report Pack
10	• Filing of Monthly GSTR 1 for Aug 2019	10	• Filing of Monthly GSTR 1 for Sep 2019	10	• Filing of Monthly GSTR 1 for Oct 2019	10	• Filing of Monthly GSTR 1 for Nov 2019
	• Deposit of PF & ESI contribution for Aug 2019		• Deposit of PF & ESI contribution for Sep 2019		• Deposit of PF & ESI contribution for Oct 2019		• Deposit of PF & ESI contribution for Nov 2019
15	• Forecast Email for Accrual of Expenses for the month of Sep 2019 till 18	15	• Forecast Email for Accrual of Expenses for the month of Oct 2019 till 18	15	• Forecast Email for Accrual of Expenses for the month of Nov 2019 till 18	15	• Forecast Email for Accrual of Expenses for the month of Dec 2019 till 18
	• Advance Tax Second Installment Due 45%		• Payment of GST for Sep 2019		• Issue of (non-salary) TDS certificate for Jul – Sep 2019		• Advance Tax Third Installment Due 75%
20	• Payment of GST for Aug 2019	20	• Filing of GSTR 3B (Summary return) for Sep 2019		• Payment of GST for Oct 2019		• Payment of GST for Nov 2019
	• Filing of GSTR 3B (Summary return) for Aug 2019	25	• Report Pack Closing for the month of Oct 2019 till 28	20	• Filing of GSTR 3B (Summary return) for Oct 2019	20	• Filing of GSTR 3B (Summary return) for Nov 2019
25	• Report Pack Closing for the month of Sep 2019 till 28		• Filing of withholding tax return for Jul – Sep 2019	25	• Report Pack Closing for the month of Nov 2019 till 28	25	• Report Pack Closing for the month of Dec 2019 till 28
30	• Fixed Assets Verification for half year (Apr'19-Sep'19)	30		30	• Advance Pricing Report for FY 2018-19	31	• Filing of GST Annual Return for FY 2018- 19 in Form GSTR-9
	• Annual General Meeting compliances*						
	• Corporate tax return for FY 2018-19.						

* Annual General Meeting Compliances:-

Due Date for Annual General Meeting – 30 September 2019

Filing of Form ADT-1 (appointment of auditor for FY 2019-24) with Registrar of Companies: Within 15 days of Annual General Meeting

Filing of Form AOC-4 with Registrar of Companies (annual report including balance sheet and profit and loss statement): **Within 30 days of Annual General Meeting**

Filing of Form MGT-7 with Registrar of Companies (annual return): **Within 60 days of Annual General Meeting**

Board of Directors' meetings: At least **4 Quarterly Board Meetings in a year.**