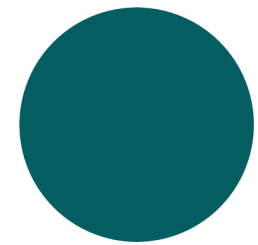




Siddhant Dhyani & Associates
Practicing Company Secretaries
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Compliance Calendar

January - 2025



About Us

Siddhant Dhyani & Associates (“SDA”) is a firm of Company Secretaries based out of Delhi specialising in providing corporate secretarial compliance and advisory services in relation to Corporate Laws & Listing Regulations.

We are a team of professionals with extensive experience across various domains of corporate secretarial and listing laws. With the vision and mission of providing the highest quality of unmatched client experience, our firm provides all kinds of corporate secretarial compliance services ranging from incorporation, due diligence, transaction advisory, compliance health checks, remedial services, compliance retainer services and representation services to Companies, Limited Liability Partnerships (LLP’s), Foreign entities, Startups & other forms of business organisation in India.



Simplifying Compliance

CALENDAR

Sr. No.	Provision/Requirement	Relevant Law	Due Date of Compliance/Filing
1	Filing of eForm AOC-4/AOC-4XBRL/AOC-4CFS (For extended AGM)	The Companies Act, 2013	Within 30 days of AGM
2	Filing of eForm MGT-7/7A (For extended AGM)	The Companies Act, 2013	Within 60 days of AGM
3	Holding of Quarterly Board Meeting (if followed that way)	The Companies Act, 2013	31 January 2025
4	Form ECB-2 (If External Commercial Borrowings were raised)	FEMA Regulations	9 January 2025
5	Payment and Filing of PF Return	The EPF & MP Act, 1952	15 January 2025
6	Payment and Filing of ESI Return	Respective state ESI Law	15 January 2025
7	GSTR-1 (Monthly Taxpayers)	Goods & Services Tax Law	11 January 2025
8	IFF under QRMP scheme	Goods & Services Tax Law	13 January 2025
9	GSTR-3B (Monthly Taxpayers)	Goods & Services Tax Law	20 January 2025

CALENDAR

Sr. No.	Provision/Requirement	Relevant Law	Due Date of Compliance/Filing
10	Meetings of Audit Committee, Nomination & Remuneration Committee, Stakeholder Relationship Committee CSR Committee etc. (If followed that way)	The Companies Act, 2013	31 January 2025
11	Regulation 31(1)(b)- Disclosure of Shareholding Pattern (Listed)	SEBI (LODR) Regulations, 2015	21 January 2025
12	Regulation 27(2)(a)- Corporate Governance Report (Listed)	SEBI (LODR) Regulations, 2015	30 January 2025
13	Regulation 13(3)- Statement of Grievance Redressal Mechanism (Listed)	SEBI (LODR) Regulations, 2015	30 January 2025
14	Regulation 32(1)- Statement of deviation(s) or variation(s) [Listed]	SEBI (LODR) Regulations, 2015	14 February 2025
15	Regulation 76- Reconciliation of share capital audit report (Listed)	SEBI (DP) Regulations, 2018	30 January 2025
16	Regulation 23(9)- Disclosure of Related Party Transactions (RPTs)	SEBI (LODR) Regulations, 2015	14 February 2025

CALENDAR

Sr. No.	Provision/Requirement	Relevant Law	Due Date of Compliance/Filing
17	Filing of Financial results (Q-3)	SEBI (LODR) Regulations, 2015	14 February 2025
18	Submission of Annual Report for all other Organisation under PoSH Act, 2013 *	Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	31 January 2025 or other date as may be prescribed by the local authorities/state authorities

** Annual Report for all Govt. & Non. Government Organisation in Gurugram under PoSH Act, 2013, shall be submitted latest by 28 February 2025.*



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THANK YOU



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DISCLAIMER:

The information contained in this document is provided by “Siddhant Dhyani & Associates” (SDA) for general guidance and is intended to offer valuable insights on relevant matters. While every effort has been made to ensure accuracy, SDA assumes no responsibility for errors or omissions, nor for actions based on the content provided herein. It is recommended to seek professional advice before acting on any information mentioned in this document.