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| **EVENT FILING WITH MCA** |
|  | **FORM/ RETURN** | **Purpose of filing**  | **Due Date** | **Companies Act Provisions** |
|  | PAS -3 |  |  |  |
|  | DIR-12 | Particulars of appointment of directors and the key managerial personnel and the changes among them. | To be filed within 30 days from the date of AGM/BM in which the director or KMP is appointed or any change taking place in their designations. | **Section 170 and Companies (Appointment and Qualification of Directors) Rules, 2014** |
|  | DIR-12 | Particulars of appointment of directors and the key managerial personnel and the changes among them. | To be filed within 30 days from the date of resignation i.e. date on which the notice is received by the company or the date, if any, specified by the director in the notice, whichever is later. | **Section 168 and Companies (Appointment and Qualification of Directors) Rules, 2014** |
|  | MGT-14 | Filing of Resolutions and agreements with the Registrar of Companies (MCA)Applicable to every company in case of:-* Special resolutions;
* Any resolution of the Board of Directors of a company or agreement executed by a company, relating to the appointment, re-appointment or renewal of the appointment, or variation of the terms of appointment, of a managing director;
* Other events as specified in section 117(3).
 | To be filed within 30 days of AGM along with the copy of Special resolution | **Section 117 and The Companies (Management & Administration) Rules, 2014** |
|  | CHG -1 |  |  |  |
|  | CHG -4 |  |  |  |