

COMPLIANCE TEMPLATE

ROC Annual Compliance Calendar

Every Registrar of Companies due date your private limited company or LLP needs to track through the year, in one place.

Through the year

- Board meetings held at the required frequency, with minutes recorded
- Statutory registers kept up to date

Key annual due dates

- DIR-3 KYC for all directors — by 30 September
- Form ADT-1 (auditor appointment/ratification) — within 15 days of the AGM
- Annual general meeting (AGM) held — by 30 September
- Form AOC-4 (financial statements filing) — within 30 days of the AGM
- Form MGT-7 / MGT-7A (annual return) — within 60 days of the AGM
- Income tax return filing — by 31 October (companies requiring audit)