

# FORM NO. AOC-4

[Pursuant to section 137 of the Companies Act, 2013 and sub-rule (1) of Rule 12 of Companies (Accounts) Rules, 2014]



Form for filing financial statement  
and other documents with the  
Registrar

Form Language

English

Hindi

Refer the instruction kit for filing the form.

Note-

-All fields marked in \* are to be mandatorily filled.

-Figures appearing in the e-Form should be entered in Absolute Rupees only. Figures should not be rounded off in any other unit like hundreds, thousands, lakhs, millions or crores.

Authorized capital of the company as on the date of filing

Number of members of the company as on the date of filing

## SEGMENT- I: INFORMATION AND PARTICULARS IN RESPECT OF BALANCE SHEET

### Part A

#### I. General information of the company

1. (a) \*Corporate identity number (CIN) of company

(b) Global location number (GLN) of company

2. (a) Name of the company

(b) Address of the registered  
office of the company

(c) \*e-mail ID of the company

3. \* Financial year to which financial statements relates

From

(DD/MM/YYYY)

To

(DD/MM/YYYY)

4. (a) \* Date of Board of directors' meeting in which financial statements are approved

(DD/MM/YYYY)

(b) (i) \*Nature of financial statements

(iii) Whether provisional financial statements filed earlier  Yes  No  Not applicable

(iv) Whether adopted in adjourned AGM  Yes  No  Not applicable

(c) Details of director(s), manager, secretary, CEO, CFO of the company who have signed the financial statements

Provide Director Identification number (DIN) in case of director, Managing Director and Income -tax permanent account number (Income-tax PAN) in case of manager, secretary, CEO, CFO.

DIN or Income-tax PAN	Name	Designation	Date of signing of financial statements

5. (a) \*Date of Board of directors' meeting in which boards' report referred under section 134 was approved  (DD/MM/YYYY)

(b) Details of director(s) who have signed the Boards' report

DIN	Name	Designation	Date of signing of Boards' report

6. \* Date of signing of reports on the financial statements by the auditors  (DD/MM/YYYY)

7. (a) \* Whether annual general meeting (AGM) held  Yes  No  Not applicable  
 (b) If yes, date of AGM  (DD/MM/YYYY)  
 (c) \*Due date of AGM  (DD/MM/YYYY)  
 (d) \* Whether any extension for financial year or AGM granted  Yes  No

8. (a) \* Whether the company is a subsidiary company as defined under clause (87) of section 2  Yes  No

(b) CIN of the holding company, if applicable

(c) Name of the holding company

(d) Provision pursuant to which the company has become a subsidiary

9. (a) \* Whether the company has a subsidiary company as defined under clause (87) of section 2  Yes  No

(b) If yes, then indicate number of subsidiary company(ies)

<input type="text"/>	CIN of subsidiary company	<input type="text"/>
	Name of the subsidiary company	<input type="text"/>
	Provisions pursuant to which the company has become a subsidiary	<input type="text"/>

10. \*Number of Auditors

<input type="checkbox"/>	* (a)	Income-tax PAN of auditor or auditor's firm	<input type="text"/>
	* (b)	Category of auditor	<input type="radio"/> Individual <input type="radio"/> Auditor's firm
	* (c)	Membership number of auditor or auditor's firm's registration number	<input type="text"/>
	* (d)	SRN of Form ADT-1	<input type="text"/>
	* (e)	Name of the auditor or auditor's firm	<input type="text"/>
	* (f)	Address of the auditor or auditor's firm	<input type="text"/>
		Line I	<input type="text"/>
		Line II	<input type="text"/>
		* City	<input type="text"/>
		* State	<input type="text"/>
		Country	<input type="text"/>
		* Pin code	<input type="text"/>
	(g)	Details of the member signing for the above firm	<input type="text"/>
		Name of the member	<input type="text"/>
		Membership number	<input type="text"/>

11. (a) \*Whether Schedule III of the Companies Act, 2013 is applicable     Yes     No

(b) \*Type of Industry   

**Note: In case the type of industry is other than Banking or Power or Insurance or NBFC, then select Commercial and Industrial (C&I).**

12. \*Whether consolidated financial statements required or not     Yes     No

13. (a) \*Whether company is maintaining books of account and other relevant books and papers in electronic form     Yes     No

**I. Balance Sheet**

**Part-B**

	Particulars	Figures as at the end of (Current reporting period) (in Rs.)	Figures as at the end of (Previous reporting period) (inRs.)
		<input type="text"/> (DD/MM/YYYY)	<input type="text"/> (DD/MM/YYYY)
<b>I.</b>	<b>EQUITY AND LIABILITIES</b>		
(1)	<b>Shareholder's Fund</b>		
	(a) Share capital		
	(b) Reserves and surplus		
	(c) Money received against share warrants		
(2)	<b>Share application money pending allotment</b>		
(3)	<b>Non - current liabilities</b>		
	(a) Long term borrowings		
	(b) Deferred tax liabilities (net)		
	(c) Other long term liabilities		
	(d) Long term provisions		
(4)	<b>Current liabilities</b>		
	(a) Short term borrowings		
	(b) Trade payables		
	(c) Other current liabilities		
	(d) Short term provisions		
	Total		
<b>II.</b>	<b>ASSETS</b>		
(1)	<b>Non-current assets</b>		
	(a) Fixed assets		
	(i) Tangible assets		
	(ii) Intangible assets		
	(iii) Capital work-in-progress		
	(iv) Intangible assets under development		
	(b) Non-current Investments		
	(c) Deferred tax assets (net)		
	(d) Long term loans and advances		
	(e) Other non-current assets		
(2)	<b>Current assets</b>		
	(a) Current Investment		
	(b) Inventories		
	(c) Trade receivables		
	(d) Cash and cash equivalents		
	(e) Short term loans and advances		
	(f) Other current assets		
	Total		

**II. Detailed Balance sheet items (Amount in Rupees)**

**A. Details of long term borrowings (unsecured)**

Particulars	Current reporting period	Previous reporting period
Bonds/ debentures		
Term Loans		
-From banks		
-From other parties		
Deferred payment liabilities		
Deposits		
Loans and advances from related parties		
Long term maturities of financial lease Obligations		
Other loans & advances		
Total long term borrowings (unsecured)		
Out of above total, aggregate amount guaranteed by directors		











**III. \*Financial parameters - Profit and loss account items (Amount in Rupees) during the reporting period**

3	Income in foreign currency	
4	Expenditure in foreign currency	
5	Revenue subsidies or grants received from government authority(ies)	
6	Rent paid	
7	Consumption of stores and spare parts	
8	Gross value of transaction with related parties as per AS-18 (If applicable)	
9	Bad debts of related parties as per AS-18 (If applicable)	

**IV. Details related to principal products or services of the company**

Total number of product/ services category(ies)

<input type="checkbox"/>	Product or service category code (ITC/ NPCS 4 digit code)	<input type="text"/>
	Description of the product or service category	<input type="text"/>
	*Turnover of the product or service category (in Rupees)	<input type="text"/>
	*Highest turnover contributing product or service code (ITC/ NPCS 8 digit code)	<input type="text"/>
	*Description of the product or service	<input type="text"/>
	*Turnover of highest contributing product or service (in Rupees)	<input type="text"/>

Note - Please refer to 'Indian Trade Classification' based on harmonized commodity description and coding system issues by the ministry of Commerce & Industry for Product Codes and National Product Classification for Services (NPCS) for Services codes issued by Ministry of Statistics & Program Implementation, Government of India.

### Segment III: Reporting of Corporate Social Responsibility (CSR)

1. (a) (i) \*Whether CSR is applicable as per section 135  Yes  No

(ii) Turnover (in Rs.)

(iii) Net worth (in Rs.)

2. Average net profit of the company for last three financial years (as defined in explanation to sub-section (5) section 135 of the Act)  (in Rupees)

3. Prescribed CSR Expenditure (two per cent. of the amount as in item 2 above)  (in Rupees)

4. (a) Total amount spent on CSR for the financial year  (in Rupees)

(b) Amount spent in local area  (in Rupees)

(c) Manner in which the amount spent during the financial year as detailed below:

Number of CSR activities

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
S. No.	CSR project or activity identified	Sector in which the Project is covered	Projects or programs - Specify the State /Union Territory where the Project/ Program was undertaken	Projects or programs - Specify the district where projects or programs was undertaken	Amount outlay (budget) project or programs wise (in Rs.)	Amount spent on the projects or programs (in Rs.)	Expenditure on Administrative overheads (in Rs.)	Mode of Amount spent
	Total							

5. Give details (name, address and email address) of implementing agency(ies)

7. Whether a responsibility statement of the CSR Committee on the implementation and monitoring of CSR Policy is enclosed to the Board's Report  Yes  No

#### Segment IV: DISCLOSURE ABOUT RELATED PARTY TRANSACTIONS

Disclosure of particulars of contracts/arrangements entered into by the company with related parties referred to in sub-section (1) of section 188 of the Companies Act, 2013 including certain arm's length transactions under third proviso thereto

1. Number of contracts or arrangements or transactions not at arm's length basis

Name(s) of the related party	Nature of relationship	Nature of contracts/ arrangements/ transactions

Duration of the contracts / arrangements/ transactions	Date of approval by the Board	Amount paid as advances, if any	Date on which the special resolution was passed in general meeting as required under first proviso to section 188

2. Number of material contracts or arrangement or transactions at arm's length basis

Name(s) of the related party	Nature of relationship	Nature of contracts/ arrangements/ transactions

Duration of the contracts / arrangements/ transactions	Date of approval by the Board	Amount paid as advances, if any

#### Segment V: Auditor's Report

I. (a) In case of a government company, whether Comptroller and Auditor-General of India (CAG of India) has commented upon or supplemented the audit report under section 143 of the Companies Act, 2013  Yes  No

II. \*Whether the auditors have reported as to whether company had provided requisite disclosures in its financial statements as to holdings as well as dealings in Specified Bank Notes during the period from 8th November, 2016 to 30th December, 2016 and if so, whether these are in accordance with the books of accounts maintained by the company  Yes  No

#### III. Details of remarks made by auditors and applicability of CARO

1. \*Whether auditors' report has been qualified or has any reservations or contains adverse remarks  Yes  No

3. \*Whether Companies (Auditors' Report) Order (CARO) applicable  Yes  No

4. Auditors' comment on the items specified under Companies (Auditors' Report) Order (CARO)

Particulars	Auditors' comments on the report
Fixed assets	
Inventories	
Loans given by the company	
Acceptance of Public Deposits	
Maintenance of Cost records	
Statutory dues	
Term loans	
Fraud noticed	
Others	

**SEGMENT-VI- Miscellaneous**

1. \*Whether the Secretarial Audit is applicable     Yes     No
2. \*Whether detailed disclosures with respect to Directors' report under sub-section (3) of section 134 is attached.     Yes     No

**Attachments**

1. \*Copy of financial statements duly authenticated as per section 134(including Board's report, auditors' report and other documents)
7. Company CSR policy as per s sub-section (4) of section 135
8. Details of other entity(s)
11. Secretarial Audit Report
12. Directors' report as per sub-section (3) of section 134
13. Details of remaining CSR activities
14. Optional attachment(s)- if any

List of attachment

### Declaration

I am authorized by the Board of Directors of the Company vide \*resolution number  \*dated  to sign this form and declare that all the requirements of Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. I further declare that:

1. Whatever is stated in this form and in the attachments thereto is true, correct and complete and no information material to the subject matter of this form has been suppressed or concealed and is as per the original records maintained by the company.
2. All the required attachments have been completely and legibly attached to this form.

**\*To be digitally signed by**

\*Designation

\*Director identification number of the director; or  
PAN of the manager or CEO or CFO; or Membership  
number of the secretary

### Certificate by Practicing professional

I declare that I have been duly engaged for the purpose of certification of this form. It is hereby certified that I have gone through the provisions of the Companies Act, 2013 and Rules thereunder for the subject matter of this form and matters incidental thereto and I have verified the above particulars (including attachment(s)) from the original/certified records maintained by the Company/applicant which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed. I further certify that:

1. The said records have been properly prepared, signed by the required officers of the Company and maintained as per the relevant provisions of the Companies Act, 2013 and were found to be in order;
2. All the required attachments have been completely and legibly attached to this form;
3. It is understood that I shall be liable for action under Section 448 of the Companies Act, 2013 for wrong certification, if any found at any stage.

Chartered Accountant (in whole time practice)     Cost Accountant (in whole time practice)

Company Secretary (in whole time practice)

Whether fellow or associate     Associate     Fellow   

Membership number   

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**Note: Attention is drawn to provisions of Section 448 and 449 which provide for punishment for false statement / certificate and punishment for false evidence respectively.**

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**This eForm has been taken on file maintained by the Registrar of Companies through electronic mode and on the basis of statement of correctness given by the company**