Dates with Companies Act,1956

Section	**Particulars**	**Dates**
	Documents to be filed with ROC for registration of a company: (1) E-form1 (2)three copies of Memorandum of Association (3)three copies of Articles of Association (4)a copy of agreement with any individual for appointment as managing or whole time director or manager (5)Original copy of the letter of confirmation of the name (6)Power of Attorney (7)Agreement which has been stated in the MOA/AOA (8)E-form.18 (9)E-form 32	With in a period of 6 months from the date of intimation of the Registrar regarding availability of name. E- Form 18, 32 can be filed within 1 month of incorporation of the company.
18	Registration of alteration of memorandum of association Special resolution with copy of altered Memorandum of Association	Within 3 months from the date of order by Central Government Within 1 month from the date of passing of resolution
21	E-form 23 for change of name by company	Within 30 days from the date of passing of resolution
22(ii)(b)	Rectification of name of company	Within 3 months from the date of the direction or such longer period as the Central Government direct.
31	Filing of a printed copy of the articles as altered with Registrar	Within 1 month from the date of order of approval by Central government
43A(2)	Informing Registrar that private company has become public company	Within 3 month from the date from which it has become public company
44	Filing of prospectus or statement in lieu of prospectus by private company on ceasing to be private company	Within 30 days after the date on which it alters its articles.
58A	Repayment of deposit accepted in contravention of sub section (1)	With in 30 days from the date of acceptance of deposit or within further period of 30 day with Central

		Government's approval
58AA	Intimation to the Tribunal regarding default in repayment of small deposits	Within 60 days from the date of default
60B(7)	Right to withdraw application	Within 7 days from the date of intimation of variations
	Time limit within which Certificate of commencement of business should be obtained by a public company	Within one year from the date of incorporation
69(5)	Refund of application money(without interest)if minimum subscription money is not received Refund of money with 6% interest	On expiry of 120 day but before 130 days after the first issue of the prospectus. From the expiry of the 130 days
73(1A)	Allotment of shares and debentures will be void	If permission is not granted by the stock exchange/s before the expiry of ten weeks from the date of the closing of the subscription lists.
73(2)	Repayment of money received from applicants if company did not applied for Stock Exchange's permission or permission has not been granted by Stock Exchange.	Within 8 days after the company becomes liable to repay it
73(2A)	Repayment of money in excess of the aggregate of the application moneys relating to the shares or debentures in respect of which allotments have been made(where permission has been granted by stock exchange) Repayment of above money with interest of not less than 4%but not more than 15%	Within 8 days after the company becomes liable to repay it After 8 days but before 6 months
75	Filing of return of allotment with ROC	Within 30 days from the date of allotment
77A	no further offer of buy back of shares	Within 365 days reckoned from the date of the preceding offer of buy back
77A(4)	Completion of buy back	Within 12 months from the date of passing the special resolution
77A(7)	Extinguishment and physical destruction of securities bought back	Within 7 days of the last date of completion of buy back
77A(8)	No further issue of the same kind of shares (except by way of bonus issue or in discharge of subsisting obligations such as conversion of warrants, stock option schemes. Sweat equity or conversion of preference shares or debentures into equity shares)	Within a period of 6 months from the date of completion of buy back
77A(10)	Filing of return of buy back with SEBI and Stock Exchange	Within 30 days of completion of buy back
79(2)(iii)	Issue of shares at a discount	After one year from the date on which the company was entitled to commence business

79(2)(iv)	Time period within which shares can be issued at discount	Within 2 months from the date on which the issue is sanctioned by Central Government or within such time as extended by Central Government
79A	Issue of sweat equity shares	After one year from the date on which the company was entitled to commence business
94A(3)	Return of increase of share capital with order of Central Government to be filed with registrar	Within 30 days from the date of receipt of order
95	Notice to Registrar of consolidation of share capital , conversion of shares into stock, etc	Within 30 days after doing so
97	Notice of increase of share capital or of members	Within 30 days after the passing of resolution authorizing the increase.
107(2)	Application by dissentient shareholders to tribunal , who are against variation in right attached to that class of shares	Within 21 days after the date on which the consent was given or the resolution was passed
107(5)	Forward of a copy of the order of Tribunal to ROC	Within 30 days after the service on the company of any order
111	Notice of refusal to register transfer or transmission of shares	Within 2 months from the date on which the instrument of transfer or transmission was delivered to the company
111(5)	Registration of transfer or transmission of shares which is ordered by Tribunal	Within 10 days of the receipt of the order allowing registration.
113	Issue of Share Certificate	Within 3 months from the date of allotment and in case of transfer of shares within 2 months from the date of receipt of application of transfer (this period may extent to 9 months with Central Government's approval)
125	Registration of charges	Within30 days after the date of its creation or with the permission of Registrar within a further period of 30 days.
127	Registration of charges on properties acquired which are subject to charge	Within 30 days after the date of its acquisition or with the permission of Registrar within a further period of 30 days.
128	Registration of charge issued for benefit of debenture holders	Within 30 days after the execution of deed
137	Notice of appointment of receiver or manager to the Registrar of Companies	Within 30 days from the date of passing of order or making of appointment
138/138(2)	Intimation of satisfaction of charge to Registrar	Within 30 days from the date of such payment or satisfaction

154	Advertisement for closure of register of members or the register of debenture holders	Not less then 7 days previous notice by advertisement in newspaper
154	Closure of register of members or the register of debenture holders	For a period or periods not exceeding in aggregate 45 days in each year, but not exceeding thirty days at any one time
157	Notice of the situation of the office where foreign register of members or debenture holders is kept	Within 30 days from the date of the opening of any register
159 & 160	Annual Return to be made by company having a share capital and by a company not having a share capital	Within 60 days from the day on which each of the annual meeting is held
165	Statutory meeting in public company	After one month but before expiry of six months from the date of the certificate of commencement of business
165(2)	Statutory report	At least 21 days before the day on which the statutory meeting is to be held
166	First Annual general meeting	Within a period of 18 months from the date of its incorporation
166	Holding of Annual general meeting	With in 15 months for the date on which the previous AGM was held(extension of 3 months can be granted by Registrar)
169	Holding of Extraordinary general meeting	By the Board :Within 45 days from the date of the deposit of requisition By the requisitionist: if board fails to call the meeting , within three months from the date of the deposit of the requisition
171	Notice for calling Annual general meeting	21 clear days before the meeting (but shorter notice can be given if all member agree)
176	Deposit of instrument of appointment of a proxy	Forty-eight hours before a meeting
187C(1)	Declaration by person who does not hold beneficial interest in shares	within 30 days after his name is entered in register of members as holder of the shares.
187C(2)	Declaration by beneficial owner	Within 30 days after becoming beneficial owner
187C(3)	Declaration of change in the beneficial interest	Within 30 days from the date of such change
187C(4)	E-form 22B to Registrar	Within 30 days from the receipt of the declaration by the company

192	Registration of certain resolutions and agreements(section192(4)(a) to (g))	Within 30 days of passing resolution or making of agreement
193	Making of minutes of proceedings of general meeting and of Board and other meetings	Within 30 days of the conclusion of every such meeting
196	Time for which minute books of general meetings are open for inspection by any member	Not less than 2 hours in each day
196	Furnishing of copy of minutes of shareholders meetings.	Within7 days on request of a member
204	Appointment of firm or body corporate to office or place of profit under a company(other than the office of trustee for the holders of debentures of the company)	for a term of 5 years at a time but upto 10 years with the approval of Central Government
205	Payment of interim dividend and final dividend	Within 30 days of the declaration of dividend
205A	Transfer of unpaid dividend to special dividend	within 7 days from the date of expiry of 30 days
205C	Transfer of amount to investor education and protection fund	If the amount is unpaid for a period of seven years from the date it become due for payment
210	profit and loss account shall relate: (1)In case of the first general meeting (2)in case of subsequent annual general meeting	 To the Period which begin on date of incorporation of the company and end on a day which shall not precede the day of the of the meeting by more than 9 months To the period which begin on the day immediately after the period for which the account was last submitted and end with a day which shall not precede the day of the meeting by more than six months or where extension of time has been granted for holding the meeting by more than 6 months and extension so granted.
220	Filing of three copies of balance sheet and the profit and loss account with Registrar: (1) where annual general meeting is held	 Within 30 days from the date on which they were laid at general meeting.

	(2)where annual general meeting is not held	within 30 days from the latest day on or before which that meeting should have been held
224(5)	Appointment of first auditor/s	Within 1 month of the date of registration of the company
264(2)	Filing of E-form 32 for appointment of director	Within 30 days of his appointment
265	Appointment of directors according to the principle of proportional representation	Once in 3 years
266B	Allotment of Director Identification Number by Central Government	Within 1 month from the receipt of the application under section 226A
266D	Intimation by director to company or companies of Director Identification Number	within 1 month of the receipt of Director Identification Number
266E	Information by company to Registrar regarding Director Identification Number	Within 1 week of the receipt of intimation
269(2)	E-form 25C (return of appointment of a person as a managing or whole time director in a public company or a private company which is a subsidiary of a public company)	With in 90 days from the date of such appointment
270	Time within which share qualification is to be obtained by a director	Within 2 months of his appointment as director
277	Vacation of office as director in case he is director of more than 15 companies at the time of his appointment as director in a company	If he fails to vacate his w office as director in any of the companies in which he was already a director within 15 days of his new appointment
283(1)(f)	Vacation of office due to non payment of call money on shares	If he fails to pay call money within 6 months from the last date fixed for the payment of the call
283(1)(g)	Vacation of office by director due to absent from meeting of the board with out obtaining leave of absence from the board	For a continuous period of three months or three consecutive meeting of the Board which ever is longer
285	Meeting of Board of director	Once in every three months and atleast four meetings in every year
294	Term of appointment of sole selling agents	For a term of five years at one time and reappointment for a further period of 5 years
301	Entry of particulars of contracts, companies and firms in which directors are interested (1)which require boards approval	Within 7 days of the meetings of the Board at which the contract or arrangement is approved

	(2)in other case	Within 7 days of the receipt at registered office of the company of the particulars of such contracts or within 30 days of the date of such contract which ever is later
305	Disclosure by directors, managing director, manager or secretary relating to the office in other body corporate	Within 20 days of his appointment
307	Inspection of register of directors' shareholdings etc, by any member or debenture holder	It shall be open for 2 hours in each day beginning with 14 day before the date of the Company's annual general meeting and ending 3 days after the date of its conclusion
317	Term of appointment of managing director	For 5 years and reappoint for further period of 5 years
394	Filing of order of Tribunal (order of sanction of arrangement or compromise)with ROC	Within 30 days after the making of the order
404	Filing of a certified copy of every order under section 397 or 398 which alter memorandum or articles of a company	Within 30 days after the making of such order
421	Filing of accounts of receiver in E-form 36 with Registrar	Once in every half year while he remains in possession of the property of company
424A	Reference to Tribunal where an industrial company has become a sick industrial company.	Within a period of 180 days from the date on which the Board of director of the company or Central Government State Government etc. came to know the relevant facts giving rise to causes of such reference or within 60 days of final adoption of accounts , whichever is earlier
424G	Winding up of a sick company	Within 1 year from the date of the order of winding up
426	No liability of past member in case of winding up of a company	If he has ceased to be a member for 1 year or upwards before the commencement of the winding up
433	Winding up by the Tribunal if company fails to file with Registrar its balance sheet and annual accounts or annual return for certain number of years	For 5 consecutive years
439(4) (b)	A contributory is not entitled to present a petition for winding up, if he is a contributory for	Less then 6 months during the 18 months immediately before the commencement of the winding up.

439(7)	Filing of petition for winding up on grounds specified section 433(b) by contributory or Registrar	After 14 days from the last day on which the statutory meeting ought to have been held
516	In case of voluntary winding up notice by liquidator of his appointment(publish in Official Gazette and deliver to the Registrar)	Within 30 days after his appointment
517	Appeal by creditor or contributory to amend or set aside the arrangement to Tribunal	Within 3 weeks from the completion of the arrangement
530	Preferential payments: (1) all due revenues, taxes, cesses and rates (2)All wages or salary of an employee in respect of service rendered to the company and due	 Within 12 months next before the date of winding up For a period not exceeding 4 months within 12 months next before the date of winding up
531A	Voluntary transfer of property movable or immovable is void against the Liquidator	If made within one year before the presentation of a winding up petition by Tribunal or passing of a resolution for voluntary winding up
535	Disclaim of onerous property by liquidator Where such property has not come to the knowledge of the liquidator	At any time within 12 months after the commencement of the winding up or such extended period as may be allowed by the Tribunal. At any time within 12 months after he has become aware thereof or such extended period as allowed by the Tribunal
559(1)	Period with in which Tribunal can declare dissolution of the company void	Within 2 years of date of dissolution
559(2)	Filing of the order passed under section 559(1) with Registrar	Within 30 days from the date of order
560(5)	Striking off the name of company from the Register of Companies by Registrar of Companies	Within 3 months from the last notice given to the company by the Registrar of Companies
Producer companies		
581C	Issue of certificate of Registration of producer company	Within 30 days of the receipt of the documents required for registration
581H	Filing of copy of amended memorandum with a copy of the special resolution	Within 30 days from the adoption of resolution
581-I	Filing of copy of amended articles with a copy of the special resolution	Within 30 days from the adoption of resolution
581J	Certification of Registration of inter-state co-operative society as producer company	Within 30 days of the receipt of application for registration

581P	Election of director	Within 90 days of the registration of the producer company
581P	Term of office of director of producer company	Not less than 1 year but not more than 5 years
581V	Meeting of Board of directors	Not less than once every three months and atleast four in every year.
581ZA(2)	First Annual general meeting	Within 90 days from the date of incorporation
581ZA(1)	Annual general meeting	within 15 months from the date of last general meeting(this period may extend by three months on approval of Registrar)
581ZA(10)	Filing of proceeding of every annual general meeting, Director's Report, audited balance sheet and profit and loss account	Within 60 days of the date on which the annual general meeting is held.
581ZP	Striking off name of producer company	If company fails to commence its business within1 year of it registration
581ZS	Filing of report on re-conversion of producer company to inter-state co-operative society	Within 6 months of sanction by the High Court
592	Delivery of documents to Registrar by a foreign companies carrying on business in India	Within 30 days on the establishment of the place of business in India