**Annexure - A**

To,

The Board of Directors,

…….. (Name of Company) ………

Sub: Compliance Report for the period “**……………………………”**

Sir,

As per the reports received from the respective departments (Secretarial Cell, HR, Administration, Internal audit, Finance, IT & others) of the company and further as per best of our information, we are herewith producing our report as under:

**Under The Companies Act, 1956 / 2013:**

During the Said period the company has made following Compliances under the provisions of Companies Act, 1956 / 2013:

* ….(No.)…. meetings of the Board of Directors were held during the reporting period respectively on ………… and ……………, in compliance to the provisions of section 173 of the Companies Act, 2013.
* During the reporting period the company has made following Borrowing & Investing of funds in accordance with Section 179 of the Companies Act, 2013:

**(Details to be given)**

* As per the requirements of section 184 read with section 179 of the Companies Act, 2013, the following directors have disclosed their interest in other companies / bodies corporate or entities:

**(Details to be given)**

* Mr. …………………….. has ceased from the Board of Directors w.e.f. …….. and Mr. ………………………… joined the Board as Nominee director w.e.f. ………………, during the reporting period, and the intimation to ROC, Patna was made in accordance with the applicable provisions of the Act on ………… .
* Under the Companies Act, 1956 / 2013, the Company has filed the following forms during the reporting period:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Filing Date** | **Event Date** | **E-Form No.** | **Particulars** | **Remarks**  **(if any)** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |

**Conclusion**: The company has complied with the applicable provisions of the Act, except at ……(No to be given)….. instance where the Form …………. for filing the …………………………………. was required to be filed within …… days of meeting (or date of event) which was filed late due to the reason that ………………… . Also, at ……(No to be given)….. points ….(no.)…. forms were filed beyond the required …….. days time period due to ……………….. (reason to be given)……………. .

**NAME OF DEPARTMENT : HR DEPARTMENT**

As per the report received by HR Department, following compliances were required to be made by the company and the following are the status of compliances actually made during the period:

**Under the Payment of Gratuity Act:**

Following is the compliance report of the Company under the Payment of Gratuity Act:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Gratuity | Due Date | Payment Date | Payment Amount | Remarks |
|  |  |  |  |  |
|  |  |  |  |  |

**Conclusion:** (conclusion / reason to be given).

**Under the Employee State Insurance Act:**

Following compliances were required to be made by the company and the following are the status of compliances:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Month** | **Due Date** | **Payment Date** | **Payment Amount (Rs.)** | **Challan No.** | **Remarks** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Conclusion:** (conclusion / reason to be given).

**Under the Professional Tax Act, Bihar**

Following compliances were made during the period under the Professional Tax Act, Bihar:

|  |  |  |
| --- | --- | --- |
| **Professional Tax** | **Due Date** | **Payment Date** |
|  |  |  |

**Conclusion:** (conclusion / reason to be given).

**Under the Provident Fund Act:**

Following are the status of compliances under the Provident Fund Act as per report of the department:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PF** | **Due Date** | **Payment Date** | **Payment Amount (Rs.)** | | | **Remarks** |
|  |  |  | **Employee** | **Employer** | **Admin Charge** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Conclusion**: (conclusion / reason to be given).

**NAME OF DEPARTMENT** : **Administration Department**

**Shops and Establishment Act:**

As per report of Administrative Department, the status of registration under shop & establishment are as follows:

|  |  |  |
| --- | --- | --- |
| **Name of the Branch** | **Status** | **Dependency on whom** |
|  |  | (Name of Govt. Deptt. |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**NAME OF DEPARTMENT** : **Finance & Accounts Department**

**Under the Reserve Bank of India Act and Foreign Exchange Management Act, 1999:**

As per the report submitted by the finance department, the compliances made under the RBI Act are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Particulars** | **Due Date** | **Actual Date** | **Remarks** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

**Under the Foreign Exchange Management Act, 1999:**

As per the report from the Finance Department, following compliance was required to be made under the FEMA, 1999 during the reporting period.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Particulars** | **Due Date** | **Actual Date** | **Remarks** |
| 1. |  |  |  |  |

**Conclusion**: (conclusion / reason to be given).

**NAME OF DEPARTMENT**: **Finance & Accounts**

As per the report received by Finance & Accounts Department, following compliances were required to be made by the company and the following are the status of compliances:

**Under the Service Tax Act:**

The status of Return is as under:

|  |  |  |
| --- | --- | --- |
| **Particulars** | **Due Date** | **Actual Date** |
|  |  |  |

**Conclusion**: (conclusion / reason to be given).

**Payment of Service Tax:**

The Company is availing the CENVAT Credit scheme of Service Tax, thus the Company is not required to pay any Service tax to the department during the said reporting period **(or other reason / applicable remark to be given)**.

**Under the Income Tax:**

Following compliances were made under the Income Tax Act, 1961:

|  |  |  |  |
| --- | --- | --- | --- |
| **Particulars** | **Due Date** | **Actual Date** | **Remarks** |
| **Quarterly TDS Return** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Particulars** | **Due Date** | **Actual Date** | **Remarks** |
| **Advance Tax** |  |  |  |
|  |  |  |  |

**Monthly TDS Payment:**

|  |  |  |
| --- | --- | --- |
| **Month** | **Due Date** | **Actual Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Conclusion:** (conclusion / reason to be given).

**NAME OF DEPARTMENT** : **IT DEPARTMENT**

As per the report received from the IT department, there was nothing to comply under the IT Act.

Place:

Date: (….……Name…..……)

Designation

**Annexure - B**

**LIST OF DORMANT COMPANIES OF GOVERNMENT OF BIHAR**

**AS PER MCA SITE**

|  |  |  |
| --- | --- | --- |
| **SL** | **Name of Companies** | **Corporate Identity Number (CIN)** |
| 1. | Bihar Drugs and Chemicals Limited | U24230BR1983SGC001866 |
| 2. | Bihar Fruit and Vegetable Development Corporation Limited | U15137BR1980SGC001474 |
| 3. | Bihar Hill Areas Lift Irrigation Corporation Limited | U29210JH1975SGC001207 |
| 4. | Bihar Insecticides Limited | U24110BR1982SGC001612 |
| 5. | Bihar Panchayati Raj Vitta Nigam Limited | U65920BR1974SGC001164 |
| 6. | Bihar Paper Mills Limited | U21098BR1977SGC001299 |
| 7. | Bihar Police Building Construction Corporation Limited**\*\*** | U45200BR1974SGC001126 |
| 8. | Bihar Rajya Beej Nigam Limited**\*\*** | U01111BR1977SGC001294 |
| 9. | Bihar Rajya Matsya Beej Nigam Limited | U15120BR1980SGC001448 |
| 10. | Bihar Scooters Limited | U35914BR1978SGC001310 |
| 11. | Bihar Television and Allied Industries Limited | U32200BR1977SGC001295 |
| 12. | Bihar Water Development Corporation Limited | U51200BR1973SGC000997 |
| 13. | Bihar State Agro Industries Development Corporation Limited | U01211BR1966SGC000779 |
| 14. | Bihar State Backward Class Finance and Development Corporation Limited | U65999BR1993SGC005371 |
| 15. | Bihar State Construction Corporation Limited | U45200BR1974SGC001146 |
| 16. | Bihar State Dairy Corporation Limited | U01211BR1972SGC000928 |
| 17. | Bihar State Export Corporation Limited | U51109BR1974SGC001177 |
| 18. | Bihar State Film Development and Finance Corporation Limited | U92112BR1983SGC001770 |
| 19. | Bihar State Food and Civil Supplies Corporation Limited**\*\*** | U15314BR1973SGC000989 |
| 20. | Bihar State Forest Development Corporation Limited | U02000BR1975SGC001193 |
| 21. | Bihar State Handloom and Handicrafts Corporation Limited | U17111BR1974SGC001115 |
| 22. | Bihar State Leather Industries Development Corporation Limited | U19200BR1974SGC001108 |
| 23. | Bihar State Mineral Development Corporation Limited | U14200JH1972SGC000946 |
| 24. | Bihar State Pharmaceuticals and Chemicals Development Corporation Limited | U24230BR1978SGC001316 |
| 25. | Bihar State Sugar Corporation Limited | U15421BR1974SGC001181 |
| 26. | Bihar State Tannin Extract Limited | U14210BR1984SGC001937 |
| 27. | Bihar State Text Book Publishing Corporation Limited**\*\*** | U22110BR1965SGC000758 |
| 28. | Bihar State Textile Corporation Limited | U17100BR1978SGC001315 |
| 29. | Bihar State Water Development Corporation Limited | U45205BR1973SGC000993 |

**\*\***Operative Companies