

Compliance Monitoring System



STEPS TO LOGIN AND FILE REPLY FOR SHOW CAUSE NOTICE

Step 1

Form the copy of the Notice note down the CMS No. mentioned on the **Top** and **Bottom** of the Show Cause Notice

F.No. C/RC/ [REDACTED] 16-17

Government of India
Ministry of Corporate Affairs
Office of the Director General Corporate Affairs
Kota House, Annexe.1, Shahajahan Road
New Delhi-110011

Dated: Nov 4, 2019 7:46:49 PM

To [REDACTED] PRIVATE LIMITED (email only)

Sir/Madam,

WHEREAS the company namely [REDACTED] PRIVATE LIMITED Having CIN [REDACTED] is a registered office situated at [REDACTED] SBI OFF GANDHINAGAR, HYDERABAD And In view of the form AOC-4/MGT-7/GNL-1 filed by the above said company to the Registrar of companies, it has been noticed that the company has not complied with the provision of the section 96(1) of the companies Act, 2013 regarding Annual General meeting.

WHEREAS, The provision of the section 96 of the Companies Act, 2013 states that Every company other than one person company shall in each year hold in addition to any other meeting, a general meeting as its annual general meeting and shall specify the meeting as such in notices calling it, and not more than fifteen months shall elapse between the date of one annual general meeting of a company

Provided that in case of the first annual general meeting, it shall be held within a period of nine months from the date of closing of the first financial year of the company and in any other case, within a period of six months, from the date of closing of the financial year: Provided further that if a company holds its first annual general meeting as aforesaid, it shall not be necessary for the company to hold any annual general meeting in the year of its incorporation:

NOW IN THE VIEW OF what is stated herein above the company and every officer in default of the company as the case may be, are hereby called upon to show cause as to why penal action under the provision of section 99 of the Companies Act 2013 should not be taken against them for default in holding

default of the company as the case may be, are hereby called upon to show cause as to why penal action under the provision of section 204(4) of the Companies Act 2013 should not be taken against them for default in annexing Secretarial Audit report with the board's report for 2017

PLEASE NOTE that if no satisfactory reply is received within 15 days from the date of this notice, will be presumed that you have nothing to say in the matter and thereafter the Registrar of Companies will initiate penal action for violation of section 204 of the Act, 2013. WHEREAS the Company is also directed to serve a copy of the said notice to the directors/KMPs and this notice will be treated as deemed to have been served upon every officers in default of the company in terms of section 20 of the Companies Act, 2013.

PLEASE NOTE that if no satisfactory reply is received within 15 days from the date of this notice, will be presumed that you have nothing to say in the matter and thereafter the Registrar of Companies will initiate penal action for violation of section 96 of the Act, 2013.

WHEREAS the Company is also directed to serve a copy of the said notice to the directors/KMPs and this notice will be treated as deemed to have been served upon every officers in default of the company in terms 20 of the Companies Act, 2013

Note:- The Company and /or officers in default of the company as the case may be, are however at their liberty to approach the appropriate authority for compounding of the offence so committed under section 441 of the companies Act, 2013.

In view of the above observations, you are requested to furnish your company's explanation/ response at the link
<https://mcacms.gov.in> by your CMS No.C/RC/[REDACTED] 16-17

Your's Faithfully,
SER MCACMS
Inspector
Office of DGCOA

CMS Reference No

CMS Reference No

Step 2.

Open <https://mcacms.gov.in/#/> on a browser

Step 3.

Click on Reply for Show Cause Notice

Compliance Monitoring System

Ministry of Corporate Affairs
Government of India

Login to Your Account

Username

Password

A W F R N

Remember me [Forgot Password?](#)

Login

[Reply for Show Cause Notice](#)

For any query email us: contactus.mcacms@gov.in

Step 4

A new window shall open detailing the Section under which the Show Cause Notice has been issued.

Click on provision under which the reply to the show cause notice is to be submitted.

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Ministry of Corporate Affairs
Government of India

Reply Module

Provision Name	Section
SECRETARIAL AUDIT	204
ANNUAL GENERAL MEETING	98

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Step 5

A new window shall open whereby the person is required to fill in the CMS Reference No. as noted in the first step and click Search.

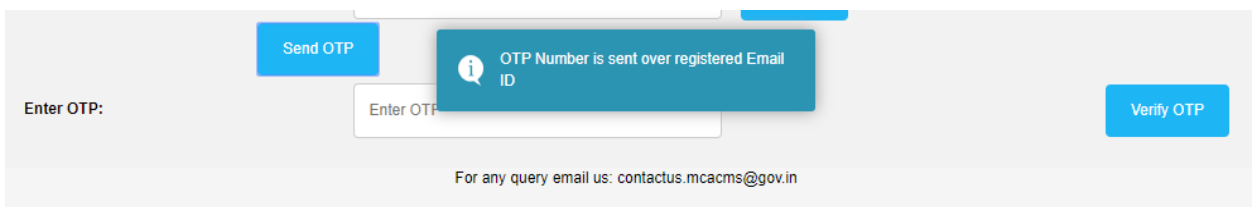


The System will validate the reference number.



Step 6

Once the CMS Reference No. is validated the person is required to click Send OTP Tab. OTP shall be sent on the Email Id on which the Show Cause Notice has been Received.



Step 7

Once the OTP is verified the user will be directed to new window where the person can write text up to 480 words.

The person can also submit reply as an attachment. Maximum Number of Attachments allowed is 2 (two) attachment in pdf file only.

Total size of the attachments shall not exceed 50 MB.

Company Name		CIN	Address
MITED			OO
Provision	Reply	Action	Status
Section 204	Reply for section 204 <input type="text"/> <input type="button" value="Submit Reply"/>		
	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Choose File"/> No file chosen		

For any query email us: contactus.mcacms@gov.in

Space for Text

Maximum 2 Attachments up to 50 MB

Once the Reply is complete the user can click the Submit Reply tab

Company Name		CIN	Address
MITED			OO
Provision	Reply	Action	Status
Section 204	Reply for section 204 <input type="text"/>	<input type="button" value="Submit Reply"/>	
	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Choose File"/> No file chosen		

For any query email us: contactus.mcacms@gov.in

Submit Reply Tab

STEP 8.

The System will show a Confirmation message of the reply submission and the action tab will show the Reply Status

Company Name		CIN	Address
MITED		L	
Provision	Reply	Action	Status
Section 204	Reply for section 204 <input type="text"/>	Reply submitted	
	<input type="button" value="Choose File"/> L1 <input type="button" value="Choose File"/> No file chosen		

Reply status once reply is submitted

Note

- Reply can be submitted once.
- Reply once submitted cannot be altered.