

India first-year compliance calendar

A private limited company's filings, with the rule that sets each date. Write your incorporation date and let the rules give you the dates.

Share it with your chartered accountant and put every date in a calendar you both see, with a reminder two weeks before. A company with no revenue still files - nil returns are returns. The LLP alternative is at the end.

Incorporation date

Financial year end

31 March unless you chose otherwise

Accountant / company secretary

Name, phone

Once, after incorporation

Filing	Rule	Your date	Done
Deposit subscription money into the company account	Before INC-20A		
INC-20A declaration of commencement of business	Within 180 days of incorporation		
First auditor appointed by the board (ADT-1 may be filed)	Within 30 days of incorporation		
First board meeting	Within 30 days of incorporation		
Share certificates issued to subscribers	Within 60 days of incorporation		
Registered office verification (INC-22 if not done in SPICe+)	Within 30 days		
DPIIT Startup India recognition	As soon as the certificate arrives		
Udyam MSME registration	Same week		
GST registration	Immediately if B2B, interstate, marketplace or export; else at the threshold		
Trademark TM-A filing (concessional fee with DPIIT or Udyam)	Same month		
Shops and Establishments / professional tax (state)	Ask your accountant for your state		

Every year - Ministry of Corporate Affairs

Filing	Rule	Your date	Done
Board meetings	Small company: at least 2 a year, one each half, 90+ days apart		
DIR-3 KYC for every director	By 30 September each year		
DPT-3 return of deposits (incl. loans from directors)	By 30 June		
MSME-1 (dues to MSME suppliers over 45 days)	Half-yearly, by 30 April and 31 October		
Annual general meeting	First AGM within 9 months of the first FY end; then within 6 months of FY end		
AOC-4 financial statements	Within 30 days of the AGM		

Filing	Rule	Your date	Done
MGT-7A annual return (small company)	Within 60 days of the AGM		
ADT-1 auditor appointment or re-appointment	Within 15 days of the AGM		

Every year - income tax

Filing	Rule	Your date	Done
Advance tax instalments (once there is taxable profit)	15 June, 15 September, 15 December, 15 March		
TDS deposited on salaries, contractors, rent, professional fees	By the 7th of the following month (30 April for March)		
TDS returns (24Q, 26Q)	Quarterly: 31 July, 31 October, 31 January, 31 May		
Tax audit report (if turnover over the limit)	By 30 September		
Income-tax return ITR-6	By 31 October		
80-IAC tax holiday application to the IMB	The year you expect profit; needs DPIIT recognition		

Every month or quarter - GST (once registered)

Filing	Rule	Your date	Done
GSTR-1 outward supplies	11th of the following month (quarterly under QRMP)		
GSTR-3B summary return and payment	20th of the following month (QRMP: 22nd or 24th quarterly)		
GSTR-9 annual return (above the threshold)	By 31 December of the following FY		
Letter of Undertaking for zero-rated exports	Renew each financial year		

People (once you have staff)

Filing	Rule	Your date	Done
EPF registration and monthly ECR	Mandatory at 20 employees; contributions by the 15th		
ESIC registration and monthly contribution	Mandatory at 10 employees; by the 15th		
Professional tax (state)	Monthly or annual by state		
Startup India self-certification (labour and environment laws)	Once staff exist; annual self-declaration		
Internal committee under the sexual harassment law	Once you have 10 employees		

If you are an LLP instead

Filing	Rule	Your date	Done
Form 11 annual return	By 30 May		
Form 8 statement of accounts and solvency	By 30 October		
Income-tax return ITR-5	By 31 July (31 October if audited)		

General information as of October 2026. Not legal, tax or investment advice; fees, thresholds and programme terms change - check the official page before relying on a figure, and use a qualified professional where the roadmap says so.