

SECRETARIAL COMPLIANCES

Form AOC-4

Document Checklist for Secretarial Compliances

For filing Form AOC-4 with the Registrar of Companies, containing the company's financial statements.

Documents Required

- Audited financial statements (Balance Sheet, Profit & Loss Account, Cash Flow Statement)
- Board's Report and Auditor's Report
- Notes to accounts and schedules forming part of financial statements
- Details of subsidiaries/associates, if applicable (Form AOC-1)
- Corporate Social Responsibility (CSR) report, if applicable
- Secretarial Audit Report, if applicable
- Digital Signature Certificate (DSC) of a Director and the practicing professional certifying the form

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.