

Secretarial Compliances Activity Sheet for Q4 (For December 31, 2024 Quarter)

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	Tuesday, 31 December, 2024
			Notice to Directors of closure of Trading Window	Before end of the Quarter	Tuesday, 31 December, 2024
			Closure of Trading Window in CDSL portal for freezing of PAN	2 days Trading Days before end of the Quarter	Friday, 27 December, 2024
SEBI	Quarterly	Reg 74(5) DP Regulations	RTA Certificate	Within 15 days from the receipt of certificate from RTA	Wednesday, 15 January, 2025
SEBI	Quarterly	Regulation 13 (3)	Statement of Grievance Redressal Mechanism	Within 21 days from the end of the quarter.	Tuesday, 21 January, 2025
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.	Tuesday, 21 January, 2025
SEBI	Quarterly	Regulation 31 (1) (b)	Disclosure of Shareholding Pattern	Within 21 days from the end of the quarter	Tuesday, 21 January, 2025
SEBI	Quarterly	SEBI Circular	SDD Certificate	Within 21 days from the end of the quarter	Tuesday, 21 January, 2025
SEBI	Quarterly	Reg 76 of DP Regulations	Share Capital Reconciliation Report	Within 30 days from the end of the Quarter.	Thursday, 30 January, 2025
SEBI	Quarterly	Reg 55A of DP Regulations	Excel of Share Capital Reconciliation Report	Within 30 days from the end of the Quarter.	Thursday, 30 January, 2025

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MCA	Quarterly	Section 173	Notice of Board Meeting and Audit Committee Meeting	Atleast 7 days before the Board Meeting	Friday, 7 February, 2025	
SEBI	Quarterly	SEBI Circular	Entry of sharing of USPI i.e., Financial data in SDD software	on or before sharing financials data internally and externally	on or before sharing financials data internally and externally	
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)	Monday, 10 February, 2025	
SEBI	Quarterly	Regulation 30 (6)	Disclosure of Financials Statements	Disclose Financial Statements approved by the Board to stock exchange(s) within 30 minutes of the end of the Board Meeting or within 3 hours of Board Meeting where Board Meeting ended after trading hours but more than three hours before the beginning of the normal trading hours of the next trading day	Friday, 14 February, 2025	

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SEBI	Quarterly	Regulation 33 (3) (a)	Financial Results along with Limited review report	Within 45 days from the end of the quarter Within 90 days from the end of the quarter (For under IBC companies, in case Resolution plan is approved in the same quarter)	Friday, 14 February, 2025
SEBI	Quarterly	Regulation 47	Newspaper Publication of Unaudited Financial Results or Quick Response Code (QR Code) to access the financials virtually	within 48 hours of Board Meeting	Monday, 17 February, 2025
MCA	After every Board / Committee meeting	Section 118	Minutes of the Board Meeting and Committee Meeting shall be entered in minutes book	within 30 days of the Board / Committee meeting	Sunday, 16 March, 2025

Note:

The Following changes are **effective from December 31, 2024** pursuant to the **Amendment brought in by SEBI on December 12, 2024:**

1. The outcome of Board Meeting, wherein unaudited financials and limited review report of the statutory auditor was approved, shall be given as per the following timeline:

- a. **Within 30 minutes:** If the board meeting closes during the trading hours or not more than 3 hours before the opening of next trading day.
- b. **Within 3 hours:** if the board meeting ends after normal trading hours but at least three hours before the start of the next trading day's normal hours.

2. The Listed Entity has below two options for **publication of financials in newspaper:**

- a. Publish **completed financials** as it used to do before the Amendment or
- b. Publish a **QR Code** and the details of the webpage where complete financial results along with the adverse opinion of the Auditor are accessible.