

Annexure – II

CHECKLIST FOR SUBMISSION OF ANNUAL RETURNS

Sr. No.	Check Points
1	All documents are submitted as per format provided
2	For all documents - Date and Year in each of the documents should be of Current Year
3	Audited Annual Accounts (Balance sheet, P&L account, Schedules & Notes, Auditor Report and Director Report) - Stamped and Signed by Director and Auditors
4	For Networth Certificate - Upload Certificate as well as Computation page
5	For Director details - Update Directorships/Controlling Shareholding in other companies for each director as per Annexure C-3
6	For Shareholding details - Update Equity as well as Preference Shareholding (If applicable)
7	For all ENIT Data - Update values in Absolute Numbers and <u>Not converted in Lacs / Crores</u>
8	Submission is done <u>only through ENIT</u>