

# HOW IT WORKS ?

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## How to Apply for Company Annual Filing in India

### 1. Prepare Necessary Documents

- **Before you begin the filing process, gather the following documents:**
  - **Certificate of Incorporation:** Proof of your company's registration.
  - **Company PAN Card:** Permanent Account Number for taxation.
  - **Financial Statements:** This includes your balance sheet, profit and loss account for the financial year.
  - **Annual Return Form (MGT-7):** This contains details about the shareholders and directors of the company.
  - **Director's Report:** A report that must be prepared by the board of directors.

### 2. Log in to the MCA Portal

- Go to the Ministry of Corporate Affairs (MCA) portal.
- If you have an account, log in with your credentials. If not, you will need to create a new account.

### 3. Select the Relevant Forms

- After logging in, navigate to the "e-Forms" section.
- **Select the required forms for filing annual returns, such as:**
  - Form MGT-7: For filing annual return.
  - Form AOC-4: For filing financial statements.

### 4. Fill in the Required Information

- Carefully fill out the forms with accurate details.
- Ensure that all the financial data is correctly entered and that the documents are attached as required.

### 5. Pay the Fees

- Calculate the government fees for filing the forms, which may vary based on your company's paid-up capital.
- Make the payment online through the portal using available payment methods.

### 6. Submit the Forms

- Once the forms are filled and payment is made, submit the forms electronically through the MCA portal.
- After submission, you will receive a confirmation message with a receipt of the transaction.

## 7. **Keep a Record**

- Save the acknowledgment receipt and any other documents for your records.
- It's important to keep copies of all submitted documents and filings for future reference.

## 8. **Follow Up**

- Regularly check the status of your filing through the MCA portal to ensure that everything is processed correctly.
- If there are any queries or additional requirements from the Ministry, respond promptly.

## **Important Notes**

- **Filing Deadline:** Ensure that you file your annual return within the stipulated deadlines to avoid penalties.
- **Consult Professionals:** If you're unsure about any steps, consider consulting a company secretary or a chartered accountant for assistance.