

FPC Compliance – Under Companies Act 2013

Sr . No	Compliance Item	Timeline	Penalty for Non-Compliance	Type of Compliance	Challan Charges	Documents Required	Purpose / Details
1	INC-20A (Commencement Certificate)	Within 180 days of incorporation	₹50,000 (company) + ₹1,000/day per director	MCA	₹600 approx	Bank statement, Board resolution	To declare commencement of business.
2	First Board Meeting	Within 30 days of incorporation	₹25,000 per officer	MCA	No challan	Meeting notice, Minutes	To initiate board functioning.
3	Quarterly Board Meetings	Min 4 per year, 120 days max gap	₹25,000 per officer	MCA	No challan	Notices, Attendance, Minutes	For regular decision-making and review.
4	AGM	By 30 Sept (FY ending Mar)	₹1L (company) + ₹1L (officer) + ₹5K/day	MCA	No challan	Notice, Agenda, Minutes, Attendance	Share updates and approvals with members.
5	MGT-7 (Annual Return)	Within 60 days of AGM	₹100/day (max ₹5L)	MCA	₹200–₹600	Signed return, DSC, Resolution	Reports shareholding and governance to ROC.
6	AOC-4 (Financials Filing)	Within 30 days of AGM	₹100/day (max ₹10L)	MCA	₹200–₹600	Audited financials, Board & Auditor Report	Shares financial performance with ROC.
7	ADT-1 (Auditor Appointment)	Within 15 days of AGM	₹300–₹600/day	MCA	₹300 – ₹600	Resolution, Auditor consent, Form ADT-1	Informs MCA about the auditor appointment.
8	DIR-3 KYC	30 Sept annually	₹5,000 per director	MCA	₹0 (before due date) / ₹5,000 (late)	PAN, Aadhaar, Email, Mobile OTP	Verifies director's identity and contact.
9	Income Tax Return (ITR)	31 July / 31 Oct	₹1,000–₹10,000	IT	No challan unless delayed	Financials, Audit report, TDS	Annual income tax reporting.
10	Tax Audit	If turnover > ₹1 Cr	₹1.5L or 0.5% of turnover	IT	Included in audit process	Audit report, Books	Mandatory financial scrutiny over ₹1 Cr.
11	TDS Return Filing	Quarterly	₹200/day + interest	IT	₹200 approx + late fee	Challans, Form 26Q/24Q	Reports TDS deducted and deposited.
12	GST Returns (GSTR-1, 3B)	Monthly/Quarterly	₹50/day (₹20 if nil)	Statutory	₹10–₹100 per return	Invoices, GSTR forms	Tax filing for claiming GST input/output.
13	MSME Return (Form MSME-1)	By 30 Apr & 31 Oct	₹20,000–₹3L + jail	MCA	No challan	MSME vendor list, Payment details	Declare MSME payments delayed >45 days.