

COMPANY ANNUAL FILINGS

CHECKLIST



The Private Limited Company is obliged to file certain annual compliance after the end of each financial year. Annual compliances for Private Limited Companies are less as compared to other companies such as Public Limited Companies, and One Person Companies. In this blog, we will talk about annual compliances such as annual returns, ITR, financial statements etc.

Company annual filings are mandatory compliances for every registered company in India. These filings include the submission of financial statements, annual returns, and other necessary documents to the Registrar of Companies (ROC) to ensure transparency and accountability.

What is the Company annual filing?

The term 'Company Annual Filings' refers to the filing of audited annual financial accounts, directors' reports and an annual return of the company with the Registrar of Companies. Every registered company, whether it is engaged in business or not, must submit these annual filings.

Benefits of company annual filing

- Avoid legal consequences such as additional costs, fines, and detention.
- In the eyes of law, it will serve as confirmation or proof of your existence and timely filing of the Private Limited Company compliances.
- Companies incorporate management discussion in their board report, which serves as a gateway to the public with important information about the Private Limited Company.
- As these reports are prepared in consultation with government experts and verified by certified professionals, they can give the public more assurance about the Company and create a commendable impression in the eyes of business associates.

FEATURES

1. Analyse Financial position

The filing of annual forms requires the compilation of accounts for the entire year which helps to analyse the financial position of the company, i.e. company is incurring losses or making a profit. ROC return filing offers benefits beyond the mandated requirement.

2. Proof Of Existence

The Government keeps the record of the existence of the companies on the basis of the regular filings which every company is required to file or else the company is considered fake and can be struck off Suo Moto by the ROC.

3. Protection Against Payment Of A Heavy Penalty

The timely and yearly filing of forms avoids the burden of penalty, which may arise due to non-filing as required by the law. Annual compliance will save your organisation from any legal complications.

ROC FILING PROCEDURE

Required documents

Audited Financial Statements of the Company for the concerned financial year.

Preparation of required documents

Preparation of the required documents on the basis of financial statements of the company & other relevant information.

Filing of Financial Statement in Form AOC-4

Preparation of form AOC-4 with the Registrar of Companies within 30 days from the date of AGM.

Filing of Annual Return in Form MGT-7

Preparation of form MGT-7 with the Registrar of Companies within 60 days from the date of AGM.

The documents required for a company's annual filing with the Registrar of Companies (RoC) include:

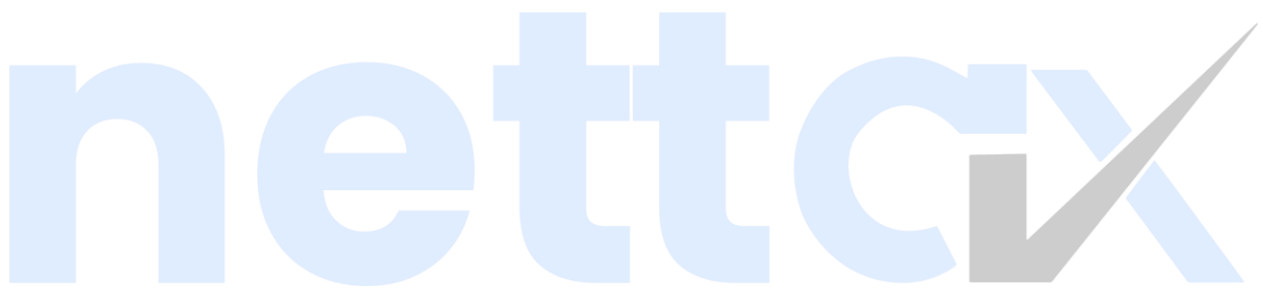
- Balance sheet: Form 23AC for all companies, except for a select few
- Profit and loss account: Form 23ACA for all companies, except for a select few
- Annual return: Form 20B for companies with share capital, and Form 21A for companies without share capital
- Compliance certificate: Form 66 for companies with paid up capital between Rs. 10 lakh and Rs. 5 crore
- Financial statement and other documents: Form AOC-4 for companies with a financial year starting on or after April 1, 2014
- Consolidated financial statement: Form AOC-4(CFS) for companies with a financial year starting on or after April 1, 2014
- XBRL document: Form AOC-4-XBRL for companies with a financial year starting on or after April 1, 2014
- Cost audit report: Form CRA 4

Other documents that may need to be filed include:

- Return of Allotment (Form No. Pas-3)
- Change of Registered office (Form No. INC-22)
- Change among the Directors (Form No. DIR-12)
- Charges (Form No. CHG- 1, 9, 4)



**Good Luck
For Your Business**



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