

Secretarial Compliances Activity Sheet for Q2 (July 2024 to September 2024)					
Regulator y	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	Sunday, 30 June, 2024
			Notice to Directors of closure of Trading Window	Before end of the Quarter	Sunday, 30 June, 2024
			Closure of Trading Window in CDSL portal for freezing of PAN	2 days Trading Days before end of the Quarter	Friday, 28 June, 2024
SEBI	Quarterly	Reg 74(5) DP Regulations	RTA Certificate	Within 15 days from receiving the Certificate from RTA	Monday, 15 July, 2024
SEBI	Quarterly	Regulation 13 (3)	Statement of Grievance Redressal Mechanism	Within 21 days from the end of the quarter.	Sunday, 21 July, 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.	Sunday, 21 July, 2024

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SEBI	Quarterly	Regulation 31 (1) (b)	Disclosure of Shareholding Pattern	Within 21st day from the end of the quarter	Sunday, 21 July, 2024
SEBI	Quarterly	SEBI Circular	SDD Certificate	Within 21st day from the end of the quarter	Sunday, 21 July, 2024
SEBI	Quarterly	Reg 76 of DP Regulations	Share Capital Reconciliation Report	Within 30 days from the end of the Quarter.	Tuesday, 30 July, 2024
SEBI	Quarterly	Reg 55A of DP Regulations	XBRL of Share Capital Reconciliation Report	Within 30 days from the end of the Quarter.	Tuesday, 30 July, 2024

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MCA	Quarterly	Section 173	Notice of Board Meeting	Atleast 7 days before the Board Meeting	Wednesday, 7 August, 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 five days in advance (excluding the date of the intimation and date of the meeting)	Wednesday, 7 August, 2024

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	Wednesday, 14 August, 2024
SEBI	Quarterly	Regulation 33 (3) (a)	Financial Results along with Limited review report	Within 45 days from the end of the quarter	Wednesday, 14 August, 2024
MCA / SEBI	Yearly	Section 134	Board Meeting for Approval of Boards Report / Annual Report / Notice of AGM	before the AGM	Monday, 9 September, 2024
MCA / SEBI	Yearly	Section 101	Notice of AGM	21 days before the AGM	Monday, 9 September, 2024
MCA	Yearly	Section 96	Annual General Meeting	Within 6 Months from the end of FY	Monday, 30 September, 2024