

ABHISHEK WAGH & ASSOCIATES  
Practicing Company Secretaries

Website: [www.csabhishekwagh.com](http://www.csabhishekwagh.com)  
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Secretarial Compliances Activity Sheet for Q1 (April 2024 to June 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	Sunday, 31 March, 2024
			Notice to Directors of closure of Trading Window	Before end of the Quarter	Sunday, 31 March, 2024
			Closure of Trading Window in CDSL portal for freezing of PAN	Before end of the Quarter	Sunday, 31 March, 2024
MCA	Annual	Section 184(1)	Form MBP-1 - Disclosure of Interest and other Directorships by Directors	Before the date of First Board Meeting	Monday, 1 April, 2024
MCA	Annual	Section 149	Disclosure of Independence by IDs	Before the date of First Board Meeting	Monday, 1 April, 2024
SEBI	Quarterly	Regulation 13 (3)	Statement of Grievance Redressal Mechanism	Within 21 days from the end of the quarter.	Sunday, 21 April, 2024
SEBI	Quarterly	27(2)(a) Corporate Governance Report	Corporate Governance Report or Non Applicability of CG disclosure	Within 21 days from the end of the quarter.	Sunday, 21 April, 2024
SEBI	Quarterly	Regulation 31 (1) (b)	Disclosure of Shareholding Pattern	Within 21st day from the end of the quarter	Sunday, 21 April, 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)	Thursday, 23 May, 2024

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SEBI	Annual	Regulation 7 (3)	Certificate of Share Transfer Agent counter signed by Compliance Officer	Within 30 days from the end of the financial year.	Tuesday, 30 April, 2024
SEBI	Annual	Regulation 14	Payment of listing fees & Other charges	Within 1 month of the end of 31st March every year	Tuesday, 30 April, 2024
SEBI	Annual	Regulation 40 (9)	Certificate from Practicing Company Secretary	Within one month of the end of the financial year.	Tuesday, 30 April, 2024
SEBI	Annual	Circular No. SEBI/HO/DDHS/CIR/P/2018/144	Annual Disclosure requirements for large entities	Within 45 days of the end of the FY	Wednesday, 15 May, 2024
MCA	Annual	Vide Gazette notification S.O. 5622(E) dated 02.11.2018	MSME Form 1 - Half-yearly return with the registrar in respect of outstanding payments to Micro or Small Enterprise.	Within 30 days from the end of the financial year.	Tuesday, 30 April, 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	Thursday, 30 May, 2024
SEBI	Quarterly	Regulation 33 (3) (a)	Financial Results along with Limited review report/Auditor's report	Within 60 days from the end of the quarter	Thursday, 30 May, 2024

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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, 30 May, 2024
SEBI	Annual	Regulation 26 (3)	Annual affirmations for compliance with code of conduct	At the 1st BM in every Financial Year	Thursday, 30 May, 2024
MCA	Annual	Rule 16A of the Companies (Acceptance of Deposits) Rules, 2014	Form DPT 3	yearly return for filing return of deposit or particulars of transaction not considered as deposit or both	Sunday, 30 June, 2024
MCA	Annual	Section 117	Form MGT-14 - Filing of resolutions with MCA regarding Board Report and Annual Accounts	30 days from the date of financial statements and Board Report by the Board of Directors	Sunday, 30 June, 2024