



PAWANAGARWAL



AGARWAL TAX & FINANCIAL CONSULTANTS

_____CHARTERED ACCOUNTANTS_____

CHECK LIST

Annual Compliance for One Person Company (OPC)

- Section & Rules Forms Particulars 164(2), 143(3)(g) DIR-8 Disclosure of non-disqualification in each financial year by every director.
- 184(1) MBP-1 By every Director at each financial year for disclosure of director interest in other entity in First Meeting of the Board of Director Fresh MBP-1 is required to be submit whenever there is change in director interest from the earlier.
- Rule 12A DIR-3 By all the Directors of the company shall file DIR-3 on or before 30th September every year.
- Section 405 MSME-1 Company to file MSME-1, half yearly in respect of pending payments to MSME vendors as at end of half year. April to Sep: 30th October October to March: 30th April
- Section 73,Rule 16 DPT-3 To be filed every year on or before 30 June in respect of return of Deposit and particulars not considered Deposits as on 31st March.
- Section 139 ADT-1 Auditor will be appointed for 5 years in form ADT-1 within 15days of Annual General Meeting.
- Section 92 MGT-7 OPC fill its annual return within 180 days from the closure of the financial year. Section 137 AOC-4 Company is required to file its Balance sheet along with Statement of Profit and Loss Account, Director Report and Auditor report within 180 days from the closure of financial year.

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