

POST INCORPORATION CHECKLIST FOR FPC'S – MANDATORY UNDER COMPANIES ACT		
Sequence	Activity	Timeline
1	Call for a Board Meeting to discuss on a) Bank account opening, b) approval of MOA, AOA, c) taking note of 1st Directors, d) Approving the Common seal and other seals, Company letterhead, logo, e) Appointment of CEO, f) Appointment of Statutory Auditor (Chartered accountant) and g) Appointment of Practising Company Secretary (Preferably S P Pavan Kumar, B.(E-com); PGDITFE; MBA; LLB; ACS h) 9952209709)	Within 30 days from the date of incorporation
2	Opening Bank Account - 2 Accounts, the purpose of which will be, one as Capital Account and another as Business account	Within 30 days of incorporation
3	Filing form INC 22 for confirmation of Registered office address with the ROC (Registrar of Companies)	Within 30 days of incorporation
4 (Very Important)	Filing form INC 20A for Declaration of commencement of Business with the ROC (without which the company should not start any Business activity, non-compliance will attract 50,000 penalty on each Director and will also lead in cancellation of Registration)	Within 180 day of incorporation
5	Filing form ADT-1 with ROC for appointment of Statutory Auditor for a period of one year.	within 15 days from the date of appointment
6	Transfer the funds collected in FIG groups to Company Capital account	After filing INC 20A, but within 30 days
7	Call for a Board Meeting and approve the amount transferred from FIG account to Company account as share subscription money and pass a Board resolution for allotment of shares. And also Decide the date of 1st AGM	within 60 days from the date of share subscription amount

8	Filing form PAS-3 with ROC in order to record the increase in number of shareholders in the company.	Within 30 days of Board meeting approving the allotment of shares
9	Print share certificates, for all the members for distribution in the 1st AGM	Within 60 days from the date of allotment of shares
10	Call for a Board meeting to decide the date of 1st AGM	Immediately after filing form PAS-3
11	Issue notice calling for 1st AGM in Physical or electronic mode to all the shareholders of the company	Not less than 14 days before the AGM
12	Conduct 1st AGM and approve the 1st Directors, Coming year action plan and budget, Issue share certificates, and any other matter in the interest of the company. (Note: Companies are NOT REQUIRED to make any ROC filing after this AGM) – non-compliance attract a penalty of Rupees One lakh.	Within 90 days from the date of Incorporation
13	Filing form DIR-3 KYC for all Directors - applicable for all companies registered before 31st March, non-filing of this form will de-active the DIN of all Directors and each Director will be liable for a penalty of Rs.5000 each.	Within 30th September, (however it is advisable to complete before 30th June since in the month of September, 2nd AGM and other return works will start)
<b>Below mentioned requirements are Applicable only if your company is incorporated in the previous calendar year.</b>		
14	Ask your auditor to audit your books of accounts for the year ended 31 <sup>st</sup> March.	Audit to be completed by end of July

15	Conduct Board meeting and approve the audited Financial statement and decide a Date for 2 <sup>nd</sup> AGM to submit the audited financials for members approval. Approve Notice calling for AGM	Immediately on completion of the audit process
16	Issue notice calling for AGM in Physical / Electronic means to all the members	At least 14 days before the AGM
17	Conduct the 2 <sup>nd</sup> AGM and get the approval of members for the following transactions 1. Approval of Audited Financial statement 2. Appointment of Auditor for a period of 5 years 3. Declaration of Dividend (if any) 4. Any other item as may be decided by the Chairman	Within 30 <sup>th</sup> September
18	File form ADT-1 for appointment of Auditor with ROC	Within 15 days from the date of AGM
19	File form AOC-4 – Annual filing of Financial statements and Directors Report with ROC (non-filing will attract a penalty of Rs.100 per day)	Within 30 days from the date of AGM
20.	File form MGT-7 – Annual Return with ROC (non-filing will attract a penalty of Rs.100 per day)	Within 60 days from the date of AGM