

SECRETARIAL COMPLIANCES

MCA Compliance

Document Checklist for Secretarial Compliances

General compliance filings required with the Ministry of Corporate Affairs (MCA) for registered entities.

Documents Required

- Certificate of Incorporation, MOA and AOA of the entity
- PAN card of the entity
- Financial statements for the relevant period
- Details of Directors/Partners/Designated Partners
- Board/General Meeting minutes and resolutions, as applicable
- Statutory registers maintained by the entity
- Digital Signature Certificate (DSC) of an authorised signatory

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.