

SECRETARIAL COMPLIANCES

Section 8 Company Compliance

Document Checklist for Secretarial Compliances

Mandatory annual compliances applicable to a Section 8 (non-profit) Company.

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 Members
- Board Meeting and Annual General Meeting (AGM) minutes
- Details of activities/projects carried out during the year
- 12A/80G registration details, if applicable
- 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.