

EVENT CALENDER

| S. NO. | EVENTS | SECTION | PARTICULARS | |
|--------|-------------------------------------|---------------------|-----------------------------|---|
| 1. | Receipt of MBP-1 | 184(1) | Form MBP- 1 | Every Director of the Company in First Meeting of the Board of Director in each Financial Year will disclose his interest in other entities and a fresh MBP-1 whenever there is change in his interest from the earlier given MBP-1. |
| 2 | Receipt of DIR- 8 | 164(2) 143(3)(g) | Form DIR - 8 | Every Director of the Company in each Financial Year will file with the Company disclosure of non-disqualification. |
| 3. | E- Forms Filing Requirements | 92 | e-Form: MGT-7 | Annual return: Every Company will file its Annual Return within 60 days of holding of Annual General Meeting. Annual Return will be for the period 1st April to 31st March. |
| | | 137 | e-Form: AOC-4 - XBRL | Financial Statement: Company is required to file its Balance Sheet along with Statement of Profit and Loss Account, Cash Flow Statement and Directors' Report in this form and not esthereto. Note: Every listed Company is required to prepare its Financial Statement in Extensible Business Reporting system. |
| | | 179(3) | MGT-14 | Adoption of Financials and director report: Company will file MGT-14 along with copy of Board Resolution within 30 days of Board Meeting in which the Directors' Report and Financials were approved. |
| | | 92 | MGT-8 | Certification of Annual return: Every Listed Company will file with its Annual Return within 60 days of end of financial year. |
| | | 121 | MGT-15 | Report on AGM: Company shall prepare a Report on each AGM. |
| | | 179(3) | MGT-14 | Appointment of Secretarial Auditor Company will file MGT-14 along with copy of Board Resolution within 30 days of Board Meeting in which secretarial auditor was appointed. |
| | | 148(3) | CRA- 2 | Appointment of Cost Auditor Company will file copy of Board Resolution within 30 days of Board Meeting in which cost auditor was appointed. |
| 4. | Directors' Report | 134 | | Directors' Report will be prepared by mention of all the information required for Small Company under Section 134. It should be signed by the "Chairperson" authorized by the Board, where he is not so authorized-by. at least 2 Directors; one of them should be Managing Director if any and the chief executive officer (If he is director), the chief financial officer and the Company Secretary wherever they are appointed. |

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| 5. | Circulation of Financial Statement & other relevant documents | 136 | | Company will send to the Members of the Company approved Financial Statement (including consolidated Financial Statement), Directors' Report and Auditors' Report at least 21 clear days before the Annual General Meeting. |
| 6. | Notice of AGM | | | Every Notice of Annual General Meeting will be prepared as per Section 101 of the Companies Act, 2013 and Secretarial Standards - II. |
| 7. | Sending of Notice of AGM | | | Notice of Annual General Meeting will be sent to following: All Directors, Members, Statutory Auditor. Secretarial Auditor, If any. Debtenture Trustee, if any. |
| 8. | Board Meetings | 173 &SS-I | | Every Company shall hold a minimum number of FOUR Meetings of its Board of Directors every year in such a manner that maximum gap between two meeting not more than 120 (One hundred Twenty) days. Company should hold at least 1 (one) Board Meeting every quarter of calendar year. |
| 10. | Maintenance of Registers | 88 | | Company will maintain the following mandatory Registers: <ul style="list-style-type: none"> ➤ Register of directors and key managerial persone and their Shareholding, ➤ Register of Loan, Guarantee, Investment made by the Company. ➤ Register of Contract with Related Parties. ➤ Register of Charges ➤ Register of Members Register of Contracts or Arrangements in which Directors are interested. |
| 11. | Postal Ballot | 110 | | Voting through Postal Ballot: There are certain items for which it is mandatory for the Company to provide Postal Ballot Facility. |
| 12. | Secretarial Audit | 204 | E-form MGT-14 | All the Listed Companies are required to appoint Company Secretary for Secretarial Audit. |
| 13. | Internal Auditor | 138 | E. form MGT-14 | A Company is required to appoint Internal Auditor and required to file e-form within 30 days of appointment. |
| 14. | Audit Committee | 177 | | A Listed Company s required to constitute its Audit Committee and meetings of Committee will be as per Secretarial Standard- I. or otherwise as stated in the Articles. |
| 15. | Nomination & Remuneration Committee | 178 | | A Listed Company is required to constitute its Nomination & Remuneration Committee and meetings of Committee will be as per Secretarial Standard- I or otherwise as stated in the Articles |
| 16. | Stake Holder Relationship Committee | 178 | | A Listed Company is required to constitute its Stakeholder Relationship Committee and meetings of Committee will be as per Secretarial Standard-I or otherwise as stated in the Articles. |
| 17. | Vigil Mechanism | 178 | | A Listed Company is required constituting policy of vigil mechanism. |
| 18. | Return for Change in Stake of Promoter | 93 | e-Form MGT-10 | Listed Company shall file a return with the Registrar with respect to change in the number of shares held by promoters and to ten shareholders of such Company, within fifteen days of such change |