



**MINISTRY OF CORPORATE AFFAIRS**  
**GOVERNMENT OF INDIA**

DEAR CORPORATES,

MCA HAS ENSURED SECURED FILING THROUGH MCA21 SYSTEM WITH SPECIAL FEATURES LIKE PRE-FILL, FORM VALIDATION, DIGITAL SIGNATURE VALIDATION, PAYMENT FACILITY; BESIDES UPLOADING OF LARGE SIZE OF EFORM (MORE THAN 2 MB). THE MINISTRY SOLICITS YOUR COOPERATION IN ENSURING SMOOTH E-FILING DURING THE PEAK FILING SEASON OF OCTOBER AND NOVEMBER '2010.

IN ORDER TO AVOID LAST MINUTE RUSH WHICH RESULTS IN INCONVENIENCE TO OTHER STAKEHOLDERS, FILING OF BALANCE SHEET AND ANNUAL RETURN MAY PREFERABLY BE DONE IN THE FOLLOWING ORDER:-

<b>Preferable Dates for filing</b>		
<b>Company Names starting with</b>	<b>October 2010</b>	<b>November 2010</b>
Alphabets A to D	1 <sup>st</sup> Oct to 05 Oct 2010	1 <sup>st</sup> Nov to 05 Nov 2010
Alphabets E to K	6 <sup>th</sup> Oct to 10 <sup>th</sup> Oct 2010	6 <sup>th</sup> Nov to 10 <sup>th</sup> Nov 2010
Alphabets L to Q	11 <sup>th</sup> Oct to 15 <sup>th</sup> Oct 2010	11 <sup>th</sup> Nov to 15 <sup>th</sup> Nov 2010
Alphabets R & S	16 <sup>th</sup> Oct to 20 <sup>th</sup> Oct 2010	16 <sup>th</sup> Nov to 20 <sup>th</sup> Nov 2010
Alphabets T to Z	21 <sup>st</sup> Oct to 25 <sup>th</sup> Oct 2010	21 <sup>st</sup> Nov to 25 <sup>th</sup> Nov 2010
Remaining/ Left out companies	26 <sup>th</sup> Oct to 31 <sup>st</sup> Oct 2010	26 <sup>th</sup> Nov to 30 <sup>th</sup> Nov 2010

KINDLY PLAN YOUR FILING ACCORDINGLY.