

SECRETARIAL COMPLIANCES

Annual Compliance of a Pvt. Ltd. Company

Document Checklist for Secretarial Compliances

Mandatory yearly filings and compliances for a Private Limited Company under the Companies Act.

Documents Required

- Certificate of Incorporation, MOA and AOA of the company
- PAN card of the company
- Audited financial statements for the financial year
- Details of Directors and Shareholders (PAN, DIN, shareholding pattern)
- Board Meeting and Annual General Meeting (AGM) minutes
- Statutory registers of the company (register of members, directors, etc.)
- Details of Director's Report and Auditor's Report
- Bank statements for the financial year
- Digital Signature Certificate (DSC) of a Director

Note: The above list indicates commonly required documents. Additional documents may be requested by the Ministry of Corporate Affairs (MCA), Registrar of Companies (ROC) or other regulators depending on the specific case. Expert Registration confirms the exact requirement after a brief consultation.