

**MAHARASHTRA AGRICULTURE COMPETITIVENESS PROJECT**  
**TAX CIRCULAR**  
**(FOR THE F.Y. 2016-17)**  
**(Relevant to MACP Project)**

**A. PROVISIONS OF INCOME TAX FOR SALARY**

**I. For resident men and women (who is below 60 years at any time during the year).**

Sr.No.	Taxable Salary	Income Tax
1	Upto Rs. 250000	Nil
2	250001 to 500000	10% of the amount by which total income exceeds Rs.250000.
3	500001 to 1000000	Rs.25000 plus 20% of the amount by which the total income exceeds Rs.500000.
4	1000001 and above	Rs.125000 plus 30% of the amount by which the total income exceeds Rs.1000000.

In addition to above ,Education cess is applicable @3% on net tax payable (Gross tax payable as calculated by considering above table minus deduction u/s 80(80C,80D,80G,80U other if any and rebate u/s 87A)

- II. Rebate U/s 87A of Income Tax Act is available to assessee ,whose net taxable income does not exceed Rs.500000.  
- Rebate available is  
(1)100% of tax payable on total income or  
(2) Rs.5000.  
whichever is less.
- III. Limit of Deduction u/s 80C,80CCC for Invesments in LIC,GPF,GIS, PPF ,Repayment of housing loan principal, etc. is Rs.150000. Additional deduction of Rs.50000/- will be allowed to employee for investment in NPS(National Pension Scheme) .So now deduction u/s 80C,80CCC,80CCD is Rs.200000 (50000 additional for invesment in NPS)
- IV. Deduction of mediclaim insurance premium paid is allowed u/s 80D is now allowed up to 25000/- and up to 30000 can be claimed u/s80Dfor senior citizen(Premium paid for parents above age of 65 years).
- V. Donation to trust and institutions mentioned in section 80G of Income tax Act 1961 also can be claimed as deduction u/s80G depending on conditions specified are satisfied.This deduction can only be claimed when the contribution has been made via cheque or draft or in cash. But deduction is not allowed for donations made in cash exceeding Rs 10,000. In-kind contributions such as food material, clothes, medicines etc do not qualify for deduction under section 80G.
- VI Limit of exemption for transport allowance is increased from 800/-p.m. to 1600/-p.m.
- VII Limit of deduction of Housing Loan Interest is Rs.200000(Section 24)

- VIII If you take any loan for higher studies (after completing Senior Secondary Exam), tax deduction can be claimed under Section 80E for interest that you pay towards your Education Loan. This loan should have been taken for higher education for you, your spouse or your children or for a student for whom you are a legal guardian. Principal Repayment on educational loan cannot be claimed as tax deduction.  
There is no limit on the amount of interest you can claim as deduction under section 80E. The deduction is available for a maximum of 8 years or till the interest is paid, whichever is earlier.
- IX As per the budget 2016 proposal, the Tax Deduction amount under 80GG has been increased from Rs 24,000 per annum to Rs 60,000 per annum. Section 80GG is applicable for all those individuals who do not own a residential house & do not receive HRA
- X Deduction from gross total income of an individual or HUF, up to a maximum of Rs. 10,000/-, in respect of interest on deposits in savings account with a bank, co-operative society or post office can be claimed under this section. Section 80TTA deduction is not available on interest income from fixed deposits.
- XI TDS from salary to be deposited within one week from the last date of the month in which the deduction is made. Similarly quarterly e-TDS returns to be filed within due date as specified i.e. within 15 days from end of relevant quarter except for 31st March of relevant financial year due date is 15th May ,after closure of relevant financial year.
- XII Similarly deduction is allowed u/s 80DD for medical treatment of dependants(spouse,parents,kids,siblings(mainly dependants))who have 40% disability, provided specified conditions are satisfied.
- XIII Individual can claim deduction u/s 80DDB for treatment of specified critical ailments,provided conditions specified in the section are satisfied.
- XIV Tax deduction u/s 80U is allowed for the tax assessee who is physically and mentally challenged.
- XV The extra deduction of Rs. 50000/- in respect on interest on housing loan to first home buyers U/s. 80EE. This incentive is proposed to be extended to a house property of a value less than fifty lakhs rupees in respect of which a loan of an amount not exceeding thirty five lakh rupees has been sanctioned during the period from the 1st day of April, 2016 to the 31st day of March, 2017.

## XVI

- 1) **Interest on delayed deposit and payment of TDS :** The interest rate is 1.5% per month ( and not day basis). If there is delay of even one day in deposit of the TDS amount in bank/treasury then interest @ 1.5% will be levied on the tax amount.  
Similarly if deductor fails to deduct the tax, interest for non deduction of TDS will be paid from the date on which the tax is required to be deducted to the date of actual deduction @1% per month.
- 2) **Penalty for non filing of quarterly TDS return :** There is late fees u/s. 234E w.e.f. 01.07.2012 of Rs.200/- per day on delay in filing of the TDS return not exceeding the amount of tax deducted. Penalty for late filing or non filing u/s. 271H for false information is furnished in TDS return then penalty ranging from Rs.10000/- to Rs.200000/- can be levied. Even penalty of Rs.100/- per day has also been prescribed.
- 3) **TDS Treatment of Contractual staff:** It has been circulated through the Letter no. PCU/Income Tax details/ 325/2012 dated 28/03/2012 of PCU that payment made to contractual staff is to be treated as salary and accordingly income tax should be deducted.
- 4) **Online Registration of TAno.:** If any defaults occur in filing of TDS return they can be viewed through login on TRACES site [www.tdscpc.gov.in](http://www.tdscpc.gov.in) (TRACES) The TAno. Should be registered online and then login to TRACES website is available.
- 5) **Fixed Allowances:** It has to be taken care of that for tax calculation purpose Salary includes all allowances given in fixed form.
- 6) **Penalty for not downloading Form 16/16A within prescribed time:** It is mandatory on part of employer to file TDS return online within due date as stipulated and issue TDS certificate as downloaded from site of TRACES .TDS certificate in form 16/16A downloaded from TRACES are only valid and should be downloaded from site of TRACES within 15 days of filing of TDS return.Failure with which penalty Rs.100/- per day has been prescribed U/s 272A.
- 7) Any payment towards any kind of benefit or perquisite given to employees of Project is to be considered as part of salary for e.g.Insurance premium reimbursement,mobile allowances etc. to contractual staff appointed in Project is taxable in hand of employee as part of salary u/s192B .

# MAHARASHTRA AGRICULTURAL COMPETITIVENESS PROJECT

## Value Added Tax (VAT) - WCT

### Q. TDS when to be deducted?

- A. 1) When the contract is with material i.e. labour and material both the elements are included then TDS has to be done  
2) TDS has to be deducted when the total of the bills received from the supplier exceed Rs. 5 lakhs during the year.

### Q. TDS how much to be deducted?

- A.1) If the Supplier is a registered dealer then the WCT TDS will be @ 2%.  
2) If the Supplier is a non registered dealer then the WCT TDS will be @ 5%.

### Q. TDS deducted when to be deposited and how?

A. TDS deducted for the month has to be deposited before the next month's 21st. The demand draft of WCT deducted has to be drawn in the name of Maha VAT .Payment of TDS is through Challan No.210 attaching D.D. of tax deducted.

### Q. WCT return when to be filed?

A. The WCT return to be filed in electronic form form No. 424 annually before 30 June after the closure of relevant financial year .

This is to inform all of you that now online filing of VAT (TDS on VAT) return is compulsory for Unregistered Dealer .  
The Procedure for filing E- Returns for URD Employers.

1. [First of all log on to WWW.MAHAVAT.GOV.IN](http://WWW.MAHAVAT.GOV.IN)
2. Download 424 Template from the Downloads.
3. Fill the data in form 424.
4. Validate Form 424.
5. Upload validated form 424 through. "Upload Form 424 URD" from E- Services.

You just have to log on to above mentioned website and follow above procedure. Format of Form No.424 is enclosed herewith for your ready reference.

### Q. When the TDS certificate should be issued?

A. The TDS certificate can be issued after the filing of the VAT return and in Form 402.

NOTE: It is mandatory for unregistered dealer (who deduct VAT TDS)to get registration as per amendment made in MVAT, act 2002.Procedure for the same will be communicated very soon by separate circular.

### Q. Whether VAT TDS Registration is required for Government?

A. Yes. Detailed procedure will be given in separate circular.

## VAT TDS Online Return

FORM 402  
(See rule 40(1)(b))

Certificate of tax deduction at source to be given to the dealer under sub-section (7) of section 31 of the Maharashtra Value Added Tax Act, 2002

Certificate No: - \_\_\_\_\_

Dated: - \_\_\_\_\_

Sr.No.	Particulars	Details
1	Name and full address of the Employer	
2	Tax Deduction Account No.	
3	R. C. No. under MVAT Act, 2002 if any	
4	Name and full address of the contractor who has executed works contract.	
5	R. C. No. under MVAT Act, 2002 of the contractor if any	
6	Particulars of tax deducted	
i)	Particulars of works contract	
ii)	Contractors bill number and date	
iii)	Amount of the bill admitted	
iv)	Date of credit or date of payment, whichever is earlier	
v)	Amount of tax deducted	
vi)	The date on which tax deducted has been paid ( Date of submission of DD with return	

Certified that the tax deducted at source as above have been remitted by me in the Government Treasury/Bank in accordance with section 32 (4) (b) (i) of the Maharashtra Value Added Tax Act, 2002 and that the particulars furnished above are true and correct to the best of my knowledge.

Place: Pune

Date:

Signature of the person deducting tax

Status

**Indicative list of Taxes to be deducted according to nature of Expenditure (Relevant to Project)**

Sr.No.	Nature of Expense	Taxes Applicable	Rate	Conditions if any	Payment through Challan No.	Section (If Applicable)
1	Works Construction Contract with material.	TDS	0%	Single bill amount below Rs.30000/- or total of bills during the year below Rs.100000/-		
				When single bill amount exceeds Rs.30000/- or total of bills during the year exceeds Rs.100000/- then		
			1%	Contractor is Indl or HUF	ITNS 281	194C
			2%	Other than Indl and HUF	ITNS 281	194C
				For works contract-		
		VAT	2%	When contractor is registered	Form 210	
			5%	When contractor is unregistered	Form 210	
		Labour Cess	1%			
		Insurance	1%	If the contractor does not provide the Worker's compensation insurance policy		
2	Labour Contract	TDS	0%	Single bill amount below Rs.30000/- or total of bills during the year below Rs.100000/- otherwise following is applicable		
			1%	Contractor is Indl or HUF	ITNS 281	194C
			2%	Other than Indl and HUF	ITNS 281	194C
		Labour Cess	1%			
		Insurance	1%	If the contractor does not provide the Worker's compensation insurance policy		

3	Payment to Contractor /sub-contractor in transport business	TDS	0%	For contractor /sub-contratcor in transport business(owing10 or less than 10 goods carriage during the previous year)and furnishes his PAN and declaration to that effect(format is enclosed herewith).		194C
				For contractor /sub-contratcor in transport business(owing more than 10 goods carriage during the previous year)		194C
			0%	Single bill amount below Rs.30000/- or total of bills during the year below Rs.100000/-		
			1%	Contractor is Indl or HUF	ITNS 281	194C
			2%	Other than Indl and HUF	ITNS 281	194C
3	a) Payment to Contractual employee having designation in the organisation	TDS on Salary		As per Income tax slab rates given in the Tax Circular ----	ITNS 281	192A
	b) Government Employees	TDS on Salary		As per Income tax slab rates given in the Tax Circular ----	ITNS 281	192A
		Prof Tax		As per Income tax slab rates given in the Tax Circular ----	MTR 6	ACCOUNT HEAD:- 00280012
4	Payment to Consultants	TDS	10%	Professional/ Technical Charges above Rs.30000/-for Individual or HUF & also for other than individual & HUF	ITNS 281	194J

5	Payment for Advertisement	TDS	0%	Single bill amount below Rs.30000/- or total of bills during the year below Rs.100000/-otherwise following is applicable		
			1%	Contractor is Indl or HUF	ITNS 281	194C
			2%	Other than Indl and HUF	ITNS 281	194C
6	Renting of Immovable Property	TDS	10%	Renting above Rs.180000/- (Land & Building) for Individual or HUF & also for other than individual & HUF	ITNS 281	194I
7	Renting of Machinery Equipment etc.	TDS	2%	Renting above Rs.180000/- (Equipment, P&M, Furniture & Fittings) for Individual or HUF & also for other than individual & HUF	ITNS 281	194I

Important Note:

- I While making payment for goods/services ,invoice of relevant parties where VAT/Service Tax is charged in the bill ,Invoice should bear TIN number/SERVICE TAX number.These numbers first to be get confirmed from site of MAHAVAT (TIN number) and ACES(Service Tax number).Then only payment of these taxes are to be made to parties.**



**MAHARASHTRA AGRICULTURAL COMPETITIVENESS PROJECT**

**PROFESSION TAX RATE CHART  
(FOR THE F.Y. 2016-17 )**

**Profession Tax deduction slabs for the F.Y. 2016-17**

Sr.No.	Salary and wage earners- Such persons whose <b>monthly salaries or wages</b>	Profession Tax
1	Do not exceed Rs.7500/-.	Nil
2	Exceed Rs. 7500/- but do not exceed Rs.10000/-	Rs.175/- per month
3	Exceeds Rs.10000/-.	a) Rs. 200 per month except for the month of February. b) Rs. 300/- for the month of February.

**Women employees who earn Salary up to Rs 10,000/- per month are exempted from paying Professional Tax.**

**Liability of the employer to file return (Form IIB) and payment of tax (from 01/04/2011) onwards**

Sr.No.	Periodicity	Tax Liability during the previous year	Months of salary to be covered	Due date
1	Yearly	Less Rs.50000/- in previous year.	March of the previous year and April to February of the current year	31st March
2	Monthly	Rs.50000/- or more in previous year.	Salary of the previous month	End of the month for which return is filed
3	Monthly	In case of first year of registration.	Salary of the previous month	End of the month for which return is filed

**Important Note:**

- 1) **Interest on delayed deposit of PT :** The interest rate is 1.25% per month ( and not day basis).
- 2) **Late Fees for non filing of monthly/yearly Profession Tax return :** There is late fees of Rs.1000/- per return on nonfiling of the profession tax return. This late fees is to be paid before the submission of the return.
- 3) **Profession tax Treatment of Contractual staff:** It has been circulated through the Letter no. PCU/Income Tax details/ 325/2012 dated 28/03/2012 of PCU that payment made to contractual staff is to be treated as salary and accordingly profession tax should be deducted.

## B. TDS PROVISIONS FOR NON-SALARY

### RATE FOR DEDUCTION AT SOURCE FROM NON SALARY

Sr.No.	Section of the Act	Nature of the payment	Cut off amount	Rate of TDS		Remarks
				HUF/Ind	Others	
1	194C(1)	Contracts	30000	1	2	Single bill limit
	194C(2)	Sub-Contracts/Advertisements	30000	1	2	Single bill limit
2	194C(1)	Contracts	100000	1	2	Yearly limit
	194C(2)	Sub-Contracts/Advertisements	100000	1	2	Yearly limit
3	194I	Renting (Land and Building)	180000	10	10	Yearly limit
		Renting (Equipment, P&M, Furniture & Fittings)	180000	2	2	Yearly limit
4	194J	Professional/ Technical Charges	30000	10	10	Single bill limit

**Note:**

- 1 TDS is to be deducted @ 20% when PAN no. is not available/provided.

### TDS deposit due dates

Sr.No.	Type of Payment	Time Limit	Section
1	Salary	To be deposited <b>within one week from the last date of the month</b> in which the deduction is made.	192A
2	Payment to Contractors/ Sub-Contractors/ Advertisements	To be deposited <b>within one week from the last date of the month</b> in which the deduction is made.	194C
3	Rent	To be deposited <b>within one week from the last date of the month</b> in which the deduction is made.	194I
4	Professional Fees	To be deposited <b>within one week from the last date of the month</b> in which the deduction is made.	194J

### TDS return (salary and non-salary) submission date

Sr.No.	Date of ending of the quarter of the financial year	Due Date
1	30th June	31st July of the financial year
2	30th September	31st October of the financial year
3	31st December	31st January of the financial year
4	31st March	15th May of the financial year

## Annual Filing Requirement under Companies Act ,due dates and penalties

E-Form	Events	Relevant section and rule	Time Limit	Who is liable	Penalty
INC-22 (Form 18 under Companies Act, 1956)	Filing of Notice & Verification of Situation or Change of Situation of registered office, with the Registrar.	Section 12(2) & (4)- Registered office of Company, read with rule no. 25 and 27 of the Companies (Incorporation) Rule, 2014	Up to 30th day of Incorporation; OR Up to 15th day of the Change in Situation of Regd. Office	Company and every officer who is in default	Rs.1,000/- per day (Max.1 lac)
PAS-3 (Form 2 under Company, 1956)	Filing of Return of Allotment of Securities with ROC	Section 39(4) and 42(9) read with rule 12 and 14 of Companies (Prospectus and Allotment of Securities) Rule, 2014	Up to 30th Day of Allotment of Securities.	Company and every officer who is in default	Rs.1,000/- per day (Max.1 lac)
DPT-4	Filing of Return a statement of all deposits accepted by the Company and sums remaining unpaid with interest thereon and other prescribed details	Section 74(1) of the Companies Act, 2013 read with rule 20 of Companies (Acceptance of Deposits) Rules, 2014	Within 3 Months, from the date of Commencement of the Companies Act, 2013 OR Within 3 Months from the date on which such payments becomes due.	Company and every officer who is in default	Rs.5,000/-where the contravention is continuing one with a further fine which may extend to rupees five hundred rupees for every day after the first during which the contravention continues
SH-7 (Form 5 under Companies Act, 1956)	Filing of Notice of alteration of Share Capital with ROC	Section 64(1) of the Companies Act, 2013 read with rule 15 of the Companies (Share Capital & Debentures) Rules, 2014	Within 30 days of such alteration or increase or such redemption	Where a company and any officer of the company who is in default	fine which may extend to one thousand rupees for each day during which such default continues or five lakhs rupees, whichever is less

MGT-7	Annual Return	Section 94(1) Annual Return read with rule no. 11, 12 of the Companies (Management and Administration) Rules, 2014	Within 60 days from the date of Annual General Meeting	Company and every officer who is in default	Rs.1,000/- per day (Max.1 lac)
AOC-4	Filing of Financial Statements with ROC	Section 137(1) of the Companies Act, 2013 read with rule 12 of the Companies (Accounts) Rules, 2014	Within 30 days from the date of Annual General Meeting	Company and every officer who is in default, MD, CFO or any or all directors	which may extend to ten thousand rupees and where the contravention is continuing one with a further fine which may extend to one thousand rupees for every day after the first during which the contravention continues.
CHG-1 (Form 8 under the Companies Act, 1956)	Registration of Creation/Modification of Charge wit ROC	Section 77, 78 and 79 and Section 384 of the Companies Act, 2013 read with Rule 3(1) of the Companies (Registration of Charges) Rules, 2014	Within 30 days of creation of Charge or Modification of Charge as the case may be.		The Company shall be punishable with fine which shall not be less than one lakh rupees but which may extend to ten lakh rupees and every officer of the Company who is in default shall be punishable with imprisonment for a term which may extend to 6 months or with fine which shall not be less than twenty-five thousand rupees but which may extend to one lakh rupees or with both

CHG-4 (Form 17 under the Companies Act, 1956)	Notice of Satisfaction of Charge with ROC	Section 82(1) of the Companies Act, 2013 read with rule 8(1) of the Companies (Registration of Charge) Rules, 2014	Within 30 days from the date of payment or satisfaction of Charge. Note: If the said form is filed beyond 30 days of satisfaction of charge then condonation of delay is mandatory (eForm CHG-8)		The Company shall be punishable with fine which shall not be less than one lakh rupees but which may extend to ten lakh rupees and every officer of the Company who is in default shall be punishable with imprisonment for a term which may extend to 6 months or with fine which shall not be less than twenty-five thousand rupees but which may extend to one lakh rupees or with both
CHG-9 (Form 10 under the Companies Act, 1956)	Filing of Registration/Modification of charge created on debentures, with the ROC	Section 71(3), 77, 78 & 79 and Section 384 of the Companies Act, 2013 and Rule 3 of the Companies (Registration of Charges) Rules, 2014	Within 30 days of Creation/Modification of Charge created on Debentures		The Company shall be punishable with fine which shall not be less than one lakh rupees but which may extend to ten lakh rupees and every officer of the Company who is in default shall be punishable with imprisonment for a term which may extend to 6 months or with fine which shall not be less than twenty-five thousand rupees but which may extend to one lakh rupees or with both

MGT-14 (Form 23 under the Companies Act, 1956)	Filing of Resolution and/or agreements with ROC	Section 94(1), 117(1) of the Companies Act, 2013 also rule 24 of the Companies (Management and Administration) Rules, 2014 and Section 192 of the Companies Act, 1956	Within 30 days of passing of resolution or making of agreement	Company and every officer who is in default	Rs.1,000/- per day (Max.1 lac)
MR-1 (Form 25C of the Companies Act, 1956)	Filing of Return of appointment of Managing director or whole- time director or Manager, with ROC	Section 196, 197 and Schedule V of the Companies Act, 2013 read with Rule 3 of the Companies (Appointment and Remuneration Personnel) Rules, 2014	Within 60 days of appointment of MD, WTD or Manager	Company and every officer who is in default	ten thousand rupees and where the contravention is continuing one with a further fine which may extend to one thousand rupees for every day after the first during which the contravention continues <b>For 197:one lakh rupees but which may extend to five lakhs rupees.</b>
MGT-15	Filing of Report on Annual General Meeting, with ROC	Section 121(1), 121(2) of the Companies Act, 1956 read with Rule 31 of the Companies (Management and Administration) Rules, 2014	Every Listed Public Company shall within 30 days of the Conclusion of Annual General Meeting file form MGT-15 wit ROC	Company and every officer who is in default	Rs.1,000/- per day (Max.1 lac)
MGT-10	Filing of Return of Changes in shareholding position of promoters and top ten shareholders, with the ROC by Listed Company	Section 93 of the Companies Act, 2013 and rule 13 of the Companies (Management and Administration) Rules, 2014	Within 15 days of the Change	Company and every officer who is in default	ten thousand rupees and where the contravention is continuing one with a further fine which may extend to one thousand rupees for every day after the first during which the contravention continues

DIR-12 (Form 32 under Companies Act, 1956)	Filing of Return of appointment/cessation or change in designation of Directors or Key Managerial Personnel	Section 7(1)(C), 168 & 170(2) of the Companies Act, 2013 and Rule 17 of the Companies (Incorporation) Rules, Rule 8, 15 & 18 of the Companies (Appointment and Qualification of Directors) Rules, 2014.	Within 30 days of appointment/cessation/change in designation	Company and every officer who is in default	ten thousand rupees and where the contravention is continuing one with a further fine which may extend to one thousand rupees for every day after the first during which the contravention continues
SH-4	Securities Transfer Form to be filed with the Company	Section 56 of the Companies Act, 2013 and sub-rule (1) of rule 11 of the Companies (Share Capital & Debentures) Rule, 2014	Within 60 days of execution of instrument of transfer	The Company	The company shall be punishable with fine which shall not be less than twenty-five thousand rupees but which may extend to five lakh rupees and every officer of the company in default shall be punishable with fine which shall not be less than ten thousand rupees but which may extend to one lakh rupees

SH-1	Certificate of Securities	Section 46(3) and Section 56 of the Companies Act, 2013 and Rule 5(2) of the Companies (Share Capital and Debentures) Rules, 2014	<p>Within a period of 2 months from the date of incorporation, in case of subscriber to memorandum.</p> <p>Within a period of 2 Months from the date of allotment. In case of allotment of any of its shares. Within a period of 1 month from the date of receipt by the Company of the instrument of transfer or as the case may be, of the intimation of transmission.</p> <p>Within a period of 6 Months from the date of allotment in case of any allotment of debentures.</p>	Company and every officer who is in default	ten thousand rupees and where the contravention is continuing one with a further fine which may extend to one thousand rupees for every day after the first during which the contravention continues
MBP-1	Notice of Interest by Director	Section 184(1) and Rule 9(1) of the Companies (Meeting of Board and its Powers) Rules, 2014	At first Board Meeting participating as Director, or thereafter at First Meeting of Board in every F/Y or whenever there is change in Interest.		Where a director contravenes such provisions he shall be punishable with imprisonment for a term which may extend to 1 year or with fine which shall not be less than fifty thousand rupees but which may extend to one lakh rupees or with both.



SH-8	Letter of offer	Section 68 of the Companies Act, 2013 and rule 17(2) of the Companies (Share Capital & Debentures) Rules, 2014	To be filed with ROC before buy- back of securities	Company	one lakh rupees but which may extend to three lakh rupees and every officer of the company in default shall be punishable with imprisonment for a term which may extend to 3 years or with fine which shall not be less than one lakh rupees but which may extend to three lakh rupees or with both
SH-11	Return of Buy Back of Securities	Section 68(10) of the Companies Act, 2013 and rule 17(13) of the Companies (Share Capital and Debentures) Rules, 2014	Within 30 days of Completion of Buy-back of Shares	Company	one lakh rupees but which may extend to three lakh rupees and every officer of the company in default shall be punishable with imprisonment for a term which may extend to 3 years or with fine which shall not be less than one lakh rupees but which may extend to three lakh rupees or with both
DIR-11	Notice of Resignation of a Director to Registrar	Section 168(1) of the Companies Act, 2013 and rule 16 of the Companies (Appointment and Qualification of Directors) Rules, 2014	Within 30 days of Resignation	Company and every officer who is in default	ten thousand rupees and where the contravention is continuing one with a further fine which may extend to one thousand rupees for every day after the first during which the contravention continues.

MGT-4	Intimation to Company for not holding Beneficial Interest in shares of Company by Registered Holder	Section 89(1) of the Companies Act, 2013 and Rule 9(1) of the Companies (Management and Administration) Rules, 2014	Within 30 days of entry of name in Register of Members	Company and every officer who is in default	five hundred rupees but which may extend to one thousand rupees and where the failure is a continuing one, with a further fine which may extend to one thousand rupees for every day after the first during which the failure continues
MGT-5	Intimation to Company for holding Beneficial Interest in shares of Company by Beneficial Owner	Section 89(2) and (3) of the Companies Act, 2013 and Rule 9(2) of the Companies (Management and Administration) Rules, 2014	Within 30 days of acquisition of beneficial interest Or Change in Beneficial Interest	Company and every officer who is in default	five hundred rupees but which may extend to one thousand rupees and where the failure is a continuing one, with a further fine which may extend to one thousand rupees for every day after the first during which the failure continues
MGT-6 (Form-22B under Companies Act, 1956)	Intimation to ROC for not holding Beneficial Interest in shares of Company	Section 89(6) of the Companies Act, 2013	Within 30 days of receipt of declaration by the Company	Company and every officer who is in default	five hundred rupees but which may extend to one thousand rupees and where the failure is a continuing one, with a further fine which may extend to one thousand rupees for every day after the first during which the failure continues

ADT-1	Notice of Appointment of Auditor by the Company	Section 139(1) of the Companies Act, 2013 read with rule 4(2) of the Companies (Audit and Auditors) Rules, 2014	Within 15 days of Meeting where the appointment was made	Company	twenty-five thousand rupees but which may extend to five lakh rupees and every officer who is in default shall be punishable with imprisonment for a term which may extend to 1 year or with fine which shall not be less than ten thousand rupees but which may extend to one lakh rupees or with both
DPT-3	Return of Deposits	Rule 16 of the Companies (Acceptance of Deposits) Rules, 2014	On or before 30th June of every year	Company and every officer who is in default	Rs.5000/- in case of continuing 500 per day
PAS-4	Private Placement Offer Letter	Section 42 of the Companies Act, 2013 and Rule 14(1) of the Companies (Prospectus and Allotment of Securities) Rules, 2014	Within 30 days of Allotment of Securities		The company, its promoters and directors shall be liable for a penalty which may extend to the amount involved in the offer or invitation or two crore rupees, whichever is higher, and the company shall also refund all monies to subscribers within a period of thirty days of the order imposing the penalty.

PAS-5	Record of Private Placement	Section 42(7) of the Companies Act, 2013 and Rule 14(3) of the Companies (Prospectus and Allotment of Securities) Rules, 2014	Within 30 days of Allotment of Securities		The company, its promoters and directors shall be liable for a penalty which may extend to the amount involved in the offer or invitation or two crore rupees, whichever is higher, and the company shall also refund all monies to subscribers within a period of thirty days of the order imposing the penalty.
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