

### SECRETARIAL COMPLIANCES

# Form MGT-7

Document Checklist for Secretarial Compliances

For filing Form MGT-7 (Annual Return) with the Registrar of Companies.

### Documents Required

- Details of registered office and principal business activities
- Details of holding, subsidiary and associate companies, if any
- Details of shares, debentures and other securities and shareholding pattern
- Details of Directors and Key Managerial Personnel (with changes during the year)
- Details of meetings of members/Board/committees held during the year
- Remuneration details of Directors and Key Managerial Personnel
- Details of penalties/punishment/compounding of offences, if any
- 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.*