

FAX


TO : HOD FINANCE ALL BRANCHES/FINANCE DIVISIONAL HEADS AT CO

FROM: C.S. KARKI, JGM-F

MINISTRY OF CORPORATE AFFAIRS VIDES NOTIFICATION NO. 260 DATED 22.01.2019 HAS MADE MANDATORY TO SUBMIT HALF-YEARLY RETURNS TO MCA IN MSME FORM-1 SPECIFYING THE DETAILS OF ALL OUTSTANDING DUES TO MICRO OR SMALL ENTERPRISES. FURTHER THE INITIAL RETURN IS TO BE FILED IN RESPECT OF OUTSTANDING DUES EXISTING ON THE DATE OF NOTIFICATION i.e 22.01.2019. IN THIS CONNECTIN YOU ARE REQUESTED TO FURNISH ALL OUTSTANDING DUES TO MICRO, SMALL ENTERPRISES **AS ON 22.01.2019** IN RESPECT OF YOUR BRANCH/ DIVISION TO F&A CORPORATE ACCOUNTS DIVISION C.O. BY 5<sup>TH</sup> FEBRUARY, 2019 POSITIVELY IN THE FOLLOWING FORMAT :

Financial years/ Particulars	Name of Suppliers	PAN of Suppliers	Amount Due	Specify the date from which amount is due

IT MAY ALSO BE NOTED THAT IN FUTURE HALF-YEARLY INFORMATION i.e. OUTSTANDING DUES AS ON 30<sup>TH</sup> SEPTEMBER MAY BE FURNISHED BY 5<sup>TH</sup> OCTOBER AND OUTSTANDING DUES AS ON 31<sup>ST</sup> MARCH MAY BE FURNISHED BY 5<sup>TH</sup> APRIL IN THE ABOVE PRESCROBED FORMAT.

  
C.S. KARKI  
JGM-F  
30.01.2019