

JSP Associates
Company Secretary

Checklist For Compliance Audit Under Companies Act, 1956

Sr. No.	Relevant Section of Companies act, 1956	Requirement
1	49	To maintain Register of Investments
2	Rule 7 of Deposits Rules	To maintain Register of Deposits
3	77A	To maintain Register of Securities Bought Back
4	136	To maintain copies of Instruments creating Charges
5	143	To maintain Register of Charges
6	150	To maintain Register of Members
7	151	To maintain Index of Members
8	152	To maintain Register and Index of Debentures
9	157	To maintain Foreign Register of Members or Debenture holders
10	163	To maintain all registers, returns, minutes, accounts books, contracts, annual returns etc at Registered Office
11	193	To maintain Minutes Books
12	209	To maintain books of accounts at Registered office
13	301	To maintain Register of Particulars of Contracts
14	303	To maintain Register of Directors, MD, Secretary
15	307	To maintain register fo Directors Shareholdings
16	372A	To maintain register of Investments/Loans/Guarantee made
17	Rule 7 of issue of certificate Rules	To maintain Register of Renewed Share certificates
18	Rule 4 of record Destruction	To maintain Register of Records destroyed
19		To maintain Register of Inspection
20		To maintain Register of directors Attendance
21		To maintain Register of Shareholders Attendance
22		To maintain Register of proxies
23		To maintain Register of Transfers
24	161	Whether properly signed Annual Return is filed within 60 days of AGM?

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Checklist For Compliance Audit Under Companies Act, 1956 (contd.)

Sr. No.	Relevant Section of Companies act, 1956	Requirement
25	220	Whether BS adopted at AGM and three copies are filed within 30 days of AGM?
26	383A	Whether the paid-up capital of the company is between 10 lacs to 2 crore, whether Compliance Certificate for last year was filed with ROC within 30 days of AGM?
27		Any shares allotted during the year? Whether Form No. 2 filed with ROC within 30 days of allotment?
28	Company's General Rules	Whether any security is bought back during the year, whether Form 4a & 4C is filed with ROC?
29		Any change in Authorised Capital, Whether Form 5 is filed with ROC?
30		Any Change in Office during the year, Whether Form 18 filed with ROC within time?
31		Any Order from CLB or Court during the year, Whether the same is filed in Form 21 with ROC within 90 days?
32	192	Any resolution or agreements during the year to be filed with ROC in Form 23, Whether filed with ROC in time?
33	Schedule XIII	Any whole time director/MD appointed during the year, Whether Form 25C filed with ROC within 90 days?
34	58A & Deposit Rules	Whether Company has any deposits, Return duly certified by auditor filed ROC and RBI before 30 th June, Advertisement published in newspapers?
35	Beneficial Interest Rules	Any person holding shares in Trust, Whether Form I, II, III are filed with ROC?
36	125	Any charge created during the year, Whether Form 8 & 13 filed within 30 days?
37		Whether any charge modified during the year? Whether Form 8 & 13 filed with ROC?
38		Whether any satisfaction of charge? Whether Form 17 & 13 filed with ROC?
39		Any default made in 60 days in repayment of Deposits, whether intimation sent to CLB?
40		Whether Company is Private Company, Whether paid up capital is more than 1 lac? Whether company invited public to subscribe or accepted deposits from anyone other than members, director or their relatives?

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Checklist For Compliance Audit Under Companies Act, 1956 (contd.)

Sr. No.	Relevant Section of Companies act, 1956	Requirement
41	285	How many Board meeting held in a year, on which dates, whether Notice was sent, whether attendance recorded?
42	289, 193	Whether in all meeting quorum was present, circular resolutions noted, previous minutes got confirmed, minutes entered into minutes book and signed?
43	299	Form 24 AA received from all the directors, whether entered into register before close of financial year?
44	154	Any book closure during year for dividend etc.? Whether 7 days notice was given, not closed for more than 30 days and aggregating to not more than 45 days in year?
45	171 to 193	Whether AGM held within 15 months of last AGM, held on working day and working hours, provisions of notice, explanatory statement, quorum, chairman, proxy, attendance, register of directors shareholdings, minutes are complied with? (171 to 186 not applicable to Private company.)
46		Whether notice was sent before 21 days for AGM with Balance Sheet, Directors Report, and Compliance Certificate?
47		Whether Minutes are recorded in minutes book of AGM and copy furnished to Stock Exchange?
48		Whether any EGM held during the year, Whether all provisions of General Meeting are complied?
49	295	Whether any loans given to Director or his interested relative, firm, company? Whether previous approval taken from Central Govt (except for housing loan to MD)? (Not applicable to private company except subsidiary of public co)
50	297	Whether any transaction during year where Director is interested? Whether prior RD's approval taken if paid-up capital is more than 1 crore? (Check ledger account book from names & 24AA)
51	301	Whether all contracts in which director is interested are entered into Register and vote of each director is mentioned? Whether previous approval of Central Govt. taken where paid-up capital is more than 1 crore? (Check ledger account book from names & 24AA)

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52	314	Whether any director or relative or persons referred had any place of profit, Board and Special approval of Members taken? Whether Central Govt. approval taken for remuneration of more than 50,000 /=? (Check ledger account book from names & 24AA)
53	Certificate Rules	Whether any duplicate shares issued, whether proper procedure complied including Board approval?
54	108 and 113	Whether any share transfer/transmission during year, Whether transferred within time?
55	205 / 206	Whether any dividend declared, Whether amount deposited within 5 days in separate Bank account and paid within 30 days of declaration?
56	217	Whether Board approved Directors Report and authorized Chairman or other director to sign, Whether Directors Responsibility statement is included?
57	205C	Whether any unpaid dividend of seven year old, whether funds transferred to IEF and Form No. 1 filed
58	255, 256, 257, 260, 262, 264, 274, 278, 283, 284, 314	Whether provisions of director's appointment, re-appointment, removal, if any, and resignation, consent, by rotation, disqualification, register are complied?
59	269, Schedule XIII	Whether any MD, WTD, Manager appointed during year, Whether terms are as per schedule XIII or approval of CG taken?
60	294AA	Whether any Sole Selling agent was appointed during the year with approval of Board and shareholders, approval of Central Govt. is taken if paid up capital is more than 50 lacs?
61	Approvals	Whether necessary approvals from Central Govt., CLB, RD, ROC obtained?
62	299	Whether all directors have disclosed their interest in Form 24AA before end of financial year, recorded in register, put up to Board?
63	305	Whether any new directorship intimated by any director?
64	81	Whether any new shares, shares with differential rights, sweat equity, ESOP, debenture, preference shares, Bonus shares issued during the year? Whether necessary provisions are complied with?
65		Whether any shares bought back during the year? Whether all provisions complied?
66	80	Whether any shares redeemed during the year, Whether Form 5 filed with ROC?

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67	205A	Whether any dividend in abeyance during the year?
68	58A / Deposit Rules	Whether any new deposits accepted during the year by private company from directors or members with appropriate declaration?
69	293(1)(d)	Whether borrowings are within limit? Whether special approval of members obtained for excess borrowings? Form 23 is filed?
70	372A	Whether any loans, guarantees given during the year?
71	17, 31	Whether any change in Memorandum or Articles for shifting of Registered Office, Object Clause, capital clause, name or articles?
72		Whether any prosecution initiated or show cause notice or compounding done during the year?
73	417(1)	Whether Company has received any deposit from any of its employee during the year, Whether the same is deposited as per law?
74	418	Whether company has its own trust for PF, Whether all contributions are deposited within 15 days as per law?
75	192A	Whether any resolution passed by Postal Ballot, Whether all requirements are complied?