

# FORM NO. MGT-7A

[Pursuant to sub-section(1) of section 92 of the Companies Act, 2013 and sub-rule (1) of rule 11 of the Companies (Management and Administration) Rules, 2014]



## Abridged Annual Return for OPCs and Small Companies

Form language  English  Hindi

Refer the instruction kit for filing the form.

### I. REGISTRATION AND OTHER DETAILS

(i) \* Corporate Identification Number (CIN) of the company

Global Location Number (GLN) of the company

\* Permanent Account Number (PAN) of the company

(ii) (a) Name of the company

(b) Registered office address

(c) \*email-ID of the company

(d) \*Telephone number with STD code

(e) Website

(iii) Date of Incorporation

| (iv) | Type of the Company | Category of the Company | Sub-category of the Company |
|------|---------------------|-------------------------|-----------------------------|
|      |                     |                         |                             |

(v) Whether company is having share capital

Yes  No

(vi) Whether the form is filed for

OPC  Small Company

(vii) \*Financial year From  (DD/MM/YYYY) To  (DD/MM/YYYY)

(viii) \*Whether Annual General Meeting (AGM) held (not applicable in case of OPC)

Yes  No

(a) If yes, date of AGM

(b) Due date of AGM

(c) Whether any extension for AGM granted  Yes  No

(d) If yes, provide the Service Request Number (SRN) of the application form filed for extension

(e) Extended due date of AGM after grant of extension

## II. PRINCIPAL BUSINESS ACTIVITIES OF THE COMPANY

\*Number of business activities

| S.No | Main Activity group code | Description of Main Activity group | Business Activity Code | Description of Business Activity | % of turnover of the company |
|------|--------------------------|------------------------------------|------------------------|----------------------------------|------------------------------|
|      |                          |                                    |                        |                                  |                              |

## III. PARTICULARS OF ASSOCIATE COMPANIES (INCLUDING JOINT VENTURES) (not applicable for OPC)

\*No. of Companies for which information is to be given

| S.No | Name of the company | CIN / FCRN | Associate/ Joint venture | % of shares held |
|------|---------------------|------------|--------------------------|------------------|
|      |                     |            |                          |                  |

## IV. SHARE CAPITAL, DEBENTURES AND OTHER SECURITIES OF THE COMPANY

### (i) \*SHARE CAPITAL

(a) Equity share capital

| Particulars                               | Authorised capital | Issued capital | Subscribed capital | Paid Up capital |
|---|--------------------|----------------|--------------------|-----------------|
| Total number of equity shares             |                    |                |                    |                 |
| Total amount of equity shares (in rupees) |                    |                |                    |                 |

Number of classes

| Class of Shares                           | Authorised capital | Issued capital | Subscribed capital | Paid Up capital |
|---|--------------------|----------------|--------------------|-----------------|
| Number of equity shares                   |                    |                |                    |                 |
| Nominal value per share (in rupees)       |                    |                |                    |                 |
| Total amount of equity shares (in rupees) |                    |                |                    |                 |

(b) Preference share capital

| Particulars                                   | Authorised capital | Issued capital | Subscribed capital | Paid Up capital |
|---|--------------------|----------------|--------------------|-----------------|
| Total number of preference shares             |                    |                |                    |                 |
| Total amount of preference shares (in rupees) |                    |                |                    |                 |

Number of classes

| Class of Shares                               | Authorised capital | Issued capital | Subscribed capital | Paid up capital |
|---|--------------------|----------------|--------------------|-----------------|
| Number of preference shares                   |                    |                |                    |                 |
| Nominal value per share (in rupees)           |                    |                |                    |                 |
| Total amount of preference shares (in rupees) |                    |                |                    |                 |

(c) Unclassified share capital (not applicable for OPC)

| Particulars                         | Authorised Capital |
|-------------------------------------|--------------------|
| Total amount of unclassified shares |                    |

(d) Break-up of paid-up share capital (not applicable for OPC)

| Class of shares                               | Number of shares | Total nominal Amount | Total Paid-up amount | Total premium |
|---|------------------|----------------------|----------------------|---------------|
| <b>Equity shares</b>                          |                  |                      |                      |               |
| At the beginning of the year                  |                  |                      |                      |               |
| Increase during the year                      |                  |                      |                      |               |
| i. Public Issues                              |                  |                      |                      |               |
| ii. Rights issue                              |                  |                      |                      |               |
| iii. Bonus issue                              |                  |                      |                      |               |
| iv. Private Placement/ Preferential allotment |                  |                      |                      |               |

|  |  |  |  |  |
|--|--|--|--|--|
| v. ESOPs                                     |  |  |  |  |
| vi. Sweat equity shares allotted             |  |  |  |  |
| vii. Conversion of Preference share          |  |  |  |  |
| viii. Conversion of Debentures               |  |  |  |  |
| ix. GDRs/ADRs                                |  |  |  |  |
| x. Others, specify<br><input type="text"/>   |  |  |  |  |
| <b>Decrease during the year</b>              |  |  |  |  |
| i. Buy-back of shares                        |  |  |  |  |
| ii. Shares forfeited                         |  |  |  |  |
| iii. Reduction of share capital              |  |  |  |  |
| iv. Others, specify<br><input type="text"/>  |  |  |  |  |
| <b>At the end of the year</b>                |  |  |  |  |
| <b>Preference shares</b>                     |  |  |  |  |
| <b>At the beginning of the year</b>          |  |  |  |  |
| <b>Increase during the year</b>              |  |  |  |  |
| i. Issues of shares                          |  |  |  |  |
| ii. Re-issue of forfeited shares             |  |  |  |  |
| iii. Others, specify<br><input type="text"/> |  |  |  |  |
| <b>Decrease during the year</b>              |  |  |  |  |
| i. Redemption of shares                      |  |  |  |  |
| ii. Shares forfeited                         |  |  |  |  |
| iii. Reduction of share capital              |  |  |  |  |
| iv. Others, specify<br><input type="text"/>  |  |  |  |  |
| <b>At the end of the year</b>                |  |  |  |  |

(ii) Details of shares/Debentures Transfers since closure date of last financial year (or in the case of the first return at any time since the incorporation of the company) \* **(not applicable for OPC)**

Nil

[Details being provided in a CD/Digital Media]

Yes

No

Not applicable

Separate sheet attached for details of transfers

Yes

No

Note: In case list of transfer exceeds 10, option for submission as a separate sheet attachment or submission in a CD/Digital Media may be shown.

|   |         |  |            |
|---|---------|--|------------|
| Date of Previous AGM                            |         |  |            |
| Date of Registration of Transfer                |         |  |            |
| Type of Transfer                                |         | 1 - Equity, 2- Preference Shares,3 - Debentures, 4 - Stock |            |
| Number of Shares/ Debentures/ Units Transferred |         | Amount per Share/ debenture/unit (in Rs.)                  |            |
| Ledger Folio of Transferor                      |         |  |            |
| Transferor's Name                               |         |  |            |
|   | Surname | Middle name  | First name |
| Ledger Folio of Transferee                      |         |  |            |
| Transferee's Name                               |         |  |            |
|   | Surname | middle name  | first name |

Date of Registration of Transfer

Type of Transfer

1 - Equity, 2- Preference Shares,3 - Debentures, 4 - Stock

Number of Shares/ Debentures/  
Units Transferred

Amount per Share/  
debenture/unit (in Rs.)

Ledger Folio of Transferor

Transferor's Name

Surname

Middle name

First name

Ledger Folio of Transferee

Transferee's Name

Surname

middle name

first name

**(iii) \*Debentures (Outstanding as at the end of financial year)**

| Particulars                   | Number of units | Nominal value per unit | Total value |
|-------------------------------|-----------------|------------------------|-------------|
| Non-convertible debentures    |                 |                        |             |
| Partly convertible debentures |                 |                        |             |
| Fully convertible debentures  |                 |                        |             |
| <b>Total</b>                  |                 |                        |             |

Details of debentures

| Class of Debentures           | Outstanding as at the beginning of the year | Increase during the year | Decrease during the year | Outstanding as at the end of the year |
|-------------------------------|---|--------------------------|--------------------------|---------------------------------------|
| Non-convertible debentures    |   |                          |                          |                                       |
| Partly convertible debentures |   |                          |                          |                                       |
| Fully convertible debentures  |   |                          |                          |                                       |

**(iv) Securities (other than shares and debentures) (not applicable for OPC)**

| Type of Securities | Number of Securities | Nominal Value of each Unit | Total Nominal Value | Paid up Value of each Unit | Total Paid up Value |
|--------------------|----------------------|----------------------------|---------------------|----------------------------|---------------------|
|                    |                      |                            |                     |                            |                     |
|                    |                      |                            |                     |                            |                     |
| <b>Total</b>       |                      |                            |                     |                            |                     |

**V. \*Turnover and net worth of the company (as defined in the Companies Act, 2013)**

**(i) Turnover**

**(ii) Net worth of the Company**

**VI. (a) \*SHARE HOLDING PATTERN - Promoters (not applicable for OPC)**

| S. No. | Category | Equity | Preference |
|--------|----------|--------|------------|
|        |          |        |            |

|     |   | Number of shares | Percentage | Number of shares | Percentage |
|-----|---|------------------|------------|------------------|------------|
| 1.  | Individual/Hindu Undivided Family       |                  |            |                  |            |
|     | (i) Indian                              |                  |            |                  |            |
|     | (ii) Non-resident Indian (NRI)          |                  |            |                  |            |
|     | (iii) Foreign national (other than NRI) |                  |            |                  |            |
| 2.  | Government                              |                  |            |                  |            |
|     | (i) Central Government                  |                  |            |                  |            |
|     | (ii) State Government                   |                  |            |                  |            |
|     | (iii) Government companies              |                  |            |                  |            |
| 3.  | Insurance companies                     |                  |            |                  |            |
| 4.  | Banks                                   |                  |            |                  |            |
| 5.  | Financial institutions                  |                  |            |                  |            |
| 6.  | Foreign institutional investors         |                  |            |                  |            |
| 7.  | Mutual funds                            |                  |            |                  |            |
| 8.  | Venture capital                         |                  |            |                  |            |
| 9.  | Body corporate<br>(not mentioned above) |                  |            |                  |            |
| 10. | Others                                  |                  |            |                  |            |
|     | <b>Total</b>                            |                  |            |                  |            |

**Total number of shareholders (promoters)**

**(b) \*SHARE HOLDING PATTERN - Public/Other than promoters**

| S. No. | Category                                | Equity           |            | Preference       |            |
|--------|---|------------------|------------|------------------|------------|
|        |   | Number of shares | Percentage | Number of shares | Percentage |
| 1.     | Individual/Hindu Undivided Family       |                  |            |                  |            |
|        | (i) Indian                              |                  |            |                  |            |
|        | (ii) Non-resident Indian (NRI)          |                  |            |                  |            |
|        | (iii) Foreign national (other than NRI) |                  |            |                  |            |

|     |   |  |  |  |  |
|-----|---|--|--|--|--|
| 2.  | Government                              |  |  |  |  |
|     | (i) Central Government                  |  |  |  |  |
|     | (ii) State Government                   |  |  |  |  |
|     | (iii) Government companies              |  |  |  |  |
| 3.  | Insurance companies                     |  |  |  |  |
| 4.  | Banks                                   |  |  |  |  |
| 5.  | Financial institutions                  |  |  |  |  |
| 6.  | Foreign institutional investors         |  |  |  |  |
| 7.  | Mutual funds                            |  |  |  |  |
| 8.  | Venture capital                         |  |  |  |  |
| 9.  | Body corporate<br>(not mentioned above) |  |  |  |  |
| 10. | Others                                  |  |  |  |  |
|     | <b>Total</b>                            |  |  |  |  |

**Total number of shareholders (other than promoters)**

**Total number of shareholders (Promoters+Public/  
Other than promoters)**

## **VII. \*NUMBER OF PROMOTERS, MEMBERS, DEBENTURE HOLDERS**

| Details                           | At the beginning of the year | At the end of the year |
|-----------------------------------|------------------------------|------------------------|
| Promoters                         |                              |                        |
| Members<br>(other than promoters) |                              |                        |
| Debenture holders                 |                              |                        |

## **VIII. \*MEETINGS OF MEMBERS/CLASS OF MEMBERS/BOARD/COMMITTEES OF THE BOARD OF DIRECTORS**

### **A. MEMBERS/CLASS /REQUISITIONED/CLB/NCLT/COURT CONVENED MEETINGS (not applicable for OPC)**

Number of meetings held

| Type of meeting | Date of meeting | Total Number of Members entitled to attend meeting | Attendance                 |                         |
|-----------------|-----------------|--|----------------------------|-------------------------|
|                 |                 |  | Number of members attended | % of total shareholding |
|                 |                 |  |                            |                         |

B. BOARD MEETINGS (not applicable for OPC)

\*Number of meetings held

| S. No. | Date of meeting | Total Number of directors as on the date of meeting | Attendance                   |                 |
|--------|-----------------|---|------------------------------|-----------------|
|        |                 |   | Number of directors attended | % of attendance |
|        |                 |   |                              |                 |
|        |                 |   |                              |                 |
|        |                 |   |                              |                 |
|        |                 |   |                              |                 |
|        |                 |   |                              |                 |

C. \*ATTENDANCE OF DIRECTORS (not applicable for OPC)

| S. No. | DIN | Name of the Director | Board Meetings   |                             |                 | Committee Meetings                                       |                             |                 | Whether attended AGM held on<br>(Y/N/NA) |
|--------|-----|----------------------|--|-----------------------------|-----------------|--|-----------------------------|-----------------|--|
|        |     |                      | Number of Meetings which director was entitled to attend | Number of Meetings attended | % of attendance | Number of Meetings which director was entitled to attend | Number of Meetings attended | % of attendance |  |
|        |     |                      |  |                             |                 |  |                             |                 |  |
|        |     |                      |  |                             |                 |  |                             |                 |  |
|        |     |                      |  |                             |                 |  |                             |                 |  |
|        |     |                      |  |                             |                 |  |                             |                 |  |
|        |     |                      |  |                             |                 |  |                             |                 |  |
|        |     |                      |  |                             |                 |  |                             |                 |  |
|        |     |                      |  |                             |                 |  |                             |                 |  |
|        |     |                      |  |                             |                 |  |                             |                 |  |
|        |     |                      |  |                             |                 |  |                             |                 |  |
|        |     |                      |  |                             |                 |  |                             |                 |  |
|        |     |                      |  |                             |                 |  |                             |                 |  |
|        |     |                      |  |                             |                 |  |                             |                 |  |

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#### IX. \*REMUNERATION OF DIRECTORS

Nil

A. Number of Managing Director, Whole-time Directors and/or Manager whose remuneration details to be entered

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|--|
|  |
|--|

| S. No. | Name  | Designation | Gross salary | Commission | Stock Option/<br>Sweat equity | Others | Total<br>Amount |
|--------|-------|-------------|--------------|------------|-------------------------------|--------|-----------------|
|        |       |             |              |            |                               |        |                 |
|        | Total |             |              |            |                               |        |                 |

B. Number of other directors whose remuneration details to be entered

|  |
|--|
|  |
|--|

| S. No. | Name  | Designation | Gross salary | Commission | Stock Option/<br>Sweat equity | Others | Total<br>Amount |
|--------|-------|-------------|--------------|------------|-------------------------------|--------|-----------------|
|        |       |             |              |            |                               |        |                 |
|        | Total |             |              |            |                               |        |                 |

#### X. MATTERS RELATED TO CERTIFICATION OF COMPLIANCES AND DISCLOSURES

A. \*Whether the company has made compliances and disclosures in respect of applicable  Yes  No provisions of the Companies Act, 2013 during the year

B. If No, give the reasons/observations

|  |
|--|
|  |
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#### XI. PENALTY AND PUNISHMENT - DETAILS THEREOF

(A) DETAILS OF PENALTIES / PUNISHMENT IMPOSED ON COMPANY/DIRECTORS /OFFICERS  Nil

|  |
|--|
|  |
|--|

| Name of the company/ directors/ officers | Name of the court/ concerned Authority | Date of Order | Name of the Act and section under which penalised / punished | Details of penalty/ punishment | Details of appeal (if any) including present status |
|--|--|---------------|--|--------------------------------|---|
|  |  |               |  |                                |   |

(B) DETAILS OF COMPOUNDING OF OFFENCES  Nil

|  |
|--|
|  |
|--|

| Name of the company/ directors/ officers | Name of the court/ concerned Authority | Date of Order | Name of the Act and section under which offence committed | Particulars of offence | Amount of compounding (in rupees) |
|--|--|---------------|---|------------------------|-----------------------------------|
|  |  |               |   |                        |                                   |

**I/We certify that:**

- (a) The return states the facts, as they stood on the date of the closure of the financial year aforesaid correctly and adequately.
- (b) Unless otherwise expressly stated to the contrary elsewhere in this return, the Company has complied with applicable provisions of the Act during the financial year.
- (c) The company has not, since the date of the closure of the last financial year with reference to which the last return was submitted or in the case of a first return since the date of the incorporation of the company, issued any invitation to the public to subscribe for any securities of the company.
- (d) Where the annual return discloses the fact that the number of members, (except in case of a one person company), of the company exceeds two hundred, the excess consists wholly of persons who under second proviso to clause (ii) of sub-section (68) of section 2 of the Act are not to be included in reckoning the number of two hundred.

**Declaration**

I am authorised by the Board of Directors of the company vide resolution no. ...   dated    
(DD/MM/YYYY) to sign this form and declare that all the requirements of the Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. I further declare that:

1. Whatever is stated in this form and in the attachments thereto is true, correct and complete and no information material to the subject matter of this form has been suppressed or concealed and is as per the original records maintained by the company.
2. All the required attachments have been completely and legibly attached to this form.

**Note: Attention is also drawn to the provisions of Section 447, section 448 and 449 of the Companies Act, 2013 which provide for punishment for fraud, punishment for false statement and punishment for false evidence respectively.**

**To be digitally signed by**

Director

DIN of the director

**Attachments****List of attachments**

1. List of share holders, debenture holders;
2. Approval letter for extension of AGM;
3. List of Directors;
4. Optional Attachment(s), if any;

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**This eForm has been taken on file maintained by the registrar of companies through electronic mode and on the basis of statement of correctness given by the company**

Auto-approved By