



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

DEAR CORPORATES,

AS YOU ARE AWARE, THE LAST DATE FOR FILING OF YOUR COMPANY'S BALANCE SHEET AND ANNUAL RETURN FOR THE CURRENT YEAR IS FALLING DUE SOON. TO AVOID LAST MINUTE RUSH AND SYSTEM CONGESTION IN MCA21 DUE TO HEAVY FILING IN LAST 10 DAYS OF THE MONTHS OF OCTOBER AND NOVEMBER 2011, IT IS REQUESTED THAT FILING OF BALANCE SHEET AND ANNUAL RETURN MAY PREFERABLY BE DONE IN THE FOLLOWING ORDER:-

<b>Company Names starting with</b>	<b>Preferable Dates for filing</b>		
	<b>September 2011</b>	<b>October 2011</b>	<b>November 2011</b>
Alphabets A to D	All days during the month	1 <sup>st</sup> Oct to 05 Oct 2011	1 <sup>st</sup> Nov to 05 Nov 2011
Alphabets E to K	-do-	6 <sup>th</sup> Oct to 10 <sup>th</sup> Oct 2011	6 <sup>th</sup> Nov to 10 <sup>th</sup> Nov 2011
Alphabets L to Q	-do-	11 <sup>th</sup> Oct to 15 <sup>th</sup> Oct 2011	11 <sup>th</sup> Nov to 15 <sup>th</sup> Nov 2011
Alphabets R & S	-do-	16 <sup>th</sup> Oct to 20 <sup>th</sup> Oct 2011	16 <sup>th</sup> Nov to 20 <sup>th</sup> Nov 2011
Alphabets T to Z	-do-	21 <sup>st</sup> Oct to 25 <sup>th</sup> Oct 2011	21 <sup>st</sup> Nov to 25 <sup>th</sup> Nov 2011
Remaining/ Left out companies	-do-	26 <sup>th</sup> Oct to 31 <sup>st</sup> Oct 2011	26 <sup>th</sup> Nov to 30 <sup>th</sup> Nov 2011

KINDLY PLAN YOUR FILING ACCORDINGLY.

DURING THIS PERIOD, ROC FACILITATION CENTRES/ HELP DESKS WOULD GIVE PRIORITY IN EFILING/ ANSWERING QUERIES OF COMPANIES FALLING UNDER THE ABOVE ALPHABETICAL ORDER.