

Periodical Reminders to be sent

S NO	Reminder for	Applicability	Whom to be sent	When	Due date of compliance
1	CSR Spending reminder	Refer Table	All companies to which CSR is applicable	Every quarter	31 st March
2	Upcoming compliances	All	All companies and LLPs	15 th March	
3	LLP Form 11	Only LLPs	LLPs	1 st April	May 30
4	LLP Form 11 reminder	Only LLP	LLPs	April end	
5	MSME filing	All	All companies	1 st April including reminder	April 30
6	DPT 3 filing	All	All companies	1 st May	June 30
7	Reminder for DPT3	All	All companies	1 st June	
8	FLA filing	Only if foreign investment in India and / or investment Outside India (ODI or FDI)	List of companies and List of LLPs	1 st June	July 15
9	Annual Filing	All Companies	All companies	1 st June	AGM 30 Sept , AOC 4 29 th October , MGT 7 filing 30 November
10	FLA filing reminder	Only if foreign investment in India and / or investment Outside India (ODI or FDI)	List of companies and List of LLPs	1 st July	
11	KYC	Every Year – to all directors and partners = Company + LLP	All companies and LLP	15 th July	September 30
12	Annual Filing Reminder		All companies	1 st August	
13	Annual Filing Reminder and KYC		All companies	1 st September	
14	Annual Filing Reminder		All companies	30 th September	
15	Annual Filing Reminder		All LLPs	1 st August	
16	Annual Filing Reminder and KYC		All LLPs	1 st September	
17	Annual Filing Reminder		All LLPs	30 th September	

18	MSME	ALL	All companies	1 st October including reminder	October 30
19	CSR Transfer unspent amounts of ongoing projects to separate account	Only to companies to which CSR is applicable	All companies to whom CSR applicable	1 st April	April
20	CSR Transfer unspent amounts to Schedule VII fund	Only to companies to which CSR is applicable	All companies to whom CSR applicable	1 st September	September 30
21	APR	Only if investment outside India	Companies to whom applicable	1 st December	December 31
22	General compliances reminder	All Companies	All companies	Quarterly basis	

Other reminders:-

S NO	Nature of reminder	Purpose – Compliance Requirement	When to send
1	Reminder for next Board Meeting due date	Maintain gap not more than 120 days between two meetings and ensure 4 meetings in a calendar year	Every quarter
2	Ensuring attendance of all directors at least once in a year	Attendance of every director is required at least once a year in a board meeting	At least twice a year
3	Specific trigger naming director who has not attended meetings in 9 months	Attendance of every director is required at least once a year in a board meeting	
4	Checking track transaction status for each SRN for filing done		Every day
5	Applicability of the sections depending on the criteria's – Automatic mails to be sent on triggering the applicability	The figures will be updated once a year or more on any change	
6	Access to Minutes / data base to clients		
7	DSC expiry reminders		On expiry of two years from the date of creation of the expiry
8	Auditors Appointment – Term 5 years – appointment of another auditors	Auditor is appointed for a period of five years. Thereafter the Auditor has to be changed for a period of further period of five years.	
9	XBRL	Check applicability limits in table	
10	ESOP	Check applicability limits in table	
11	Secretarial Audit	Check applicability limits in table	
12	Tracking compliances to be done based on applicability on meeting the threshold	Check applicability limits in table	

1. How existing Secretarial tool will speak with this tool

1. Name of the company
2. Names of Directors
3. Email ids
4. Type of the company
5. Paid Up capital.
6. Turnover
7. Borrowings
8. Exemptions
9. Whether ODI
10. Whether FDI
11. Dates of Reminders
12. Which reminder to which client
13. Standard Mail formats
14. Attachments for information – Mail to come that information is filled
15. Applicability for several compliances
16. Sample emails
17. Director Report Questionnaire

A: Hierarchy – Super Admin – Supervisor Pallavi and Other Team Members

B. Templates

- Standard Mail – Periodical mailers
- Variable components – BM / AGM/ Attendance of Directors
- Pallavi to okay the mail before sending.
- Classification which mails to be sent by Pallavi / team members
- Which are required to be checked which need not be checked
- Information to Team that mails are sent.

C. Individual Client Login to be created

D. Next reminders should not go if information submitted.

E. Possibility to make changes to data – criteria change to Supervisor / Basic data change to Team

F. Mails should go personalised

G. Different distribution list to be created for deals / newsletters

H. Integration with Comply Relax or similar tools

I. Logs need to be created

J. Secured and cloud based , outside the organisation – Two factor authentication

Reports

1. Audit Trails
- 2.