

ROC Compliance Checklist for Private Limited Companies in India

A proper ROC compliance checklist helps every private limited company stay legally active and avoid unnecessary penalties. Since ROC filing includes multiple forms, deadlines, meetings, records, and updates, keeping everything organized in one place makes the compliance process easier.

Ebizfiling has prepared this checklist to help private limited companies track their annual compliance requirements and complete their ROC filing on time.

Key ROC Compliance Checklist

- ✓ Conduct at least 4 Board Meetings in a financial year with proper notice and minutes.
- ✓ Hold the Annual General Meeting within the prescribed timeline.
- ✓ Maintain statutory registers at the company's registered office.
- ✓ Prepare and file annual financial statements in Form AOC-4.
- ✓ File the company's annual return in Form MGT-7 or MGT-7A, as applicable.
- ✓ Report any change in directors, shareholders, or registered office to the ROC.
- ✓ Maintain proper books of accounts and financial records.
- ✓ Conduct statutory audit through a qualified auditor.
- ✓ File income tax returns and GST returns, if applicable.
- ✓ Keep DIN and DSC details of all directors active and updated.

Ebizfiling Tip

Following this checklist can help your company complete ROC compliance smoothly & avoid last-minute filing pressure. With Ebizfiling, private limited companies can get support for document preparation, due date tracking, form filing, and annual compliance management on the MCA portal.

**Need help with ROC filing?
Connect with Ebizfiling for expert assistance.**

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