

**Form No. MGT-1**  
**Register of members**

*[Pursuant to section 88 (1)(a) of the Companies Act, 2013 and rule 3(1) of the Companies (Management and Administration) Rules, 2014]*

Name of the company:

Registered office address:

**TO BE MAINTAINED SEPARATELY FOR EACH CLASS OF SHARES )**

Class of shares:

Nominal value per share (in Rs.):

Total shares held:

**FOLIO NO.**

**Personal details**

Name of the member:

Name of joint holders, if any:

Address/ Registered address (in case of body corporate):

E-mail Id:

CIN/ Registration No.:

Unique Identification No:

Father's/ Mother's/ Spouse's name:

Status:

Occupation:

PAN No.

Nationality:

In case member is a minor,

Name of Guardian:

Date of birth of minor:

**Details of membership**

Date of becoming member:

Date of declaration under section 89, if applicable:

Name and address of beneficial owner:

Date of receipt of nomination, if applicable:

Name and address of nominee:

No. of shares kept in abeyance, if applicable:

Record of lien on shares, if applicable:

Date of cessation of membership:

### Instructions

Particulars of dividend mandates, power of attorney and other instructions, if any:

Instruction for sending notices etc., if any:

### Details of share holding

Allotment No./ Transfer No.	Date of allotment/ transfer	No. of shares allotted/ transferred	Distinctive numbers (both inclusive)		Folio of transferor, if applicable	Name of the transferor, if applicable
			From	To		
(1)	(2)	(3)	(4)		(5)	(6)
Date of issue or endorsement of share certificate	Certificate No.	Lock in period, if any	Amount (Rs)			If shares are issued for consideration other than cash, brief particulars thereof
			Payable	Paid / Deemed to be paid	Due	

(7)	(8)	(9)	(10)		(11)
Date of transfer/ transmission/ forfeiture / redemption etc	No. of shares transferred/ transmitted/ forfeited /redeemed etc	Distinctive numbers (both inclusive) From   To	Folio of transferee	Name of transferee	Balance shares (after transfer / transmission/ forfeiture / redemption etc)
(12)	(13)	(14)	(15)	(16)	(17)
Remarks	Authentication / signature				
(18)	(19)				

**Form No. MGT-2**

**Register of debenture holders/ other securities holders**

*[Pursuant to section 88(1)(b) and ( c) of the Companies Act, 2013 and rule 4 of the Companies (Management and Administration) Rules, 2014]*

Name of the company:

Registered office address:

**(TO BE MAINTAINED SEPARATELY FOR EACH CLASS OF DEBENTURES / OTHER SECURITIES IN RESPECT OF EACH HOLDER)**

Class of debentures / other securities:

Nominal value per unit (in Rs.):

Total no. of debentures / other securities held:

**FOLIO NO.**

**Personal details**

Name of the debenture holder/other security holder:

Name of joint holders, if any:

Address/ Registered address (in case of body corporate):

E-mail Id:

PAN/ CIN/ Registration No.:

Unique Identification No:

Father's/ Mother's/ Spouse's name:

Occupation, if any:

Nationality:

In case debenture holder/other security holder is a minor:

Name of Guardian:

Date of birth of minor:

**Details of holding**

Date of becoming debenture holder/ other security holder:

Date of receipt of nomination:

Name and address of nominee:

No. of debentures / securities kept in abeyance, if any:

Record of lien on debentures / securities , if any :

Date of cessation as debenture holder/ other security holder:

### Details of Security

Whether repayment of the debentures / other securities is secured: Yes / No

If secured, date of registration of charge with the ROC:

Charge Identification Number allotted for the charge

Brief particulars of the assets to secure such debentures / other securities:

### Instructions

Particulars of interest mandates, power of attorney and other instructions, if any:

Instruction for sending notices of class meetings, etc., if any:

### Details of debentures / other securities

Allotment No./ transfer No.	Date of allotment/ transfer	No. of debentures / other securities allotted/ transferred	Distinctive numbers (both inclusive)		Folio of transferor, if applicable	Name of the transferor, if applicable
			From	To		
(1)	(2)	(3)	(4)		(5)	(6)
Date of issue / endorsement of certificate	Certificate No.	Amount ( Rs.)			Due	If debentures / other securities issued for consideration other than cash, brief particulars thereof
		Payable	Paid / deemed to be paid			

(7)	(8)	(9)		(10)
Date of transfer/ transmission/ redemption forfeiture of securities	No. of units transferred/ transmitted/ forfeited /redeemed	Distinctive numbers (both inclusive)  From To	Folio of transferee	Name of the transferee
(11)	(12)	(13)	(14)	(15)
Balance units left (after transfer, transmission, redemption etc)	Other remarks	Authentication		
(16)	(17)	(18)		

**Form No. MGT-3**

**Notice of situation or change of situation or discontinuation of situation, of place where foreign register shall be kept**

*[Pursuant to section 88(4) of the Companies Act, 2013 and rule 7(2) of the Companies (Management and Administration) Rules, 2014]*

1. (a) CIN:

(b) GLN:

2. (a) Name of the company:

(b) Registered office address:

(c) E-mail id:

3. This notice is in respect of:

- Situation of office where foreign register is kept
- Change of situation of office where foreign register is kept
- Discontinuance of maintenance of foreign register

4. Foreign register relates to

- Register of members
- Register of debenture holders
- Register of other security holders
- Beneficial owners

**Part A: Notice of situation of office where foreign register is kept**

5. Notice is hereby given that the foreign register shall be kept at:

Address	Line I
	Line II
City	

District	
State	
ISO Country Code	Country
Pin Code	
E-mail ID	

**Part B: Notice of change of situation where foreign register is kept**

6. Existing situation of the office where the foreign register is kept:
7. Purpose for changing such office:
8. Notice is hereby given that the foreign register shall be kept with effect from..... at:

Address	Line I
	Line II
City	
District	
State	
Country	
Pin Code	
E-mail ID	

**Part C: Notice of discontinuance of maintenance of foreign register**

9. Existing situation of the office where the foreign register is kept:
10. Reason for such discontinuance:



11. Notice is hereby given that the foreign register is discontinued to be maintained at the existing situation with effect from..... and all the entries in the said register is transferred to

- Another foreign register maintained at.....
- The principal register

Date:

Place:

Signature

**Form No. MGT-4**

**Declaration by the registered owner of shares who does not hold  
the beneficial interest in such shares**

*[Pursuant to section 89(1) of the Companies Act, 2013 and rule 9(1) of the  
Companies (Management and Administration) Rules, 2014]*

To-

Name of the company

Registered office address:

**1. Particulars of the Registered owner of shares:**

(i) Name :

(ii) Father's / Mother's / Spouse' name:

(iii) Occupation :

(iv) Whether citizen of India                      Yes              No

(v) Nationality

(vi) Date of Birth    \_\_\_\_\_

(vii) Gender    Male              Female

(viii) PAN No.

(ix) Proof of Identity :

- For Indian Nationals :

(Any of the following):

- Income-tax permanent account number
- Voter's identity card number
- Passport number
- Driving License
- Unique Identification Number (UIN)

- For Foreign nationals and Non Resident Indians :

- Passport
- Others

- (x) Permanent Residential Address
- |                  |          |
|------------------|----------|
| ISO Country Code | Country  |
| Phone            | Mobile   |
| Fax              | Email ID |
- (xi) Whether present residential address is same as the permanent residential address :
- Yes                      No
- If no, present residential address
- |                  |          |
|------------------|----------|
| ISO Country Code | Country  |
| Phone            | Mobile   |
| Fax              | Email ID |

**2. Particulars of the shares in respect of which declaration is being made by the registered owner:**

- i) Class of shares:
- ii) Number of shares:
- iii) Distinctive numbers:    From..... To.....
- iv) Certificate No.:
- v) Folio No.
- vi) Nominal value of shares:
- vii) Paid up value of shares:

**3. Declaration:**

In pursuance of sub-section (1) of section 89 of the Companies Act, 2013, I .....hereby declare that the person (s) name below hold(s) the beneficial interest in the above mentioned shares registered in my name in the register of members of the company:

Sl. No.	Name of the	Address and	Date of birth/	Father's/
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	beneficial owner(s)	E-mail id	Age	Spouse's name
(1)	(2)	(3)	(4)	(5)
Occupation	Nationality	PAN/ UIN/ CIN (in case of company)	Passport No. (in case of foreign national)	Distinctive No., if applicable.
(6)	(7)	(8)	(9)	

**4. Details of the beneficial interest:**

- i) Nature of the beneficial interest:
- ii) Date of creation of the beneficial interest:
- iii) Reasons for not registering shares in the name of the beneficial owner(s):
- iv) Particulars of the instrument/ document, if any, showing the creation of such beneficial interest:

**5. Particulars of change in beneficial interest:**

- i) Date of change:
- ii) Nature of the change in the beneficial interest:
- iii) Brief particulars of such change:
- iv) Reason for such change:
- v) Particulars of the instrument/ document, if any, showing the change in such beneficial interest:

Date:

Place:

Signature of the registered owner

Enclosures:

- (a) Proof of identity of the registered owner and beneficial owner
- (b) Instrument/ document under which the beneficial interest is created/ transferred/ changed.

**Form No. MGT-5**

**Declaration by the beneficial owner who holds or acquires  
beneficial interest in shares but whose name is not entered  
in the register of members**

*[Pursuant to sub-section (2) and (3) of section 89 of the  
Companies Act, 2013 and rule 9(2) of the Companies (Management  
and Administration) Rules, 2014]*

To-

Name of the company

Registered office address:

**1. Particulars of the shares in which beneficial interest is  
held by the person making declaration:**

- i) Class of shares:
- ii) Number of shares:
- iii) Distinctive numbers: From..... To.....
- iv) Certificate No.:
- v) Folio No.
- vi) Nominal value of shares:
- vii) Paid up value of shares:

**2. Particulars of the beneficial owner**

Sl. No.	Name of the beneficial	Address and E-mail	Date of birth/ Age	Father's/ Mother's

	owner(s)	id		Spouse's name
(1)	(2)	(3)	(4)	(5)
Occupation	Nationality	PAN/ UIN/ CIN (in case of company)	Passport No. (in case of foreign national)	
(6)	(7)	(8)	(9)	

### 3. Declaration

In pursuance of sub-section (2) of section 89 of the Companies Act 2013, I .....hereby declare that I hold / have acquired the beneficial interest in the above mentioned shares of the company which are registered in the name of the person whose particulars are furnished below:

### 4. Particulars of the registered owner

Sl. No.	Name of the registered owner	Address and E-mail id	Date of birth/ Age	Father's/ Spouse's name
(1)	(2)	(3)	(4)	(5)
Occupation	Nationality	PAN/ UIN/ CIN (in case of company)	Passport No. (in case of foreign national)	
(6)	(7)	(8)	(9)	

### 5. Details of the beneficial interest:

- i) Date of creation / acquisition of beneficial interest:
- ii) Mode of acquisition of beneficial interest: Allotment / Transfer / others, specify
- iii) Nature of the beneficial interest:
- iv) Reasons for not registering shares in my name:
- v) Particulars of the instrument/ document, if any, showing the creation of such beneficial interest:

**6. Particulars of the person from whom the beneficial interest is acquired, if applicable:**

- i) Name of the transferor of beneficial interest:
- ii) Whether shares were registered in his name:  
(If not, whether any declaration under sub-section (2) of section 89 was filed by him to the company. If so, date of such declaration)
- iii) Particulars of the instrument/ document, if any, showing the transfer of such beneficial interest:

**7. Particulars of change in beneficial interest:**

- i) Date of change:
- ii) Nature of the change in the beneficial interest:
- iii) Brief particulars of such change:
- iv) Reason for such change:
- v) Particulars of the instrument/ document, if any, showing the change in such beneficial interest:

Date:

Place:

Signature of beneficial owner

CERTIFICATE

I hereby certify that the beneficial interest in the shares mentioned above has been transferred by me on .....

Signature of the person who has transferred the beneficial interest in the shares

Date:

Place:

Enclosures:

1. Proof of identity of the registered owner and beneficial owner;
2. Instrument/ document under which the beneficial interest is created/ transferred/ changed.



**Form no. MGT-6**

**Return to the Registrar in respect of declaration under section 89  
received by the company**

*[Pursuant to section 89(6) of the Companies Act, 2013 and rule 9 (3) of  
the Companies (Management and Administration) Rules, 2014]*

1. (a) CIN:  
(b) GLN:
  
2. (a) Name of the company:  
(b) Registered office address:  
(c) E-mail id:

**3. Particulars of beneficial interest:**

S. No.	Date of declarations under sub-	Date of receipt of the said declarations	Particulars of shares in respect of which beneficial interest is created

	section (1), (2) or (3) of section 89	by the company	Class of shares	No. of shares	Distinctive Nos. of shares	
(1)	(2)	(3)	(4)	(5)	(6)	
Particulars of shares in respect of which beneficial interest is created		Particulars of registered owner				
Face value of shares	Paid up value of shares	Name & Nationality	Address and e- mail id	Father's/ Mother's Spouse's name	Date of entry in the register	Folio No.
(7)	(8)	(9)	(10)	(11)	(12)	(13)
Particulars of beneficial owner			Date and Nature of beneficial interest	Remarks		
Name & Nationality	Address and e-mail id	Father's/ Spouse's name	(17)	(18)		
(14)	(15)	(16)	(17)	(18)		

Date:

Place:

Signature:

Attachments:

1. declaration under section 89 (1);
2. declaration under section 89 (2);
3. declaration under section 89 (3);
4. Optional attachments, if any.



**Form No. MGT-7**  
**ANNUAL RETURN**  
**As on the financial year ended on \_\_\_\_\_**  
**of**

-----**PRIVATE LIMITED / LIMITED**

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

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**I. REGISTRATION AND OTHER DETAILS:**

i) CIN:- - PREFILL

Foreign Company Registration Number/GLN:-  
Registration Date

Date      Month      Year

ii) **Category of the Company:** - [Pl. tick]

- 1 Public Company ( )
- 2 Private company ( )

iii) **Sub Category of the Company:-** [ Please tick whichever are applicable]

- 1 Government Company ( )
- 2 Small Company ( )
- 3. One Person Company ( )
- 4 Subsidiary of Foreign Company ( )
- 5 NBFC ( )
- 6 Guarantee Company ( )
- 7 Limited by shares ( )
- 8 Unlimited Company ( )
- 9 Company having share capital ( )
- 10 Company not having share capital ( )
- 11 Company Registered under Section 8 ( )

iv) Whether shares listed on recognized Stock Exchange(s) - Yes/No

If yes, details of stock exchanges where shares are listed .....

Sl No.	Stock Exchange Name	Code
1.		
2.		
3.		

v) AGM details :

	Date	Month	Year
AGM held	-Date of AGM		
AGM not held	- Due date of AGM		

Whether extension of AGM was granted – Yes / No. ( If yes, provide reference number , date of approval letter and the period upto which extension granted)

If Annual General Meeting was not held, specify the reasons for not holding the same.

vi) NAME AND REGISTERED OFFICE ADDRESS OF COMPANY:  
(To be filled in manually)

Company Name :

Address

Town / City :

State :

Pin Code:

Country Name :

Country Code:

Telephone :

With STD Area Code

Number

Fax Number :

Email Address : Website, if any:

[ Please provide valid and current email-id of the dealing officer]

Name of the Police Station having jurisdiction where the registered office is situated

Address for correspondence, if different from address of registered office:

(In case of foreign company, please give address of principal place of business in India) :

Address

Town / City :

State : Pin Code:

Telephone :  
With STD Area Code Number

Fax Number :

Email Address :  
[ Please provide valid and current email-id of the dealing officer ]

vii) Name and Address of Registrar & Transfer Agents ( RTA ):- Full address and contact details to be given.

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Name of Registrar & Transfer Agents:

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Address  
Town / City :

State : Pin Code:

Telephone :  
With STD Area Code Number

Fax Number :

Email Address :  
[ Please provide valid and current email-id of the dealing officer of RTA ]

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**II. PRINCIPAL BUSINESS ACTIVITIES OF THE COMPANY**



All the business activities contributing 10 % or more of the total turnover of the company shall be stated:-

Sl. No.	Name and Description of main products / services	NIC Code of the Product/ service	% to total turnover of the company
1			
2			
3			

**III. PARTICULARS OF HOLDING, SUBSIDIARY AND ASSOCIATE COMPANIES -**

[ No. of Companies for which information is being filled] - □

S. NO	NAME AND ADDRESS OF THE COMPANY	CIN/GLN	HOLDING/ SUBSIDIARY / ASSOCIATE	% of shares held	Applicable Section
1					
2					

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

**i) SHARE CAPITAL:**

*a) Authorised Share Capital :*

Class of Shares	No. of Shares	Nominal value per share [Rs.]	Total Nominal value of shares [Rs.]
Equity [ specify for each type ]			
At the beginning of the year			
Changes during the year (Increase)			
1.			
2.			
Changes during the year ( Decrease)			
1.			
2.			
At the end of the year			
Preference [ specify for each type ]			
At the beginning of the year			

Changes during the year (Increase) 1. 2. Changes during the year ( Decrease) 1. 2.  At the end of the year			
Unclassified [ specify for each type ]  At the beginning of the year  Changes during the year (Increase) 1. 2. Changes during the year ( Decrease) 1. 2.  -At the end of the year			
Total Authorized Capital at the beginning of the year  Total Authorised Capital at the end of the year (Autofill)	-  -  -	-  -  -	

*b) Issued Share Capital :*

Class of Shares	No. of Shares	Nominal value per share [Rs.]	Total Nominal value of shares [Rs.]
Equity [ specify for each type ]  At the beginning of the year			



Changes during the year(Increase) 1. 2. Changes during the year ( Decrease) 1. 2.  At the end of the year			
Preference [ specify for each type ]  At the beginning of the year  Changes during the year(Increase) 1. 2.  Changes during the year (Decrease) 1. 2.  At the end of the year			
Total Issued Share Capital at the beginning of the year  Changes during the year(Increase)  Changes during the year (Decrease)  Total Issued Share Capital at the end the year (Autofill)	-  -  -	-  -  -	

*c) Subscribed Share Capital:*

Class of Shares	No. of Shares	Nominal value per share [Rs.]	Total Nominal value of shares [Rs.]
Equity [specify for each type]  At the beginning of the year			

Changes during the year( increase) 1. 2.			
Changes during the year ( Decrease) 1. 2.			
At the end of the year			
Preference [ specify for each type ]			
At the beginning of the year			
Changes during the year( increase) 1. 2.			
Changes during the year ( Decrease) 1. 2.			
At the end of the year			
Total Subscribed Share Capital at the beginning of the year	-	-	
Changes during the year( increase)	-	-	
Changes during the year ( Decrease			
Total Subscribed Share Capital at the end of the year (Autofill)	-	-	

*d)(i) Paid -up Share Capital :*

Class of Shares	No. of Shares	Nominal value per share [Rs.]	Total Paid - up value of shares [Rs.]
Equity [ specify for each type ]			

<p>At the beginning of the year</p> <p>Changes during the year</p> <p>1. Increase</p> <ul style="list-style-type: none"> <li>i. Public Issue</li> <li>ii. Private Placement / Preferential Allotment</li> <li>iii. ESOS</li> <li>iv. Sweat Equity</li> <li>v. Conversion – Pref. shares / Debentures</li> <li>vi. Conversion into equity</li> <li>vii. GDR / ADR</li> <li>viii. Others, please specify.....</li> </ul> <p>2. Decrease</p> <ul style="list-style-type: none"> <li>i. Buy-back</li> <li>ii. Forfeiture</li> <li>iii. Re-issue of forfeited shares</li> <li>iv. Reduction</li> <li>v. Others, please specify</li> </ul> <p>At the end of the year</p>			
<p>Preference [ specify for each type ]</p> <p>At the beginning of the year</p> <p>-Changes during the year</p> <ul style="list-style-type: none"> <li>1. Increase</li> <li>2. Redemption</li> <li>3. Forfeiture</li> <li>4. Re-issue of forfeited shares</li> <li>5. Reduction</li> <li>6. ....</li> </ul> <p>At the end of the year</p>			
<p>Total Paid-up Share Capital at the beginning of the year</p> <p>Changes during the year( Increase)</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>	

Changes during the year ( Decrease			
Total Paid-up Share Capital at the end of the year (Autofill)	-	-	

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

Class of shares	Before split / consolidation	After split / Consolidation
Number of shares		
Face value per share		

**ii) Debentures**

Type of Debentures	No. of Debentures	Nominal Value per Debenture [Rs.]	Total Paid-up value of Debentures [Rs.]
i) Non-convertible ( for each type)  At the beginning of the year  Changes during the year 1. Increase 2. Redemption 3. ....  At the end of the year			
ii) Partly-convertible ( for each type)  At the beginning of the year  -Changes during the year 1. Increase 2. Redemption 3. Converted 4. ....			

-At the end of the year			
iii) Fully-convertible ( for each type)  At the beginning of the year  -Changes during the year 1. Increase 2. Converted 3. ....  -At the end of the year			
Total Amount of Debentures  At the beginning of the year  -Changes during the year 1. Increase 2. Redemption 3. Converted 4. ....  -At the end of the year ( Auto fill)			

**iii) Other Securities**

Type of Securities	Number of Securities	Nominal Value of each Unit ( Rs)	Total Nominal Value [Rs.]	Paid up Value of each Unit ( Rs)	Total Paid up Value [Rs.]
1.					
2.					
3.					
Total Amount:-					

**iv) Securities Premium Account**

Class of Securities on which	No. of	Premium	Total Premium
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premium received	Securities	per unit [Rs.]	[Rs.]
<p><b>Premium on Equity</b> [specify for each type ]</p> <p>At the beginning of the year</p> <p>Changes during the year</p> <p>1. Increase</p> <p>    i) Public Issue</p> <p>    ii) Private Placement / Preferential Allotment</p> <p>    iii) ESOS</p> <p>    iv) Conversion – Pref. shares / Debentures</p> <p>    v) GDR / ADR</p> <p>    vi) other, please specify.....</p> <p>2. Decrease</p> <p>    i) Utilisation for issue of bonus shares</p> <p>    ii) .....</p> <p>    iii) .....</p> <p>At the end of the year</p>			
<p><b>Premium on Other Securities</b> [ specify for each type ]</p> <p>At the beginning of the year</p> <p>Changes during the year</p> <p>1. Increase</p> <p>    i) Fresh issue</p> <p>    ii) .....</p> <p>2. Decrease</p> <p>    i) Premium on redemption</p> <p>    ii) .....</p> <p>-At the end of the year</p>			
<p>Total securities premium at the Beginning of the year</p> <p>Change during the year</p> <p>    Increase</p> <p>    Decrease</p>	-	-	

Total securities premium at the end of the year (Autofill)	-	-	
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**V. Turnover and net worth of the company (as defined in the Act)**

**(i) Turnover:**

- Turnover at the end of the financial year

**(ii) Net worth of the Company:**

- Net worth at the end of the financial year

**VI. SHARE HOLDING PATTERN (Equity Share Capital Breakup as percentage of Total Equity)**

***i) Category-wise Share Holding***

Category of Shareholders	No. of Shares held at the beginning of the year				No. of Shares held at the end of the year				% Change during the year
	Demat	Physical	Total	% of Total Shares	Demat	Physical	Total	% of Total Shares	
<b>A. Promoters</b>									
<b>(1) Indian</b>									
a) Individual/HUF									
b) Central Govt									
c) State Govt (s)									
d) Bodies Corp.									
e) Banks / FI									
f) Any									

<p>Other....</p> <p><b>Sub-total (A) (1):-</b></p> <p><b>(2) Foreign</b></p> <p>a) NRIs - Individuals  b) Other – Individuals  c) Bodies Corp.  d) Banks / FI  e) Any Other....</p> <p><b>Sub-total (A) (2):-</b></p> <p><b>Total shareholding of Promoter (A) = (A)(1)+(A)(2)</b></p>									
<p><b>B. Public Shareholding</b></p> <p><b>1. Institutions</b></p> <p>a) Mutual Funds  b) Banks / FI  c) Central Govt  d) State Govt(s)  e) Venture Capital Funds</p>									



f) Insurance Companies g) FIIs h) Foreign Venture Capital Funds i) Others (specify)									
<b>Sub-total (B)(1):-</b>									
<b>2. Non-Institutions</b>									
a) Bodies Corp.									
i) Indian									
ii) Overseas									
b) Individuals									
i) Individual shareholders holding nominal share capital upto Rs. 1 lakh									
ii) Individual shareholders holding nominal share capital in excess of Rs 1 lakh									
c) Others (specify)									
<b>Sub-total (B)(2):-</b>									
Total Public Shareholding (B)=(B)(1)+(B)(2)									
<b>C. Shares held by</b>									

<b>Custodian for GDRs &amp; ADRs</b>									
<b>Grand Total (A+B+C)</b>									

**B. Shareholding of Promoters**

Sl No.	Sharehold er's Name	Shareholding at the beginning of the year			Share holding at the end of the year			
		No. of Shar es	% of total Shares of the compa ny	%of Shares Pledged / encumbe red to total shares	No. of Shar es	% of total Shares of the compa ny	%of Shares Pledged / encumbe red to total shares	
1								
2								
3								
	Total							

**C. Change in Promoters' Shareholding ( please specify, if there is no change)**

Sl. No.		Shareholding at the beginning of the year		Cumulative Shareholding during the year	
		No. of shares	% of total shares of the company	No. of shares	% of total shares of the company
	At the beginning of the year				
	Date wise Increase / Decrease in Promoters Share holding during the year specifying				

	the reasons for increase / decrease (e.g. allotment / transfer / bonus/ sweat equity etc):				
	At the End of the year				

**D. Shareholding Pattern of top ten Shareholders (other than Directors, Promoters and Holders of GDRs and ADRs):**

Sl. No.		Shareholding at the beginning of the year		Cumulative Shareholding during the year	
		No. of shares	% of total shares of the company	No. of shares	% of total shares of the company
	<b>For Each of the Top 10 Shareholders</b>				
	At the beginning of the year				
	Date wise Increase / Decrease in Share holding during the year specifying the reasons for increase / decrease (e.g. allotment / transfer / bonus / sweat equity etc):				
	At the End of the year ( or on the date of				

	separation, if separated during the year)				
--	---	--	--	--	--

**E. Shareholding of Directors and Key Managerial Personnel:**

Sl. No.		Shareholding at the beginning of the year		Cumulative Shareholding during the year	
		No. of shares	% of total shares of the company	No. of shares	% of total shares of the company
	At the beginning of the year				
	Date wise Increase / Decrease in Share holding during the year specifying the reasons for increase / decrease (e.g. allotment / transfer / bonus/ sweat equity etc):				
	At the End of the year				

**F. INDEBTEDNESS**

**Indebtedness of the Company including interest outstanding/accrued but not due for payment**

	Secured Loans excluding	Unsecured Loans	Deposits	Total Indebtedness
--	-------------------------	-----------------	----------	--------------------

	deposits			
<b>Indebtedness at the beginning of the financial year</b>				
i) Principal Amount				
ii) Interest due but not paid				
iii) Interest accrued but not due				
<b>Total (i+ii+iii)</b>				
<b>Change in Indebtedness during the financial year</b>				
• Addition				
• Reduction				
<b>Net Change</b>				
<b>Indebtedness at the end of the financial year</b>				
i) Principal Amount				
ii) Interest due but not paid				
iii) Interest accrued but not due				
<b>Total (i+ii+iii)</b>				

## VII. DETAILS OF MEMBERS, DEBENTURE HOLDERS AND OTHER SECURITIES HOLDER

1] Ledger Folio of Share /Debenture Holder/Other security holder-

Share/Debenture Holder/ Other security holder's full Name:  
Father's/Mother's / Spouse's Name

Joint Holder's Full Name

Type of Share/  
Debenture/other security

1 - Equity, 2 - Preference  
3 - Debentures 4-other security

Number of Shares/

Amount per

Debentures Held/  
Other securities held

Share / Debenture/other  
security (in Rs.)

Date of becoming  
a member / Debenture holder/other security holder:-

---

Address :

Town / City :

District :

State :

Country :

Pin Code :

---

(Information to be furnished in separate sheet or in electronic mode as per the format)

[Following additional details to be given by Company without share capital]

- (a) Total number of members at the date of incorporation/end of previous financial year.....
- (b) Number of persons who have become members since incorporation / end of previous financial year.....
- (c) Number of persons who have ceased to be members since incorporation / end of previous financial year.....
- (d) Number of members as on the end of financial year.....

**VIII. Details of shares / debentures transfers since the close of last financial year [or in the case of the first return at any time since the incorporation of the Company.]**

Date of closure of previous financial year

Date Month Year

---

Date of Registration of Transfer of Shares

Date Month

Year

Type of Security 1. Equity Shares 2. Preference Shares 3. Debentures

Number of shares/debenture . Nominal Value (each in Rs)

Ledger Folio of Transferor:

Transferor's Name

Ledger Folio of Transferee:

Transferee's Name

---

(Information to be furnished in separate sheet or in electronic mode as per the format)

#### **IX. PROMOTERS/DIRECTORS / KEY MANAGERIAL PERSONNEL AND CHANGES THEREIN**

[ **Designation**:- P- Promoter, C – Chairman, CMD- Chairman cum Managing Director, CW-Chairman cum Whole time Director W –Whole Time Director, CS –Company Secretary, M –Manager, D –Director, MD – Managing Director, CEO-Chief Executive Officer, CFO-Chief Financial Officer]

[ **Category**:- I- Independent, N- Nominee, A- Alternate, ED-Executive Director, NED- Non-Executive Director ]

**1] Promoter(s):** [Give total no. of Promoters - □]

Status: Company/ies:  
CIN / GIN -

**PREFILL**

Name  
Country of Incorporation  
Address of Regd Office

Individual/s  
Full Name  
Nationality  
Address

## 2] Details of Directors:

### i) Composition of Board of Directors

Category	At the beginning of the year		At the end of the year	
	No of Directors	% of total Number of Directors	No of Directors	% of total Number of Directors
<b>A. Promoter</b>				
i) Executive Directors				
ii) Non-Executive Directors				
Sub-total (A)				
<b>B. Non-Promoter</b>				
i) Executive Directors				
ii) Non-Executive & Independent Directors				
iii) Non-Executive & non-Independent Directors				
Sub-total (B)				
<b>C. Nominee Directors</b>				
i) representing lending institutions / banks				
ii) representing investing institutions				
iii) representing Govt				
iv) representing small share holders				
v) Others, if any.....				
Sub-total (C)				
Total ( A+B+C+)				

### ii) Details of Individual Directors

**Directors:** [Give total no. of Directors - ]



**DIN: -**

**[ PREFILL ]**

Full Name:

Father's/ Mother's / Spouse's Name

[As per DIN]

Nationality-

I -Indian F-Foreign

Date of Birth

Date Month Year

Designation:

Category:-

Occupation:-

Email-id:-

No. of Equity Shares held in the Company:-

Date of Appointment  
Date Month Year

Date of Ceasing:  
Date Month Year

---

Residential Address:

Town / City :

District :

State :

Pin Code :

---

Details of Directorships in other companies and changes therein

Sl. No	Name of the Company	CIN of the Company	Type of Company *	Designation**	Date of Appoint-	Date of Cessation
--------	---------------------	--------------------	-------------------	---------------	------------------	-------------------

					ment	
1						
2						
3						

- \*Listed Company-L, Unlisted Public Company-U, Private Company-P, OPC –O
- \*\* C – Chairman, CMD- Chairman cum Managing Director, CW- Chairman cum Whole time Director W –Whole Time Director, D – Director, MD – Managing Director, ED- Executive Director, NED – Non-Executive Director, AD- Alternate Director

### 3] Key Managerial Personnel:

#### i) Managing Director / CEO / Manager/Whole time director

DIN/PAN / UIN/ PASSPORT NO :-

Full Name:

Father's/ Mother's / Spouse's Name

[ As per DIN/PAN/UIN/PASSPORT NO. ]

Nationality-  
Date of Birth

I -Indian F-Foreign

Date Month Year

Designation:

Date of Appointment  
Date Month Year

Date of Ceasing:  
Date Month Year

Residential Address:

Town / City :

District :

State :

Pin Code :

---

ii) **Company Secretary**

PAN / UIN/ PASSPORT NO :-

Full Name:

Father's/ Mother's / Spouse's Name

[As per PAN/UIN/PASSPORT NO. ]

Nationality-

I -Indian F-Foreign

Date of Birth

Date

Month

Year

Designation:

**Membership No.**

Date of Appointment

Date Month Year

Date of Ceasing:

Date Month Year

---

Residential Address:

Town / City :

District :

State :

Pin Code :

---

iii) **Chief Financial Officer**

DIN/PAN / UIN/ PASSPORT NO :-

Full Name:

Father's/ Mother's / Spouse's Name

[ As per DIN/PAN/UIN/PASSPORT NO. ]

Nationality-  
Date of Birth

I -Indian F-Foreign

Date Month Year

Designation:

Date of Appointment  
Date Month Year

Date of Ceasing:  
Date Month Year

---

Residential Address:

Town / City :

District :

State :

Pin Code :

---

iv) **Others, if any**

PAN / UIN/ PASSPORT NO :-

Full Name:

Father's/ Mother's / Spouse's Name

[As per PAN/UIN/PASSPORT NO. ]

Nationality-  
Date of Birth

I -Indian F-Foreign

Date Month Year

Designation:

Date of Appointment  
Date Month Year

Date of Ceasing:  
Date Month Year

Residential Address:

Town / City :

District :

State :

Pin Code :

---

**X. MEETINGS OF MEMBERS/CLASS OF MEMBERS/BOARD/COMMITTEES OF THE BOARD OF DIRECTORS**

**A. MEMBERS/CLASS /REQUISITIONED/NCLT/COURT CONVENED MEETINGS**

Type of meeting	Date of meeting	Total Number of Members entitled to attend meeting	Attendance	
			Number	% of total shareholding
Annual General Meeting [AGM]				
Extra-Ordinary General Meeting [EOGM]				
Class Meeting				
NCLT/ Court				
Requisitioned				

**B. BOARD MEETINGS**

S. No.	Date of meeting	Total No. of Directors on the Date of Meeting	No. of Directors attended	% of Attendance
--------	-----------------	---	---------------------------	-----------------

1				
2				
3				

*C. COMMITTEE MEETINGS*

**NO. OF COMMITTEES**

NAME OF THE COMMITTEE:

S. No.	Date of meeting	Total No. of Members of the Committee	No. of Members attended	% of attendance
1				
2				
3				

[Separate sheet to be attached for each Committee]

*D. ATTENDANCE OF DIRECTORS*

Sl. No.	Name of the Director	Board Meetings			Committee Meetings ( Taking all the Committee Meetings together of which a Director is a member)			Whether attended last AGM held on ....(Y/N)
		No of Meeting Held	No. of Meeting attended	% of attendance	No. of Meeting Held	No. of Meeting attended	% of attendance	
1								
2								
3								
4								

**XI. REMUNERATION OF DIRECTORS AND KEY MANAGERIAL PERSONNEL**

*A. Remuneration to Managing Director, Whole-time Directors and/or Manager:*

Sl. no.	Particulars of Remuneration	Name of MD/WTD/ Manager				Total Amount
		----	---	---	----	

1.	Gross salary (a) Salary as per provisions contained in section 17(1) of the Income-tax Act, 1961  (b) Value of perquisites u/s 17(2) Income-tax Act, 1961  (c) Profits in lieu of salary under section 17(3) Income-tax Act, 1961					
2.	Stock Option					
3.	Sweat Equity					
4.	Commission - as % of profit - others, specify...					
5.	Others, please specify					
	Total (A)					
	Ceiling as per the Act					

*B. Remuneration to other directors:*

Sl. no.	Particulars of Remuneration	Name of Directors				Total Amount
		-----	----	----	---	
	1. Independent Directors  • Fee for attending board committee meetings • Commission • Others, please specify					
	Total (1)					
	2. Other Non-Executive Directors  • Fee for attending board					

	committee meetings • Commission • Others, please specify					
	Total (2)					
	Total (B)=(1+2)					
	Total Managerial Remuneration					
	Overall Ceiling as per the Act					

*C. REMUNERATION TO KEY MANAGERIAL PERSONNEL OTHER THAN MD/MANAGER/WTD*

Sl. no.	Particulars of Remuneration	Key Managerial Personnel			
		CEO	Company Secretary	CFO	Total
1.	Gross salary (a) Salary as per provisions contained in section 17(1) of the Income-tax Act, 1961  (b) Value of perquisites u/s 17(2) Income-tax Act, 1961  (c) Profits in lieu of salary under section 17(3) Income-tax Act, 1961				
2.	Stock Option				
3.	Sweat Equity				
4.	Commission - as % of profit - others, specify...				



5.	Others, please specify				
	Total				

**XII. PENALTIES / PUNISHMENT/ COMPOUNDING OF OFFENCES:**

Type	Section of the Companies Act	Brief Description	Details of Penalty / Punishment/ Compounding fees imposed	Authority [RD / NCLT / COURT]	Appeal made, if any (give Details)
<b>A. COMPANY</b>					
Penalty					
Punishment					
Compounding					
<b>DIRECTORS</b>					
Penalty					
Punishment					
Compounding					
<b>C. OTHER OFFICERS IN DEFAULT</b>					
Penalty					
Punishment					
Compounding					

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

## A. CERTIFICATION OF COMPLIANCES

Details of events / matters in respect of which the company was liable to file returns or comply with requisite provisions of the Companies Act and rules made thereunder;-

Description of the Event / Matter	Date Of The event	Section& Descriptio	Due date for filing / compliance	Date of Filing SRN/ SRN compliance	Concerned Authority (ROC/ NCL /Court)	Reasons for delay, if any

## B. DISCLOSURES

- |  |  |                                      |                       |  |
|--|--|--------------------------------------|-----------------------|--|
| 1. Closure of Register of Members / Debenture Holders / other security holders   | Date of Closure of Register / Record Date        | Purpose                              | Date of Public Notice | No. of Days for which Register of Members was closed |
| 2. Declaration of Dividend <ul style="list-style-type: none"> <li>• Interim Dividend</li> <li>• Final Dividend</li> </ul>        | Date of Declaration                              | Percentage                           | Dividend Per Share    |  |
| 3. Delisting of Shares / Securities, if any  | Name of Stock Exchange from where it is delisted | Date of Delisting                    | Remarks               |  |
| 4. Change in Nominal Value of Shares / <ul style="list-style-type: none"> <li>• Sub-division</li> <li>• Consolidation</li> </ul> | Nominal Value per share before Change            | Nominal Value per share after Change | Date of Change        |  |

5. Particulars of inter-corporate loans, investments, etc	Name of the body corporate	Aggregate amount of loans, investments During the year (for each body corporate)	Relation with such body corporate (whether it is holding, subsidiary or associate)	Remarks
6. Contracts or arrangements in which directors are interested / related party transactions	Name of the director / related party	Date of disclosure of interest	Date of contract / arrangement	Brief particulars of the contract / arrangement
7. Details of resolutions passed by postal ballot	Brief Particulars of resolution	Number of votes cast For Against		

**XIV. Details in respect of shares held by or on behalf of the FII's.**

<b>Name of FII</b>	<b>Address</b>	<b>Country Of Incorporation</b>	<b>Regn. No. with SEBI / RBI</b>	<b>% of share holding</b>
--------------------	----------------	---------------------------------	----------------------------------	---------------------------

**XV. OTHER DISCLOSURES**

(1) Corporate Social Responsibility

(a) Amount spent by the company during the financial year in pursuance of its Corporate Social Responsibility policy –

(b) The amount spent as percentage of the average net profits of the company made during the three immediately preceding financial years-

(2) Limits under following sections of the Act:-

Section	Brief Description	Limit (Rs.)
186(2) [loan and investment by company]		
180(1)(c) [restrictions on powers board]		

3) Disclosure of Directors-

- All the Directors have furnished notices in form 12.1 and additional disclosures, wherever applicable, during the year;
- Each independent director has given a declaration that he meets the criteria of independence as provided in sub-section (6) of section 149.

4] The Company has duly appointed/re-appointed -----Chartered Accountant as the Auditor of the Company at the annual general meeting held on-----

**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) The whole of the amount of unpaid/ unclaimed dividend/other amounts as applicable have been transferred to the Investor Education and Protection Fund in accordance with section 125 of the Act.
- (c) The Company has maintained all the registers as per the provisions of the Act and the rules made there under and
- (d) Unless otherwise anything in contrary is stated expressly elsewhere in this Return, the Company has complied with the applicable provisions of the Act during the financial year.

**(Certificates to be given by Private Companies)**

- (e) 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 the incorporation of the

company, issued any invitation to the public to subscribe for any securities of the company.

- (f) Where the annual return discloses the fact that the number of members, except in case of a 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 included in the reckoning the number of two hundred.
- (g) The Company continues to be a Private Company during the financial year.

**(Certificate to be given only by One Person Company / Small Company)**

- (i) The Company continues to be one person company / small company.

Signed

Director: \_\_\_\_\_

\_\_\_\_\_

Company Secretary /Company Secretary in practice

Notes:-

Notes:-

1] Under Section 92(1) of the Act, the Annual Return is to be signed both by a Director and a Company Secretary, or where there is no Company Secretary, by a Company Secretary in practice.

2] Under proviso to Section 92(1) of the Act, the Annual Return of a One Person Company and a Small Company shall be signed by the Company Secretary or where there is no Company Secretary, by a director of the company.

3] Under sub section (2) of Section 92 of the Act, the Annual Return of a listed company or by a company having such paid-up capital and turnover as may be prescribed shall also be certified by a company secretary in practice in the prescribed manner.

**Form No. MGT-8**

*[Pursuant to section 92(2) of the Companies Act, 2013 and rule 11(2) of Companies (Management and Administration) Rules, 2014]*

**CERTIFICATE BY A COMPANY SECRETARY IN PRACTICE**

I/ We have examined the registers, records and books and papers of -----  
----- **Limited/Private Limited** (the Company) as required to be maintained under the Companies Act, 2013 (the Act) and the rules made thereunder for the financial year ended on ----- , 20----. In my/ our opinion and to the best of my information and according to the examinations carried out by me/ us and explanations furnished to me/ us by the company, its officers and agents, I/ we certify that:

- A. the Annual Return states the facts as at the close of the aforesaid financial year correctly and adequately.
- B. during the aforesaid financial year the Company has complied with provisions of the Act & Rules made there under in respect of:
  - 1. its status under the Act;
  - 2. maintenance of registers/records & making entries therein within the time prescribed therefor;
  - 3. filing of forms and returns as stated in the annual return, with the Registrar of Companies, Regional Director, Central Government, the Tribunal , Court or other authorities within/beyond the prescribed time;
  - 4. calling/ convening/ holding meetings of Board of Directors or its committees, if any, and the meetings of the members of the company on due dates as stated in the annual return in respect of which meetings, proper notices were given and the proceedings including the circular resolutions and resolutions passed by postal ballot, if any, have been

properly recorded in the Minute Book/registers maintained for the purpose and the same have been signed;

5. closure of Register of Members / Security holders, as the case may be.
6. advances/loans to its directors and/or persons or firms or companies referred in section 185 of the Act;
7. contracts/arrangements with related parties as specified in section 188 of the Act;
8. issue or allotment or transfer or transmission or buy back of securities/ redemption of preference shares or debentures/ alteration or reduction of share capital/ conversion of shares/ securities and issue of security certificates in all instances;
9. keeping in abeyance the rights to dividend, rights shares and bonus shares pending registration of transfer of shares in compliance with the provisions of the Act
10. declaration/ payment of dividend; transfer of unpaid/ unclaimed dividend/other amounts as applicable to the Investor Education and Protection Fund in accordance with section 125 of the Act;
11. signing of audited financial statement as per the provisions of section 134 of the Act and report of directors is as per sub - sections (3), (4) and (5) thereof;
12. constitution/ appointment/ re-appointments/ retirement/ filling up casual vacancies/ disclosures of the Directors, Key Managerial Personnel and the remuneration paid to them;
13. appointment/ reappointment/ filling up casual vacancies of auditors as per the provisions of section 139 of the Act;
14. approvals required to be taken from the Central Government, Tribunal, Regional Director, Registrar, Court or such other authorities under the various provisions of the Act;
15. acceptance/ renewal/ repayment of deposits;
16. borrowings from its directors, members, public financial institutions, banks and others and creation/ modification/ satisfaction of charges in

that respect, wherever applicable;

17. loans and investments or guarantees given or providing of securities to other bodies corporate or persons falling under the provisions of section 186 of the Act ;

18. alteration of the provisions of the Memorandum and/ or Articles of Association of the Company;

Place:

Signature:

Date:

Name of Company Secretary in practice:

C.P. No. :

Note: The qualification, reservation or adverse remarks; if any, may be stated at the relevant place(s).



**Form No. MGT-9**  
**EXTRACT OF ANNUAL RETURN**  
**as on the financial year ended on \_\_\_\_\_**

[Pursuant to section 92(3) of the Companies Act, 2013 and rule 12(1) of the Companies (Management and Administration) Rules, 2014]

---

**I. REGISTRATION AND OTHER DETAILS:**

- i) CIN:-
- ii) Registration Date
- iii) Name of the Company
- iv) Category / Sub-Category of the Company
- v) Address of the Registered office and contact details
- vi) Whether listed company      Yes / No
- vii) Name, Address and Contact details of Registrar and Transfer Agent, if any

**II. PRINCIPAL BUSINESS ACTIVITIES OF THE COMPANY**

All the business activities contributing 10 % or more of the total turnover of the company shall be stated:-

Sl. No.	Name and Description of main products / services	NIC Code of the Product/ service	% to total turnover of the company
1			
2			
3			

**III. PARTICULARS OF HOLDING, SUBSIDIARY AND ASSOCIATE COMPANIES -**

S. NO	NAME AND ADDRESS OF THE COMPANY	CIN/GLN	HOLDING/ SUBSIDIARY / ASSOCIATE	% of shares held	Applicable Section
1					
2					

**IV. SHARE HOLDING PATTERN (Equity Share Capital Breakup as percentage of Total Equity)**

***i) Category-wise Share Holding***

Category of Shareholders	No. of Shares held at the beginning of the year				No. of Shares held at the end of the year				% Change during the year
	Demat	Physical	Total	% of Total Shares	Demat	Physical	Total	% of Total Shares	
<b>A. Promoters</b>									
(1) <b>Indian</b>									
g) Individual/HUF									
h) Central Govt									
i) State Govt (s)									
j) Bodies Corp.									
k) Banks / FI									
l) Any Other....									
<b>Sub-total (A) (1):-</b>									
(2) <b>Foreign</b>									

<p>a) NRIs - Individuals b) Other – Individuals c) Bodies Corp. d) Banks / FI e) Any Other....</p> <p><b>Sub-total (A) (2):-</b></p> <p><b>Total shareholdin g of Promoter (A) = (A)(1)+(A)( 2)</b></p>									
<p><b>B. Public Shareholdin g</b></p> <p>1. <b>Institutions</b></p> <p>a) Mutual Funds b) Banks / FI c) Central Govt d) State Govt(s) e) Venture Capital Funds f) Insurance Companies g) FIIs h) Foreign Venture Capital</p>									

Funds									
i) Others (specify)									
<b>Sub-total (B)(1):-</b>									
<b>2. Non- Institutions</b>									
a) Bodies Corp.									
i) Indian									
ii) Overseas									
b) Individuals									
i) Individual shareholders holding nominal share capital upto Rs. 1 lakh									
ii) Individual shareholders holding nominal share capital in excess of Rs 1 lakh									
c) Others (specify)									
<b>Sub-total (B)(2):-</b>									
Total Public Shareholding (B)=(B)(1)+ (B)(2)									
C. Shares held by Custodian for GDRs & ADRs									
Grand Total (A+B+C)									

(ii) **Shareholding of Promoters**

Sl No.	Shareholder's Name	Shareholding at the beginning of the year			Share holding at the end of the year			% change in share holding during the year
		No. of Shares	% of total Shares of the company	% of Shares Pledged / encumbered to total shares	No. of Shares	% of total Shares of the company	% of Shares Pledged / encumbered to total shares	
1								
2								
3								
	Total							

**(iii) Change in Promoters' Shareholding ( please specify, if there is no change)**

Sl. No.		Shareholding at the beginning of the year		Cumulative Shareholding during the year	
		No. of shares	% of total shares of the company	No. of shares	% of total shares of the company
	At the beginning of the year				
	Date wise Increase / Decrease in Promoters Share holding during the year specifying the reasons for increase / decrease (e.g. allotment / transfer / bonus/ sweat				

	equity etc):				
	At the End of the year				

***(iv) Shareholding Pattern of top ten Shareholders (other than Directors, Promoters and Holders of GDRs and ADRs):***

Sl. No.		Shareholding at the beginning of the year		Cumulative Shareholding during the year	
		No. of shares	% of total shares of the company	No. of shares	% of total shares of the company
	At the beginning of the year				
	Date wise Increase / Decrease in Share holding during the year specifying the reasons for increase / decrease (e.g. allotment / transfer / bonus / sweat equity etc):				
	At the End of the year ( or on the date of separation, if separated during the year)				

***(v) Shareholding of Directors and Key Managerial Personnel:***

Sl.		Shareholding at the	Cumulative Shareholding
-----	--	---------------------	-------------------------

No.	For Each of the Directors and KMP	beginning of the year		during the year	
		No. of shares	% of total shares of the company	No. of shares	% of total shares of the company
	At the beginning of the year				
	Date wise Increase / Decrease in Share holding during the year specifying the reasons for increase / decrease (e.g. allotment / transfer / bonus/ sweat equity etc):				
	At the End of the year				

## V. INDEBTEDNESS

### Indebtedness of the Company including interest outstanding/accrued but not due for payment

	Secured Loans excluding deposits	Unsecured Loans	Deposits	Total Indebtedness
<b>Indebtedness at the beginning of the financial year</b>  i) Principal Amount ii) Interest due but not paid iii) Interest accrued but not				

due				
<b>Total (i+ii+iii)</b>				
<b>Change in Indebtedness during the financial year</b>				
<ul style="list-style-type: none"> <li>• Addition</li> <li>• Reduction</li> </ul>				
<b>Net Change</b>				
<b>Indebtedness at the end of the financial year</b>				
i) Principal Amount				
ii) Interest due but not paid				
iii) Interest accrued but not due				
<b>Total (i+ii+iii)</b>				

## VI. REMUNERATION OF DIRECTORS AND KEY MANAGERIAL PERSONNEL

### A. Remuneration to Managing Director, Whole-time Directors and/or Manager:

Sl. no.	Particulars of Remuneration	Name of MD/WTD/ Manager				Total Amount
		----	---	---	----	
1.	Gross salary (a) Salary as per provisions contained in section 17(1) of the Income-tax Act, 1961  (b) Value of perquisites u/s 17(2) Income-tax Act, 1961  (c) Profits in lieu of salary under section 17(3) Income-tax Act, 1961					



2.	Stock Option					
3.	Sweat Equity					
4.	Commission - as % of profit - others, specify...					
5.	Others, please specify					
	Total (A)					
	Ceiling as per the Act					

*B. Remuneration to other directors:*

Sl. no.	Particulars of Remuneration	Name of Directors				Total Amount
		-----	----	----	---	
	3. Independent Directors  • Fee for attending board committee meetings • Commission • Others, please specify					
	Total (1)					
	4. Other Non-Executive Directors  • Fee for attending board committee meetings • Commission • Others, please specify					
	Total (2)					
	Total (B)=(1+2)					
	Total Managerial Remuneration					
	Overall Ceiling as per the Act					

*C. REMUNERATION TO KEY MANAGERIAL PERSONNEL OTHER THAN MD/MANAGER/WTD*

Sl. no.	Particulars of Remuneration	Key Managerial Personnel			
		CEO	Company Secretary	CFO	Total
1.	Gross salary (a) Salary as per provisions contained in section 17(1) of the Income-tax Act, 1961  (b) Value of perquisites u/s 17(2) Income-tax Act, 1961  (c) Profits in lieu of salary under section 17(3) Income-tax Act, 1961				
2.	Stock Option				
3.	Sweat Equity				
4.	Commission - as % of profit - others, specify...				
5.	Others, please specify				
	Total				

#### VII. PENALTIES / PUNISHMENT/ COMPOUNDING OF OFFENCES:

Type	Section of the Companies Act	Brief Description	Details of Penalty / Punishment/ Compounding fees imposed	Authority [RD / NCLT / COURT]	Appeal made, if any (give Details)

<b>A. COMPANY</b>					
Penalty					
Punishment					
Compounding					
<b>B. DIRECTORS</b>					
Penalty					
Punishment					
Compounding					
<b>C. OTHER OFFICERS IN DEFAULT</b>					
Penalty					
Punishment					
Compounding					

**Form No. MGT-10**

**Changes in shareholding position of promoters and top ten shareholders**

*[Pursuant to section 93 of the Companies Act, 2013 and rule 13 of the Companies (Management and Administration) Rules, 2014]*

1. (a) CIN:  
(b) GLN:
  
2. (a) Name of the company:  
(b) Registered office address:  
(c) E-mail id:
  
3. Name of the stock exchange where the shares of the company are listed:  
(i)  
(ii)
  
4. Details of change in shareholding position of promoters:

Name of the Promoter	No. of shares held before the change	% of shareholding before the change	Change in share holding in number of shares (+) Increase (-) decrease	No. of shares held after the change
(1)	(2)	(3)	(4)	(5)

% of shareholding after the change	Reason for change	No. of shares pledged/ encumbered after the change	Remarks
(6)	(7)	(8)	

5.Details of change in shareholding position of top ten share holders:

Name of the share holders	No. of shares held before the change	% of shareholding before the change	Change in share holding in number of shares (+) Increase (-) decrease	No. of shares held after the change
(1)	(2)	(3)	(4)	(5)

% of shareholding after the change	Reason for change	No. of shares pledged/ encumbered after the change	Remarks
(6)	(7)	(8)	

Signature

Date :

Place:

**Form No. MGT-11**

**Proxy form**

*[Pursuant to section 105(6) of the Companies Act, 2013 and rule 19(3) of the Companies (Management and Administration) Rules, 2014]*

CIN:

Name of the company:

Registered office:

Name of the member (s):

Registered address:

E-mail Id:

Folio No/ Client Id:

DP ID:

I/We, being the member (s) of ..... shares of the above named company, hereby appoint

1. Name: .....

Address:

E-mail Id:

Signature:....., or failing him

2. Name: .....

Address:

E-mail Id:

Signature:....., or failing him

3. Name: .....

Address:

E-mail Id:

Signature:.....

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the .....Annual general meeting/ Extraordinary general meeting of the company, to be held on the ..... day of..... At..... a.m. / p.m. at.....(place) and at any adjournment thereof in respect of such resolutions as are indicated below:

Resolution No.

1.....

2.....

3.....

Signed this..... day of..... 20....

Signature of shareholder

Affix  
Revenue  
Stamp

Signature of Proxy holder(s)

**Note: This form of proxy in order to be effective should be duly completed and deposited at the Registered Office of the Company, not less than 48 hours before the commencement of the Meeting.**



**Form No. MGT-12**

**Polling Paper**

*[Pursuant to section 109(5) of the Companies Act, 2013 and rule 21(1)(c) of the Companies (Management and Administration) Rules, 2014]*

Name of the Company:

Registered office:

### BALLOT PAPER

S No	Particulars	Details
1.	Name of the First Named Shareholder (In block letters)	
2.	Postal address	
3.	Registered folio No. / *Client ID No. (*Applicable to investors holding shares in dematerialized form)	
4.	Class of Share	

I hereby exercise my vote in respect of Ordinary/ Special resolution enumerated below by recording my assent or dissent to the said resolution in the following manner:

No	Item No.	No. of shares held by me	I assent to the resolution	I dissent from the resolution
1.				

Place:				
Date:		(Signature of the shareholder)		

**FORM No. MGT-13**

**Report of Scrutinizer(s)**

*[Pursuant to rule section 109 of the Companies Act, 2013 and rule 21(2) of the Companies (Management and Administration) Rules, 2014]*

To,

\_\_\_\_\_

Chairman

\_\_\_\_\_ Annual / Extraordinary General Meeting of the Equity Shareholders of \_\_\_\_\_ Limited

Held on \_\_\_\_\_ at \_\_\_\_\_

Dear Sir,

I/We, \_\_\_\_\_, \*and \_\_\_\_\_, appointed as Scrutinizer(s) for the purpose of the poll taken on the below mentioned resolution(s), at the \_\_\_\_\_ meeting of the Equity Shareholders of \_\_\_\_\_ Limited, held on \_\_\_\_\_ at \_\_\_\_\_, submit our report as under:

1. After the time fixed for closing of the poll by the Chairman, \_\_\_\_\_ ballot boxes kept for polling were locked in my/our presence with due identification marks placed by me/us.
2. The locked ballot boxes were subsequently opened in my/our presence and poll papers were diligently scrutinized. The poll papers were reconciled with the records maintained by the Company / Registrar and Transfer Agents of the Company and the authorizations / proxies lodged with the Company.

3. The poll papers, which were incomplete and/or which were otherwise found defective have been treated as invalid and kept separately.

OR

I/We did not find any poll papers invalid.

\* Not applicable if there is only one scrutinizer appointed.

4. The result of the Poll is as under:

**(a) Resolution \_\_\_\_\_**

*(Reproduce Item No. and heading of the Resolution)*

(i) Voted **in favour** of the resolution:

Number of members present and voting (in person or by proxy)	Number of votes cast by them	% of total number of valid votes cast

(ii) Voted **against** the resolution:

Number of members present and voting	Number of votes cast by	% of total number of

(in person or by proxy)	them	valid votes cast

(iii) **Invalid** votes :

Total number of members (in person or by proxy) whose votes were declared invalid	Total number of votes cast by them

(c) **Resolution** \_\_\_\_\_ -

\_\_\_\_\_  
(Reproduce Item No. and heading of the Resolution)

(i) Voted **in favour** of the resolution:

Number of members present and voting (in person or by proxy)	Number of votes cast by them	% of total number of valid votes cast

(ii) Voted **against** the resolution:

Number of members present and voting (in person or by proxy)	Number of votes cast by them	% of total number of valid votes cast

(iii) **Invalid** votes :

Total number of members (in person or by proxy) whose votes were declared invalid	Total number of votes cast by them

----- (Enumerate depending on the number of resolutions for which poll is taken)

5. A Compact Disc (CD) containing a list of equity shareholders who voted "FOR", "AGAINST" and those whose votes were declared invalid for each resolution is enclosed.
6. The poll papers and all other relevant records were sealed and handed over to the Company Secretary / Director authorized by the Board for safe keeping.

Thanking you,

Yours faithfully,

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Name/s and Signature/s of the Scrutinizer/s





# FORM NO. MGT.14

[Pursuant to section 94(1), 117(1)]



## Filing of Resolutions and agreements to the Registrar

Form language  English  Hindi

Refer the instruction kit for filing the form.

1. (a) \*Corporate identity number (CIN) of company

(b) Global location number (GLN) of company

2. (a) Name of the company

(b) Address of the  
registered office  
of the company

(c) \*e-mail ID of the company

3. \*Registration of  Resolution(s)  Agreement  Postal ballot resolution(s) under Section 110  
 Proposed resolution under section 94(1)

4. Date of dispatch of notice for passing of

(a) Resolution(s)

(DD/MM/YYYY)

(b) Postal ballot resolution(s)

(DD/MM/YYYY)

5. Date of passing of

(a) Resolution(s)

(DD/MM/YYYY)

(b) Postal ballot resolution(s)

(DD/MM/YYYY)

6. Number of resolution(s) for which the form is being filed

### Details of the resolution

I.

(a) (i) Section of the Companies Act, 2013 under which passed

(ii) Section of the Companies Act, 1956 under which passed

(b) Purpose of passing the resolution

If others, mention the section and purpose

(c) Subject matter of the resolution

(d) Mention whether resolution passed by postal ballot  Yes  No

(e) Indicate the authority passing or agreeing to the resolution

Board of directors  Shareholders  Class of shareholders  Creditors

(f) Whether ordinary or special resolution or with requisite majority

Ordinary resolution  Special resolution  Requisite majority

7. (a) In case of alteration in object clause, whether there is any change in the industrial activity of the company  
 Yes  No

(b) If yes, provide the main division of new industrial activity of the company

Description of the main division

8. In case of voluntary winding up under section 304, provide the following details

(a) Mode of winding up  Members'  Creditors'

(b) Date of commencement of winding up  (DD/MM/YYYY)

(c) Number of liquidators

**Details of liquidator(s)**

I.

Income-tax permanent account number (Income-tax PAN)

Name

Address

Line I

Line II

City

State

Country

Pin Code

9. Details of agreement

(a) Date of agreement  (DD/MM/YYYY)

(b) (i) Section of the Companies Act, 2013 under which entered

(ii) Section of the Companies Act, 1956 under which entered

(c) Purpose of entering into the agreement

If others, mention the section and purpose

(d) Subject matter of the agreement

(e) Indicate the authority adopting the agreement

Board of directors  Shareholders  Class of shareholders  Creditors

10. Service request number(SRN) of Form INC.28

11. Total number of members as on the date of filing

### Attachments

1. Copy(s) of resolution(s) along with copy of explanatory statement under section 102
2. Altered memorandum of association
3. Altered articles of association
4. Copy of agreement
5. Optional attachment(s) - if any

Attach
Attach
Attach
Attach
Attach

### List of Attachments

5. Optional attachment(s) - if any

### Declaration

I am authorized by the Board of Directors of the Company vide resolution number  Dated  (DD/MM/YYYY) to sign this form and declare that all the requirements of 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. It is also certified that copy of the resolution(s) or agreement(s) filed herewith is or are a true copy(s) of the original.
3. Any application, writ petition or suit had not been filed regarding the matter in respect of which this petition/application has been made, before any court of law or any other authority or any other Bench or the Board and not any such application, writ petition or suit is pending before any of them.

**\*To be digitally signed by**

\*Designation

Name of liquidator

\*Director identification number of the director; or Income-tax

PAN of the liquidator; DIN or Income-tax PAN of manager or CEO or CFO; or membership number of Company secretary;

**Note: Attention is also drawn to provisions of Section 448 and 449 which provide for punishment for false statement and punishment for false evidence respectively**

For office use only:

eForm Service request number (SRN)

eForm filing date

(DD/MM/YYYY)

This e-Form is hereby registered

**Digital signature of the authorising officer**

Date of signing

(DD/MM/YYYY)