



Compliance calendar for **FY 2021-22**

July 2021

Nangia Andersen LLP

A member firm of **ANDERSEN GLOBAL** 

Introduction

A meticulous and timely compliance mechanism is instrumental in meeting the rapid pace of legislative and regulatory changes. A robust compliance framework becomes even more essential, locally and nationally, considering the ever-changing multi-layered tax and regulatory environment, technology upgradation, stricter penal provisions and unforeseen business disruptions. Therefore, it becomes the duty of the Key Managerial Personnel and Board of Directors to concoct an appropriate system to ensure compliance with the provisions of the applicable laws.

The key compliances applicable to a Private Limited Company during the Financial Year 2021-22, which shall help the management scrutinize and convey the compliance risks and exposures to the Board, have been enlisted below

Direct Tax and Transfer Pricing Compliances

SI No	Compliance Category	Compliance Description	Frequency	Due Date	Extended Due Date ¹
1	Corporate Income Tax	• Payment of Advance Tax	Quarterly	Quarter 1 - 15 June 2021 Quarter 2 - 15 September 2021 Quarter 3 - 15 December 2021 Quarter 4 - 15 March 2022	No extension
		• Return of Income for FY 2020-21 (AY 2021-22)	Yearly	31 October 2021 (30 November 2021 if Transfer Pricing is applicable)	30 November 2021 (31 December 2021 if Transfer Pricing is applicable)
		• Belated/Revised Return of Income for FY 2020-21 (AY 2021-22)		31 December 2021	31 January 2022
2	Tax Audit Report (if turnover exceeds INR 1 crore)	Filing of Form 3CD, accompanied by tax auditor's Certificate in Form 3CB	Yearly	30 September 2021 (31 October 2021 if Transfer Pricing is applicable)	31 October 2021 (30 November 2021 if Transfer Pricing is applicable)
3	Withholding taxes (TDS)	• Deposit of TDS	Monthly	7 th of the subsequent month	

¹ Due dates have been extended in the wake of COVID 19. Updated with announcements notified till 30 June 2021

SI No	Compliance Category	Compliance Description	Frequency	Due Date	Extended Due Date ¹
		<ul style="list-style-type: none"> TDS Returns (Salary and Non-Salary) 	Quarterly	Quarter 1 - 31 July 2021 Quarter 2 - 31 October 2021 Quarter 3 - 31 January 2022 Quarter 4 - 31 May 2022	No extension
		<ul style="list-style-type: none"> TDS Certificate (Form-16A Non-Salary) 	Quarterly	Quarter 1 - 15 August 2021 Quarter 2 - 15 November 2021 Quarter 3 - 15 February 2022 Quarter 4 - 15 June 2022	No extension
		<ul style="list-style-type: none"> TDS Certificate (Form-16 Salary) for FY 20-21 	Yearly	15 June 2021	31 July 2021
		<ul style="list-style-type: none"> Certification for TDS on foreign remittances (Form 15CA/15CB) 	Per Foreign remittance	At the time of foreign remittance	
4	Tax Collection at source	<ul style="list-style-type: none"> Deposit of TCS 	Monthly	7 th of subsequent month	No extension
		<ul style="list-style-type: none"> TCS Returns 	Quarterly	Quarter 1 - 15 July 2021 Quarter 2 - 15 October 2021 Quarter 3 - 15 January 2022 Quarter 4 - 15 May 2022	No extension
		<ul style="list-style-type: none"> TCS certificates 	Quarterly	Quarter 1 - 30 July 2021 Quarter 2 - 30 October 2021 Quarter 3 - 30 January 2022 Quarter 4 - 30 May 2022	No extension
5	Transfer Pricing (applicable in case of foreign related party transactions)	<ul style="list-style-type: none"> Accountant's certificate in Form 3CEB for all transactions with associated enterprises 	Yearly	31 October 2021	30 November 2021

SI No	Compliance Category	Compliance Description	Frequency	Due Date	Extended Due Date ¹
		<ul style="list-style-type: none"> Preparation of transfer pricing study report 	Yearly	31 October 2021	30 November 2021 ²
		<ul style="list-style-type: none"> Master File (Form 3CEAA) 	Yearly	30 November 2021	31 December 2021 ³
		<ul style="list-style-type: none"> Intimation by designated Constituent entity (Form 3CEAB) 	Yearly	31 October 2021	30 November 2021 ⁴
6	Specified financial Transactions (SFTRA)	<ul style="list-style-type: none"> Filing of Form 61A 	Yearly	31 May 2021	30 June 2021
7	Equalization Levy on specified services including e-commerce services provided by non-residents	<ul style="list-style-type: none"> Payment of Equalization Levy (for residents as well as non-residents) - online advertisement and other specified services Payment of Equalization Levy (for residents and non-residents) - e-commerce services Form 1 (specified services or e-commerce services) for FY 2020-21 	Monthly Quarterly Yearly	7 th of subsequent month Quarter 1 - 7 July 2021 Quarter 2 - 7 October 2021 Quarter 3 - 7 January 2022 Quarter 4 - 31 March 2022 30 June 2021	No extension No extension 31 July 2021
8	Declaration and payment under the Vivad se Vishwas Scheme	<ul style="list-style-type: none"> Furnishing declaration, passing of order, payment, etc. under Vivad se Vishwas Act with no additional payment 	One time	On or before 30 June 2021	31 August 2021

² Since TP Study report is to be prepared on contemporaneous basis and the same is to be prepared along with the accountants report in Form 3CEB. Further, the due date for filing of Form 3CEB has been extended to 30th November 2021. Accordingly, the extended due date for preparation of TP Study report is 30th November 2021.

³ As per the Indian tax law, Master file in Form 3CEAA is to be filed on or before the due date for furnishing the return of income as specified under section 139(1). Accordingly, since the due date of filing of ROI (in case Transfer Pricing) has been extended to 31st December 2021, thus the extended due date for filing of Form 3CEAA is 31st December 2021

⁴ As per the Indian tax law, Intimation by the designated entity in Form 3CEAB is to be filed 30 days before the due date of furnishing Form 3CEAA. Accordingly, since the extended due date of filing of Form 3CEAA has been extended to 31st December 2021, thus the extended due date is 30th November 2021 (i.e. 30 days before the due date of furnishing Form 3CEAA).

SI No	Compliance Category	Compliance Description	Frequency	Due Date	Extended Due Date ¹
		<ul style="list-style-type: none"> With additional payment 		On or after 01 July 2021	On or after 01 September 2021 but before 31 October 2021
9	Linking of PAN and AADHAR		One time	31 March 2021	30 September 2021
10	Compliances with respect to investment, deposit, acquisition, purchase, construction or any other action for claiming exemption under section 54 to 54GB		Yearly	Between 01 April, 2021 to 29 September, 2021	On or before 30 September 2021
11	Application under 10(23C), 12AB, 35(1)(ii)/ (iia)/ (iii) and 80G of the Income Tax Act for registration/ provisional registration/ approval/ provisional approval of Trusts/ Institutions/ Research Associations, etc.			30 June 2021	31 August 2021
12	Uploading declarations received from recipients in Form 15G/ 15H		Quarterly	Quarter 1 - 15 July 2021 Quarter 2 - 15 October 2021 Quarter 3 - 15 January 2022 Quarter 4 - 30 April 2022	Quarter 1 - 31 August 2021

Compliance under the Indirect Tax Laws

SI No	Compliance Category	Compliance Description	Frequency	Due Date	Extended Due Date ⁵									
1	Form GSTR-1 (Details of outward supplies of goods or services)	<ul style="list-style-type: none"> In case of registered person having aggregate turnover over INR 5 crores or In case of registered person having aggregate turnover up to INR 5 crores and who have not opted for Quarterly Returns Monthly Payment ('QRMP') Scheme. 	Monthly	11 th day of succeeding month	April 2021 - 26 th May 2021 May 2021 - 26 th June 2021 June 2021 onwards - No extension. Late fees rationalize for delay in filing GSTR-1.									
		<ul style="list-style-type: none"> In case of registered person having aggregate turnover up to INR 5 crore and who have opted for QRMP Scheme. 	Quarterly	13 th day of the month following the end of quarter	No extension. Late fees rationalize for delay in filing GSTR-1 for quarter ending June 2021 onwards.									
2	Form GSTR-3B	<ul style="list-style-type: none"> In case of registered person having aggregate turnover more than INR 5 crore. 	Monthly	20 th day of succeeding month	<p>No extension</p> <p>Conditional lowering of Interest rates and waiver of late fees for delay in furnishing returns as follow -</p> <table border="1"> <thead> <tr> <th>Tax Period</th> <th>Interest</th> <th>Late fees</th> </tr> </thead> <tbody> <tr> <td>April 2021 and May 2021</td> <td>9% for first 15 days from the due date, and 18% thereafter.</td> <td>Nil for first 15 days from the due date.</td> </tr> <tr> <td>June 2021 onwards</td> <td>-</td> <td>Capped at Rs.500 for Nil return</td> </tr> </tbody> </table>	Tax Period	Interest	Late fees	April 2021 and May 2021	9% for first 15 days from the due date, and 18% thereafter.	Nil for first 15 days from the due date.	June 2021 onwards	-	Capped at Rs.500 for Nil return
Tax Period	Interest	Late fees												
April 2021 and May 2021	9% for first 15 days from the due date, and 18% thereafter.	Nil for first 15 days from the due date.												
June 2021 onwards	-	Capped at Rs.500 for Nil return												

⁵ Due dates have been extended in the wake of COVID 19. Updated with announcements notified till 29th June 2021

SI No	Compliance Category	Compliance Description	Frequency	Due Date	Extended Due Date ⁵												
		<ul style="list-style-type: none"> In case of registered person having aggregate turnover up to INR 5 crore and who have not opted for QRMP scheme. 	Monthly	20 th day of succeeding month	<p>No extension</p> <p>Conditional lowering of Interest rates and waiver of late fees for delay in furnishing returns as follow -</p> <table border="1"> <thead> <tr> <th>Tax Period</th> <th>Interest</th> <th>Late fees</th> </tr> </thead> <tbody> <tr> <td>April 2021</td> <td>NIL rate for first 15 days, 9% for next 30 days and 18% thereafter</td> <td>Nil for first 45 days from the due date</td> </tr> <tr> <td>May 2021</td> <td>NIL rate for first 15 days, 9% for next 15 days and 18% thereafter</td> <td>Nil for first 30 days from the due date</td> </tr> <tr> <td>June 2021 onwards</td> <td>-</td> <td>Capped between Rs.500 to Rs.5000</td> </tr> </tbody> </table>	Tax Period	Interest	Late fees	April 2021	NIL rate for first 15 days, 9% for next 30 days and 18% thereafter	Nil for first 45 days from the due date	May 2021	NIL rate for first 15 days, 9% for next 15 days and 18% thereafter	Nil for first 30 days from the due date	June 2021 onwards	-	Capped between Rs.500 to Rs.5000
Tax Period	Interest	Late fees															
April 2021	NIL rate for first 15 days, 9% for next 30 days and 18% thereafter	Nil for first 45 days from the due date															
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June 2021 onwards	-	Capped between Rs.500 to Rs.5000															
		<ul style="list-style-type: none"> In case of registered person having aggregate turnover up to INR 5 crore and who have opted for QRMP Scheme. 	Quarterly	22 nd of the subsequent month following the end of the quarter for Group 1 states and union territories ⁶ .	<p>No extension</p> <p>Conditional lowering of Interest rates and waiver of late fees for delay in furnishing returns as follow -</p> <table border="1"> <thead> <tr> <th>Tax Period</th> <th>Interest</th> <th>Late fees</th> </tr> </thead> <tbody> <tr> <td>April 2021</td> <td>NIL rate for first 15 days, 9% for next 30 days and 18% thereafter</td> <td>-</td> </tr> <tr> <td>May 2021</td> <td>NIL rate for first 15 days, 9% for next 15 days and 18% thereafter</td> <td>-</td> </tr> </tbody> </table>	Tax Period	Interest	Late fees	April 2021	NIL rate for first 15 days, 9% for next 30 days and 18% thereafter	-	May 2021	NIL rate for first 15 days, 9% for next 15 days and 18% thereafter	-			
Tax Period	Interest	Late fees															
April 2021	NIL rate for first 15 days, 9% for next 30 days and 18% thereafter	-															
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⁶Chhattisgarh, Madhya Pradesh, Gujarat, Maharashtra, Karnataka, Goa, Kerala, Tamil Nadu, Telangana, Andhra Pradesh, the Union territories of Daman and Diu and Dadra and Nagar Haveli, Puducherry, Andaman and Nicobar Islands or Lakshadweep

SI No	Compliance Category	Compliance Description	Frequency	Due Date	Extended Due Date ⁵			
		<ul style="list-style-type: none"> In case of registered person who have failed to furnish the return in Form GSTR-3B, for the months/quarter of July 2017 to April 2021 by the due date 		24 th of the subsequent month following the end of the quarter for Group 2 states and union territories ⁷ .	<table border="1"> <tr> <td>June 2021 onwards</td> <td>-</td> <td>Capped between Rs.500 to Rs.5000</td> </tr> </table> <p>Late fees waived in excess of Rs. 500 if return furnished between 1st June 2021 to 31st August 2021, where GST payable in return is NIL. Late fees waived in excess of Rs. 1000 if return furnished between 1st June 2021 to 31st August 2021, where GST payable in return is not NIL.</p>	June 2021 onwards	-	Capped between Rs.500 to Rs.5000
June 2021 onwards	-	Capped between Rs.500 to Rs.5000						
3	Invoice furnishing facility	<ul style="list-style-type: none"> Optional facility to furnish the details of outward supplies under QRMP Scheme 	Monthly	1 st day to 13 th day of succeeding month	April 2021 - 28 th May 2021 May 2021 - 28 th June 2021			
4	Form GST PMT-06 (Monthly payment of tax)	<ul style="list-style-type: none"> Payment of tax in each of the first two months of the quarter under QRMP Scheme 	Monthly	25 th of the succeeding month	No extension of due date but there is relaxation in GST interest rate for delay in monthly payment of tax (given in sl. no. 2 above)			
5	Form GSTR – 4	<ul style="list-style-type: none"> For registered person who have opted for composition scheme. 	Annually	30 th of the month succeeding the financial year.	For FY 2020-21 – 31 st July 2021			

⁷Himachal Pradesh, Punjab, Uttarakhand, Haryana, Rajasthan, Uttar Pradesh, Bihar, Sikkim, Arunachal Pradesh, Nagaland, Manipur, Mizoram, Tripura, Meghalaya, Assam, West Bengal, Jharkhand, Odisha, Jammu and Kashmir, Ladakh, Chandigarh and Delhi

SI No	Compliance Category	Compliance Description	Frequency	Due Date	Extended Due Date ⁵
6	Form GSTR-6 (Return for Input Service Distributor)	<ul style="list-style-type: none"> For declaring details of input tax credit received and distributed by input services distributor. 	Monthly	13 th of the succeeding month	April and May 2021 - 30 th June 2021
7	Form GSTR – 7 (Return for TDS Deductor)	<ul style="list-style-type: none"> For persons who are required to deduct TDS under GST 	Monthly	10 th of the succeeding month	April and May 2021 - 30 th June 2021
8	Form GSTR – 8 (Return for TCS Collector)	<ul style="list-style-type: none"> For e-commerce operators who are required to collect TCS under GST 	Monthly	10 th of the succeeding month	April and May 2021 - 30 th June 2021
9	Form ITC - 04	<ul style="list-style-type: none"> Furnishing declaration for goods dispatched to a job worker or received from a job worker 	Quarterly	25 th of the month succeeding the quarter.	For Quarter ending March 2021 - 30 th June 2021.
10	Form GSTR-9 (Annual Return)	<ul style="list-style-type: none"> Annual Return for FY 2020-21 if revenue is above INR 2 crores 	Annually	On or before 31 st December following the end of financial year	
11	Form GSTR - 9C (GST Audit)	<ul style="list-style-type: none"> GST Audit for FY 2020-21 if revenue is above INR 5 crores 	Annually	On or before 31 st December following the end of financial year	
12	Time limit for completion of various actions, by any authority or by any person, under GST Act, including for completion of any proceeding, issue of notice, passing of order, filing of appeal, reply, statements, applications, reports, any other documents				Due dates between 15 th April 2021 to 29 th June 2021 extended to 30 th June 2021

SI No	Compliance Category	Compliance Description	Frequency	Due Date	Extended Due Date ⁵
13		Verification and approval of application for registration by proper officer.			Due dates between 1 st May 2021 to 15 th June 2021 extended to 15 th July 2021
14		Time limit for issuance of orders in relation to rejection of refund claim under section 54.			Due dates between 15 th April 2021 to 29 th June 2021 extended to 15 days after receipt of reply to the notice from registered person or 30 th June 2021, whichever is later.

Regulatory Compliances

SI No	Compliance Category/ Form	Compliance Description	Frequency	Due Date	Extension Granted/ Extended Due Date ⁸
1	Board meetings	Convening of board meetings by the company	4 in a calendar year	There should not be a gap of more than 120 days between 2 consecutive meetings	Gap between 2 consecutive meeting may extend to 180 days during Q1 - April to June 2021 and Q2 - July to September 2021
2	Annual General Meeting (AGM)	Shareholder's meeting to approve financial statements, appoint directors & auditors and declare dividend	Yearly	Within 15 months from the last AGM or 6 months from the end of FY, whichever is later In case of first AGM- 9 months from the end of FY (i.e. before December 31, 2021)	No extension
3	Annual declaration	Annual declaration from the existing directors in Form DIR-8 and Form MBP-1	Yearly	Before the first board meeting of Financial Year	No extension
4	DPT-3	Reporting of exempted deposits	Yearly	30 June 2021	31 August 2021
5	DIR-3 KYC	KYC Form for all directors	Yearly	30 September 2021	No extension
6	MSME return	Reporting of dues payable to MSME vendors which are outstanding for more than 45 days	Half-yearly	Return for October 2020 to March 2021 - 30 April 2021 Return for April 2021 to September 2021 - 30 October 2021	31 August 2021 No extension

⁸Due dates have been extended in the wake of COVID 19. Updated with announcements notified till 30 June 2021

SI No	Compliance Category/ Form	Compliance Description	Frequency	Due Date	Extension Granted/ Extended Due Date ⁸
7	AOC-4	Filing of company financial statement with RoC by company	Yearly	Within 30 days of AGM	No extension
8	MGT-7	Filing of annual return with RoC by company	Yearly	Within 60 days of AGM	No extension
9	Form 8	Filing of statement of accounts and solvency with RoC by LLP	Annual	30 October 2021	No extension
10	Form 11	Filing of Annual Return with RoC by LLP	Annual	30 May 2021	31 August 2021
11	Form FC-3	Filing of financial statement with RoC by Liaison/ Branch/ Project Office	Annual	30 September 2021	No extension
12	FC-4	Filing of Annual Return with RoC by Liaison Office/ Project Office/ Branch Office	Annual	30 May 2021	31 August 2021
13	ECB 2	Filing of ECB Return by companies which have borrowed funds from overseas	Monthly	7 th of subsequent month	No extension
14	FLA - Annual Return on Foreign Liabilities & Assets	Declaration of foreign liabilities and assets in Annual return to be filed with the Reserve Bank of India	Yearly	15 July 2021	No extension

SI No	Compliance Category/ Form	Compliance Description	Frequency	Due Date	Extension Granted/ Extended Due Date ⁸
15	APR - Annual Performance Report	Reporting of overseas joint venture and wholly owned subsidiary	Annual	31 December 2021	No extension
16	Employee Provident Fund (EPF) - Payment and returns		Monthly	By 15 th of the subsequent month of salary payment	No extension
17	Employee State Insurance (ESI) - Payment and returns		Monthly	By 15 th of the subsequent month of salary payment	No extension
18	Profession Tax - payment and returns		Monthly	As per respective State Acts	As per respective State Acts

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