



ABHISHEK WAGH & ASSOCIATES

Practicing Company Secretaries, Mumbai

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Secretarial Compliances Activity Sheet for Q3 (For September 30, 2026 quarter end)

Unlisted private and public companies should follow only the Compliances marked as 'MCA' and 'RBI'

Regulatory	Interval	Regulation	Compliance/Disclosures/Report	Timeline	Due Date	Reference Note
SEBI	Quarterly	Closure of Trading Window	Close the Trading Window for Insiders	Before end of the quarter	Wednesday, 30 September, 2026	-
			Notice to Directors regarding trading window closure	Before end of the quarter	Wednesday, 30 September, 2026	
-	-	-	Closure of Trading Window in CDSL/ NSDL portal for freezing of PAN of Designated Persons	2 days Trading Days before end of the Quarter	Friday, 25 September, 2026	-
MCA	Annual / Event based	Section 184(1)	Form MBP-1 - Disclosure of Interest and other Directorships by Directors	In Immediately next board meeting after change in the previous disclosure	-	-
SEBI	Quarterly	Regulation 74(5) DP Regulations	RTA Certificate	Within 15 days from the receipt of certificate from RTA	Thursday, 15 October, 2026	-
SEBI	Quarterly	Regulation 27(2) (a)	Integrated Corporate Governance Report (ICGR) or Non Applicability of CG disclosure	Within 30 days from the end of the quarter.	Friday, 30 October, 2026	Note 1&3
SEBI	Quarterly	Regulation 31 (1) (b)	Disclosure of Shareholding Pattern	Within 21 day from the end of the quarter	Wednesday, 21 October, 2026	-
SEBI	Quarterly	SEBI Circular	SDD Certificate	Within 21st day from the end of the quarter	Wednesday, 21 October, 2026	Note 2
SEBI	Quarterly	Regulation 76 of DP Regulations	Share Capital Reconciliation Report	Within 30 days from the end of the Quarter.	Friday, 30 October, 2026	-
SEBI	Quarterly	Regulation 55A of DP Regulations	Excel of Share Capital Reconciliation Report	Within 30 days from the end of the Quarter.	Friday, 30 October, 2026	Note 3



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MCA	Annual	Section 34(2) and 34(3) of The Limited Liability Partnership Act, 2008	Statement of Account & Solvency	30th October 2026	Friday, 30 October, 2026	-
MCA	Annual	Section 121(1) and Rule 31(2) of the Companies (Management and Administration) Rules, 2014	Report on Annual General Meeting	within 30 days of the conclusion of the AGM	Friday, 30 October, 2026 (Considering the AGM was held on 30th September, 2026)	-
MCA	Half Yearly	Vide Gazette notification S.O. 5622(E) dated 02.11.2018	MSME Form 1 - Half-yearly return with the registrar in respect of outstanding payments to Micro or Small Enterprise.	-	Saturday, 31 October, 2026	-
MCA	Quarterly	Section 173	Notice of Board Meeting and Audit Committee Meeting	At least 7 days before the Board Meeting	Saturday, 7 November, 2026 (Considering the BM is scheduled on the last date i.e., November 14, 2026)	-
SEBI	Quarterly	SEBI Circular	Entry of sharing of USPI i.e., financial data in SDD software	on or before sharing financials data internally and externally	on or before sharing financials data internally and externally	-
SEBI	Quarterly	Regulation 29 (1) (a) and Regulation 29(2)	Prior intimation of Board meeting for Financial Results viz. quarterly, half yearly, or annual along with XBRL	At least two working days in advance (excluding the date of the intimation and date of the meeting)	Wednesday, 11 November, 2026 (Considering the BM is scheduled on the last date i.e., November 14, 2026)	-



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Regulatory	Interval	Regulation	Compliance/Disclosures/Report	Timeline	Due Date	Reference Note
SEBI	Quarterly	Regulation 33	Board Meeting to approve the quarterly unaudited Standalone and Consolidated financials along with Limited Review Report of the Auditor	Within 45 days of the end of the Quarter	Saturday, 14 November, 2026 (Considering the BM is scheduled on the last date i.e., November 14, 2026)	-
SEBI	Quarterly	Regulation 30 (6)	Outcome of Board Meeting - Disclosure of Financials Statements	Disclose Financial Statements approved by the Board to stock exchange(s) within 30 minutes or within 3 hours of Board Meeting	Saturday, 14 November, 2026 (Considering the BM is scheduled on the last date i.e., November 14, 2026)	Note 4
SEBI	Quarterly	Regulation 33 (3) (a)	Integrated Financial Results (IFR) along with Limited Review Report IFR shall include- 1. Quarterly unaudited financials 2 Statement on deviation or variation for proceeds of funds raised 3. Disclosure of outstanding default on Loans and Debt Securities 4. Disclosure of Related Party Transactions	Within 45 days from the end of the quarter Within 90 days from the end of the quarter (For under IBC companies, in case Resolution plan is approved in the same quarter)	Saturday, 14 November, 2026 (Considering the BM is scheduled on the last date i.e., November 14, 2026)	Note 1
SEBI	Quarterly	Regulation 47	Newspaper Publication of Unaudited Financial Results and Quick Response Code (QR Code) to access the financials virtually	within 48 hours of Board Meeting	Monday, 16 November, 2026 (Considering the BM is scheduled on the last date i.e., November 14, 2026)	Note - 5



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Regulatory	Interval	Regulation	Compliance/Disclosures/Report	Timeline	Due Date	Reference Note
SEBI	Quarterly	Regulation 46	Update the following on website of the Company: 1. Notice of Board Meeting held for considering the Financial Results 2. Unaudited Financial Results along with the Limited Review Report of Auditor 3. Shareholding Pattern	Within 2 working days of the particular compliance		-
MCA	After every Board / Committee meeting	Section 118	Minutes of the Board Meeting and Committee Meeting shall be entered in minutes book	within 30 days of the Board / Committee meeting	Sunday, 13 December, 2026 (Considering the BM was held on the last date i.e., November 14, 2026)	-
MCA	Annual	Section 92	Annual Return in Form MGT-7	Within 60 days of Annual General Meeting held	Saturday, 28 November, 2026 (Considering the AGM is held on September 30, 2026)	-
MCA	Half Yearly	Section 29 and Rule 9 of the Companies (Prospectus and Allotment of Securities) Second Amendment Rules, 2023	Reconciliation of Share Capital Audit Certificate	Within 60 days from the conclusion of each half year	Sunday, 29 November, 2026	-
MCA	Annual	Section 117	Form MGT-14 - Filing of resolutions with MCA	30 days from the date of Board Meeting	Sunday, 13 December, 2026 (Considering the BM is held on November 14, 2026)	-



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Note:

1. The ICGR shall include –

Sr. No.	Particular	Sr. No.	Particular
a.	Composition of Board of Directors	b.	Composition of Committee
c.	Meeting of Board of Directors	d.	Meeting of Committees
e.	Affirmations	f.	Investor Grievance Redressal Report
g.	Acquisition of shares or voting rights by listed entities in an unlisted company, aggregating to 5% or any subsequent change in holding exceeding 2%	h.	Imposition of fine or penalty which are lower than the monetary thresholds specified under Para A (20) of Part A of Schedule III of LODR.
i.	Updates on ongoing tax litigations or disputes	j.	Disclosure of Loans / Guarantees / Comfort Letters / Securities Etc
k.	Website affirmations	l.	Affirmations w.r.t. compliance with corporate governance provisions

2. Mandatory Filing of SDD Certificate

Filing of the SDD Certificate is mandatory if the listed entity has not complied with SDD-related provisions.

3. Single Filing System for Specific Disclosures

Under the Single Filing System, disclosures made on **one** stock exchange shall be **automatically disseminated** to all other stock exchanges. This applies to:

- Integrated Corporate Governance Report under Regulation 27(2)
- Reconciliation of Share Capital Audit Report under Regulation 76 of SEBI (Depositories and Participants) Regulations
- Integrated Financial Results under Regulation 33

4. Timeline for Outcome of Board Meeting on Financial Results

Where the Board Meeting includes approval of unaudited financials and the declaration of Limited Review Report by the auditor, the disclosure of outcome must be made as follows:

- **Within 30 minutes:** If the meeting ends during trading hours or within 3 hours before market opening on the next trading day.
- **Within 3 hours:** If the meeting ends after trading hours but at least 3 hours before the start of the next trading day.

5. Publication of Financial Results in Newspapers

Listed entities have the following options for publishing financials in newspapers:

- **Optional:** Full financial results
- **Mandatory:** QR code and details of the webpage where full financials are available