**📘 Annual Compliances Services**

**Stay Legally Sound, Financially Strong, and Professionally Compliant — All Year Round!**

As a business owner, your journey doesn’t end with company incorporation — it begins there. Every registered company in India, whether Private Limited, LLP, OPC, or Public Limited, is required to follow **mandatory annual compliance** as per the Companies Act, 2013, and other applicable laws. These compliances ensure that your business remains legally active, avoids penalties, and builds trust among stakeholders, investors, and the public.

But managing all this? It can be time-consuming and risky without expert support. That’s where we step in!

We provide **end-to-end Annual Compliance Services** tailored to your business type, ensuring you meet every legal requirement **on time, every time.**

**✅ What Are Annual Compliances?**

Annual compliances are a set of **mandatory filings, disclosures, and formalities** that every registered entity must complete annually with regulatory authorities like MCA, ROC, Income Tax, etc.

These include:

* **Filing Annual Returns**
* **Board & General Meetings Documentation**
* **Financial Statement Filing**
* **Director Disclosures & KYC**
* **Statutory Registers Maintenance**
* **Audit Report Compliance**
* **Income Tax Return Filing**
* **DIN & DSC Validations**
* **Event-Based Compliance Monitoring**

**🔍 Levels of Compliance**

Compliances can be categorized as:

* **Basic Compliance** – Filing of annual returns, director KYC, AGM, board meetings
* **Event-Based Compliance** – Allotment of shares, change in directors, registered office, charge creation, etc.
* **Regulatory Compliance** – Tax filings, audit reports, CSR reporting, SEBI/Labour/Environmental laws (if applicable)

**🧾 Types of Annual Compliances (Based on Business Entity Type)**

**1. Private Limited Company**

* **AOC-4** – Filing of Financial Statements
* **MGT-7** – Annual Return Filing
* **DIR-3 KYC** – Director KYC
* **Board Meetings (minimum 4/year)**
* Auditor Appointment/Re-appointment (Form ADT-1)

**2. Limited Liability Partnership (LLP)**

* **Form 8** – Statement of Account & Solvency
* **Form 11** – Annual Return of LLP
* **Income Tax Return**
* Audit (if turnover > ₹40 lakhs or contribution > ₹25 lakhs)

**3. One Person Company (OPC)**

* **AOC-4 & MGT-7A** (Simplified Forms for OPC)
* **DIR-3 KYC**
* **Income Tax Return**
* Lesser compliance burden, but still mandatory

**4. Public Limited Company**

* **Detailed compliance under Companies Act, SEBI (if listed)**
* Minimum 4 Board Meetings + Audit Committee & CSR Committee (if applicable)
* Filing of AOC-4, MGT-7, MGT-14, etc.
* Annual Secretarial Audit (if applicable)

**🛠️ Why Annual Compliance is Crucial?**

✔️ Avoid Penalties & Disqualification

✔️ Maintain Active Legal Status of Company

✔️ Build Brand Credibility for Funding or Tendering

✔️ Fulfill Legal and Tax Requirements

✔️ Ensure Smooth Exit or Closure in Future

**🌟 Our Annual Compliance Package Includes:**

* Compliance Calendar Tracking
* Regular Alerts & Document Preparation
* ROC Filing Assistance
* Secretarial Records Maintenance
* Personalized Support for Queries & Notices
* Expert Guidance on Future Compliance Planning

**🧑‍💼 Who Needs This?**

If you are:

* A Startup founder
* A Business owner of Pvt Ltd/LLP/OPC
* A Director seeking legal assurance
* An NRI with a registered Indian entity

**You must ensure annual compliance to safeguard your business interests.**

**🔎 Detailed Components of Annual Compliance**

Each year, several compliance tasks must be performed in a structured and time-bound manner. Here's a deeper look at what they include:

1**. Statutory Filings with MCA (Ministry of Corporate Affairs**)

* Form AOC-4: Filing of financial statements (P&L, Balance Sheet, Audit Report).
* Form MGT-7/MGT-7A: Filing of Annual Return with shareholding pattern and directorship details.
* Form MGT-14: If applicable for certain resolutions passed by the board.
* Form ADT-1: Auditor appointment/re-appointment.

2**. Director-Related Compliance**

* DIR-3 KYC: Mandatory for all directors to maintain active DIN status.
* Disclosure of Interest by Directors (Form MBP-1): Declaration of interest in other entities.
* Declaration of Disqualification (Form DIR-8): Compliance check for director eligibility.

3. **Board Meetings and Minutes**

* Minimum number of Board Meetings (varies based on entity type).
* Notice of meetings, Agenda preparation, and Minutes Maintenance as per Secretarial Standards (SS-1 & SS-2).
* Annual General Meeting (AGM) documentation.

4. **Registers and Records Maintenance**

* Register of Members
* Register of Directors & Key Managerial Personnel
* Register of Charges
* Register of Contracts, Loans, Investments, etc.

5. **Income Tax Compliance**

* Filing of Annual Income Tax Return
* TDS Returns (if applicable)
* Form 3CA/3CB & 3CD: Tax Audit Report (if turnover exceeds threshold)

6. **Other Compliances (Depending on Business)**

* Filing of MSME Returns
* Form DPT-3: Return of deposits or exempted deposits
* CSR Reporting (if CSR provisions are applicable)
* Secretarial Audit (Form MR-3): For listed and certain unlisted companies
* Event-Based Filings: Any change during the year like alteration in capital, director, office address, etc.

**⚠️ Consequences of Non-Compliance**

Failing to file annual compliances can lead to:

* Heavy Penalties starting from ₹100/day for each form
* Director Disqualification
* Company Marked Inactive or Strike-off
* Legal Notices or Prosecution from ROC
* Difficulty in fundraising or applying for tenders, loans, and registrations

**📈 Benefits of Timely Compliance**

* Legal Standing of Your Company Remains Intact
* Enhances Credibility with Investors and Banks
* Avoids Late Fee, Interests, and Penalties
* Easier Due Diligence in Case of M&A or Funding
* Builds a Responsible and Transparent Brand Image

**📝 Documentation Checklist**

To execute your annual compliances, you’ll typically need:

* Financial Statements (audited)
* Board & AGM Resolutions
* Director KYC Documents
* DSC Tokens for Signing
* Bank Statements and Accounting Records
* Register Maintenance Files

**📅 Annual Compliance Calendar (Typical)**

|  |  |  |
| --- | --- | --- |
| Compliance | Form | Due Date |
| AOC-4 | Filing Financials | Within 30 days of AGM |
| MGT-7/MGT-7A | Filing Annual Return | Within 60 days of AGM |
| DIR-3 KYC | Director KYC | By 30th September |
| Income Tax Return | **ITR-5/6** | **By 30th October (audited case)** |
| Form 11 (LLP) | LLP Annual Return | By 30th May |
| Form 8 (LLP) | LLP Statement of Solvency | By 30th October |

**💼 Why Choose Us?**

* Experienced Company Secretary Services
* 100% Online Process — Pan India Service
* Custom Compliance Plans as per Entity Type
* Support with ROC, MCA, Income Tax, GST & more
* Dedicated Compliance Manager for Hassle-Free Process

**Top of Form**

**Bottom of Form**

**Bottom of Form**

**📌 Avoid Last-Minute Stress — Partner with Professionals**

We take care of your annual compliance needs while you focus on growing your business. From preparing resolutions to filing ROC returns, our expert CS team ensures that **no deadline is missed and no detail is overlooked.**