

CHECKLIST FOR ANNUAL FILLING*(By shubham katyal)*

AGM DATE		F.Y.	
COMPANY NAME			
AGM NOTICE DATE			
BOARD APPROVAL DATE			
AUDITOR APPROVAL DATE			
DUE DATE OF AGM			
TURNOVER			
NET WORTH			
LOAN			
BUSINESS ACTIVITY			
SUBSIDIARY/JOINTVENTURE/ HOLDING CO.			
AUTHORISED CAPITAL	NUMBER OF SHARES	RUPEES	TOTAL AMOUNT
EQUITY			
PREFERENCE			
DEBENTURE			
PAID-UP CAPITAL	NUMBER OF SHARES	RUPEES	TOTAL AMOUNT
EQUITY			
PREFERENCE			
DEBENTURE			

PARTICULARS	P.U CAP.	TURNOVER	LOAN	APPLICABILITY (YES/NO)
AUDIT COMMITTEE NOMINATION COMMITTEE INDEPENDENT DIRECTOR	10 Cr.	100 Cr.	50 Cr.	

COMPANY SECRETARY MD/MTD	10 Cr.	N.A	N.A	
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SECRETARIAL AUDIT	50 Cr.	250 Cr.	N.A	
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ANNUAL RETURN	10 Cr.	50 Cr.	N.A	
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XBRL	5 Cr.	100 Cr.	N.A	
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PARTICULAR	NET PROFIT	NET WORTH	T.O	APPLICABILITY (YES/NO)
CSR	5 Cr.	500 Cr.	1000 Cr.	

PARTICULAR	APPLICABILITY (YES/NO)
WHETHER PAID UP CAPITAL ALTERED (INCREASE OR DECREASE)	
ROTATION OF DIRECTOR	
TRANSFER OF SHARES	
DIRECTOR REMUNERATION	
LIST OF SHARE HOLDERS PREPARED	
DIRECTOR REPORT, AUDITOR REPORT, B/S, P/L, ANNEXURE	
DISCLOSURE OF RELATED PARTY TRANSACTIONS	

DATE OF PREVIOUS BOARD MEETINGS

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DATE OF PREVIOUS AGM

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DATE OF PREVIOUS EGM

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DATE OF PREVIOUS COMMITTEE MEETINGS

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By shubham_katyal