



Proposal for “MCA ROC Filing”

Commercial:

ROC Filing Fees & Charges:

We Charges **Rs. 2000/-** Consultancy Fees for Each form of MCA-ROC. However, Following as specific Pricing Structure

1. LLP Annual Filing (Form 8 and Form 11): **Rs. 5000/-**
2. Company Annual Filing (AOC-4 and MGT-7): **Rs. 5000/-**
3. DIN KYC Form: **Rs. 1000/-**
4. Any Other Form **Rs. 2000/-** Per Form
5. Director Addition or Removal: **Rs. 2000/-** Per Form
6. Company Address Change: **Rs. 2000/-**
7. New DIN Application: **Rs. 1000/-** (Plus: DSC **Rs. 1000/-** and Govt Chalan **Rs. 500/-** Additional)
8. Company Name Change: **Rs. 7000/-**
9. MOA Object Change/Amendment: **Rs. 5500/-**
10. Loan Charge Creation: **Rs. 2500/-**
11. Share Capital Changes: **Rs. 4000/-**

Documents Requirement for ROC Filing Registration:

1. Duly Signed Board Resolutions
2. In Case of Director Appointment or Removal: Appointment and Resignation Letter
3. Digital Signature of Directors
4. Address Change (Latest Electricity or Utility Bill)

Minimum Requirement for ROC Filing Formation:

- a. Choose company type – Pvt. Ltd. / Public / OPC / LLP.
- b. Minimum directors – 2 (Pvt.), 3 (Public), 1 (OPC), 2 (LLP).
- c. Minimum shareholders – 2 (Pvt.), 7 (Public), 1 (OPC).
- d. One director must be Indian resident.
- e. No minimum capital required.

- f. Registered office with address proof & NOC.
- g. Get DSC & DIN for directors.
- h. Approve name via SPICe+ or RUN.
- i. File SPICe+, MoA, AoA, AGILE forms with ROC.
- j. Obtain Certificate of Incorporation (COI).
- k. PAN, TAN auto-issued; open bank account.
- l. Maintain records & file annual ROC returns.

Annual Compliance of ROC Filing (to be followed every year):

- a. Hold Board Meetings – Minimum 2 per year (for Small Co.) or 4 (for others).
- b. Hold Annual General Meeting (AGM) – Within 6 months of financial year-end.
- c. Prepare Financial Statements – Balance Sheet, P&L, Cash Flow, etc.
- d. File Form AOC-4 – For filing financial statements with ROC.
- e. File Form MGT-7 / MGT-7A – For annual return of company details.
- f. Maintain Statutory Registers & Records – Members, Directors, Shares, etc.
- g. Prepare and File Director's Report – As per Companies Act requirements.
- h. File ADT-1 (if applicable) – For auditor appointment or reappointment.
- i. Pay ROC Annual Filing Fees – As per MCA norms.
- j. Update any changes – In directors, address, or shareholding with ROC.
- k. Ensure timely filings – Delay attracts additional fees & penalties.

Start Process Now – Get ROC Filing

- Step 1: Send us Documents Via Email or WhatsApp
 - Email: office@legaladda.com
 - WhatsApp: +91 9726365804
- Step 2: Preparation of Documents & Processing
- Step 3: Get ROC Filing Registration

Legal Adda®

One Stop Business Compliance Solution

Serving Across India

Call: +91 9726365804 | +91 9726365800

Email: office@legaladda.com | www.legaladda.com



Legal Adda – One Stop Business Solution

- ✓ Five Star Google Rating
- ✓ Dedicated Manager
- ✓ 24x7 Support
- ✓ Serving Across India
- ✓ NO Advance Payment
- ✓ 2000+ Yearly Clients

Customer Support (WhatsApp & Calls)

- +91 97263 65800
- +91 97263 65804
- +91 97263 65833

Thank You :)

Visit us

www.legaladda.com