



**CALENDAR PROVIDING INDICATIVE COMPLIANCES FOR 1<sup>ST</sup> QUARTER**

April 2024					
Sr. No.	Particulars	Regulation/ Section/ Circular	Timeline	PDF	XBRL
1	Freezing of PAN designated persons	SEBI Circular No. SEBI/HO/ISD/ISD-PoD-2/P/CIR/2023/124 dated July 19, 2023	2 trading days prior to freeze start date: <b>March 27, 2024</b>	NA	NA
2	Closure of Trading Window	Schedule B of SEBI (PIT) Regulations, 2015	Before the end of the quarter i.e. before March 31, 2024, up till 48 hours from the date of declaration/ Announcement of AFR	✓	✓
3	Disclosure of encumbrance of shares from Promoters	Reg 31(4) SEBI (SAST) Regulations, 2011	Within 7 working days from the end of the FY: <b>April 09, 2024</b>	✓	NA
4	Manner of filing certificate for surrender of certificate of security	Reg 74(5) of SEBI (DP) Regulations, 2018	Within 15 days of receipt of certificate from the RTA <b>April 15, 2024</b>	✓	NA
5	Statement of Grievance Redressal Mechanism	Reg 13 of SEBI (LODR) Regulations, 2015	Within 21 days from the end of each quarter <b>April 21, 2024</b>	NA	✓
6	Corporate Governance Report	Reg 27 of SEBI (LODR) Regulations, 2015	Within 21 days from the end of the quarter i.e. <b>April 21, 2024</b>	NA	✓

7	Shareholding Pattern	Reg 31 of SEBI (LODR) Regulations, 2015	Within 21 days from the end of the quarter: <b>April 21, 2024</b>	NA	✓
8	Compliance Certificate of Share Transfer Agent	Reg 7(3) of SEBI (LODR) Regulations, 2015	Within 30 days from the end of the quarter: <b>April 30, 2024</b>	✓	NA
9	Certificate regarding Transfer/ Transmission/ Transposition of Securities	Reg 40(9) & (10) of SEBI (LODR) Regulations, 2015	Within 30 days from the end of the quarter: <b>April 30, 2024</b>	✓	NA
10	Initial Disclosure requirements for Large Entities	SEBI Circular No. SEBI/HO/DDHS/P/CIR/2021/613 dated April 13, 2022	Within 30 days from the beginning of the FY: <b>April 30, 2024</b>	✓	NA
11	Reconciliation of share capital audit report	Reg 76 of SEBI (DP) Regulations, 2018	Within 30 days from the end of the quarter: <b>April 30, 2024</b>	✓	✓
12	Payment of Annual Fees	Reg 14 of SEBI (LODR) Regulations, 2015	Within 30 days from the end of the quarter: <b>April 30, 2024</b>	-	
13	MSME Form I	Section 405 read with MCA Notification dated 22nd January, 2019	Within 30 days from the end of half year: <b>April 30, 2024</b>		Filing with MCA
14	DIR-3 KYC/ WEB	Rule 12A of the Companies (Appointment and Qualification of Directors) Rules, 2014	On or before <b>September 30, 2024</b>		Filing with MCA

May 2024					
Sr. No.	Particulars	Regulation/ Section/ Circular	Timeline	PDF	XBRL
1	Annual Disclosure for Large Entities	SEBI Circular No. SEBI/HO/DDHS/P/CIR/2021/613 dated April 13, 2022	Within 45 days from end of the financial year i.e <b>May 15, 2024</b>	✓	NA
2	Statement of deviation(s) or variation(s)	Reg 32(6) of SEBI (LODR) Regulations, 2015	Within 45 days from end of the financial year i.e <b>May 15, 2024</b>	✓	✓
3	Declaration of Annual Financial Results	Reg 33 of SEBI (LODR) Regulations, 2015	Within 60 days from end of the financial year i.e. <b>May 30, 2024</b>	-	
4	Prior Intimation of Board Meeting for financial results	Reg 29 of SEBI (LODR) Regulations, 2015	5 clear days prior to the Board Meeting	✓	✓
5	Outcome of Board Meeting	Reg 30 of SEBI (LODR) Regulations, 2015. *XBRL required only for following: (a) Dividend (b) Buy-back (c) Bonus Issue (d) Voluntary Delisting	Within 30 minutes of conclusion of the meeting	✓	✓*
6	Financial results	Reg 30 of SEBI (LODR) Regulations, 2015	PDF - Within 30 minutes of conclusion of the meeting XBRL - Within 24 hrs of conclusion of the meeting	✓	✓
7	Disclosure of Related Party Truncations	Reg 23 of SEBI (LODR) Regulations, 2015	Same day of publication of financial results	NA	✓
8	Submission of Newspaper Advertisement	Reg 47 of SEBI (LODR) Regulations, 2015	Within 48 hrs of publication of financial results	✓	NA

9	Appointment of Cost Auditor	Section 148 of the Companies Act, 2013 read with Rule 6(1) of the Companies (Cost Records and Audit) Rules, 2014	Within 30 days of the Board Meeting in which appointment was made or 180 days of the commencement of every financial year, whichever is earlier	Filing with MCA	
10	Appointment of Internal Auditor & Secretarial Auditor	Section 117 read with Section 179(3) of the Companies Act, 2013. <b>Note:</b> Information shall also be provided to Stock Exchanges separately for changing Corporate Information page of the Company.	Within 30 days of the Board Meeting in which appointment was made	Filing with MCA	
11	Filing of Cost Audit Report	Section 148 read with Rule 6(6) of the Companies (Cost Records and Audit) Rules, 2014	Within 30 days of the receipt of Cost Audit Report	Filing with MCA	
12	Annual Secretarial Compliance Report	Reg 24A of SEBI (LODR) Regulations, 2015	Within 60 days from end of the financial year i.e. <b>May 30, 2024</b>	✓	✓

June 2024					
Sr. No.	Particulars	Regulation/ Section/ Circular	Timeline	PDF	XBRL
1	e-Form DPT-3	Section 73 read with Rule 16 of the Companies (Acceptance of Deposits) Rules, 2014	On or before June 30, 2024	Filing with MCA	
2	Freezing of PAN of designated persons	SEBI Circular No. SEBI/HO/ISD/ISD-PoD-2/P/CIR/2023/124 dated July 19, 2023	2 trading days prior to freeze start date (i.e. June 27, 2024)	NA	NA
3	Closure of Trading Window	Schedule B of SEBI (PIT) Regulations, 2015	Before the end of the quarter i.e. before June 30, 2024, up till 48 hours from the date of declaration/ Announcement of financial Results for the Quarter ended on June 30, 2024	✓	✓
4	Annual Return on Foreign Liabilities and Assets	FEMA, 1999 (A.P. (DIR Series), Circular No. 45 dated March 15, 2011)	On or before <b>July 15, 2024</b>	✓	NA

**Disclaimer:** Please note that the contents of this calendar are solely for the purpose of providing information to our Clients on the generic requirements and an overview under SEBI (Listing Obligations And Disclosure Requirements) Regulations, 2015, SEBI (Substantial Acquisition Of Shares And Takeovers) Regulations, 2011, SEBI (Prohibition Of Insider Trading) Regulations, 2015, FEMA and the Companies Act, 2013 and rules framed thereunder. The contents of this documents shall be used as internal reference and may differ based on the compliance needs of each Client. The contents shall not, as a whole or any part thereof, in any form or manner, be considered or construed as a legal opinion or advice.