

ABHISHEK WAGH & ASSOCIATES
Practicing Company Secretaries,
Mumbai

Website: www.csabhishekwagh.com

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Secretarial Compliances Activity Sheet for Q3 (October 2024 to December 2024)					
Regulatory	Interval	Regulation	Compliance/Disclosures/Report	Timeline	Due Date
SEBI	Quarterly	Closure of Trading Window	Close the Trading Window for Insiders	Before end of the Quarter	Monday, 30 September, 2024
			Notice to Directors of closure of Trading Window	Before end of the Quarter	Monday, 30 September, 2024
			Closure of Trading Window in CDSL portal for freezing of PAN	2 days Trading Days before end of the Quarter	Thursday, 26 September, 2024
SEBI	Quarterly	Reg 74(5) DP Regulations	RTA Certificate	Within 15 days from the receipt of certificate from RTA	Tuesday, 15 October, 2024

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SEBI	Quarterly	Regulation 13 (3)	Statement of Grievance Redressal Mechanism	Within 21 days from the end of the quarter.	Monday, 21 October, 2024
SEBI	Quarterly	27(2)(a) Corporate Governance Report PDF	Corporate Governance Report or Non-Applicability of CG disclosure	Within 21 days from the end of the quarter.	Monday, 21 October, 2024
SEBI	Quarterly	Regulation 31 (1) (b)	Disclosure of Shareholding Pattern	Within 21 days from the end of the quarter	Monday, 21 October, 2024
SEBI	Quarterly	SEBI Circular	SDD Certificate	Within 21 days from the end of the quarter	Monday, 21 October, 2024
SEBI	Quarterly	Reg 76 of DP Regulations	Share Capital Reconciliation Report	Within 30 days from the end of the Quarter.	Wednesday, 30 October, 2024
SEBI	Quarterly	Reg 55A of DP Regulations	Excel of Share Capital Reconciliation Report	Within 30 days from the end of the Quarter.	Wednesday, 30 October, 2024
MCA	Annual	Section 137	Filing of Financial Statements with ROC	Within 30 days the AGM	Wednesday, 30 October, 2024

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MCA	Half yearly	Vide Gazette notification S.O. 5622(E) dated 02.11.2018	MSME Form 1	Within 30 days from the end of the half year.	Wednesday, 30 October, 2024
MCA	Annual	Section 34(2) and 34(3) of The Limited Liability Partnership Act, 2008	Form 8	On 30th October of every year	Wednesday, 30 October, 2024
MCA	Quarterly	Section 173	Notice of Board Meeting	At least 7 days before the Board Meeting	Thursday, 7 November, 2024
SEBI	Quarterly	Regulation 29 (1) (a) and Regulation 29(2)	Prior intimation of Board meeting for Financial Results viz. quarterly, half yearly, or annual	At least two days in advance (excluding the date of the intimation and date of the meeting)	Sunday, 10 November, 2024

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SEBI	Quarterly	Regulation 30 (6)	Disclosure of Financials Statements	Disclose Financials Statements approved by the to stock exchange(s) within 30 minutes of the end of the Board Meeting	Thursday, 14 November, 2024
SEBI	Half yearly	Regulation 23 (9)	Disclosures of related party transactions/ Non-Applicability disclosure	On the same date of publication of its standalone and consolidated financial results.	Thursday, 14 November, 2024
SEBI	Quarterly	Regulation 33 (3) (a)	Financial Results along with Limited review report	Within 45 days from the end of the quarter	Thursday, 14 November, 2024
SEBI	Quarterly	Regulation 47	Newspaper Publication of Unaudited Financial Results	within 48 hours of Board Meeting	Saturday, 16 November, 2024

Note:

1. Ensure that the Corporate Governance Report, Shareholding Pattern, Financial Results, and Newspaper Publication are uploaded on the company's website within two days of the respective event.
2. For companies listed on multiple stock exchanges, the Investors Complaints Disclosure under Regulation 13(3) should be uploaded on only one stock exchange of the company's choice. The disclosure will then be automatically disseminated to the other stock exchange.