



COMPANY SECRETARY

## SRIVASTAVA ANKIT & ASSOCIATES Company Secretaries

### COMPLIANCES WHEN YOUR COMPANY IS NEWLY INCORPORATED

<b>FIRST BOARD MEETING</b>	<b>LAST DATE</b>	
As per the provisions of the section, a company shall within 30 days from the date of its incorporation conduct first board meeting of the company. Directors can attend the meeting either in person or through video conferencing.	Within 30 DAYS of incorporation	
<b>FORM ADT-1</b>	<b>LAST DATE</b>	<b>PENALTY</b>
Filled by the companies to appoint the auditor in first board meeting of the company within 30 days. <b>Attachments:</b> <ol style="list-style-type: none"><li><b>Consent of auditor</b></li><li><b>CTC Passed</b></li></ol>	Within 15 Days of first board meeting/Extra ordinary general meeting or first annual general meeting of the company.	Per day penalty of Rs. 100
<b>FORM INC-20 A</b>	<b>LAST DATE</b>	<b>PENALTY</b>
Declaration of commencement of business <b>Attachments:</b> <ol style="list-style-type: none"><li>Bank statement</li><li>Picture of the outer building of the company along with a board consisting of CIN, Name, Address, Mail Address and Phone number of company.</li><li>Picture of a board consisting of CIN, Name, Address, Mail Address and Phone number of company pasted outside the office.</li><li>Picture of director sitting in the office and standing outside the office.</li></ol>	Within 180 DAYS of incorporation	Given under companies act section

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