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COMPANY SECRETARIES

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COMPLIANCE CALENDAR · UPDATED NOVEMBER 2026

Private Company

Key recurring filings and meetings under the Companies Act, 2013 for a private company with a financial year ending 31 March.

When	Form / task	What it is	Who it applies to
30 April	`MSME-1`	Half-yearly return of dues to micro and small suppliers outstanding over 45 days (Oct–Mar)	Companies with such dues
First board meeting of the year	`MBP-1 · DIR-8`	Directors disclose their interests and confirm they are not disqualified	All companies
30 June	`DPT-3`	Return of deposits and outstanding loans as on 31 March	Companies with loans/deposits not covered by exemptions
30 September	`AGM`	Annual general meeting, within six months of year end	All companies except OPCs
Within 15 days of AGM	`ADT-1`	Intimation of auditor appointment	Where an auditor is appointed or reappointed
Within 30 days of AGM	`AOC-4 (and CSR-2)`	Financial statements, with CSR report where CSR applies	All companies
Within 60 days of AGM	`MGT-7 / MGT-7A`	Annual return (MGT-7A for small companies and OPCs); MGT-8 certificate where required	All companies
31 October	`MSME-1`	Half-yearly return of dues to micro and small suppliers (Apr–Sep)	Companies with such dues
Through the year	`Board meetings`	At least four a year, not more than 120 days apart (small companies and OPCs: one in each half-year, at least 90 days apart)	All companies
Once in 3 years, by 30 June	`DIR-3 KYC`	Director KYC (next due 30 June 2028 for directors already compliant)	All directors holding a DIN

DIR-3 KYC is now filed once every three years, by 30 June (Companies (Appointment and Qualification of Directors) Amendment Rules, 2025). Due dates can be extended by MCA circulars, and some filings depend on a company's size or activities. This calendar is general information, not legal advice. Contact us to confirm what applies to you.