

Compliance Checklist

In the constantly changing regulatory landscape, it is difficult to track applicable compliances for corporates. Therefore, we have prepared a compliance calendar for a corporate which will enable them to comply the law and file applicable Forms within the due dates and save penalties.

Quarter 1: April, 2025 to June, 2025		
Form	Applicability and documents required	Due Date
DPT-3	<p>If company has accepted deposits from Shareholders and/or public and/or from Banks, Financial Institutions, Directors, Relatives of Directors, ICD, Advances from customers, etc. Details required for Form DPT-3:</p> <p>If Company has taken Deposit:</p> <ol style="list-style-type: none"> Auditor's Certificate Net-worth Certificate <p>If Company has taken money or loan but not considered as Deposit:</p> <ol style="list-style-type: none"> Statement of transactions not considered as Deposit 	June 30, 2025
Demat for Private Companies	<p>All Companies except small companies and Government Companies.</p> <p>"Small Company means a company, other than a public company, —</p> <ol style="list-style-type: none"> paid-up share capital of which does not exceed Four Crore rupees turnover of which as per profit and loss account for the immediately preceding financial year does not exceed Forty crore rupees. <p>Provided that nothing in this clause shall apply to—</p> <ol style="list-style-type: none"> a holding company or a subsidiary company; a company registered under section 8; or a company or body corporate governed by any special Act; 	June 30, 2025
Minutes	<p>Every company other than small company is required to conduct Board Meeting every calendar quarter. Documents for Board Meeting:</p> <ol style="list-style-type: none"> Notice of Board Meeting Proof of draft minutes sent to all directors Signed Minutes Proof of signed minutes sent to all directors Attendance Register 	May 30, 2025
Please note there are many event-based compliances which we have not covered here. Please contact your professional advisor for the same or you can also contact us.		

