18th April 2018

IIBF

CA. PRAMOD JAIN

B. COM (H), FCA, FCS, FCMA, LL.B, MIMA, DISA

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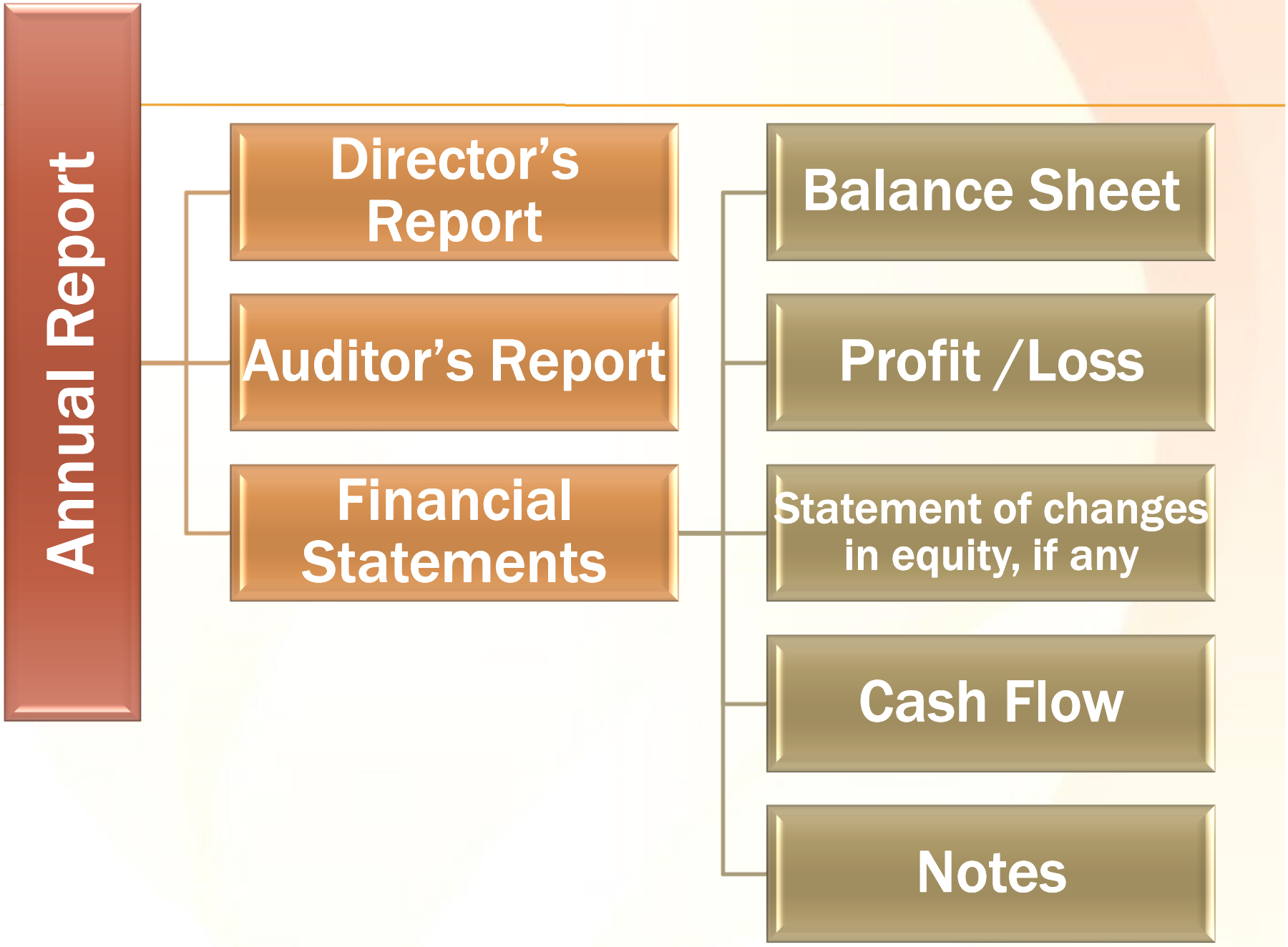
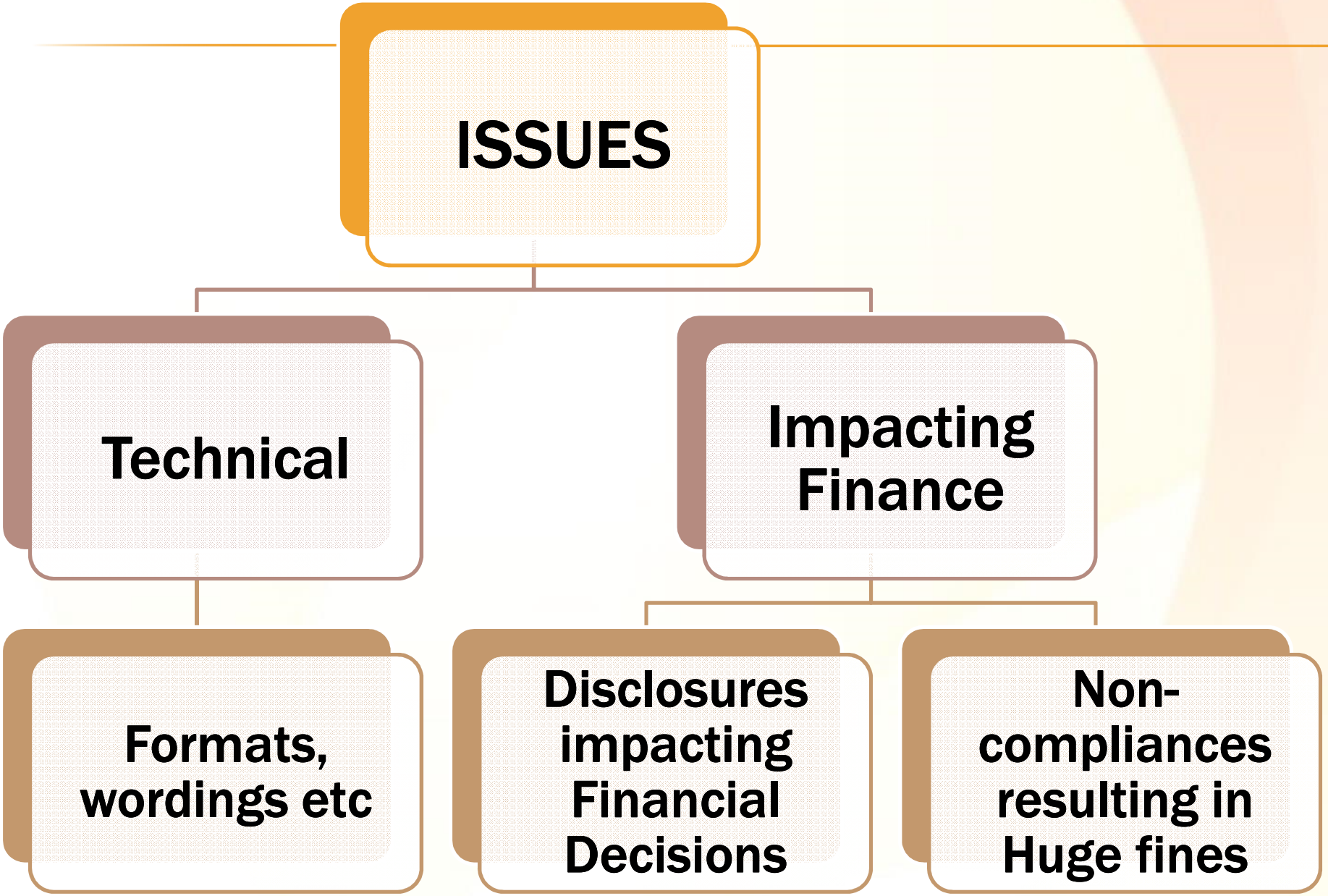
AGENDA – BANKERS' PERSPECTIVE

- Corporate Balance sheet
- Annual Report
- Directors Report
- Auditors' Report
- Aspects of Accounting Standards and Accounting policies
- Significant Issues under Companies Act 2013


Annual Report
Director's Report
Auditor's Report
Financial Statements
Balance Sheet
Profit /Loss
Statement of changes in equity, if any
Cash Flow
Notes

Financial
Statements


ISSUES
Technical
Impacting Finance
Formats, wordings etc
Disclosures impacting Financial Decisions
Non-compliances resulting in Huge fines

FINANCIAL STATEMENTS

- Financial Year – 31/3
- Financial Statement includes -notes on B/s, Profit & Loss statement, Cash Flow
- Cash Flow for all except OPC, SC, DC & Start-up Private companies w.e.f. 13th June 2017
- Shall give true and fair view.
- Shall be in Schedule III - amended w.e.f. 4.9.15 to include MSMED details under Trade Payable
- To disclose impact of pending litigation on its financial position

FILING OF FS

- To be filed with ROC in Form AOC -4 within 30 days of AGM
- Notified Companies in XBRL
- After 300 days –
- Fine on
  - Company – 1k p. d > 10 L;
  - MD, etc in charge by Board- if no one – all directors
    - Imp. upto 6mnths or
    - Fine – 1L k to 5L or Both

ANNUAL RETURN - PENALTY

- If filed within 60 days in MGT 7– normal fee
- If filed after 60 days but before 330 days – additional fee,
- After that fine:
  - On Company
    - minimum 50K
    - maximum – 500K
  - On Officer in default
    - Imprisonment upto 6 months or
    - fine 50 k to 500k or
    - both

BASICS – CURRENT VS. NON-CURRENT

- Current Asset - satisfies any of following criteria;
  - In the company's normal operating cycle it is;
    - Intended for sale; or
    - Intended to be consumed; or
    - Expected to be realized.
  - Held primarily for the purpose of being traded; or
  - Expected to be realized within 12 months after reporting date; or
  - Cash or cash equivalent unless it is restricted from being exchanged or used to settle a liability for at least 12 months after reporting date.

BASICS - CURRENT LIABILITY

- A liability would be a current liability if it satisfies any of the following criteria; if it is :
  - Expected to be settled in the company's normal operating cycle; or
  - Held primarily for the purpose of being traded; or
  - Due to be settled within 12 months after reporting date; or
  - The company does not have an unconditional right to defer settlement of liability for at least 12 months after reporting date. Terms of a liability that could, at option of counterparty, result in its settlement by issue of equity do not affect its classification

BALANCE SHEET AS AT ...

Particulars	Note No.	Figures as at the end of the current reporting period	Figures as at the end of the previous reporting period
I. EQUITY AND LIABILITIES			
(1) Shareholders' Funds			
(2) Share Application Money Pending Allotment			
(3) Non-Current Liabilities			
(4) Current Liabilities			
TOTAL			
II. ASSETS			
(1) Non-Current Assets			
(2) Current Assets			
TOTAL			

FORM OF BALANCE SHEET (PART 1)

Particulars	*Note No.*	*Figures as at the end of the CRP*	*Figures as at the end of the PRP*
I. EQUITY AND LIABILITIES			
(1) Shareholders' Funds			
(a) Share capital	1		
(b) Reserve and Surplus	2		
(c) Money received against share warrants			
(2) Share application money pending allotment	3		
(3) Non-current Liabilities			
(a) Long term borrowings	4		
(b) Deferred tax liabilities (net)	5		
(c) Other long term liabilities	6		
(d) Long term provisions	7		
(4) Current Liabilities			
(a) Short term borrowings	8		
(b) Trade payables			
(c) Other current liabilities	9		
(d) Short term provisions	10		
TOTAL			

LONG TERM BORROWINGS - DISCLOSURES

- Secured, unsecured – nature of security to be stated and guaranteed by directors to be shown separately.
- Term of repayment of term loans to be given
  - Period of maturity with respect to B/S date
  - Number of installments due
  - Amount of installments due
  - Applicable rate of interest
  - Other significant relevant terms, if any
- Period & amount of default in payment of principal and interest as on the B/S date.

SHORT TERM BORROWINGS

- Classification
  - Loans repayable on demand
    - From banks
    - From other parties
  - Loans and advances from related parties
  - Deposits
  - Other loans and advances
- Disclosure
  - Secured, unsecured and guaranteed by directors to be shown separately.
  - Period and amount of default in payment of principal and interest as on the balance sheet date.

OTHER CURRENT LIABILITIES

- The amount shall be classified as:
  - Current maturities of long term debts
  - Current maturities of finance lease obligations
  - Interest accrued but not due on borrowings
  - Interest accrued and due on borrowings
  - Income received in advance
  - Unpaid dividends
  - Share Application money due for refund and interest accrued thereon (including advances for allotment of share Capital)
  - Unpaid matured deposit and interest thereon
  - Unpaid matured debentures and interest thereon
  - Other payables

OTHER IMPORTANT ITEMS – EQUITY & LIAB.

- Reserves – Revaluation?
- Trade Payables - ageing
- Share Application Money pending allotment
- Loans from friends – not allowed
- Loans – Current / Non-Current

FORM OF BALANCE SHEET (PART 2)

Particulars	Note No.	Figures as at the end of the CRP	Figures as at the end of the PRP
II. ASSETS			
(1) Non-current assets			
(a) Fixed assets	11		
(i) Tangible assets	12		
(ii) Intangible assets			
(iii) Capital work-in-progress			
(iv) Intangible assets under development	13		
(b) Non- current investments			
(c) Deferred tax assets (Net)	14		
(d) Long term loans and advances	15		
(e) Other non-current assets			
(2) Current assets			
(a) Current investments	16		
(b) Inventories	17		
(c) Trade receivables			
(d) Cash and cash equivalents	18		
(e) Short term loans and advances	19		
(f) Other current assets	20		
TOTAL			

FIXED ASSETS -TANGIBLE ASSETS

- Classification shall be given as:
  - Land
  - Building
  - Plant and equipment
  - Furniture and fixtures
  - Vehicles
  - Office equipments
  - Others
- Assets under lease – to be specified under each head.

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FIXED ASSETS -INTANGIBLE ASSETS

- Classification shall be given as:
  - Goodwill
  - Brands/trade marks
  - Computer software
  - Mastheads and publishing titles
  - Mining rights
  - Copyrights, patents and other IPRs
  - Recipes, formulae, models, designs and prototypes
  - Licenses and franchises.
  - Others

NON- CURRENT INVESTMENTS

- To be classified as trade investments and other investments and further classified as investment in:
  - Property
  - Equity instruments
  - Preference shares
  - Government and trust securities
  - Debentures and bonds
  - Mutual funds
  - Partnership firms
  - Others

LONG TERM LOANS AND ADVANCES

- To be classified as:
  - Capital advances
  - Security deposits
  - Loans and advances to related parties
  - Others (specifying nature)
- Sub-classification into:
  - Secured, considered good
  - Unsecured, considered good
  - Doubtful
- Due by directors and other officers, firms and companies in which directors are interested to be separately stated.

INVENTORIES

- Classification into:
  - Raw Materials
  - Work-in-progress
  - Finished goods
  - Stock-in-trade (trading goods)
  - Stores and spares
  - Loose tools
  - Others (specifying nature)
- Goods-in-transit -disclose under relevant sub-head

IMPORTANT ITEMS - ASSETS

- Tangible Assets – Immovable property – related to business?
- Tangible Assets – Non earning assets– vehicles?
- Cash in Hand
- Depreciation as per Schedule II
- Intangible assets – Real? – self generated?
- Investments – required? – Subsidiary & Associates - CFS
- Loans & Advances – business? - Subsidiary & Associates – directors?
- Inventory – valuation? – slow / non-moving - INSURANCE
- Trade Receivables - ageing > 1 yr – doubtful - Provision

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FORM OF STATEMENT OF PROFIT AND LOSS

Particulars	Note No.	Figures for the CRP	Figure for the PRP
I. Revenue from operations	21		
II. Other income	22		
III Total Revenue (I + II)			
Iv. Expenses	23		
V. Profit before exceptional and extraordinary items and tax (III - IV)			
VI. Exceptional items	24		
VII. Profit before extraordinary items and tax (V-VI)			
VIII. Extraordinary items	25		
IX. Profit before tax (VII-VIII)			
X. Tax Expenses	26		
XI. Profit (loss) for the period from continuing operations (IX-X)			
XII Profit (Loss) from the discontinuing business	27		
XIII Tax expenses of discontinuing operations	28		
XIV. Profit (Loss) from discontinuing operations (after tax) (XII-XIV)			
XV. Profit (Loss) for the period (XI+XIV)	29		
XVI. Earnings per equity share			

REVENUE FROM OPERATIONS

- For companies other than finance company:
  - Sale of Products
  - Sale of Services
  - Other Operating Revenues
    - Less: Excise Duty
- For Finance company:
  - Interest
  - Other Financial services

OTHER INCOME

- To be classified as:
  - Interest income (other than for finance company)
  - Dividend
  - Dividend from subsidiary company
  - Net gain / loss on sale of investments
  - Other non-operating income

EXPENSES

Disclosure on face of the PL:

- Cost of material consumed
- Purchase of stock-in-trade
- Changes in inventories of finished goods Work-in-progress and stock in trade
- Employee benefit expenses
- Finance cost
- Depreciation and amortization expenses
- Other expenses.

EMPLOYEE BENEFITS EXPENSES

- Master servant relationship is important
- Salaries and wages
  - Bonus
  - Leave encashment
  - Compensations
- Contribution to provident and other funds
  - Gratuity funds,
  - Superannuation funds
  - Penalties and similar amounts not to be disclosed here
- ESOP & ESPP
- Staff welfare expenses

FINANCE COST

- Interest expense
  - Interest on borrowings, debentures, bonds, etc.
  - Finance charges on finance lease are in nature of interest
- Other borrowing costs
  - Commitment charges
  - Loan processing charges
  - Guarantee charges
  - Loan facilitation charges
  - Discounts/ premium on borrowings
  - Other ancillary costs

OTHER EXPENSES

- All other expenses will be grouped here. Following to be disclosed separately:
  - ✓ Consumption of stores and spares
  - ✓ Power and fuel
  - ✓ Rent
  - ✓ Repairs to buildings
  - ✓ Repairs to machinery
  - ✓ Insurance
  - ✓ Rates and taxes, excluding taxes on income
  - ✓ Miscellaneous expenses

CONTINGENT LIABILITIES & COMMITMENTS

- Contingent Liabilities to be classified as (to the extent not provided for):
  - Claims against company not acknowledged as debt
  - Guarantees
  - Other money for which the company is contingently liable
- Commitments to be classified as (to the extent not provided for):
  - Estimated amount of contracts remaining to be executed on capital account and not provided for
  - Uncalled liability on shares and other investments partly paid
  - Other commitments (specify nature)

IMPORTANT ITEMS - NOTES

- Significant Accounting Policies
- Contingent Liabilities – pending litigation, tax disputes, claims against company
- Commitments – future commitments
- Foreign Currency Transactions
- Related Party Transactions
- Loans given – Interest charged

STANDARDS

- Accounting Standards
- IFRS
- Convergence to IFRS – Ind AS
- Auditing Standards
- Secretarial Standards
- Standards of Internal Audit

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ACCOUNTING STANDARDS

Entities that are to follow AS

- **Corporate**
  - **Companies (Accounting Standards) Rules, 2006**
  - **ICDS**
  - **Ind AS**
- **Non-Corporate**
  - **AS issued by ICAI**
  - **ICDS**

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AS APPLICABILITY

AS No.	Short Title	Corporate		Non- Corporate Entities		
		Non-SMC	SMC	Level I	Level II	Level III
1	Accounting Policies	Y	Y	Y	Y	Y
2	Inventories	Y	Y	Y	Y	Y
3	Cash Flow	Y	N	Y	N	N
4	Events after Balance Sheet date	Y	Y	Y	Y	Y
5	Prior Period Items & Policies	Y	Y	Y	Y	Y
6	Depreciation (Omitted w.e.f. 30.3.16)	Y	Y	Y	Y	Y
7	Construction	Y	Y	Y	Y	Y
9	Revenue	Y	Y	Y	Y	Y
10	Property, Plant & Equipment	Y	Y	Y	Y	Y
11	Foreign Exchange	Y	Y	Y	Y	Y
12	Government Grants	Y	Y	Y	Y	Y
13	Investments	Y	Y	Y	Y	Y
14	Amalgamations	Y	Y	Y	Y	Y
15	Employee Benefits	Y	Partly	Y	Partly	Partly

AS APPLICABILITY

16	Borrowing Cost	Y	Y	Y	Y	Y
17	Segment	Y	N	Y	N	N
18	Related Party	Y	Y	Y	Y	N
19	Leases	Y	Partly	Y	Partly	Partly
20	Earning Per Share	Y	Partly	Y	Partly	Partly
21	Consolidation	Y (listed)	N	Y (listed)	N	N
22	Deferred Taxes	Y	Y	Y	Y	Y
23	Consolidated Statements	Y (listed)	N	Y (listed)	N	N
24	Discontinuing Operation	Y	Y	Y	Y	N
25	Interim Reporting	Y (listed)	N**	Y (listed)	N**	N**
26	Intangible Assets	Y	Y	Y	Y	Y
27	Interest in Joint Ventures	Y (listed)	N	Y (listed)	N	N
28	Impairment	Y	Partly	Y	Partly	Partly
29	Contingency	Y	Partly	Y	Partly	Partly

FEW IMPORTANT AS

- Inventories – AS 2
- Fixed Assets – AS 10
- Revenue Recognition – AS 9
- Related Party Transactions – AS 18
- Segment Reporting – AS 17
- Employee Benefits – AS 15
- Intangible Assets – AS 26

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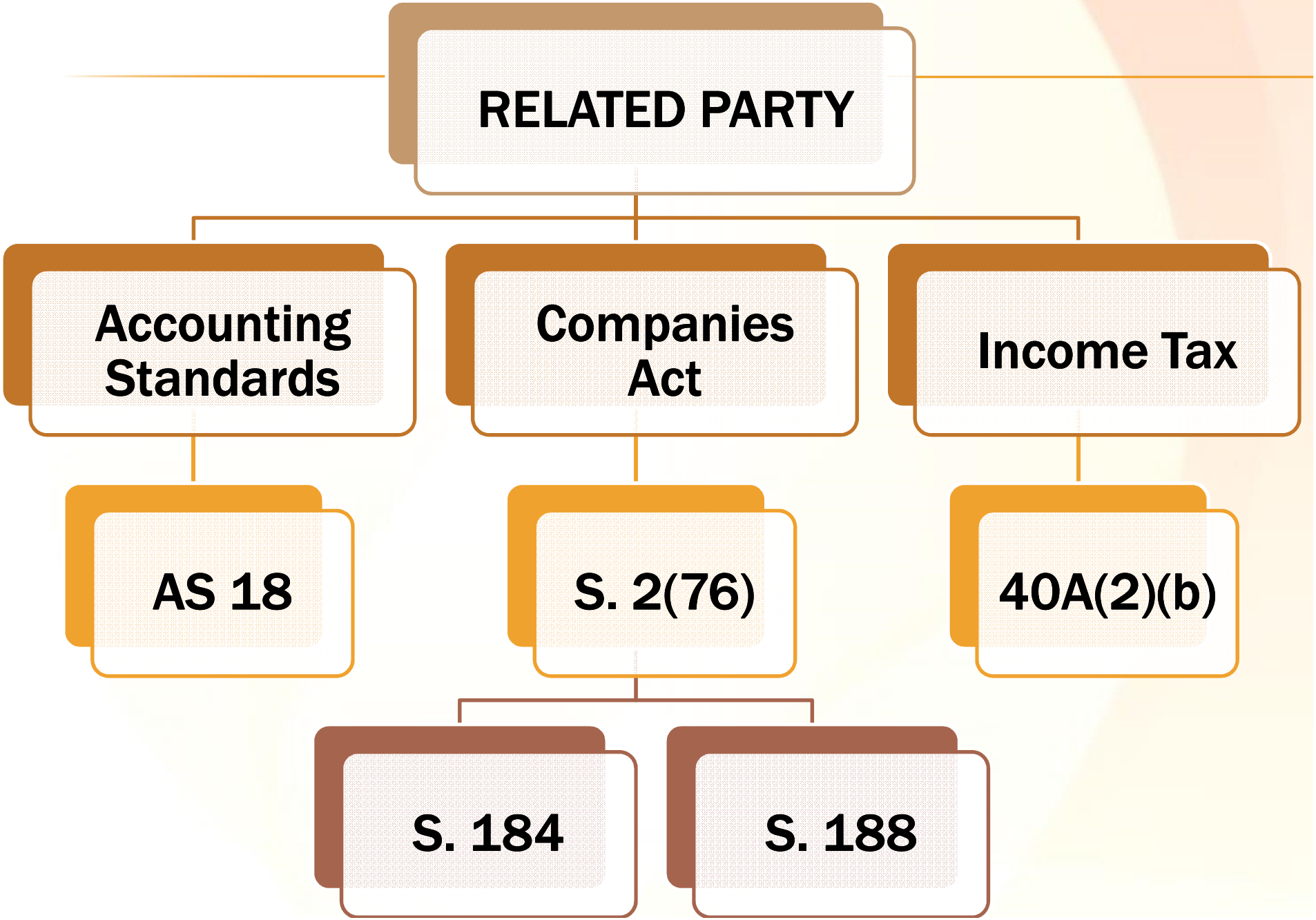

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IND AS – ROADMAP FOR OTHER THAN NBFC & INSURANCE COS.

From FY 2015-16

- Any company **voluntary**

From FY 2016-17

- All companies having net worth of **rupees 500 crore or more.**
- Holding, subsidiary, joint venture or associate companies of above companies.

From FY 2017-18

- Companies whose equity or debt securities are l**isted or are in the process** of being listed on any stock exchange in India or outside India and having net worth of **less than rupees 500 crore.**
- **Unlisted companies** having net worth of rupees **250 crores or more but less than rupees 500 crore.**
- Holding, subsidiary, joint venture or associate companies of above companies.

IFC / ICFR

S.	Responsible	Remarks
134	Director Responsibility Statement	Listed Co – Directors have laid down IFC to be followed by the Co. & that such controls are adequate & operating effectively
R. 8(5)(viii)	Director Report	Details in respect of adequacy of internal financial controls with reference to the Financial Statements
143	Auditor Report	The Co, has adequate IFC system and operating effectiveness of such controls
177	Audit Committee	AC may call for comments of auditors about IFC before their submission to Board & may also discuss related issues with internal & statutory auditors & management of Co.
Sch. IV	Independent Directors	To satisfy themselves on integrity of financial information & ensure that financial controls & systems of risk management are robust & defensible

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INTERNAL FINANCIAL CONTROL- IFC

- IFC means policies & procedures adopted by co. for ensuring :
  - Orderly & efficient conduct of its business, including adherence to company's policies,
  - Safeguarding of its assets,
  - Prevention and detection of frauds and errors,
  - Accuracy and completeness of the accounting records,
  - Timely preparation of reliable financial information
- Exemption to OPC, Small Companies & Pvt Companies having less than 50 Cr turnover & 25 Cr borrowing

AUDIT
assessment
report
business
planning
validity
facts

REPORT - COMPANIES

- Inquiry u/s 143(1) – 6 points – only to be reported when comments required
- Report to include:
  - Matters specified u/s 143(3) - 9 points
  - Matters specified in Rules - 3 points
  - Any order made u/s 143(3) for specified Companies in consultation with NFRA – CARO 2016 – 16 points

CARO 2016 – FOR A/C AFTER 1.4.15

- Applicable to all including Foreign Co. Except:
  - Banking Co. / Insurance Co.
  - Section 8 Co.
  - OPC
  - Small Co.
  - Pvt. Co not being sub. or holding of Pub. Co. whose:
    - Paid up capital & reserves < 1 Cr as at B/s date; and
    - Outstanding Loans from bank or FIs < 1 Cr; and
    - Total Revenue (including from discontinuing operations < 10 crores as per Financial Statements as per Sch III
    - During the FY as per FS
  - Not applicable on CFS

IMPORTANT IN AUDITOR REPORT

- Pending litigation
- CARO Points
  - Deposits
  - Loans given – 185 / 186
  - Related Party Transactions
  - Statutory dues payable
  - Any adverse comment
- Audit report
  - Modified Report?
    - Qualification
    - Emphasis matter

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BOARD OF DIRECTOR'S REPORT

- Financial summary or highlights;
- Change in the nature of business, if any;
- Details of directors or KMP;
- Companies which have become or ceased to be its Subsidiaries, JV or associate during the year;
- Details relating to deposits, - its non- compliance
- Details of significant and material orders passed by regulators or courts or tribunals impacting the going concern status and company's operations in future
- Details in respect of adequacy of internal financial controls with reference to FS

BOARD OF DIRECTOR'S REPORT

- In case of listed co- 12 points related to KMP remuneration
- Employee remuneration and detail of it exceeds Rs. 60 L p.a. or Rs. 5 L p.m. if paid for part of the year
- Remuneration also to be given if he receives more than MD or WTD or Manager and he together with spouse and dependent children holds more than 2% equity shares in the co.
- No. of meetings of Board

BOARD OF DIRECTOR'S REPORT

- Directors' responsibility statement in case of listed company - internal financial controls and compliance systems
- DRS – directors had devised proper systems to ensure compliance of all applicable laws – adequate & operating effectively
- CSR Policy as per annexure
- .....
- Check Board comments on auditor's qualification etc

Companies Act 2013

NEW PROVISIONS

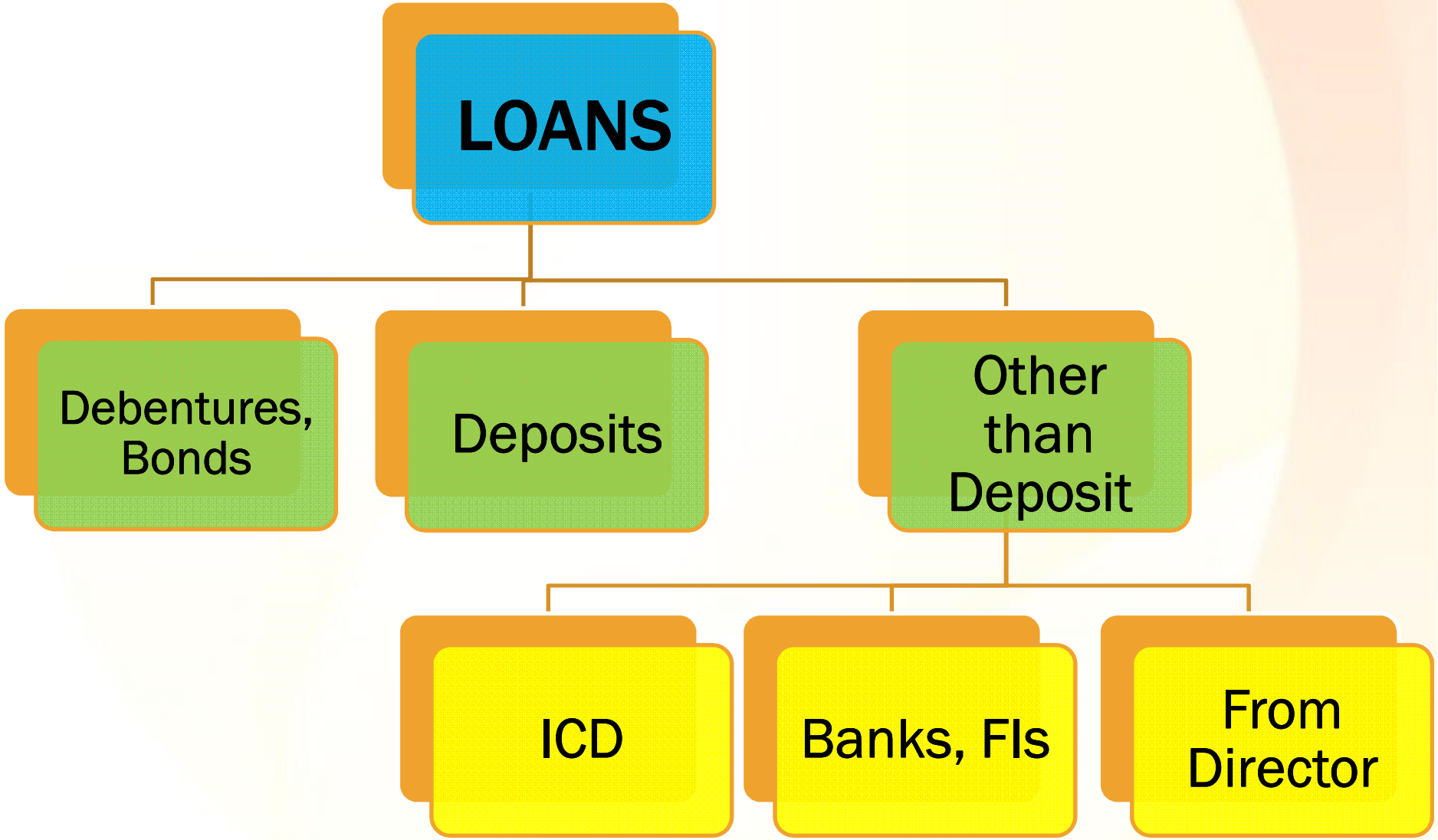
- OPC
- Small Co.
- Dormant Co
- NCLT & NCALT
- CSR
- NFRA
- Registered Valuers
- Fraud

IMPORTANT AMENDMENTS

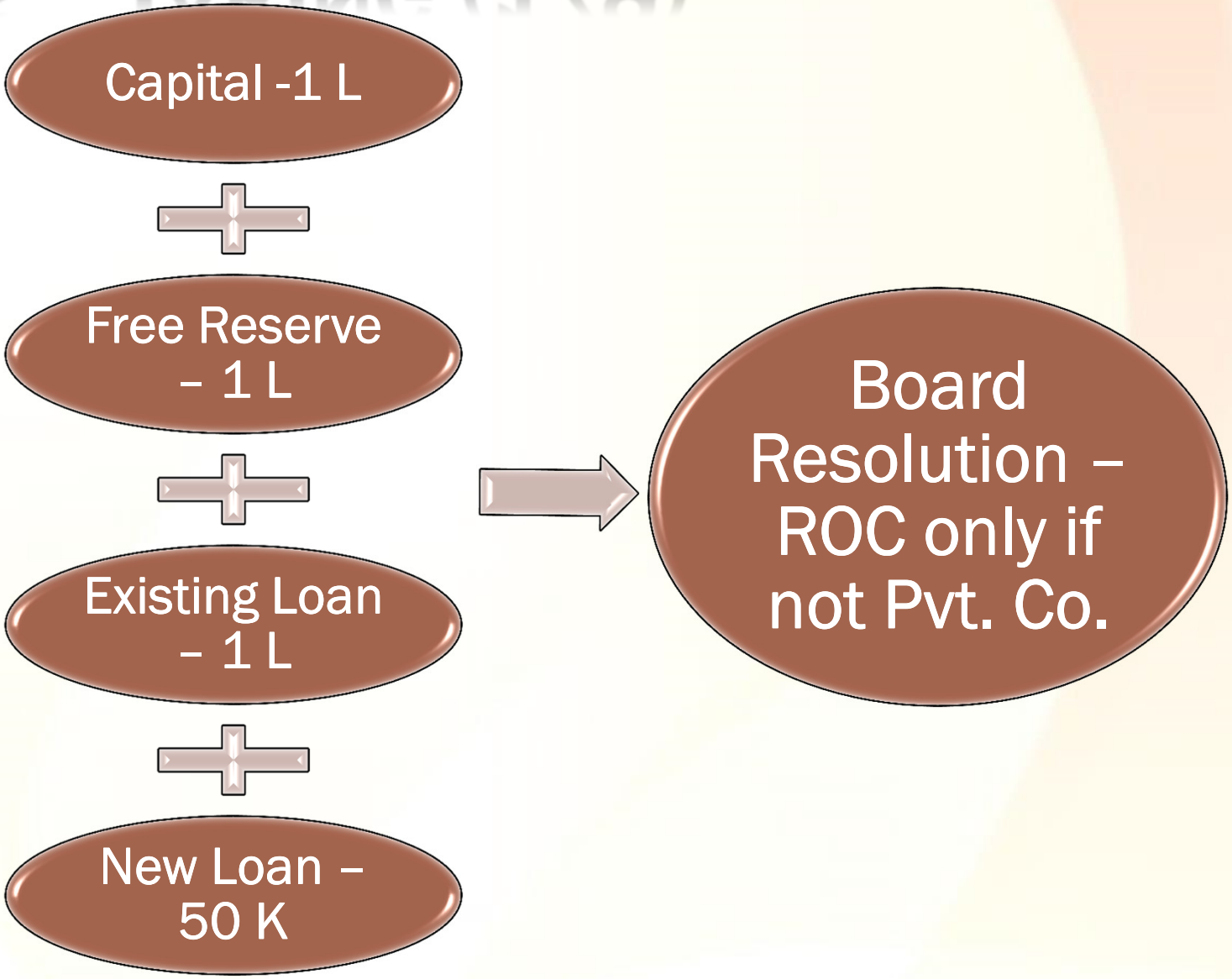
- Huge Penalties
- Rampant Prosecution Provisions
- Fraud – 20 Provisions
- Imprisonment – 62 Provisions
- Class Actions
- Penalties for late filings
- Board Resolutions to be filed (Except P. Cos)
- Bringing in monies made tough

IMPORTANT AMENDMENTS

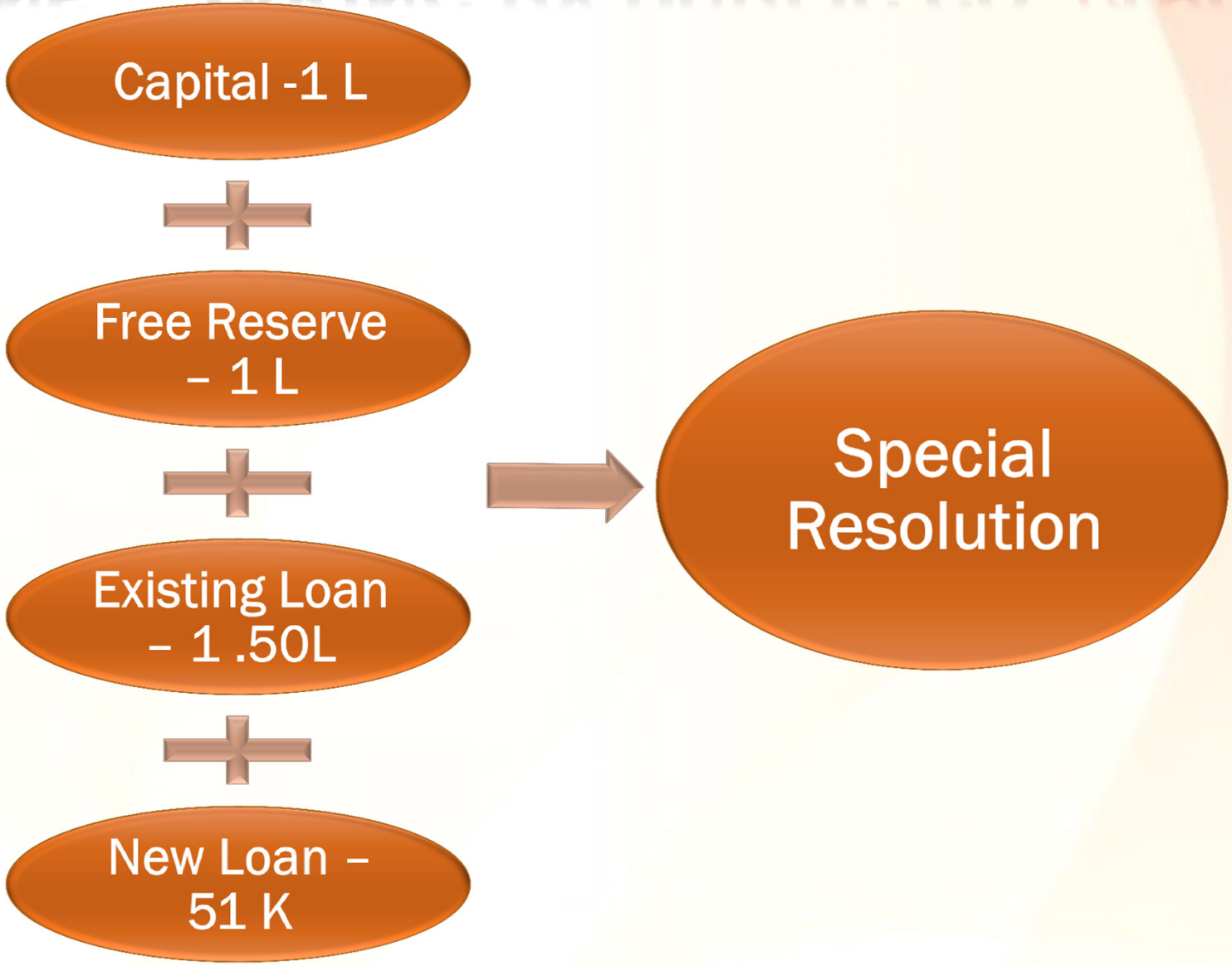
- Loans to be given only on interest
- Detailed Annual Returns
- Detailed Directors Reports
- SA compliance made mandatory for auditors
- Director duties – conflict of interest


LOANS
Debentures, Bonds
Deposits
Other than Deposit
ICD
Banks, FIs
From Director

LOANS – TAKING (179)



LOANS – TAKING BY PUBLIC CO. (180)



TAKING LOANS (180) [PVT. CO. EXEMPT]

- For s. 180, loans includes loans from banks too
- Temporary loans from bankers in ordinary course of business not included in limits
- Temporary loans means repayable on:
  - Demand
  - Within 6 months – short term
  - CC, Bill discounting, short term seasonal loans
  - But does not include loan for capital purpose

PENALTY FOR DELAY IN FILING

- Delay upto 270 days – 12 times filing fee
- After 300 days:
  - On company – fine Rs. 5 L – 25 L; and
  - On officer in default – fine Rs. 1 L – 5 L

LOAN TO DIRECTOR (185)

- Co. not allowed directly or indirectly to advance any loan or any loan represented by book debt or give guarantee or provide security in connection with loan taken to:
  - Director of lending co or its partner or relative
  - Director of its holding co or its partner or relative
  - Firm in which such director or relative is partner
  - Pvt. Co. in which such director is Dir. or member
  - Co in which all directors hold >25% voting power
  - Co. or BOD or MD or Manager acts in direction or instruction of such director or BOD of lending co.

EXCEPTIONS – PVT. CO.

- Shall not apply to a private company :-
  - In whose share capital another body corporate has invested any money;
  - If the borrowings of such a company from banks or financial institutions or any body corporate is less than twice of its paid up share capital or Rs. 50 Crs, whichever is lower; and
  - Such a company has no default in repayment of such borrowings subsisting at the time of making transactions under this section.

LOAN TO DIRECTOR – PENALTY

- On Giver i.e., Company:
  - Minimum Rs. 5 Lacs
  - Maximum Rs. 25 Lacs
- On Taker i.e., director:
  - Imprisonment upto 6 months
  - Penalty - Minimum Rs. 5 Lacs
  - Penalty - Maximum Rs. 25 Lacs

AMENDMENTS – LOAN TO DIRECTORS

- S. 185 substituted. Following restriction on giving loan etc. continues:
  - Director of Company
  - Director of holding Company
  - Partner or relative of Director
  - Firm in which director or relative is partner
- Others including to Private Co. in which director is director or member allowed, subject to:
  - SR, with complete details in Explanatory statement and proposed utilization by recipient
  - Loans to be utilized for principal business activities

AMENDMENTS – LOAN TO DIRECTORS

- All other conditions – same
- Penalty – same on giver and receiver – Officer in default added –Imprisonment upto six months or fine min – Rs. 5 L & Max 25 L or both

GIVING LOAN & INVESTMENT (186)

- Giving of loan / investment exceeding limits – SR required. Intt > govt. security
- If Term loan from PFI prior approval required for loan investment etc beyond limits
- No SR required if a loan or guarantee given or security provided to its WOSC or a JV or for purchase / subscription of securities of WOSC. However disclosure required in FS
- No interest free loans – rate of intt – Govt securities

PENALTIES 186

- On company
  - Minimum Rs.25000/-
  - Maximum Rs.5,00,000/-
- On every Officer in Default
  - Imprisonment up to 2 yrs; or
  - Fine
    - Minimum Rs.25000/-
    - Maximum Rs.1,00,000/-; or
  - both

AMENDMENTS – LOAN BY COMPANY

- S. 186(2) - Loan to employees excluded
- S. 186(3) – Limits - aggregating past loans, investments, etc and proposed loans investments, etc. No requirement of SR if loan, guarantee or security is given to WOS or JV Co or investment in WOS. Disclosure u/s 186(4) in FS required
- S. 186 not applicable to investment made by Invt. co. Investment Co. means whose asset in investments is not less than 50% of total assets or income therefrom is not less than 50% of total income
- Not applicable on loan etc given by Cos, established with object of and engaged in business of financing Industrial enterprises (earlier Cos)

S. 403 AMENDMENT & IMPACT

- Within the time specified u/s 403 omitted
- S. 89 – MGT 6 – declaration by beneficial owner – within 30 days of declaration received
- S. 92 – MGT 7 - Annual return
- S. 117 – MGT 14 - filing of resolutions
- S. 121 – MGT 15 – report on AGM by listed Cos
- S. 137 – AOC-4 – Filing of FS
- S. 157 – Furnishing of DIN

AMENDMENTS – FEE – S. 403

- Concept of 270 days – additional fee gone
- If not filed within the due period of section:
  1. 92 – Annual Return
  2. 137 – Financial Statements to be filed with ROC
- Additional Fee not less than Rs. 100 per day & different amounts may be prescribed for different classes of companies
- Others additional fee as prescribed
- Higher additional fee – not less than twice the additional fee in case of default on 2 or more occasions

AMENDMENTS – FEE – S. 403

- Shall without prejudice to the liability for the payment of fee and additional fee, be liable for the penalty or punishment provided under this Act for such failure or default
- Declaration by beneficial owner (89):
  - Rs. 500 p.d. if continuing Rs. 1000 p.d.
- AR (92) :
  - Co – Rs. 50 K to Rs. 5 L
  - OID – Imp upto 6 Months or fine 50K to 5 L or both
- FS (137)– Rs. 1000 p.d. max 10 L

AMENDMENTS – FEE – S. 403

- Filing of resolution – amended (117):
  - Co - 1 L to 25 L
  - OID – 50K L to 5 L
- Report on AGM by listed Cos (121):
  - Co – 1 L to 5 L
  - OID – 25k to 1 L
- Furnishing of DIN (157)
  - Co – 25k to 1 L
  - OID – 25k to 1 L

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PERIODICAL COMPLIANCES

- Indirect Tax Deposits & Returns
- Labour Laws dues and deposits
- TDS / TCS deposit and returns
- AIR Returns
- IT Returns
- Company Law / LLP Compliances
- SEBI Compliances
- RBI / FEMA Compliances

TAKE NOTE OF EMERGING LAWS

- Insolvency and Bankruptcy Code
- Prevention of Money Laundering Act
- Prohibition of Benami Properties Transactions Act
- GST
- ICDS
- Ind AS

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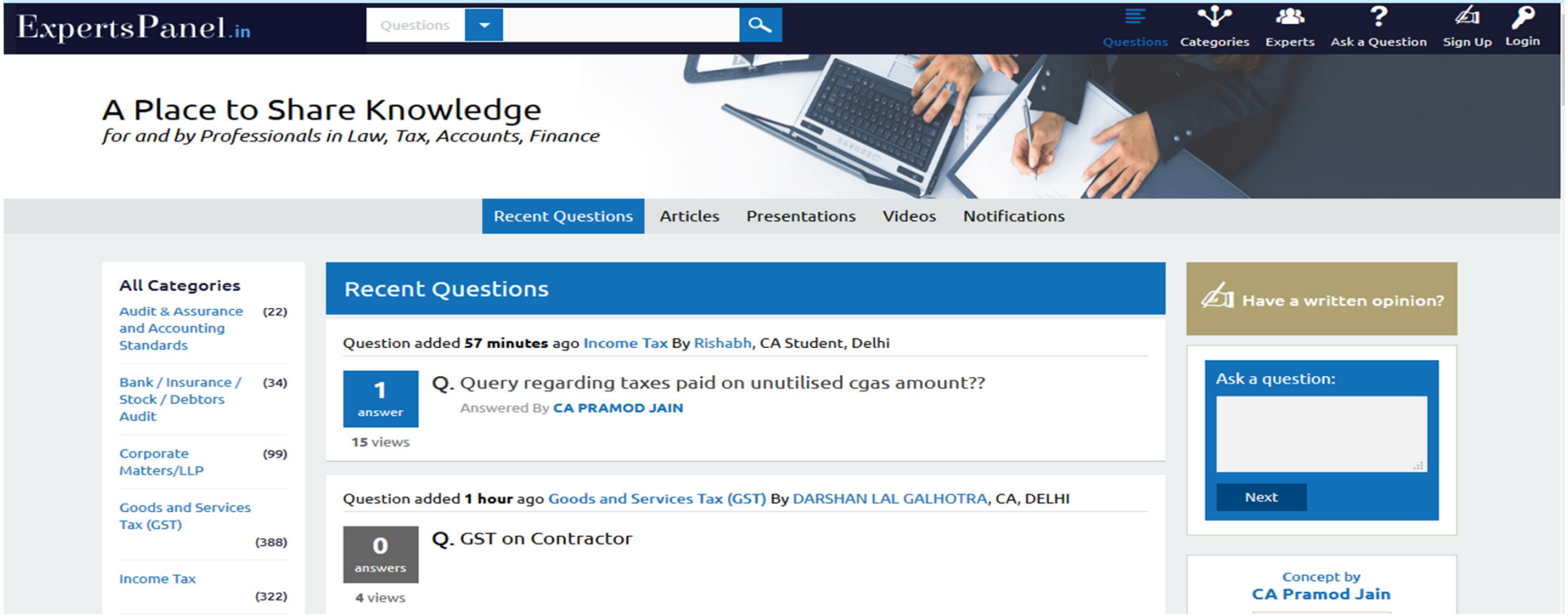

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