

REQUIREMENT LIST FOR THE ANNUAL FILINGS - COMPANY

SR NO.	PARTICULARS	REMARKS
1	Signed Financial Statements by auditor as well as both directors with auditor's report.	
2	Signed Board report	
3	Appointment of Auditor ADT -1 form and challan. & In case the period of appointment of old auditor is completed then - a. Name of the auditor/audit firm. b. Address c. Phone no. and email d. Period of Appointment e. Membership no. of auditor f. Firm registration no. g. Pan card of auditor h. Consent letter i. Appointment letter j. CTC of Appointment of Auditor in AGM.	
4	Dates of the following meetings- a. Board meetings, b. Annual General Meeting. c. EOGMs – if any.	
5	Details of transfer of shares, preference shares or debentures, if any. Also provide the supporting documents.	
6	Details of changes in directors of the company, if any.	
7	Photographs of the Registered office of the company (External building & Name Visible)	
8	No. of Employee gender wise break - up	
8	DSC of 1 director	