

Tune up with the due dates of filing annual forms for companies to avoid late fee

No.	Forms	Purpose	Due date of filing	Section	Filing fee	
1.	AOC-4	Form for filing financial statements of a Company.	<u>For Companies other than OPC</u> Within thirty days of conducting an Annual General Meeting. Due dates of AGM- 1 st AGM – 31/12/20XX Subsequent AGM – 30/09/20XX <u>For OPC</u> Within 180 days from the close of financial year.	137	Company's Nominal Share Capital	Government Fee (INR)
					Upto Rs.1 lakh	200
					Rs. 1 lakh to Rs. 5 lakhs	300
					Rs. 5 lakhs to Rs. 25 lakhs	400
					Rs. 25 lakhs to Rs. 1 crore	500
					Rs. 1 crore and more	600
					Number of Days Delayed	Penalty Amount for Late Filing
					Up to 30 days	2 times of normal filing fees
					More than 30 days and up to 60 days	4 times of normal filing fees
					More than 60 days and up to 90 days	6 times of normal filing fees
					More than 90 days and up to 180 days	10 times of normal filing fees
					More than 180 days and up to 270 days	12 times of normal filing fees

3.	AOC-4 CFS	Form for filing consolidated financial statements of a Company	<u>For Companies having subsidiaries and associates Companies</u> Within thirty days of conducting an Annual General Meeting Due dates of AGM- 1st AGM – 31/12/20XX Subsequent AGM – 30/09/20XX  CS NEERAJ VASUDEVAN	137	<table><tr><th>Company's Nominal Share Capital</th><th>Government Fee (INR)</th></tr><tr><td>Upto Rs.1 lakh</td><td>200</td></tr><tr><td>Rs. 1 lakh to Rs. 5 lakhs</td><td>300</td></tr><tr><td>Rs. 5 lakhs to Rs. 25 lakhs</td><td>400</td></tr><tr><td>Rs. 25 lakhs to Rs. 1 crore</td><td>500</td></tr><tr><td>Rs. 1 crore and more</td><td>600</td></tr></table> <table><tr><th>Number of Days Delayed</th><th>Penalty Amount for Late Filing</th></tr><tr><td>Up to 30 days</td><td>2 times of normal filing fees</td></tr><tr><td>More than 30 days and up to 60 days</td><td>4 times of normal filing fees</td></tr><tr><td>More than 60 days and up to 90 days</td><td>6 times of normal filing fees</td></tr><tr><td>More than 90 days and up to 180 days</td><td>10 times of normal filing fees</td></tr><tr><td>More than 180 days and up to 270 days</td><td>12 times of normal filing fees</td></tr></table>	Company's Nominal Share Capital	Government Fee (INR)	Upto Rs.1 lakh	200	Rs. 1 lakh to Rs. 5 lakhs	300	Rs. 5 lakhs to Rs. 25 lakhs	400	Rs. 25 lakhs to Rs. 1 crore	500	Rs. 1 crore and more	600	Number of Days Delayed	Penalty Amount for Late Filing	Up to 30 days	2 times of normal filing fees	More than 30 days and up to 60 days	4 times of normal filing fees	More than 60 days and up to 90 days	6 times of normal filing fees	More than 90 days and up to 180 days	10 times of normal filing fees	More than 180 days and up to 270 days	12 times of normal filing fees
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4.	MGT-7	Form for Filing Annual Return of the Company.	<u>For Companies other than OPC</u> Within 60 Days of AGM Date <u>For OPC</u> 29/11/20XX  CS NEERAJ VASUDEVAN	92	<table><tr><th>Company's Nominal Share Capital</th><th>Government Fee (INR)</th></tr><tr><td>Upto Rs.1 lakh</td><td>200</td></tr><tr><td>Rs. 1 lakh to Rs. 5 lakhs</td><td>300</td></tr><tr><td>Rs. 5 lakhs to Rs. 25 lakhs</td><td>400</td></tr><tr><td>Rs. 25 lakhs to Rs. 1 crore</td><td>500</td></tr><tr><td>Rs. 1 crore and more</td><td>600</td></tr></table> <table><tr><th>Number of Days Delayed</th><th>Penalty Amount for Late Filing</th></tr><tr><td>Up to 30 days</td><td>2 times of normal filing fees</td></tr><tr><td>More than 30 days and up to 60 days</td><td>4 times of normal filing fees</td></tr><tr><td>More than 60 days and up to 90 days</td><td>6 times of normal filing fees</td></tr><tr><td>More than 90 days and up to 180 days</td><td>10 times of normal filing fees</td></tr><tr><td>More than 180 days and up to 270 days</td><td>12 times of normal filing fees</td></tr></table>	Company's Nominal Share Capital	Government Fee (INR)	Upto Rs.1 lakh	200	Rs. 1 lakh to Rs. 5 lakhs	300	Rs. 5 lakhs to Rs. 25 lakhs	400	Rs. 25 lakhs to Rs. 1 crore	500	Rs. 1 crore and more	600	Number of Days Delayed	Penalty Amount for Late Filing	Up to 30 days	2 times of normal filing fees	More than 30 days and up to 60 days	4 times of normal filing fees	More than 60 days and up to 90 days	6 times of normal filing fees	More than 90 days and up to 180 days	10 times of normal filing fees	More than 180 days and up to 270 days	12 times of normal filing fees
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5.	ADT-1	Appointment of auditors	Within 15 days from the conclusion of AGM -15/10/20XX	139	<table><tr><th>Company's Nominal Share Capital</th><th>Government Fee (INR)</th></tr><tr><td>Upto Rs.1 lakh</td><td>200</td></tr><tr><td>Rs. 1 lakh to Rs. 5 lakhs</td><td>300</td></tr><tr><td>Rs. 5 lakhs to Rs. 25 lakhs</td><td>400</td></tr><tr><td>Rs. 25 lakhs to Rs. 1 crore</td><td>500</td></tr><tr><td>Rs. 1 crore and more</td><td>600</td></tr></table> <table><tr><th>Number of Days Delayed</th><th>Penalty Amount for Late Filing</th></tr><tr><td>Up to 30 days</td><td>2 times of normal filing fees</td></tr><tr><td>More than 30 days and up to 60 days</td><td>4 times of normal filing fees</td></tr><tr><td>More than 60 days and up to 90 days</td><td>6 times of normal filing fees</td></tr><tr><td>More than 90 days and up to 180 days</td><td>10 times of normal filing fees</td></tr><tr><td>More than 180 days and up to 270 days</td><td>12 times of normal filing fees</td></tr></table>	Company's Nominal Share Capital	Government Fee (INR)	Upto Rs.1 lakh	200	Rs. 1 lakh to Rs. 5 lakhs	300	Rs. 5 lakhs to Rs. 25 lakhs	400	Rs. 25 lakhs to Rs. 1 crore	500	Rs. 1 crore and more	600	Number of Days Delayed	Penalty Amount for Late Filing	Up to 30 days	2 times of normal filing fees	More than 30 days and up to 60 days	4 times of normal filing fees	More than 60 days and up to 90 days	6 times of normal filing fees	More than 90 days and up to 180 days	10 times of normal filing fees	More than 180 days and up to 270 days	12 times of normal filing fees
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