

[To be published in the Gazette of India, Extraordinary, part II, section 3, sub-section (i)]

GOVERNMENT OF INDIA  
MINISTRY OF CORPORATE AFFAIRS

NOTIFICATION

New Delhi, 05 March, 2021

G.S.R-(E).- In exercise of the powers conferred by sub-sections (1) and (2) of section 469 of the Companies Act, 2013 (18 of 2013), the Central Government hereby makes the following rules further to amend the Companies (Management and Administration) Rules, 2014, namely:-

1. Short title and commencement.- (1) These rules may be called the Companies (Management and Administration) Amendment Rules, 2021.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Companies (Management and Administration) Rules, 2014, (herein after referred as the said rules), in rule 11, for sub-rule (1), the following sub-rule shall be substituted, namely:-

“(1) Every company shall file its annual return in Form No.MGT-7 except One Person Company (OPC) and Small Company. One Person Company and Small Company shall file annual return from the financial year 2020-2021 onwards in Form No.MGT-7A”;

(a). in the said rules, for rule 12, the following rule shall be substituted, namely,-

“12.Filing of Annual Return with Registrar.- A copy of the annual return shall be filed with the Registrar with such fees as may be specified for this purpose.”.

- (b) in the said rules, in rule 20, after proviso in sub-rule (2), the following explanations shall be numbered namely, \_

“Explanation-I.- For the purpose of this sub-rule, “Nidhi” means a company which has been incorporated as a Nidhi with the object of cultivating the habit of thrift and savings amongst its members, receiving deposits from and lending to, its members only, for their mutual benefit, and which complies with such rules as are made by the Central Government for regulation of such class of companies.

Explanation-II.- For the purposes of this rule, the expression-

- (i) ‘agency’ means the National Securities Depository Limited, the Central Depository Services (India) Limited or any other entity approved by the Ministry of Corporate Affairs subject to condition that the National Securities Depository Limited, the Central Depository Services (India) Limited or such other entity has obtained a certificate from the Standardisation Testing and Quality Certification Directorate, Department of Information Technology, Ministry of Communications and Information Technology, Government of India including with regard to compliance with parameters under Explanation (vi);
- (ii) ‘cut-off date’ means a date not earlier than seven days before the date of general meeting for determining the eligibility to vote by electronic means or in the general meeting;
- (iii) ‘cyber security’ means protecting information, equipment, devices, computer, computer resource, communication device and information stored therein from unauthorised access, use, disclosures, disruption, modification or destruction;
- (iv) ‘electronic voting system’ means a secured system based process of display of electronic ballots, recording of votes of the members and the number of votes polled in favour or against, in such a manner that the entire voting exercised by way of electronic means gets registered and counted in an electronic registry in a centralised server with adequate cyber security;

- (v) 'remote e-voting' means the facility of casting votes by a member using an electronic voting system from a place other than venue of general meeting'
- (vi) 'secured system' means computer hardware, software, and procedure that-
  - (a) are reasonably secure from unauthorised access and misuse;
  - (b) provide a reasonable level of reliability and correct operation;
  - (c) are reasonably suited to performing the intended functions; and
  - (d) adhere to generally accepted security procedures;
- (vii) 'voting by electronic means' includes "remote e-voting" and voting at the general meeting through an electronic voting system which may be the same as used for remote e-voting."

(c). in the said rules , for Form No.MGT-7, the following forms No.MGT-7 and MGT-7A shall be substituted, namely:-

**FORM NO. MGT-7**

[Pursuant to sub-section (1) of section 92 of the Companies Act, 2013 and sub-rule (1) of rule 11 of the Companies (Management and Administration) Rules, 2014]

**Annual Return  
(other than OPCs  
and Small  
Companies)**

Form language   ☐ English   ☐ Hindi

Refer the instruction kit for filing the form.

**I.      REGISTRATION AND OTHER DETAILS**

- (i)    \*Corporate Identification Number (CIN) of the company  **Pre-fill**  
      Global Location Number (GLN) of the company   
      \*Permanent Account Number (PAN) of the company

- (ii)   (a) Name of the company   
      (b) Registered office address

- (c) \*email-ID of the company   
(d) \*Telephone number with STD code   
(e) Website

- (iii)   Date of Incorporation

| (iv) | Type of the Company | Category of the Company | Sub-category of the Company |
|------|---------------------|-------------------------|-----------------------------|
|      |                     |                         |                             |

- (v)    Whether company is having share capital   ☐ Yes   ☐ No

- (vi)    \*Whether shares listed on recognized Stock Exchange(s)   ☐ Yes   ☐ No

(a) Details of stock exchanges where shares are listed

| S. No. | Stock Exchange Name | Code |
|--------|---------------------|------|
| 1      |                     |      |
| 2      |                     |      |

(b) CIN of the Registrar and Transfer Agent

Pre-fill

Name of the Registrar and Transfer Agent

Registered office address of the Registrar and Transfer Agents

(vii) \*Financial year From  (DD/MM/YYYY) To  (DD/MM/YYYY)

(viii) \*Whether Annual General Meeting (AGM) held O Yes O No

(a) If yes, date of AGM

(b) Due date of AGM

(c) Whether any extension for AGM granted O Yes O No

(d) If yes, provide the Service Request Number (SRN) of the application form filed for extension

(e) Extended due date of AGM after grant of extension

(f) Specify the reasons for not holding the same

Pre-fill

## II. PRINCIPAL BUSINESS ACTIVITIES OF THE COMPANY

\*Number of business activities

| S. No. | Main Activity group code | Description of Main Activity group | Business Activity Code | Description of Business Activity | % of turnover of the company |
|--------|--------------------------|------------------------------------|------------------------|----------------------------------|------------------------------|
| 1      |                          |                                    |                        |                                  |                              |
| 2      |                          |                                    |                        |                                  |                              |

## III. PARTICULARS OF HOLDING, SUBSIDIARY AND ASSOCIATE COMPANIES (INCLUDING JOINT VENTURES)

\*No. of Companies for which information is to be given

Pre-fill All

| S. No. | Name of the company | CIN / FCRN | Holding/ Subsidiary/ Associate/ Joint venture | % of shares held |
|--------|---------------------|------------|-----------------------------------------------|------------------|
| 1      |                     |            |                                               |                  |
| 2      |                     |            |                                               |                  |

#### IV. SHARE CAPITAL, DEBENTURES AND OTHER SECURITIES OF THE COMPANY

##### (i) \*SHARE CAPITAL

###### (a) Equity share capital

| Particulars                               | Authorised Capital | Issued capital | Subscribed capital | Paid Up capital |
|-------------------------------------------|--------------------|----------------|--------------------|-----------------|
| Total number of equity shares             |                    |                |                    |                 |
| Total amount of equity shares (in rupees) |                    |                |                    |                 |

Number of classes

| Class of shares                            | Authorised Capital | Issued capital | Subscribed Capital | Paid Up capital |
|--------------------------------------------|--------------------|----------------|--------------------|-----------------|
| <input type="text"/>                       |                    |                |                    |                 |
| Number of equity shares                    |                    |                |                    |                 |
| Nominal value per share (in rupees)        |                    |                |                    |                 |
| Total amount of equity shares (in rupees ) |                    |                |                    |                 |

###### (b) Preference share capital

| Particulars                                   | Authorised Capital | Issued capital | Subscribed capital | Paid Up capital |
|-----------------------------------------------|--------------------|----------------|--------------------|-----------------|
| Total number of preference shares             |                    |                |                    |                 |
| Total amount of preference shares (in rupees) |                    |                |                    |                 |

Number of classes

| Class of shares                               | Authorised Capital | Issued capital | Subscribed capital | Paid Up capital |
|-----------------------------------------------|--------------------|----------------|--------------------|-----------------|
| <input type="text"/>                          |                    |                |                    |                 |
| Number of preference shares                   |                    |                |                    |                 |
| Nominal value per share (in rupees)           |                    |                |                    |                 |
| Total amount of preference shares (in rupees) |                    |                |                    |                 |

###### (c) Unclassified share capital

| Particulars                         | Authorised Capital |
|-------------------------------------|--------------------|
| Total amount of unclassified shares |                    |

(d) Break-up of paid-up share capital

| Class of Shares                               | Number of shares |        |       | Total Nominal Amount | Total Paid-up amount | Total premium |
|-----------------------------------------------|------------------|--------|-------|----------------------|----------------------|---------------|
| Equity shares                                 | Physical         | DEM/AT | Total |                      |                      |               |
| At the beginning of the year                  |                  |        |       |                      |                      |               |
| Increase during the year                      |                  |        |       |                      |                      |               |
| i. Public Issues                              |                  |        |       |                      |                      |               |
| ii. Rights issue                              |                  |        |       |                      |                      |               |
| iii. Bonus issue                              |                  |        |       |                      |                      |               |
| iv. Private Placement/ Preferential allotment |                  |        |       |                      |                      |               |
| v. ESOPs                                      |                  |        |       |                      |                      |               |
| vi. Sweat equity shares allotted              |                  |        |       |                      |                      |               |
| vii. Conversion of Preference share           |                  |        |       |                      |                      |               |
| viii. Conversion of Debentures                |                  |        |       |                      |                      |               |
| ix. GDRs/ADRs                                 |                  |        |       |                      |                      |               |
| x. Others, specify<br><input type="text"/>    |                  |        |       |                      |                      |               |
| Decrease during the year                      |                  |        |       |                      |                      |               |
| i. Buy-back of shares                         |                  |        |       |                      |                      |               |
| ii. Shares forfeited                          |                  |        |       |                      |                      |               |
| iii. Reduction of share capital               |                  |        |       |                      |                      |               |
| iv. Others, specify<br><input type="text"/>   |                  |        |       |                      |                      |               |
| At the end of the year                        |                  |        |       |                      |                      |               |
| Preference shares                             |                  |        |       |                      |                      |               |
| At the beginning of the year                  |                  |        |       |                      |                      |               |
| Increase during the year                      |                  |        |       |                      |                      |               |
| i. Issues of shares                           |                  |        |       |                      |                      |               |
| ii. Re-issue of forfeited shares              |                  |        |       |                      |                      |               |
| iii. Others, specify<br><input type="text"/>  |                  |        |       |                      |                      |               |
| Decrease during the year                      |                  |        |       |                      |                      |               |
| i. Redemption of shares                       |                  |        |       |                      |                      |               |
| ii. Shares forfeited                          |                  |        |       |                      |                      |               |
| iii. Reduction of share capital               |                  |        |       |                      |                      |               |

|                                             |  |  |  |  |  |  |
|---------------------------------------------|--|--|--|--|--|--|
| iv. Others, specify<br><input type="text"/> |  |  |  |  |  |  |
| <b>At the end of the year</b>               |  |  |  |  |  |  |

ISIN of the equity shares of the company

(ii) Details of stock split/consolidation during the year (for each class of shares)

| Class of shares              |                      | (i) | (ii) | (iii) |
|------------------------------|----------------------|-----|------|-------|
| Before split / Consolidation | Number of shares     |     |      |       |
|                              | Face value per share |     |      |       |
| After split / consolidation  | Number of shares     |     |      |       |
|                              | Face value per share |     |      |       |

(iii) Details of shares/Debentures Transfers since closure date of last financial year (or in the case of the first return at any time since the incorporation of the company)\*

☐ Nil

[Details being provided in a CD/Digital Media] ☐ Yes ☐ No ☐ Not applicable

Separate sheet attached for details of transfers ☐ Yes ☐ No

Note: In case list of transfer exceeds 10, option for submission as a separate sheet attachment or submission in a CD/Digital Media may be shown.

Date of Previous AGM



|                                                                      |         |                                                             |            |
|----------------------------------------------------------------------|---------|-------------------------------------------------------------|------------|
| Date of Registration of Transfer                                     |         |                                                             |            |
| Type of Transfer                                                     |         | 1 - Equity, 2- Preference Shares, 3 - Debentures, 4 - Stock |            |
| Number of Shares/ Debentures/<br>Transferred<br><small>Units</small> |         | Amount per (in<br>Rs.) Share/debenture/unit                 |            |
| Ledger Folio of Transferor                                           |         |                                                             |            |
| Transferor's Name                                                    |         |                                                             |            |
|                                                                      | Surname | Middle Name                                                 | First Name |
| Ledger Folio of Transferee                                           |         |                                                             |            |
| Transferee's Name                                                    |         |                                                             |            |
|                                                                      | Surname | Middle Name                                                 | First Name |

|                                                                      |         |                                                             |            |
|----------------------------------------------------------------------|---------|-------------------------------------------------------------|------------|
| Date of Registration of Transfer                                     |         |                                                             |            |
| Type of Transfer                                                     |         | 1 - Equity, 2- Preference Shares, 3 - Debentures, 4 - Stock |            |
| Number of Shares/ Debentures/<br>Transferred<br><small>Units</small> |         | Amount per (in<br>Rs.) Share/debenture/unit                 |            |
| Ledger Folio of Transferor                                           |         |                                                             |            |
| Transferor's Name                                                    |         |                                                             |            |
|                                                                      | Surname | Middle Name                                                 | First Name |
| Ledger Folio of Transferee                                           |         |                                                             |            |
| Transferee's Name                                                    |         |                                                             |            |
|                                                                      | Surname | Middle Name                                                 | First Name |

(iv) \*Debentures (Outstanding as at the end of financial year)

| Particulars                   | Number of units | Nominal value per unit | Total value |
|-------------------------------|-----------------|------------------------|-------------|
| Non-convertible debentures    |                 |                        |             |
| Partly convertible debentures |                 |                        |             |
| Fully convertible debentures  |                 |                        |             |
| Total                         |                 |                        |             |

Details of debentures

| Class of Debentures           | Outstanding as at the beginning of the year | Increase during the year | Decrease during the year | Outstanding as at the end of the year |
|-------------------------------|---------------------------------------------|--------------------------|--------------------------|---------------------------------------|
| Non-convertible debentures    |                                             |                          |                          |                                       |
| Partly convertible debentures |                                             |                          |                          |                                       |
| Fully convertible debentures  |                                             |                          |                          |                                       |

(v) Securities (other than shares and debentures)

| Type of Securities | Number of Securities | Nominal Value of each Unit | Total Nominal Value | Paid up Value of each Unit | Total Paid up Value |
|--------------------|----------------------|----------------------------|---------------------|----------------------------|---------------------|
|                    |                      |                            |                     |                            |                     |
|                    |                      |                            |                     |                            |                     |
| Total              |                      |                            |                     |                            |                     |

V. \*Turnover and net worth of the company (as defined in the Companies Act, 2013)

(i) Turnover

(ii) Net worth of the Company

VI. (a) \*SHARE HOLDING PATTERN - Promoters

| S. No. | Category                          | Equity           |            | Preference       |            |
|--------|-----------------------------------|------------------|------------|------------------|------------|
|        |                                   | Number of shares | Percentage | Number of shares | Percentage |
| 1.     | Individual/Hindu Undivided Family |                  |            |                  |            |
|        | (i) Indian                        |                  |            |                  |            |

|     |                                         |  |  |  |  |
|-----|-----------------------------------------|--|--|--|--|
|     | (ii) Non-resident Indian (NRI)          |  |  |  |  |
|     | (iii) Foreign national (other than NRI) |  |  |  |  |
| 2.  | Government                              |  |  |  |  |
|     | (i) Central Government                  |  |  |  |  |
|     | (ii) State Government                   |  |  |  |  |
|     | (iii) Government companies              |  |  |  |  |
| 3.  | Insurance companies                     |  |  |  |  |
| 4.  | Banks                                   |  |  |  |  |
| 5.  | Financial institutions                  |  |  |  |  |
| 6.  | Foreign institutional investors         |  |  |  |  |
| 7.  | Mutual funds                            |  |  |  |  |
| 8.  | Venture capital                         |  |  |  |  |
| 9.  | Body corporate (not mentioned above)    |  |  |  |  |
| 10. | Others <input type="text"/>             |  |  |  |  |
|     | <b>Total</b>                            |  |  |  |  |

**Total number of shareholders (promoters)**

**(b) \*SHARE HOLDING PATTERN – Public/Other than promoters**

| S. No. | Category                                | Equity           |            | Preference       |            |
|--------|-----------------------------------------|------------------|------------|------------------|------------|
|        |                                         | Number of shares | Percentage | Number of shares | Percentage |
| 1.     | Individual/Hindu Undivided Family       |                  |            |                  |            |
|        | (i) Indian                              |                  |            |                  |            |
|        | (ii) Non-resident Indian (NRI)          |                  |            |                  |            |
|        | (iii) Foreign national (other than NRI) |                  |            |                  |            |
| 2.     | Government                              |                  |            |                  |            |
|        | (i) Central Government                  |                  |            |                  |            |
|        | (ii) State Government                   |                  |            |                  |            |
|        | (iii) Government companies              |                  |            |                  |            |
| 3.     | Insurance companies                     |                  |            |                  |            |
| 4.     | Banks                                   |                  |            |                  |            |
| 5.     | Financial institutions                  |                  |            |                  |            |
| 6.     | Foreign institutional investors         |                  |            |                  |            |
| 7.     | Mutual funds                            |                  |            |                  |            |
| 8.     | Venture capital                         |                  |            |                  |            |
| 9.     | Body corporate                          |                  |            |                  |            |

|     |                             |  |  |  |  |
|-----|-----------------------------|--|--|--|--|
|     | (not mentioned above)       |  |  |  |  |
| 10. | Others <input type="text"/> |  |  |  |  |
|     | <b>Total</b>                |  |  |  |  |

**Total number of shareholders (other than promoters)**

**Total number of shareholders (Promoters + Public/Other than promoters)**

**(c) \*Details of Foreign institutional investors' (FIIs) holding shares of the company**

| Name of the FII | Address | Date of Incorporation | Country of Incorporation | Number of shares held | % of shares held |
|-----------------|---------|-----------------------|--------------------------|-----------------------|------------------|
|                 |         |                       |                          |                       |                  |

## **VII. \*NUMBER OF PROMOTERS, MEMBERS, DEBENTURE HOLDERS**

| Details                        | At the beginning of the year | At the end of the year |
|--------------------------------|------------------------------|------------------------|
| Promoters                      |                              |                        |
| Members (other than promoters) |                              |                        |
| Debenture holders              |                              |                        |

## **VIII. DETAILS OF DIRECTORS AND KEY MANAGERIAL PERSONNEL**

### **(A) \*Composition of Board of Directors**

| Category                                 | Number of directors at the beginning of the year |               | Number of directors at the end of the year |               | Percentage of shares held by directors as at the end of year |               |
|------------------------------------------|--------------------------------------------------|---------------|--------------------------------------------|---------------|--------------------------------------------------------------|---------------|
|                                          | Executive                                        | Non-executive | Executive                                  | Non-executive | Executive                                                    | Non-executive |
| <b>A. Promoter</b>                       |                                                  |               |                                            |               |                                                              |               |
| <b>B. Non-Promoter</b>                   |                                                  |               |                                            |               |                                                              |               |
| (i) Non-Independent                      |                                                  |               |                                            |               |                                                              |               |
| (ii) Independent                         |                                                  |               |                                            |               |                                                              |               |
| <b>C. Nominee Directors representing</b> |                                                  |               |                                            |               |                                                              |               |

|                             |  |  |  |  |  |  |
|-----------------------------|--|--|--|--|--|--|
| (i) Banks and FIs           |  |  |  |  |  |  |
| (ii) Investing institutions |  |  |  |  |  |  |
| (iii) Government            |  |  |  |  |  |  |
| (iv) Small share holders    |  |  |  |  |  |  |
| (v) Others                  |  |  |  |  |  |  |
| Total                       |  |  |  |  |  |  |

Number of Directors and Key managerial personnel (who is not director) as on the financial year end date

**(B) (i) \*Details of directors and Key managerial personnel as on the closure of financial year**

| Name | DIN/PAN | Designation | Number of equity shares held | Date of cessation (after closure of financial year : If any) |
|------|---------|-------------|------------------------------|--------------------------------------------------------------|
|      |         |             |                              |                                                              |

**(ii) Particulars of change in director(s) and Key managerial personnel during the year**

| Name | DIN/PAN | Designation at the beginning / during the financial year | Date of appointment / change in designation / cessation | Nature of change (Appointment/ Change in designation/ Cessation) |
|------|---------|----------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------|
|      |         |                                                          |                                                         |                                                                  |

## IX. MEETINGS OF MEMBERS/CLASS OF MEMBERS/BOARD/COMMITTEES OF THE BOARD OF DIRECTORS

### A. MEMBERS/CLASS /REQUISITIONED/CLB/NCLT/COURT CONVENED MEETINGS

Number of meetings held

| Type of meeting | Date of meeting | Total Number of Members entitled to attend meeting | Attendance                 |                         |
|-----------------|-----------------|----------------------------------------------------|----------------------------|-------------------------|
|                 |                 |                                                    | Number of members attended | % of total shareholding |
|                 |                 |                                                    |                            |                         |
|                 |                 |                                                    |                            |                         |

**B. BOARD MEETINGS**\*Number of meetings held 

| S. No. | Date of meeting | Total Number of directors as on the date of meeting | Attendance                   |                 |
|--------|-----------------|-----------------------------------------------------|------------------------------|-----------------|
|        |                 |                                                     | Number of directors attended | % of attendance |
| 1      |                 |                                                     |                              |                 |
| 2      |                 |                                                     |                              |                 |

**C. COMMITTEE MEETINGS**Number of meetings held 

| S. No. | Type of meeting | Date of meeting | Total Number of Members as on the date of meeting | Attendance                 |                 |
|--------|-----------------|-----------------|---------------------------------------------------|----------------------------|-----------------|
|        |                 |                 |                                                   | Number of members attended | % of attendance |
| 1      |                 |                 |                                                   |                            |                 |

**D. \*ATTENDANCE OF DIRECTORS**

| S. No. | Name of the Director | Board Meetings                                           |                             |                 | Committee Meetings                                       |                             |                 | Whether attended AGM held on <input type="text"/><br>(Y/N/NA) |
|--------|----------------------|----------------------------------------------------------|-----------------------------|-----------------|----------------------------------------------------------|-----------------------------|-----------------|---------------------------------------------------------------|
|        |                      | Number of Meetings which director was entitled to attend | Number of Meetings attended | % of attendance | Number of Meetings which director was entitled to attend | Number of Meetings attended | % of attendance |                                                               |
| 1      |                      |                                                          |                             |                 |                                                          |                             |                 |                                                               |

**X. \*REMUNERATION OF DIRECTORS AND KEY MANAGERIAL PERSONNEL**☐ NilNumber of Managing Director, Whole-time Directors and/or Manager whose remuneration details to be entered

| S. No. | Name  | Designation | Gross salary | Commission | Stock Option/ Sweat equity | Others | Total Amount |
|--------|-------|-------------|--------------|------------|----------------------------|--------|--------------|
| 1.     |       |             |              |            |                            |        |              |
|        | Total |             |              |            |                            |        |              |

Number of CEO, CFO and Company secretary whose remuneration details to be entered

| S. No. | Name  | Designation | Gross salary | Commission | Stock Option/ Sweat equity | Others | Total Amount |
|--------|-------|-------------|--------------|------------|----------------------------|--------|--------------|
| 1.     |       |             |              |            |                            |        |              |
|        | Total |             |              |            |                            |        |              |

Number of other directors whose remuneration details to be entered

| S. No. | Name  | Designation | Gross salary | Commission | Stock Option/ Sweat equity | Others | Total Amount |
|--------|-------|-------------|--------------|------------|----------------------------|--------|--------------|
| 1.     |       |             |              |            |                            |        |              |
|        | Total |             |              |            |                            |        |              |

#### **XI. MATTERS RELATED TO CERTIFICATION OF COMPLIANCES AND DISCLOSURES**

A. \*Whether the company has made compliances and disclosures in respect of applicable provisions of the Companies Act, 2013 during the year o Yes o No

B. If No, give the reasons/observations

#### **XII. PENALTY AND PUNISHMENT – DETAILS THEREOF**

(A) DETAILS OF PENALTIES / PUNISHMENT IMPOSED ON COMPANY/DIRECTORS /OFFICERS

☐ Nil

| Name of the company/ directors/ officers | Name of the court/ concerned Authority | Date of Order | Name of the Act and section under which penalised / punished | Details of penalty/ punishment | Details of appeal (if any) including present status |
|------------------------------------------|----------------------------------------|---------------|--------------------------------------------------------------|--------------------------------|-----------------------------------------------------|
|                                          |                                        |               |                                                              |                                |                                                     |
|                                          |                                        |               |                                                              |                                |                                                     |

**(B) DETAILS OF COMPOUNDING OF OFFENCES**☐ Nil

| Name of the company/<br>directors/ officers | Name of the court/<br>concerned<br>Authority | Date of<br>Order | Name of the Act<br>and section under<br>which offence<br>committed | Particulars of<br>offence | Amount of<br>compounding (in<br>rupees) |
|---------------------------------------------|----------------------------------------------|------------------|--------------------------------------------------------------------|---------------------------|-----------------------------------------|
|                                             |                                              |                  |                                                                    |                           |                                         |
|                                             |                                              |                  |                                                                    |                           |                                         |

**XIII. Whether complete list of shareholders, debenture holders has been enclosed as an attachment    O Yes    O No**

(In case of 'No', submit the details separately through the method specified in instruction kit)

**XIV. COMPLIANCE OF SUB-SECTION (2) OF SECTION 92, IN CASE OF LISTED COMPANIES**

In case of a listed company or a company having paid up share capital of Ten Crore rupees or more **or** turnover of Fifty Crore rupees or more, details of company secretary in whole time practice certifying the annual return in Form MGT-8.

Name

Whether associate or fellow    o Associate    o Fellow

Certificate of practice number

**I/We certify that:**

- (a) The return states the facts, as they stood on the date of the closure of the financial year aforesaid correctly and adequately.
- (b) Unless otherwise expressly stated to the contrary elsewhere in this return, the Company has complied with applicable provisions of the Act during the financial year.
- (c) The company has not, since the date of the closure of the last financial year with reference to which the last return was submitted or in the case of a first return since the date of incorporation of the company, issued any invitation to the public to subscribe for any securities of the company.
- (d) Where the annual return discloses the fact that the number of members, (except in case of one person company), of the company exceeds two hundred, the excess consists wholly of persons who under second proviso to clause (ii) of sub-section (68) of section 2 of the Act are not to be included in reckoning the number of two hundred.

**Declaration**

I am authorised by the Board of Directors of the company vide resolution no.

 dated

(DD/MM/YYYY) to sign this form and declare that all the requirements of the Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. I further declare that:



1. Whatever is stated in this form and in the attachments thereto is true, correct and complete and no information material to the subject matter of this form has been suppressed or concealed and is as per the original records maintained by the company.
2. All the required attachments have been completely and legibly attached to this form.

**Note: Attention is also drawn to the provisions of section 447, sections 448 and 449 of the Companies Act, 2013 which provide for punishment for fraud, punishment for false statement and punishment for false evidence respectively.**

**To be digitally signed by**

Director

**DSC**

DIN of the director

**To be digitally signed by**

**DSC BOX**

- ☐ Company Secretary
- ☐ Company Secretary in practice

Membership number

Certificate of practice number

**Attachments**

1. list of share holders, debenture holders;
2. Approval letter for extension of AGM;
3. Copy of MGT-8;
4. Optional Attachment(s), if any.

**List of attachments**

Attach

Attach

Attach

Attach

**Remove Attachment**

Modify

Check Form

Prescrutiny

Submit

**This eForm has been taken on file maintained by the registrar of companies through electronic mode and on the basis of statement of correctness given by the company**

**FORM NO. MGT-7A**

[Pursuant to sub-section (1) of section 92 of the Companies Act, 2013 and sub-rule (1) of rule 11 of the Companies (Management and Administration) Rules, 2014]



सत्यमेव जयते

**Abridged Annual  
Return for OPCs and  
Small Companies**

Form language ☐ English ☐ Hindi

Refer the instruction kit for filing the form.

**I. REGISTRATION AND OTHER DETAILS**

- (i) \*Corporate Identification Number (CIN) of the company  **Pre-fill**  
Global Location Number (GLN) of the company   
\*Permanent Account Number (PAN) of the company
- (ii) (a) Name of the company   
(b) Registered office address   
(c) \*email-ID of the company   
(d) \*Telephone number with STD code   
(e) Website
- (iii) Date of Incorporation
- (iv) 

| Type of the Company  | Category of the Company | Sub-category of the Company |
|----------------------|-------------------------|-----------------------------|
| <input type="text"/> | <input type="text"/>    | <input type="text"/>        |
- (v) Whether company is having share capital ☐ Yes ☐ No
- (vi) Whether the form is filed for  
☐ OPC ☐ Small Company
- (vii) \*Financial year From  (DD/MM/YYYY) To  (DD/MM/YYYY)
- (viii) \*Whether Annual General Meeting (AGM) held (not applicable in case of OPC)  
☐ Yes ☐ No
- (a) If yes, date of AGM
- (b) Due date of AGM
- (c) Whether any extension for AGM granted ☐ Yes ☐ No

(d) If yes, provide the Service Request Number (SRN) of the application form filed for extension

(e) Extended due date of AGM after grant of extension

(f) Specify the reasons for not holding the same

## II. PRINCIPAL BUSINESS ACTIVITIES OF THE COMPANY

\*Number of business activities

| S. No. | Main Activity group code | Description of Main Activity group | Business Activity Code | Description of Business Activity | % of turnover of the company |
|--------|--------------------------|------------------------------------|------------------------|----------------------------------|------------------------------|
| 1      |                          |                                    |                        |                                  |                              |
| 2      |                          |                                    |                        |                                  |                              |

## III. PARTICULARS OF ASSOCIATE COMPANIES INCLUDING JOINT VENTURES (not applicable for OPC)

\*No. of Companies for which information is to be given

Pre-fill All

| S. No. | Name of the company | CIN / FCRN | Associate/ Joint venture | % of shares held |
|--------|---------------------|------------|--------------------------|------------------|
| 1      |                     |            |                          |                  |
| 2      |                     |            |                          |                  |

## IV. SHARE CAPITAL, DEBENTURES AND OTHER SECURITIES OF THE COMPANY

### (i) \*SHARE CAPITAL

#### (a) Equity share capital

| Particulars                   | Authorised Capital | Issued Capital | Subscribed Capital | Paid-up Capital |
|-------------------------------|--------------------|----------------|--------------------|-----------------|
| Total number of equity shares |                    |                |                    |                 |

|                                           |  |  |  |  |
|-------------------------------------------|--|--|--|--|
| Total amount of equity shares (in rupees) |  |  |  |  |
|-------------------------------------------|--|--|--|--|

Number of classes

| Particulars                               | Authorised Capital | Issued capital | Subscribed Capital | Paid Up Capital |
|-------------------------------------------|--------------------|----------------|--------------------|-----------------|
| Number of equity shares                   |                    |                |                    |                 |
| Nominal value per share (in rupees)       |                    |                |                    |                 |
| Total amount of equity shares (in rupees) |                    |                |                    |                 |

**(b) Preference share capital**

| Particulars                                   | Authorised Capital | Issued capital | Subscribed Capital | Paid Up Capital |
|-----------------------------------------------|--------------------|----------------|--------------------|-----------------|
| Total number of preference shares             |                    |                |                    |                 |
| Total amount of preference shares (in rupees) |                    |                |                    |                 |

Number of classes

| Particulars                                   | Authorised Capital | Issued capital | Subscribed Capital | Paid Up Capital |
|-----------------------------------------------|--------------------|----------------|--------------------|-----------------|
| Number of preference shares                   |                    |                |                    |                 |
| Nominal value per share (in rupees)           |                    |                |                    |                 |
| Total amount of preference shares (in rupees) |                    |                |                    |                 |

**(c) Unclassified share capital (not applicable for OPC)**

| Particulars                         | Authorised Capital |
|-------------------------------------|--------------------|
| Total amount of unclassified shares |                    |

**(d) Break-up of paid-up share capital (not applicable for OPC)**

| Class of Shares              | Number of shares | Total Nominal Amount | Total Paid-up amount | Total premium |
|------------------------------|------------------|----------------------|----------------------|---------------|
| <b>Equity shares</b>         |                  |                      |                      |               |
| At the beginning of the year |                  |                      |                      |               |
| Increase during the year     |                  |                      |                      |               |

|                                                  |  |  |  |  |
|--------------------------------------------------|--|--|--|--|
| i. Public Issues                                 |  |  |  |  |
| ii. Rights issue                                 |  |  |  |  |
| iii. Bonus issue                                 |  |  |  |  |
| iv. Private Placement/<br>Preferential allotment |  |  |  |  |
| v. ESOPs                                         |  |  |  |  |
| vi. Sweat equity shares<br>allotted              |  |  |  |  |
| vii. Conversion of Preference<br>share           |  |  |  |  |
| viii. Conversion of Debentures                   |  |  |  |  |
| ix. GDRs/ADRs                                    |  |  |  |  |
| x. Others, specify<br><input type="text"/>       |  |  |  |  |
| <b>Decrease during the year</b>                  |  |  |  |  |
| i. Buy-back of shares                            |  |  |  |  |
| ii. Shares forfeited                             |  |  |  |  |
| iii. Reduction of share capital                  |  |  |  |  |
| iv. Others, specify<br><input type="text"/>      |  |  |  |  |
| <b>At the end of the year</b>                    |  |  |  |  |
| <b>Preference shares</b>                         |  |  |  |  |
| <b>At the beginning of the year</b>              |  |  |  |  |
| <b>Increase during the year</b>                  |  |  |  |  |
| i. Issues of shares                              |  |  |  |  |
| ii. Re-issue of forfeited shares                 |  |  |  |  |
| iii. Others, specify<br><input type="text"/>     |  |  |  |  |
| <b>Decrease during the year</b>                  |  |  |  |  |
| i. Redemption of shares                          |  |  |  |  |
| ii. Shares forfeited                             |  |  |  |  |
| iii. Reduction of share capital                  |  |  |  |  |
| iv. Others, specify<br><input type="text"/>      |  |  |  |  |
| <b>At the end of the year</b>                    |  |  |  |  |

- (ii) Details of shares/Debentures Transfers since closure date of last financial year (or in the case of the first return at any time since the incorporation of the company)\* **(not applicable for OPC)**

☐ Nil

[Details being provided in a CD/Digital Media]   o Yes   o No   o Not applicable

Separate sheet attached for details of transfers o Yes   o No

Note: In case list of transfer exceeds 10, option for submission as a separate sheet attachment or submission in a CD/Digital Media may be shown.

|                      |
|----------------------|
| Date of Previous AGM |
|----------------------|

|                                                    |         |                                                             |            |
|----------------------------------------------------|---------|-------------------------------------------------------------|------------|
| Date of Registration of Transfer                   |         |                                                             |            |
| Type of Transfer                                   |         | 1 - Equity, 2- Preference Shares, 3 - Debentures, 4 - Stock |            |
| Number of Shares/ Debentures/<br>Transferred Units |         | Amount per (in<br>Rs.) Share/debenture/unit                 |            |
| Ledger Folio of Transferor                         |         |                                                             |            |
| Transferor's Name                                  |         |                                                             |            |
|                                                    | Surname | Middle Name                                                 | First Name |
| Ledger Folio of Transferee                         |         |                                                             |            |
| Transferee's Name                                  |         |                                                             |            |
|                                                    | Surname | Middle Name                                                 | First Name |

|                                                    |         |                                                             |            |
|----------------------------------------------------|---------|-------------------------------------------------------------|------------|
| Date of Registration of Transfer                   |         |                                                             |            |
| Type of Transfer                                   |         | 1 - Equity, 2- Preference Shares, 3 - Debentures, 4 - Stock |            |
| Number of Shares/ Debentures/<br>Transferred Units |         | Amount per (in<br>Rs.) Share/debenture/unit                 |            |
| Ledger Folio of Transferor                         |         |                                                             |            |
| Transferor's Name                                  |         |                                                             |            |
|                                                    | Surname | Middle Name                                                 | First Name |
| Ledger Folio of Transferee                         |         |                                                             |            |
| Transferee's Name                                  |         |                                                             |            |
|                                                    | Surname | Middle Name                                                 | First Name |

(iii) \*Debentures (Outstanding as at the end of financial year)

| Particulars                   | Number of units | Nominal value per unit | Total value |
|-------------------------------|-----------------|------------------------|-------------|
| Non-convertible debentures    |                 |                        |             |
| Partly convertible debentures |                 |                        |             |
| Fully convertible debentures  |                 |                        |             |
| <b>Total</b>                  |                 |                        |             |

**Details of debentures**

| Class of Debentures                  | Outstanding as at the beginning of the year | Increase during the year | Decrease during the year | Outstanding as at the end of the year |
|--------------------------------------|---------------------------------------------|--------------------------|--------------------------|---------------------------------------|
| <b>Non-convertible debentures</b>    |                                             |                          |                          |                                       |
| <b>Partly convertible debentures</b> |                                             |                          |                          |                                       |
| <b>Fully convertible debentures</b>  |                                             |                          |                          |                                       |

(iv) Securities (other than shares and debentures) (not applicable for OPC)

| Type of Securities | Number of Securities | Nominal Value of each Unit | Total Nominal Value | Paid up Value of each Unit | Total Paid up Value |
|--------------------|----------------------|----------------------------|---------------------|----------------------------|---------------------|
|                    |                      |                            |                     |                            |                     |
|                    |                      |                            |                     |                            |                     |
| <b>Total</b>       |                      |                            |                     |                            |                     |

**V. \*Turnover and net worth of the company (as defined in the Companies Act, 2013)**

(i) Turnover

(ii) Net worth of the Company

**VI. \*SHARE HOLDING PATTERN - Promoters (not applicable for OPC)**

| S. No. | Category | Equity           |            | Preference       |            |
|--------|----------|------------------|------------|------------------|------------|
|        |          | Number of shares | Percentage | Number of shares | Percentage |



|     |                                         |  |  |  |  |
|-----|-----------------------------------------|--|--|--|--|
| 1.  | Individual/Hindu Undivided Family       |  |  |  |  |
|     | (i) Indian                              |  |  |  |  |
|     | (ii) Non-resident Indian (NRI)          |  |  |  |  |
|     | (iii) Foreign national (other than NRI) |  |  |  |  |
| 2.  | Government                              |  |  |  |  |
|     | (i) Central Government                  |  |  |  |  |
|     | (ii) State Government                   |  |  |  |  |
|     | (iii) Government companies              |  |  |  |  |
| 3.  | Insurance companies                     |  |  |  |  |
| 4.  | Banks                                   |  |  |  |  |
| 5.  | Financial institutions                  |  |  |  |  |
| 6.  | Foreign institutional investors         |  |  |  |  |
| 7.  | Mutual funds                            |  |  |  |  |
| 8.  | Venture capital                         |  |  |  |  |
| 9.  | Body corporate (not mentioned above)    |  |  |  |  |
| 10. | Others <input type="text"/>             |  |  |  |  |
|     | <b>Total</b>                            |  |  |  |  |

**Total number of shareholders (promoters)**

**(b) \*SHARE HOLDING PATTERN – Public/Other than promoters**

| S. No. | Category                                | Equity           |            | Preference       |            |
|--------|-----------------------------------------|------------------|------------|------------------|------------|
|        |                                         | Number of shares | Percentage | Number of shares | Percentage |
| 1.     | Individual/Hindu Undivided Family       |                  |            |                  |            |
|        | (i) Indian                              |                  |            |                  |            |
|        | (ii) Non-resident Indian (NRI)          |                  |            |                  |            |
|        | (iii) Foreign national (other than NRI) |                  |            |                  |            |
| 2.     | Government                              |                  |            |                  |            |
|        | (i) Central Government                  |                  |            |                  |            |
|        | (ii) State Government                   |                  |            |                  |            |
|        | (iii) Government companies              |                  |            |                  |            |
| 3.     | Insurance companies                     |                  |            |                  |            |
| 4.     | Banks                                   |                  |            |                  |            |
| 5.     | Financial institutions                  |                  |            |                  |            |
| 6.     | Foreign institutional investors         |                  |            |                  |            |

|     |                                         |  |  |  |  |
|-----|-----------------------------------------|--|--|--|--|
| 7.  | Mutual funds                            |  |  |  |  |
| 8.  | Venture capital                         |  |  |  |  |
| 9.  | Body corporate<br>(not mentioned above) |  |  |  |  |
| 10. | Others <input type="text"/>             |  |  |  |  |
|     | <b>Total</b>                            |  |  |  |  |

**Total number of shareholders (other than promoters)**

**Total number of shareholders (Promoters + Public/Other than promoters)**

**VII. \*NUMBER OF PROMOTERS, MEMBERS, DEBENTURE HOLDERS**

| Details                        | At the beginning of the year | At the end of the year |
|--------------------------------|------------------------------|------------------------|
| Promoters                      |                              |                        |
| Members (other than promoters) |                              |                        |
| Debenture holders              |                              |                        |

**VIII. \*MEETINGS OF MEMBERS/CLASS OF MEMBERS/BOARD/COMMITTEES OF THE BOARD OF DIRECTORS**

**A. MEMBERS/CLASS /REQUISITIONED/CLB/NCLT/COURT CONVENED MEETINGS (not applicable for OPC)**

Number of meetings held

| Type of meeting | Date of meeting | Total Number of Members entitled to attend meeting | Attendance                 |                         |
|-----------------|-----------------|----------------------------------------------------|----------------------------|-------------------------|
|                 |                 |                                                    | Number of members attended | % of total shareholding |
|                 |                 |                                                    |                            |                         |
|                 |                 |                                                    |                            |                         |

**B. BOARD MEETINGS (not applicable for OPC)**

\*Number of meetings held

| S. No. | Date of meeting | Total Number of directors as on the date of meeting | Attendance                   |                 |
|--------|-----------------|-----------------------------------------------------|------------------------------|-----------------|
|        |                 |                                                     | Number of directors attended | % of attendance |
| 1      |                 |                                                     |                              |                 |
| 2      |                 |                                                     |                              |                 |

**C. \*ATTENDANCE OF DIRECTORS (not applicable for OPC)**

| S. No. | Name of the Director | Board Meetings                                           |                             |                 | Committee Meetings                                       |                             |                 | Whether attended AGM held on<br><input type="text"/><br>(Y/N/NA) |
|--------|----------------------|----------------------------------------------------------|-----------------------------|-----------------|----------------------------------------------------------|-----------------------------|-----------------|------------------------------------------------------------------|
|        |                      | Number of Meetings which director was entitled to attend | Number of Meetings attended | % of attendance | Number of Meetings which director was entitled to attend | Number of Meetings attended | % of attendance |                                                                  |
| 1      |                      |                                                          |                             |                 |                                                          |                             |                 |                                                                  |

**IX. REMUNERATION OF DIRECTORS**

☐ Nil

- A. Number of Managing Director, Whole-time Directors and/or Manager whose remuneration details to be entered

| S. No. | Name  | Designation | Gross salary | Commission | Stock Option/ Sweat equity | Others | Total Amount |
|--------|-------|-------------|--------------|------------|----------------------------|--------|--------------|
| 1.     |       |             |              |            |                            |        |              |
|        | Total |             |              |            |                            |        |              |

- B. Number of other directors whose remuneration details to be entered

| S. No. | Name | Designation | Gross salary | Commission | Stock Option/ Sweat equity | Others | Total Amount |
|--------|------|-------------|--------------|------------|----------------------------|--------|--------------|
| 1.     |      |             |              |            |                            |        |              |

|  |       |  |  |  |  |  |  |
|--|-------|--|--|--|--|--|--|
|  | Total |  |  |  |  |  |  |
|--|-------|--|--|--|--|--|--|

**IX. MATTERS RELATED TO CERTIFICATION OF COMPLIANCES AND DISCLOSURES**

A. \*Whether the company has made compliances and disclosures in respect of applicable provisions of the Companies Act, 2013 during the year o Yes o No

B. If No, give the reasons/observations

|  |
|--|
|  |
|--|

**X. PENALTY AND PUNISHMENT – DETAILS THEREOF**

(A) DETAILS OF PENALTIES / PUNISHMENT IMPOSED ON COMPANY/DIRECTORS /OFFICERS

☐ Nil

| Name of the company/<br>directors/ officers | Name of the court/<br>concerned<br>Authority | Date of<br>Order | Name of the Act<br>and section under<br>which penalised /<br>punished | Details of<br>penalty/<br>punishment | Details of appeal (if<br>any) including present<br>status |
|---------------------------------------------|----------------------------------------------|------------------|-----------------------------------------------------------------------|--------------------------------------|-----------------------------------------------------------|
|                                             |                                              |                  |                                                                       |                                      |                                                           |
|                                             |                                              |                  |                                                                       |                                      |                                                           |

(B) DETAILS OF COMPOUNDING OF OFFENCES

☐ Nil

| Name of the company/<br>directors/ officers | Name of the court/<br>concerned<br>Authority | Date of<br>Order | Name of the Act<br>and section under<br>which offence<br>committed | Particulars of<br>offence | Amount of<br>compounding (in<br>rupees) |
|---------------------------------------------|----------------------------------------------|------------------|--------------------------------------------------------------------|---------------------------|-----------------------------------------|
|                                             |                                              |                  |                                                                    |                           |                                         |
|                                             |                                              |                  |                                                                    |                           |                                         |

**I/We certify that:**

(a) The return states the facts, as they stood on the date of the closure of the financial year aforesaid correctly and adequately.

(b) Unless otherwise expressly stated to the contrary elsewhere in this return, the Company has complied with applicable provisions of the Act during the financial year.

(c) The company has not, since the date of the closure of the last financial year with reference to which the last return was submitted or in the case of a first return since the date of incorporation of the company, issued any invitation to the public to subscribe for any securities of the company.

(d) Where the annual return discloses the fact that the number of members, (except in case of one person company), of the company exceeds two hundred, the excess consists wholly of persons who under second proviso to clause (ii) of sub-section (68) of section 2 of the Act are not to be included in reckoning the number of two hundred.

#### Declaration

I am authorised by the Board of Directors of the company vide resolution no.  dated  (DD/MM/YYYY) to sign this form and declare that all the requirements of the Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. I further declare that:

1. Whatever is stated in this form and in the attachments thereto is true, correct and complete and no information material to the subject matter of this form has been suppressed or concealed and is as per the original records maintained by the company.
2. All the required attachments have been completely and legibly attached to this form.

**Note: Attention is also drawn to the provisions of section 447, sections 448 and 449 of the Companies Act, 2013 which provide for punishment for fraud, punishment for false statement and punishment for false evidence respectively.**

**To be digitally signed by**

Director

**DSC**

DIN of the director

#### Attachments

1. list of share holders, debenture holders;
2. Approval letter for extension of AGM;
3. List of Directors;
4. Optional Attachment(s), if any.

#### List of attachments

**Attach**

**Attach**

**Attach**

**Attach**

**Remove Attachment**

**Modify**

**Check Form**

**Prescrutiny**

**Submit**

**This eForm has been taken on file maintained by the registrar of companies through electronic mode and on the basis of statement of correctness given by the company**

K.V.R.Murty, Joint Secretary.

Note: The principal notification was published in the Gazette of India, Part II, Section 3, Sub-section (i) *vide* number G.S.R. 260(E) dated 31<sup>st</sup> March, 2014 and subsequently amended *vide* the following notifications:-

| Serial Number | Notification Number | Notification Date |
|---------------|---------------------|-------------------|
| 1.            | G.S.R. 415 (E)      | 23.06.2014        |
| 2.            | G.S.R. 537 (E)      | 24.07.2014        |
| 3.            | G.S.R. 669 (E)      | 28.08.2015        |
| 4.            | G.S.R. 737 (E)      | 24.09.2015        |
| 5.            | G.S.R.862 (E)       | 16.11.2015        |
| 6.            | G.S.R.908 (E)       | 23.09.2016        |
| 7.            | G.S.R.175 (E)       | 16.02.2018        |
| 8.            | G.S.R. 560 (E)      | 13.06.2018        |
| 8.            | G.S.R. 538 (E)      | 28.08.2020        |

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