



Brief Notes on Pre & Post AGM Compliances

Applicability : Listed Entities

Compliances Covered : Companies Act, 2013 and SEBI LODR, 2015 read with circulars of SEBI & Stock Exchanges

Financial Year : 2023-24

“The route to the destination should be asked from those people who are returning from the destination themselves.”

“मंजिल का रास्ता उन लोगो से पूछना चाहिए जो खुद गन्तव्य से लौट रहे हैं”

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PRE AGM COMPLIANCES

Sl. No.	Nature of Compliances	Due date	Applicable provisions
1.	Advertisement in newspapers regarding AGM being held through AV/OAVM facility	Before sending the notices and financial statements etc.	MCA circular dated 05.05.2020 read with General Circulars dated 08.04.2020 & 13.04.2020
2.	Submission of Newspapers' copies to Stock Exchange(s) [Pdf mode]	Within 12 hours of advertisement in newspapers	Regulation 30(6) read with para 12 of part A Schedule III read with Annexure-II of SEBI Circular dated 13.07.2023
3.	Website Updation	Within 02 working days	Regulation 46(3)
4.	Sending notice along with Annual Report to Shareholders [If being sent together]	Not less than 21 clear days before AGM	Sec. 101 read with rule 18 of Companies (Management and Administration) Rules, 2014
5.	Website Updation	Within 02 working days	Regulation 46(3)
6.	Submission of copy of Annual Report along with notice of AGM copies to Stock Exchange(s) [Pdf mode]	Not later than the day of commencement of dispatch to its shareholders	Regulation 34 (1)(a)
7.	Submission of Notice of AGM copies to Stock Exchange(s) [XBRL mode]	Within 24 hours of submission of PDF filing	Stock Exchanges Circulars
8.	Advertisement in Newspapers Notice of AGM containing process of e-voting and book closure etc.	Immediately on completion of dispatch of notice for the meeting	Sec. 108 of Companies Act, 2013 read with Rule 20 of Companies (Management and Administration) Rules, 2014
9.	Submission of Newspapers' copies to Stock Exchange(s) [Pdf mode]	Within 12 hours of advertisement in newspapers	Regulation 30(6) read with para 12 of part A Schedule III read with Annexure-II of SEBI Circular dated 13.07.2023
10.	Website Updation	Within 02 working days	Regulation 46(3)
11.	Prior intimation of e-voting facility provided through SMS/ Email by listed entities	Atleast 2 days prior to the date of the commencement of e-voting	Chapter VI-C of SEBI Master Circular dated 11.07.2023
12.	Intimation of Record date including specifying the purpose, to Stock Exchange(s) [Pdf mode]	Atleast 07 working days in advance (excluding the date of intimation and the record date)	Regulation 42(2)
13.	Website Updation	Within 02 working days	Regulation 46(3)

POST AGM COMPLIANCES

Sl. No.	Nature of Compliances	Submission to / hosted on	Due date	Applicable provisions
1.	Submission of proceedings of AGM [Pdf mode]	Stock Exchanges	Within 12 hours of AGM	Regulation 30(6) read with para 13 of part A Schedule III read with Annexure-II of SEBI Circular dated 13.07.2023
2.	Website Updation	Company's website	Within 02 working days	Regulation 46(3)
3.	Submission of voting results along with report of Scrutinizer [Pdf mode]	Stock Exchanges	Within 2 working days from conclusion of its AGM	Regulation 44
4.	Website Updation	Company's website	Within 02 working days	Regulation 46(3)
5.	Submission of Voting Results [XBRL mode]	Stock Exchanges	Within 2 working days from conclusion of its AGM	Regulation 44
6.	Submission of Financial Statements [E-Form AOC-4 XBRL]	Registrar of Companies (RoC)	Within 30 days of AGM	Sec. 137 read with rule 12 of Companies (Accounts) Rules, 2014
7.	Submission of Report on AGM [E-Form MGT-15]	Registrar of Companies (RoC)	Within 30 days of AGM	Sec. 121 read with rule 31 of Companies (Management and Administration) Rules, 2014
8.	Submission of Annual Return [E-Form MGT-7]	Registrar of Companies (RoC)	Within 60 days of AGM	Sec. 92 read with rule 11 of Companies (Management and Administration) Rules, 2014
9.	Website Updation	Company's website	Within 02 working days	Regulation 46(3)
10.	Submission of all resolutions passed through Video Conferencing (VC) /Other Audio Visual Means (OAVM) [E-Form MGT-14]	Registrar of Companies (RoC)	Within 60 days of AGM	MCA Circular no. 14/2020, dated 08.04.2020 read with 05.05.2020

Link of circulars referred under this assignment:

1. SEBI Circular dated 13.07.2023

<https://www.sebi.gov.in/legal/circulars/jul-2023/disclosure-of-material-events-information-by-listed-entities-under-regulations-30-and-30a-of-securities-and-exchange-board-of-india-listing-obligations-and-disclosure-requirements-regulations-201-73910.html>

2. SEBI Master Circular dated 11.07.2023

<https://www.sebi.gov.in/legal/master-circulars/jul-2023/master-circular-for-compliance-with-the-provisions-of-the-securities-and-exchange-board-of-india-listing-obligations-and-disclosure-requirements-regulations-2015-by-listed-entities-73795.html>

3. MCA Circulars dated 08.04.2020 & 05.05.2020

https://www.mca.gov.in/Ministry/pdf/Circular14_08042020.pdf

https://www.mca.gov.in/Ministry/pdf/Circular20_05052020.pdf

Note: It is presumed that the Company has complied with all the relevant compliances in its Board Meeting i.e. approval of notice of AGM, appointment of E-voting Service Provider (ESP) and appointment of Scrutinizer etc. and hence only AGM related relevant compliances are summarized here.

Thank you so much & best wishes for future

Shree Radhe Krishna...

Sharing is Caring always...