



MINISTRY OF CORPORATE AFFAIRS
GOVERNMENT OF INDIA

DEAR CORPORATES,

AS YOU ARE AWARE, THE LAST DATE FOR FILING OF YOUR COMPANY'S BALANCE SHEET AND ANNUAL RETURN FOR THE CURRENT YEAR IS FALLING DUE SOON. TO AVOID LAST MINUTE RUSH AND SYSTEM CONGESTION IN MCA21 DUE TO HEAVY FILING IN LAST 10 DAYS OF THE MONTHS OF OCTOBER AND NOVEMBER 2011, IT IS REQUESTED THAT FILING OF BALANCE SHEET AND ANNUAL RETURN MAY PREFERABLY BE DONE IN THE FOLLOWING ORDER:-

Company Names starting with	Preferable Dates for filing		
	September 2011	October 2011	November 2011
Alphabets A to D	All days during the month	1 st Oct to 05 Oct 2011	1 st Nov to 05 Nov 2011
Alphabets E to K	-do-	6 th Oct to 10 th Oct 2011	6 th Nov to 10 th Nov 2011
Alphabets L to Q	-do-	11 th Oct to 15 th Oct 2011	11 th Nov to 15 th Nov 2011
Alphabets R & S	-do-	16 th Oct to 20 th Oct 2011	16 th Nov to 20 th Nov 2011
Alphabets T to Z	-do-	21 st Oct to 25 th Oct 2011	21 st Nov to 25 th Nov 2011
Remaining/ Left out companies	-do-	26 th Oct to 31 st Oct 2011	26 th Nov to 30 th Nov 2011

KINDLY PLAN YOUR FILING ACCORDINGLY.

DURING THIS PERIOD, ROC FACILITATION CENTRES/ HELP DESKS WOULD GIVE PRIORITY IN EFILING/ ANSWERING QUERIES OF COMPANIES FALLING UNDER THE ABOVE ALPHABETICAL ORDER.