

# FORM NO. AOC-4

[Pursuant to section 137 of the Companies Act, 2013 and sub-rule (1) of Rule 12 of Companies (Accounts) Rules, 2014]



## Form for filing financial statement and other documents with the Registrar

**Form Language**  English  Hindi

**Refer the instruction kit for filing the form.**

Note-

- All fields marked in \* are to be mandatorily filled.
- Figures appearing in the e-Form should be entered in Absolute Rupees only. Figures should not be rounded off in any other unit like hundreds, thousands, lakhs, millions or crores.

Authorized capital of the company as on the date of filing

Number of members of the company as on the date of filing

### SEGMENT- I: INFORMATION AND PARTICULARS IN RESPECT OF BALANCE SHEET

#### Part A

##### I. General information of the company

1. (a) \*Corporate identity number (CIN) of company

(b) Global location number (GLN) of company

2. (a) Name of the company

(b) Address of the registered office of the company

(c) \*e-mail ID of the company

3. \* Financial year to which financial statements relates

From

(DD/MM/YYYY)

To

(DD/MM/YYYY)

4. (a)\* Date of Board of directors' meeting in which financial statements are approved

(DD/MM/YYYY)

(b) (i) \*Nature of financial statements

(iii) Whether provisional financial statements filed earlier  Yes  No  Not applicable

(iv) Whether adopted in adjourned AGM  Yes  No  Not applicable

(c) Details of director(s), manager, secretary, CEO, CFO of the company who have signed the financial statements

Provide Director Identification number (DIN) in case of director, Managing Director and Income -tax permanent account number (Income-tax PAN) in case of manager, secretary, CEO, CFO.

DIN or Income-tax PAN	Name	Designation	Date of signing of financial statements

5. (a)\* Date of Board of directors' meeting in which boards' report referred under section 134 was approved  (DD/MM/YYYY)

(b) Details of director(s) who have signed the Boards' report

DIN	Name	Designation	Date of signing of Boards' report

6. \* Date of signing of reports on the financial statements by the auditors  (DD/MM/YYYY)

7. (a)\* Whether annual general meeting (AGM) held  Yes  No  Not applicable

(b) If yes, date of AGM  (DD/MM/YYYY)

(c) \*Due date of AGM  (DD/MM/YYYY)

(d)\* Whether any extension for financial year or AGM granted  Yes  No

8. (a)\* Whether the company is a subsidiary company as defined under clause (87) of section 2  Yes  No

(b) CIN of the holding company, if applicable

(c) Name of the holding company

(d) Provision pursuant to which the company has become a subsidiary

9. (a)\* Whether the company has a subsidiary company as defined under clause (87) of section 2  Yes  No

(b) If yes, then indicate number of subsidiary company(ies)

CIN of subsidiary company

Name of the subsidiary company

Provisions pursuant to which the company has become a subsidiary

10. \*Number of Auditors

<input type="checkbox"/>	<b>*(a)</b> Income-tax PAN of auditor or auditor's firm	
<input type="checkbox"/>	<b>*(b)</b> Category of auditor	<input type="radio"/> Individual <input type="radio"/> Auditor's firm
<input type="checkbox"/>	<b>*(c)</b> Membership number of auditor or auditor's firm's registration number	
<input type="checkbox"/>	<b>*(d)</b> SRN of Form ADT-1	
<input type="checkbox"/>	<b>*(e)</b> Name of the auditor or auditor's firm	
<input type="checkbox"/>	<b>*(f)</b> Address of the auditor or auditor's firm Line I	
	Line II	
	<b>*City</b>	
	<b>*State</b>	
	<b>Country</b>	
	<b>*Pin code</b>	
<input type="checkbox"/>	<b>(g)</b> Details of the member signing for the above firm	
	Name of the member	
	Membership number	

11. (a) \*Whether Schedule III of the Companies Act, 2013 is applicable      Yes     No

(b) \*Type of Industry

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**Note: In case the type of industry is other than Banking or Power or Insurance or NBFC, then select Commercial and Industrial (C&I).**

12. \*Whether consolidated financial statements required or not      Yes     No

13. (a) \*Whether company is maintaining books of account and other relevant books and papers in electronic form       Yes     No

**I. Balance Sheet**
**Part-B**

	<b>Particulars</b>	Figures as at the end of (Current reporting period) (in Rs.) [ ] (DD/MM/YYYY)	Figures as at the end of (Previous reporting period) (inRs.) [ ] (DD/MM/YYYY)
<b>I.</b> <b>(1)</b>	<b>EQUITY AND LIABILITIES</b> <b>Shareholder's Fund</b> (a) Share capital (b) Reserves and surplus (c) Money received against share warrants		
<b>(2)</b>	<b>Share application money pending allotment</b>		
<b>(3)</b>	<b>Non - current liabilities</b> (a) Long term borrowings (b) Deferred tax liabilities (net) (c) Other long term liabilities (d) Long term provisions		
<b>(4)</b>	<b>Current liabilities</b> (a) Short term borrowings (b) Trade payables (c) Other current liabilities (d) Short term provisions		
	Total		
<b>II.</b>	<b>ASSETS</b>		
<b>(1)</b>	<b>Non-current assets</b> (a) Fixed assets (i) Tangible assets (ii) Intangible assets (iii) Capital work-in-progress (iv) Intangible assets under development (b) Non-current Investments (c) Deferred tax assets (net) (d) Long term loans and advances (e) Other non-current assets		
<b>(2)</b>	<b>Current assets</b> (a) Current Investment (b) Inventories (c) Trade receivables (d) Cash and cash equivalents (e) Short term loans and advances (f) Other current assets		
	Total		

**II. Detailed Balance sheet items (Amount in Rupees)**
**A. Details of long term borrowings (unsecured)**

<b>Particulars</b>	<b>Current reporting period</b>	<b>Previous reporting period</b>
Bonds/ debentures		
Term Loans		
-From banks		
-From other parties		
Deferred payment liabilities		
Deposits		
Loans and advances from related parties		
Long term maturities of financial lease Obligations		
Other loans & advances		
Total long term borrowings (unsecured)		
Out of above total, aggregate amount guaranteed by directors		

**B. Details of short term borrowings (unsecured)**

Particulars	Current reporting period	Previous reporting period
Loans repayable on demand		
-From banks		
-From other parties		
Loans and advances from related parties		
Deposits		
Other loans and advances		
Total short term borrowings (unsecured)		
Out of above total, aggregate amount guaranteed by directors		

**C. Details of long term loans and advances (unsecured, considered good)**

Particulars	Currents reporting period	Previous reporting period
Capital advances		
Security deposits		
Loans and advances to other related parties		
Other loans and advances		
Total long term loan and advances		
Less: Provision/ allowance for bad and doubtful loans and advances		
-From related parties		
-From others		
Net long term loan and advances (unsecured, considered good)		
Loans and advances due by directors/ other officers of the company		

**D. Details of long term loans and advances (doubtful)**

Particulars	Currents reporting period	Previous reporting period
Capital advances		
Security deposits		
Loans and advances to other related parties		
Other loans and advances		
Total long term loan and advances		
Less: Provision/ allowance for bad and doubtful loans and advances		
-From related parties		
-From others		
Net long term loan and advances (doubtful)		
Loans and advances due by directors/ other officers of the company		

**E. Details of trade receivables**

Particulars	Current reporting period		Previous reporting period	
	Exceeding six months	Within six months	Exceeding six months	Within six months
Secured, considered good				
Unsecured, considered good				
Doubtful				
Total trade receivables				
Less: Provision/ allowance for bad and doubtful debts				
Net trade receivables				
Debt due by directors/ others officers of the company				

**III. \*Financial parameters - Balance sheet items (Amount in Rupees) as on financial year end date**

1	Amount of issue allotted for contracts without payment received in cash during reporting periods			
2	Share application money given			
3	Share application money given during the reporting period			
4	Share application money received during the reporting period			
5	Share application money received and due for refund			
6	Paid – up capital held by foreign company			%
7	Paid-up capital held by foreign holding company and/ or through its subsidiaries			%
8	Number of shares bought back during the reporting period			
9	Deposits accepted or renewed during the reporting period			
10	Deposits matured and claimed but not paid during the reporting period			
11	Deposits matured and claimed but not paid			
12	Deposits matured, but not claimed			
13	Unclaimed matured debentures			
14	Debentures claimed but not paid			
15	Interest on deposits accrued and due but not paid			
16	Unpaid dividend			
17	Investment in subsidiary companies			
18	Investment in government companies			
19	Capital Reserves			
20	Amount due for transfer to Investor Education and Protection Fund (IEPF)			
21	Inter- corporate deposits			
22	Gross value of transaction as per AS18 (If applicable)			
23	Capital subsidies/ grants received from government authority(ies)			
24	Calls unpaid by directors			
25	Calls unpaid by others			
26	Forfeited shares (amount originally paid-up)			
27	Forfeited shares reissued			
28	Borrowing from foreign institutional agencies			
29	Borrowing from foreign companies			
30	Inter-corporate borrowings - secured			
31	Inter-corporate borrowings - unsecured			
32	Commercial Paper			
33	Conversion of warrants into equity shares during the reporting period			
34	Conversion of warrants into preference shares during the reporting period			
35	Conversion of warrants into debentures during the reporting period			
36	Warrants issued during the reporting period (In foreign currency)			
37	Warrants issued during the reporting period (In Rupees)			
38	Default in payment of short term borrowings and interest thereon			
39	Default in payment of long term borrowings and interest thereon			
40	Whether any operating lease has been converted to financial lease or vice-versa	<input type="radio"/> Yes	<input type="radio"/> No	
	Provide details of such conversion			

41	Net worth of company	
42	Number of shareholders to whom shares allotted under private placement during the reporting period	
43	Secured Loan	
44	Gross fixed assets (including intangible assets)	
45	Depreciation and amortization	
46	Miscellaneous expenditure to the extent not written off or adjusted	
47	Unhedged Foreign Exchange Exposure	

**IV. Share capital raised during the reporting period (Amount in Rupees)**

Particulars	Equity Shares	Preference Shares	Total
(a) Public issue			
(b) Bonus issue			
(c) Right issue			
(d) Private placement arising out of conversion of debentures or preference shares			
(e) Other private placement			
(f) Preferential allotment arising out of conversion of debentures or preference shares			
(g) Other preferential allotment			
(h) Employee Stock Option Plan (ESOP)			
(i) Others			
(j) Total amount of share capital raised during the reporting period			

**VI. Details related to cost records and cost audit**

1. \*Whether maintenance of cost records by the company has been mandated under Companies (Cost Records and Audit) Rules, 2014

Yes  No

**SEGMENT II: INFORMATION AND PARTICULARS IN RESPECT OF PROFIT AND LOSS ACCOUNT**

**I. Statement Of Profit And Loss**

	Particulars	Figures for the period (Current reporting period)		Figures for the period (Previous reporting period)	
		From	[ ] (DD/MM/YYYY)	From	[ ] (DD/MM/YYYY)
		To	[ ] (DD/MM/YYYY)	To	[ ] (DD/MM/YYYY)
(I)	<b>Revenue from operations</b>				
	Domestic Turnover				
	(i) Sales of goods manufactured				
	(ii) Sales of goods traded				
	(iii) Sales or supply of services				
	Export turnover				
	(i) Sales of goods manufactured				
	(ii) Sales of goods traded				
	(iii) Sales or supply of services				
(II)	Other income				
(III)	<b>Total Revenue (I+II)</b>				
(IV)	<b>Expenses</b>				
	Cost of material consumed				
	Purchases of stock in trade				
	Changes in inventories of -Finished goods				
	-Work-in-progress				
	-Stock in trade				
	Employee benefit Expense				
	Managerial remuneration				
	Payment to Auditors				
	Insurance expenses				
	Power and fuel				
	Finance cost				
	Depreciation and Amortisation expense				
	Other expenses				
	<b>Total expenses</b>				
(V)	Profit before exceptional and extraordinary items and tax (III-IV)				
(VI)	Exceptional items				
(VII)	Profit before extraordinary items and tax (V-VI)				
(VIII)	Extraordinary items				
(IX)	Profit before tax (VII-VIII)				
(X)	<b>Tax Expense</b>				
	(1) Current tax				
	(2) Deferred tax				
(XI)	<b>Profit (Loss) for the period from continuing Operations (IX-X)</b>				
(XII)	<b>Profit/(Loss) from discontinuing operations</b>				
(XIII)	Tax expense of discontinuing operations				
(XIV)	Profit / (Loss) from discontinuing operations (after tax) (XII-XIII)				
(XV)	Profit/ (Loss) (XI+XIV)				

(XVI)	Earnings per equity share before extraordinary items		
	(1) Basic		
	(2) Diluted		
(XVII)	Earnings per equity share after extraordinary items		
	(1) Basic		
	(2) Diluted		

## II. Detailed Profit and Loss items (Amount in Rupees)

### A. Details of earning in foreign exchange

Particulars	Current reporting period	Previous reporting period
Export of goods calculated on FOB basis		
Interest and dividend		
Royalty		
Know-how		
Professional and consultation fees		
Other income		
Total Earning in Foreign Exchange		

### B. Details of expenditure in foreign exchange

Particulars	Current reporting period	Previous reporting period
Import of goods calculated on CIF basis		
(i) Raw material		
(ii) Component and spare parts		
(iii) Capital goods		
Expenditure on account of		
Royalty		
Know-how		
Professional and consultation fees		
Interest		
Other matters		
Dividend paid		
Total Expenditure in foreign exchange		

## III. \*Financial parameters - Profit and loss account items (Amount in Rupees) during the reporting period

1	Proposed Dividend			%
2	Earnings per share (in Rupees)	Basic		
		Diluted		
3	Income in foreign currency			
4	Expenditure in foreign currency			
5	Revenue subsidies or grants received from government authority(ies)			
6	Rent paid			
7	Consumption of stores and spare parts			
8	Gross value of transaction with related parties as per AS-18 (If applicable)			
9	Bad debts of related parties as per AS-18 (If applicable)			

## IV. Details related to principal products or services of the company

Total number of product/ services category(ies)

<input type="checkbox"/>	Product or service category code (ITC/ NPCS 4 digit code)	<input type="text"/>
	Description of the product or service category	<input type="text"/>
	*Turnover of the product or service category (in Rupees)	<input type="text"/>
	*Highest turnover contributing product or service code (ITC/ NPCS 8 digit code)	<input type="text"/>
	*Description of the product or service	<input type="text"/>
	*Turnover of highest contributing product or service (in Rupees)	<input type="text"/>

Note - Please refer to 'Indian Trade Classification' based on harmonized commodity description and coding system issued by the ministry of Commerce & Industry for Product Codes and National Product Classification for Services (NPCS) for Services codes issued by Ministry of Statistics & Program Implementation, Government of India.

### **Segment III: Reporting of Corporate Social Responsibility (CSR)**

1. (a) (i) \*Whether CSR is applicable as per section 135     Yes  No

(ii) Turnover (in Rs.)

(iii) Net worth (in Rs.)

2. Average net profit of the company for last three financial years (as defined in explanation to sub-section (5) section 135 of the Act)  (in Rupees)

3. Prescribed CSR Expenditure (two per cent. of the amount as in item 2 above)  (in Rupees)

4. (a) Total amount spent on CSR for the financial year  (in Rupees)

(b) Amount spent in local area  (in Rupees)

(c) Manner in which the amount spent during the financial year as detailed below:

Number of CSR activities

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
S. No.	CSR project or activity identified	Sector in which the Project is covered	Projects or programs - Specify the State /Union Territory where the Project/ Program was undertaken	Projects or programs - Specify the district where projects or programs was undertaken	Amount outlay (budget) project or programs wise (in Rs.)	Amount spent on the projects or programs (in Rs.)	Expenditure on Administrative overheads (in Rs.)	Mode of Amount spent
	Total							

5. Give details (name, address and email address) of implementing agency(ies)

<input type="text"/>
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7.Whether a responsibility statement of the CSR Committee on the implementation and monitoring of CSR Policy is enclosed to the Board's Report  Yes  No

#### **Segment IV: DISCLOSURE ABOUT RELATED PARTY TRANSACTIONS**

Disclosure of particulars of contracts/arrangements entered into by the company with related parties referred to in sub-section (1) of section 188 of the Companies Act, 2013 including certain arm's length transactions under third proviso thereto

1. Number of contracts or arrangements or transactions not at arm's length basis

Name(s) of the related party	Nature of relationship	Nature of contracts/ arrangements/ transactions

Duration of the contracts / arrangements/ transactions	Date of approval by the Board	Amount paid as advances, if any	Date on which the special resolution was passed in general meeting as required under first proviso to section 188

2. Number of material contracts or arrangement or transactions at arm's length basis

Name(s) of the related party	Nature of relationship	Nature of contracts/ arrangements/ transactions

Duration of the contracts / arrangements/ transactions	Date of approval by the Board	Amount paid as advances, if any

#### **Segment V: Auditor's Report**

I. (a) In case of a government company, whether Comptroller and Auditor-General of India (CAG of India) has commented upon or supplemented the audit report under section 143 of the Companies Act, 2013  Yes  No

#### **III. Details of remarks made by auditors and applicability of CARO**

1. \*Whether auditors' report has been qualified or has any reservations or contains adverse remarks  Yes  No

3. \*Whether Companies (Auditors' Report) Order (CARO) applicable  Yes  No

#### **SEGMENT-VI- Miscellaneous**

1. \*Whether the Secretarial Audit is applicable  Yes  No

2. \*Whether detailed disclosures with respect to Directors' report under sub-section (3) of section 134 is attached.  Yes  No

## Attachments

1. \*Copy of financial statements duly authenticated as per section 134(including Board's report, auditors' report and other documents)
7. Company CSR policy as per s sub-section (4) of section 135
8. Details of other entity(s)
12. Directors' report as per sub-section (3) of section 134
13. Details of remaining CSR activities
14. Optional attachment(s)- if any

List of attachment

## Declaration

I am authorized by the Board of Directors of the Company vide \*resolution number  \*dated  to sign this form and declare that all the requirements of Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been compiled 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.

\*To be digitally signed by

\*Designation

\*Director identification number of the director; or PAN of the manager or CEO or CFO; or Membership number of the secretary

## Certificate by Practicing professional

I declare that I have been duly engaged for the purpose of certification of this form. It is hereby certified that I have gone through the provisions of the Companies Act, 2013 and Rules thereunder for the subject matter of this form and matters incidental thereto and I have verified the above particulars (including attachment(s)) from the original/certified records maintained by the Company/applicant which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed. I further certify that:

1. The said records have been properly prepared, signed by the required officers of the Company and maintained as per the relevant provisions of the Companies Act, 2013 and were found to be in order;
2. All the required attachments have been completely and legibly attached to this form;
3. It is understood that I shall be liable for action under Section 448 of the Companies Act, 2013 for wrong certification, if any found at any stage.

Chartered Accountant (in whole time practice)  Cost Accountant (in whole time practice)

Company Secretary (in whole time practice)

Whether fellow or associate  Associate  Fellow

Membership number

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**Note: Attention is drawn to provisions of Section 448 and 449 which provide for punishment for false statement / certificate and punishment for false evidence respectively.**

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**For office use only:**

eForm Service request number (SRN)  eForm filing date  (DD/MM/YYYY)

**Digital signature of the authorizing officer**

This e-Form is hereby registered

Date of signing

(DD/MM/YYYY)

**OR**

**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**