

COMPANY SECRETARIAL DEPARTMENT – SOP as on 08.05.2025

1. ROC/MCA COMPLIANCE:

1. Preparation of Disclosure of Interest by Directors (**Form MBP-1**) in the first month (April) each financial year
2. Preparation and Coordination of regular returns with PCS like **Form MSME-1, DPT-3**, etc.
3. Directors KYC updation filings in **Form DIR-3 KYC** before the 30th September in each year.
4. Co-ordination of Annual accounts filing in XBRL mode in **Form AOC-4** before 30th October in each year.
5. Co-ordination of Annual Return filing in **Form MGT-7** before 30th November in each year.
6. Co-ordination of Proceedings of AGM in **Form MGT-15** within 15 days from end of AGM in each year.
7. Preparation Documents for the Appointment / Resignation of Directors for filing **Form DIR-12 and MGT-14** within 30 days from the end of BM/AGM.
8. Preparation Documents for Creation/Modification/Satisfaction of Charge for filing **Form CHG-1 & CHG-7** within 30 days from the end of BM/AGM.
9. Preparation Documents for event based for filing ROC Forms within 30 days from the end of BM/AGM.
10. The above all kind of ROC Compliance should follow up each Subsidiary & Associate Companies in our Group also.