

 **LIST OF INFORMATION / DOCUMENTS REQUIRED FOR ANNUAL FILLING IN V3 MCA**

<b>PARTICULARS</b>	<b>RECEIVED YES / NO</b>
<b>Signed audited financial statements</b> along with its Notes to Accounts	
<b>Final Excel Copy</b> of financials with absolute figures and significant policies	
<b>Signed Auditor's Report</b>	
<b>Auditor's Report</b> Final editable draft.	
<b>Signed Board's Report.</b>	
<b>Board's Report</b> Final editable draft.	
<b>Two Photographs of registered office required for MGT-7</b> (Sample attached)	
<b>Detailed list of Loans and Investments as per the attached Excel format</b> (Name, PAN / CIN, Date of board meeting in which loan / investment granted, SRN of MGT-14)	
<b>PAN of all related parties</b>	
<b>Latitude and Longitude of the registered office location</b>	
<b>Contact number for Company</b>	
<b>Name of Designated Person</b> (with DIN, PAN / Membership No.)	
- <b>Excel format of List of Security Holders</b> (attached) <b>Excel format of List of Transfers during the year</b> (attached)	
- Other documents, depending on Company transactions during the financial year (e.g. – CSR, AOC 1, AOC 2, etc)	
No. of Male and Female employees as on March 31 <sup>st</sup> 202_	