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SHARE CAPITAL

Required DISCLOSURE for equity have been appropriately made

Ensure whether the following disclosure requirements of **Schedule III (Part I)** to Companies Act, 2013 have been complied with:

Share Capital

For each class of share capital (different classes of preference shares to be treated separately):

- a) the number and amount of shares authorised;
- b) the number of shares issued, subscribed and fully paid, and subscribed but not fully paid;
- c) par value per share;
- d) a reconciliation of the number of shares outstanding at the beginning and at the end of the reporting period;
- e) the rights, preferences and restrictions attaching to each class of shares including restrictions on the distribution of dividends and the repayment of capital;
- f) shares in respect of each class in the company held by its holding company or its ultimate holding company including shares held by or by subsidiaries or associates of the holding company or the ultimate holding company in aggregate;
- g) shares in the company held by each shareholder holding more than 5 per cent. shares specifying the number of shares held;
- h) shares reserved for issue under options and contracts/commitments for the sale of shares/disinvestment, including the terms and amounts;
- i) for the period of five years immediately preceding the date as at which the Balance Sheet is prepared:
 - (A) Aggregate number and class of shares allotted as fully paid-up pursuant to contract(s) without payment being received in cash.
 - (B) Aggregate number and class of shares allotted as fully paid-up by way of bonus shares.
 - (C) Aggregate number and class of shares bought back.
- j) terms of any securities convertible into equity/preference shares issued along with the earliest date of conversion in descending order starting from the farthest such date;
- k) calls unpaid (showing aggregate value of calls unpaid by Directors and officers);
- l) forfeited shares (amount originally paid-up).
- m) A company shall disclose Shareholding of Promoters* as below:

Shares held by promoters at the end of the year				% Change during the year***
S. No.	Promoter Name	No. of shares	% of total shares**	
Total				

Promoter here means promoter as defined in the Companies Act, 2013.

** Details shall be given separately for each class of shares

*** percentage change shall be computed with respect to the number at the beginning of the year or if issued during the year for the first time then with respect to the date of issue.]

- Where in respect of an issue of securities made for a specific purpose, the whole or part of the amount has not been used for the specific purpose at the balance sheet date, there shall be indicated by way of note how such unutilised amounts have been used or invested.

Notes:

To be disclosed as Additional Regulatory Information Utilisation of Borrowed funds and share premium:

- (A) Where company has advanced or loaned or invested funds (either borrowed funds or share premium or any other sources or kind of funds) to any other person(s) or entity(ies), including foreign entities (Intermediaries) with the understanding (whether recorded in writing or otherwise) that the Intermediary shall
- (I) directly or indirectly lend or invest in other persons or entities identified in any manner whatsoever by or on behalf of the company (Ultimate Beneficiaries) or
- (II) provide any guarantee, security or the like to or on behalf of the Ultimate Beneficiaries; the company shall disclose the following:-
- date and amount of fund advanced or loaned or invested in Intermediaries with complete details of each Intermediary.
 - date and amount of fund further advanced or loaned or invested by such Intermediaries to other intermediaries or Ultimate Beneficiaries along with complete details of the ultimate beneficiaries.
 - date and amount of guarantee, security or the like provided to or on behalf of the Ultimate Beneficiaries
 - declaration that relevant provisions of the Foreign Exchange Management Act, 1999 (42 of 1999) and Companies Act has been complied with for such transactions and the transactions are not violative of the Prevention of Money-Laundering act, 2002 (15 of 2003);
- (B) Where a company has received any fund from any person(s) or entity(ies), including foreign entities (Funding Party) with the understanding (whether recorded in writing or otherwise) that the company shall
- (i) directly or indirectly lend or invest in other persons or entities identified in any manner whatsoever by or on behalf of the Funding Party (Ultimate Beneficiaries) or
- (ii) provide any guarantee, security or the like on behalf of the Ultimate Beneficiaries, the company shall disclose the following:-
- date and amount of fund received from Funding parties with complete details of each Funding party.
 - date and amount of fund further advanced or loaned or invested other intermediaries or Ultimate Beneficiaries along with complete details of the other intermediaries or ultimate beneficiaries.
 - date and amount of guarantee, security or the like provided to or on behalf of the Ultimate Beneficiaries
 - declaration that relevant provisions of the Foreign Exchange Management Act, 1999 (42 of 1999) and Companies Act has been complied with for such transactions and the transactions are not violative of the Prevention of Money-Laundering act, 2002 (15 of 2003).]

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3

RESERVES AND SURPLUS

Required DISCLOSURES for reserves and surplus have been appropriately made

Ensure whether the following disclosure requirements of Schedule III (Part I) to Companies Act, 2013 have been complied with:

i) Reserves and Surplus shall be classified as:

- a) Capital Reserves;
 - b) Capital Redemption Reserve;
 - c) Securities Premium 8 [Omitted];
 - d) Debenture Redemption Reserve;
 - e) Revaluation Reserve;
 - f) Share Options Outstanding Account;
 - g) Other Reserves – (specify the nature and purpose of each reserve and the amount in respect thereof);
 - h) Surplus i.e., balance in Statement of Profit and Loss disclosing allocations and appropriations such as dividend, bonus shares and transfer to/ from reserves, etc.; (Additions and deductions since last balance sheet to be shown under each of the specified heads);
- ii) A reserve specifically represented by earmarked investments shall be termed as a “fund”.
- iii) Debit balance of statement of profit and loss shall be shown as a negative figure under the head “Surplus”. Similarly, the balance of “Reserves and Surplus”, after adjusting negative balance of surplus, if any, shall be shown under the head “Reserves and Surplus” even if the resulting figure is in the negative.

4

BORROWINGS

That borrowings have been presented, classified and DISCLOSED in the financial statements in accordance with the requirements of applicable financial reporting framework. i.e. Companies Act, 2013 and applicable Indian GAAP

Ensure whether the following disclosures as required under Schedule III (Part I) to Companies Act, 2013 are made for each amount disclosed under each of the following headings:

Long- Term Borrowings

(i) Long-term borrowings shall be classified as:

- (a) Bonds/debentures;
- (b) Term loans:
 - (A) from banks.
 - (B) from other parties.
- (c) Deferred payment liabilities;
- (d) Deposits;

- (e) Loans and advances from related parties;
 - (f) Long term maturities of finance lease obligations;
 - (g) Other loans and advances (specify nature).
- ii) Borrowings shall further be sub-classified as secured and unsecured. Nature of security shall be specified separately in each case.
 - iii) Where loans have been guaranteed by directors or others, the aggregate amount of such loans under each head shall be disclosed.
 - iv) Bonds/debentures (along with the rate of interest and particulars of redemption or conversion, as the case may be) shall be stated in descending order of maturity or conversion, starting from farthest redemption or conversion date, as the case may be. Where bonds/debentures are redeemable by instalments, the date of maturity for this purpose must be reckoned as the date on which the first instalment becomes due.
 - v) Particulars of any redeemed bonds/debentures which the company has power to reissue shall be disclosed.
 - vi) Terms of repayment of term loans and other loans shall be stated.
 - vii) Period and amount of continuing default as on the balance sheet date in repayment of loans and interest, shall be specified separately in each case.

Other Long term Liabilities

Other Long term Liabilities shall be classified as:

- (a) Trade Payables;
- (b) Others

Short Term Borrowings

- i) Short-term borrowings shall be classified as:
 - a) Loans repayable on demand;
 - (A) from banks.
 - (B) from other parties.
 - b) Loans and advances from related parties;
 - c) Deposits;
 - d) Other loans and advances (specify nature).
- ii) Borrowings shall further be sub-classified as secured and unsecured. Nature of security shall be specified separately in each case.
- iii) Where loans have been guaranteed by directors or others, the aggregate amount of such loans under each head shall be disclosed.
- iv) Period and amount of default as on the balance sheet date in repayment of loans and interest, shall be specified separately in each case.
- v) current maturities of Long term borrowings shall be disclosed separately.

Where the company has not used the borrowings from banks and financial institutions for the specific purpose for which it was taken at the balance sheet date, the company shall disclose the details of where they have been used.

Notes:

To be disclosed as Additional Regulatory Information**1. Where the Company has borrowings from banks or financial institutions on the basis of security of current assets, it shall disclose the following:-**

- (a) whether quarterly returns or statements of current assets filed by the Company with banks or financial institutions are in agreement with the books of accounts.
- (b) if not, summary of reconciliation and reasons of material discrepancies, if any to be adequately disclosed.

2. Wilful Defaulter*

Where a company is a declared wilful defaulter by any bank or financial institution or other lender, following details shall be given:

- (a) Date of declaration as wilful defaulter,
- (b) Details of defaults (amount and nature of defaults),

* wilful defaulter" here means a person or an issuer who or which is categorized as a wilful defaulter by any bank or financial institution (as defined under the Act) or consortium thereof, in accordance with the guidelines on wilful defaulters issued by the Reserve Bank of India.

3. Registration of charges or satisfaction with Registrar of Companies

Where any charges or satisfaction yet to be registered with Registrar of Companies beyond the statutory period, details and reasons thereof shall be disclosed.

4. Utilisation of Borrowed funds and share premium:

(A) Where company has advanced or loaned or invested funds (either borrowed funds or share premium or any other sources or kind of funds) to any other person(s) or entity(ies), including foreign entities (Intermediaries) with the understanding (whether recorded in writing or otherwise) that the Intermediary shall

- (i) directly or indirectly lend or invest in other persons or entities identified in any manner whatsoever by or on behalf of the company (Ultimate Beneficiaries) or
- (ii) provide any guarantee, security or the like to or on behalf of the Ultimate Beneficiaries; **the company shall disclose the following:-**

- (I) date and amount of fund advanced or loaned or invested in Intermediaries with complete details of each Intermediary.
- (II) date and amount of fund further advanced or loaned or invested by such Intermediaries to other intermediaries or Ultimate Beneficiaries along with complete details of the ultimate beneficiaries.
- (III) date and amount of guarantee, security or the like provided to or on behalf of the Ultimate Beneficiaries
- (IV) declaration that relevant provisions of the Foreign Exchange Management Act, 1999 (42 of 1999) and Companies Act has been complied with for such transactions and the transactions are not violative of the Prevention of Money-Laundering act, 2002 (15 of 2003).;

(B) Where a company has received any fund from any person(s) or entity(ies), including foreign entities (Funding Party) with the understanding (whether recorded in writing or otherwise) that the company shall:

- (i) directly or indirectly lend or invest in other persons or entities identified in any manner whatsoever by or on behalf of the Funding Party (Ultimate Beneficiaries) or

- (ii) provide any guarantee, security or the like on behalf of the Ultimate Beneficiaries, the company shall disclose the following:-
- I. date and amount of fund received from Funding parties with complete details of each Funding party.
 - II. date and amount of fund further advanced or loaned or invested other intermediaries or Ultimate Beneficiaries along with complete details of the other intermediaries' or ultimate beneficiaries.
 - III. date and amount of guarantee, security or the like provided to or on behalf of the Ultimate Beneficiaries
 - IV. declaration that relevant provisions of the Foreign Exchange Management Act, 1999 (42 of 1999) and Companies Act has been complied with for such transactions and the transactions are not violative of the Prevention of Money-Laundering act, 2002 (15 of 2003).



STUDENT NOTES

5

LOANS AND ADVANCES AND OTHER CURRENT ASSETS

Required DISCLOSURE for loans & advances & other current assets have been appropriately made

Ensure whether the following disclosures as required under Schedule III (Part I) to Companies Act, 2013 have been made:

Long Term loans & Advances

- (i) Long-term loans and advances shall be classified as:
- Capital Advances;
 - Loans and advances to related parties (giving details thereof);
 - Other loans and advances (specify nature).
- (ii) The above shall also be separately sub- classified as:
- (a) Secured, considered good;
 - (b) Unsecured, considered good;
 - (c) Doubtful.
- (iii) Allowance for bad and doubtful loans and advances shall be disclosed under the relevant heads separately.
- (iv) Loans and advances due by
- Directors or other officers of the company or any of them either severally or jointly with any other persons or
 - amounts due by firms or private companies respectively in which any director is a partner or a director or a member should be separately stated.

Short-term loans and advances

(i) Short-term loans and advances shall be classified as:

- (a) Loans and advances to related parties (giving details thereof);
- (b) Others (specify nature).

(ii) The above shall also be sub-classified as:

- (a) Secured, considered good;
- (b) Unsecured, considered good;
- (c) Doubtful.

(iii) Allowance for bad and doubtful loans and advances shall be disclosed under the relevant heads separately.

(iv) Loans and advances due by

- directors or other officers of the company or any of them either severally or jointly with any other person or
- amounts due by firms or private companies respectively in which any director is a partner or a director or a member shall be separately stated.

Notes:

To be disclosed as Additional Regulatory Information

(i) Following disclosures shall be made where Loans or Advances in the nature of loans are granted to promoters, Directors, KMPs and the related parties (as defined under Companies Act, 2013,) either severally or jointly with any other person, that are:

- (a) repayable on demand or
- (b) without specifying any terms or period of repayment

Type of Borrower	Amount of loan or advance in the nature of loan outstanding	Percentage to the total Loans and advances in the nature of loans
Promoters		
Directors		
KMPs		
Related Parties		

STUDENT NOTES

6

TANGIBLE FIXED ASSETS

Required DISCLOSURES for PPE have been appropriately made

Ensure whether the following disclosures as required under Schedule III (Part I) to Companies Act, 2013 have been made **under the heading “Property, Plant and Equipment”**:

i) Classification shall be given as:

- | | |
|-----------------------------|------------------------------|
| (a) Land; | (e) Vehicles; |
| (b) Buildings; | (f) Office equipment; |
| (c) Plant and Equipment; | (g) Others (specify nature). |
| (d) Furniture and Fixtures; | |

ii) Assets under lease shall be separately specified under each class of asset.

iii) A reconciliation of the gross and net carrying amounts of each class of assets at the beginning and end of the reporting period showing additions, disposals, acquisitions through business combinations, amount of change due to revaluation (if change is 10% or more in the aggregate of the net carrying value of each class of Property, Plant and Equipment) and other adjustments and the related depreciation and impairment losses/reversals shall be disclosed separately.

iv) Where sums have been written-off on a reduction of capital or revaluation of assets or where sums have been added on revaluation of assets, every balance sheet subsequent to date of such write-off, or addition shall show the reduced or increased figures as applicable and shall by way of a note also show the amount of the reduction or increase as applicable together with the date thereof for the first five years subsequent to the date of such reduction or increase.

Notes:

To be disclosed as Additional Regulatory Information

(i) Title deeds of Immovable Property not held in name of the Company

The company shall provide the details of all the immovable property (other than properties where the Company is the lessee and the lease agreements are duly executed in favour of the lessee) whose title deeds are not held in the name of the company in format given below and where such immovable property is jointly held with others, details are required to be given to the extent of the company's share.

Relevant line item in the Balance sheet	Description of item of property	Gross carrying value	Title deeds held in the name of	Whether title deed holder is a promoter, director or relative# of promoter*/director or employee of promoter/director	Property held since which date	Reason for not being held in the name of the company**
PPE -	Land Building					**also indicate if in dispute
Investment property	Land Building					
PPE retired from active use and held for disposal-	Land Building					
Others						

#Relative here means relative as defined in the Companies Act, 2013.

*Promoter here means promoter as defined in the Companies Act, 2013.

ii) Where the Company has revalued its Property, Plant and Equipment, the company shall disclose as to whether the revaluation is based on the valuation by a registered valuer as defined under rule 2 of the Companies (Registered Valuers and Valuation) Rules, 2017.

iii) Capital-Work-in Progress (CWIP)

(a) For Capital-work-in progress, following ageing schedule shall be given:

CWIP ageing schedule.

					Amount in (₹)
	Amount in CWIP for a period of				Total *
CWIP	Less than 1year	1-2 years	2-3 years	More than 3 year	
Project in progress					
Project temporarily suspended					

*Total shall tally with CWIP amount in the balance sheet.

(b) For capital-work-in progress, whose completion is overdue or has exceeded its cost compared to its original plan, following CWIP completion schedule shall be given**:

					Amount in (₹)
	To be completed in				
CWIP	Less than 1year	1-2 years	2-3 years	More than3 year	
Project 1					
Project 2					

STUDENT NOTES



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INTANGIBLE FIXED ASSETS

Required DISCLOSURES for Intangible Assets have been appropriately made

Ensure that the following disclosures as required under Schedule III (Part I) to Companies Act, 2013 have been made **under the heading “Intangible Assets”**:

(i) Classification shall be given as:

- | | |
|-------------------------------------|---|
| a) Goodwill; | f) Copyrights, and patents and other intellectual property rights, services and operating rights; |
| b) Brands /trademarks; | g) Recipes, formulae, models, designs and prototypes; |
| c) Computer software; | h) Licences and franchise; |
| d) Mastheads and publishing titles; | i) Others (specify nature). |
| e) Mining rights; | |

(ii) A reconciliation of the gross and net carrying amounts of each class of assets at the beginning and end of the reporting period showing additions, disposals, acquisitions through business combinations, amount of change due to revaluation (if change is 10% or more in the aggregate of the net carrying value of each class of intangible assets) and other adjustments and the related depreciation and impairment losses or reversals shall be disclosed separately.

(iii) Where sums have been written-off on a reduction of capital or revaluation of assets or where sums have been added on revaluation of assets, every balance sheet subsequent to date of such write-off, or addition shall show the reduced or increased figures as applicable and shall by way of a note also show the amount of the reduction or increase as applicable together with the date thereof for the first five years subsequent to the date of such reduction or increase.

Notes:

To be disclosed as Additional Regulatory Information.

Intangible assets under development:

(a) For Intangible assets under development, following ageing schedule shall be given:

Intangible assets under development ageing schedule

	Amount in (₹)				Total *
	Amount in CWIP for a period of				
	Less than 1 year	1-2 years	2-3 years	More than 3 years	
Intangible asset under development					
Projects in Progress					
Projects temporarily suspended					

* Total shall tally with the amount of Intangible assets under development in the balance sheet.

(b) For Intangible assets under development, whose completion is overdue or has exceeded its cost compared to its original plan, following Intangible assets under development completion schedule shall be given**:

	Amount in (₹)			
	To be completed in			
Intangible asset under development	Less than 1 year	1-2 years	2-3 years	More than 3 year
Project 1				
Project 2				

**Details of projects where activity has been suspended shall be given separately.



STUDENT NOTES

9

SALE OF PRODUCTS AND SERVICES

Required DISCLOSURE for other income have been appropriately made

Ensure whether the following disclosures as required under Schedule III (Part II) to Companies Act, 2013 have been made:

(A) In respect of a company other than a finance company revenue from operations shall disclose separately in the notes revenue from

- (a) Sale of products;
- (b) Sale of services;
- (ba) Grants or donations received (relevant in case of section 8 companies only),]
- (c) Other operating revenues; Less:
- (d) Excise duty.

(B) In respect of a finance company, revenue from operations shall include revenue from

- (a) Interest; and
- (b) Other financial services.

Revenue under each of the above heads shall be disclosed separately by way of notes to accounts to the extent applicable.

- Whether brokerage and discount on sales other than usual trade discount has been disclosed.
- Whether the transactions with related parties are appropriately disclosed in notes to accounts.

10

TRADE RECEIVABLE SA

Required DISCLOSURE for trade receivables have been appropriately made

- Check that the restatement of foreign currency trade receivables has been done properly in accordance with AS 11.
- Proper disclosure of Related Party Transactions regarding receivables have been made as per AS 18 or IND AS 24.
- Ensure that the transactions with parties covered under Section 189 (Register of Contracts or Arrangements in which Directors are interested) of the Companies Act, 2013 are reported properly in Companies Auditors' Report Order (CARO), 2020.

Ensure whether the following disclosures as required under Schedule III (Part I) to Companies Act, 2013 are made for each amount disclosed under the heading "Trade Receivables"

(i) Trade Receivables ageing schedule

Particulars	Outstanding for following periods from due date of payment#					(Amount in ₹)
	Less than 6 months	6 months-1 year	1-2 years	2-3 years	More than 3 years	Total
i) Undisputed Trade receivables- considered good						
ii) Undisputed Trade Receivable- considered doubtful						
iii) Disputed Trade Receivables considered good						
iv) Disputed Trade Receivables considered doubtful						

similar information shall be given where no due date of payment is specified, in that case disclosure shall be from the date of the transaction.

Unbilled dues shall be disclosed separately.

(ii) Trade receivables shall be sub-classified as:

- Secured, considered good;
- Unsecured, considered good;
- Doubtful.

(iii) Allowance for bad and doubtful debts shall be disclosed under the relevant heads separately.

(iv) Debts due by

- directors or other officers of the company or any of them either severally or jointly with any other person or
- firms or private companies respectively in which any director is a partner or a director or a member should be separately stated.

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PURCHASES

Required DISCLOSURES for purchases have been appropriately made

Ensure whether the following disclosures as required under Schedule III (Part II) to Companies Act, 2013 have been made:

- Whether purchases of stock-in-trade have been specifically disclosed.
- Whether changes in inventories of finished goods, stock-in-trade and work-in-progress have been specifically disclosed.
- Whether the transactions with related parties are appropriately disclosed in notes to accounts.

STUDENT NOTES

12

TRADE PAYABLES AND OTHER CURRENT LIABILITIES

Required DISCLOSURES for trade payables and other liabilities have been appropriately made

Ensure whether the following disclosures as required under Schedule III (Part I) to Companies Act, 2013 have been made:

- Whether the Company has disclosed the following details relating to micro and small enterprises in the notes:
 - the principal amount and the interest due thereon (to be shown separately) remaining unpaid to any supplier at the end of each accounting year.
 - the amount of interest paid by the buyer in terms of section 16 of the Micro, Small and Medium Enterprises Development Act, 2006, along with the amount of the payment made to the supplier beyond the appointed day during each accounting year.
 - the amount of interest due and payable for the period of delay in making payment (which have been paid but beyond the appointed day during the year) but without adding the interest specified under the Micro, Small and Medium Enterprises Development Act, 2006.
 - the amount of interest accrued and remaining unpaid at the end of each accounting year.
 - the amount of further interest remaining due and payable even in the succeeding years, until such date when the interest dues above are actually paid to the small enterprise, for the purpose of disallowance of a deductible expenditure under section 23 of the Micro, Small and Medium Enterprises Development Act, 2006.

➤ Trade payables due for payment

The following ageing schedule shall be given for Trade payables due for payment:-

Trade Payables ageing schedule

Particulars	Outstanding for following periods from due date of payment#				Amount in (₹)
	Less than 1 year	1-2 years	2-3 years	More than 3 years	Total *
i. MSME					
i. Others					
i. Disputed Dues- MSME					
i. Disputed Dues Others					

similar information shall be given where no due date of payment is specified in that case disclosure shall be from the date of the transaction.

Unbilled dues shall be disclosed separately.

➤ **Other Current Liabilities**

- Whether the amount disclosed under other current liabilities are classified as below:
- Current maturities of finance lease obligations
- Interest accrued but not due on borrowings
- Interest accrued and due on borrowings
- Income received in advance
- Unpaid Dividends
- Application money received for allotment of securities and due for refund and interest accrued thereon. Share application money includes advances towards allotment of share capital. The terms and conditions including the number of shares proposed to be issued, the amount of premium, if any, and the period before which shares shall be allotted shall be disclosed. It shall also be disclosed whether the company has sufficient authorised capital to cover the share capital amount resulting from allotment of shares out of such share application money. Further, the period for which the share application money has been pending beyond the period for allotment as mentioned in the document inviting application for shares along with the reason for such share application money being pending shall be disclosed. Share application money not exceeding the issued capital and to the extent not refundable shall be shown under the head Equity and share application money to the extent refundable, i.e., the amount in excess of subscription or in case the requirements of minimum subscription are not met, shall be separately shown under "**Other current liabilities**";
- Unpaid matured deposits/debentures and interest accrued thereon
- Unpaid matured debentures and interest accrued thereon
- Others (specify nature).

13

CASH AND CASH EQUIVALENTS

Required DISCLOSURES for cash and cash equivalents have been appropriately made

Ensure whether the following disclosures as required under Schedule III (Part I) to Companies Act, 2013 have been made:

Cash and cash equivalents**i) Cash and cash equivalents shall be classified as:**

- (a) Balances with banks;
- (b) Cheques, drafts on hand;
- (c) Cash on hand;
- (d) Others (specify nature)

ii) Earmarked balances with banks (for example, for unpaid dividend) shall be separately stated.

iii) Balances with banks to the extent held as margin money or security against the borrowings, guarantees, other commitments shall be disclosed separately.

iv) Repatriation restrictions, if any, in respect of cash and bank balances shall be separately stated.

v) Bank deposits with more than 12 months' maturity shall be disclosed separately.

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INVENTORIES

Required DISCLOSURES for inventories have been appropriately made

Ensure whether the following disclosures as required under Schedule III (Part I) to the Companies Act, 2013 have been made:

- Whether inventory has been classified as:

- Raw materials
- Work-in-progress
- Finished goods
- Stock-in-trade (goods acquired for trading)
- Stores and spares
- Loose tools
- Others (specify nature).

- Whether goods-in-transit have been disclosed separately under each sub-head of inventories.

- Mode of valuation shall be stated.

15

EMPLOYEE BENEFITS EXPENSES

Required DISCLOSURES for employee benefit expenses have been appropriately made

Ensure whether the following disclosures as required under Schedule III (Part II) to Companies Act, 2013 have been made:

- (a) Employee Benefits Expense [showing separately
- i) salaries and wages,
 - ii) contribution to provident and other funds,
 - iii) expense on Employee Stock Option Scheme (ESOP) and Employee Stock Purchase Plan (ESPP),
 - iv) staff welfare expenses].



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OTHER INCOMES
(Int., Div, Profit/Loss on sale of Investments etc.)

Ensure whether the following disclosures as required under Schedule III (Part II) to Companies Act, 2013 have been made:

Other income

Other income shall be classified as:

- (a) Interest Income (in case of a company other than a finance company);
- (b) Dividend Income;
- (c) Net gain/loss on sale of investments;
- (d) Other non-operating income (net of expenses directly attributable to such income).

Notes:

To be disclosed as Additional Information

Undisclosed income

The Company shall give details of any transaction not recorded in the books of accounts that has been surrendered or disclosed as income during the year in the tax assessments under the Income Tax Act, 1961 (such as, search or survey or any other relevant provisions of the Income Tax Act, 1961), unless there is immunity for disclosure under any scheme and also shall state whether the previously unrecorded income and related assets have been properly recorded in the books of account during the year.

OTHER EXPENSES

(Power & Fuel, Rent, Repairs, Insurance etc.)

Required DISCLOSURE for other expenses have been appropriately made

- **Ensure other expense have been classified under:**
- Rent.
 - Insurance.
 - Power and fuel.
 - Repairs and maintenance- Building, Plant and machinery, others.
 - Legal and professional.
 - Printing and stationary.
 - Travel expenses.
 - Miscellaneous expenses.

Notes:

To be disclosed as Additional Information

1. Corporate Social Responsibility (CSR)

Where the company covered under section 135 of the companies act, the following shall be disclosed with regard to CSR activities:-

- | | |
|--|---|
| <p>(a) amount required to be spent by the company during the year,</p> <p>(b) amount of expenditure incurred,</p> <p>(c) shortfall at the end of the year,</p> <p>(d) total of previous years shortfall,</p> <p>(e) reason for shortfall,</p> <p>(f) nature of CSR activities,</p> | <p>(g) details of related party transactions, e.g., contribution to a trust controlled by the company in relation to CSR expenditure as per relevant Accounting Standard,</p> <p>(h) where a provision is made with respect to a liability incurred by entering into a contractual obligation, the movements in the provision during the year should be shown separately.</p> |
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2. Details of Crypto Currency or Virtual Currency

Where the Company has traded or invested in Crypto currency or Virtual Currency during the financial year, the following shall be disclosed:-

- (a) profit or loss on transactions involving Crypto currency or Virtual Currency
- (b) amount of currency held as at the reporting date,
- (c) deposits or advances from any person for the purpose of trading or investing in Crypto Currency/ virtual currency.

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PROVISIONS AND CONTINGENT LIABILITIES

Required DISCLOSURE for provisions have been appropriately made

Ensure whether the following disclosures as required under Schedule III (Part I) to Companies Act, 2013 have been made:

Long-term provisions

The amounts shall be classified as:

- (a) Provision for employee benefits;
- (b) Others (specify nature).

Short-term provisions

The amounts shall be classified as:

- (a) Provision for employee benefits.
- (b) Others (specify nature).

Contingent liabilities and commitments (to the extent not provided for)

(i) Contingent liabilities shall be classified as:

- (a) Claims against the company not acknowledged as debt;
- (b) Guarantees;
- (c) Other money for which the company is contingently liable.

(ii) Commitments shall be classified as:

- (a) Estimated amount of contracts remaining to be executed on capital account and not provided for;
- (b) Uncalled liability on shares and other investments partly paid;
- (c) Other commitments (specify nature).

In terms of AS 29, "Provisions, Contingent Liabilities and Contingent Assets", ensure whether following disclosures have been made:

➤ **For each class of provision, an enterprise shall disclose:**

- the carrying amount at the beginning and end of the period;
- additional provisions made in the period, including increases to existing provisions;
- amounts used (i.e. incurred and charged against the provision) during the period;
- unused amounts reversed during the period.

➤ **An enterprise shall disclose the following for each class of provision:**

- a brief description of the nature of the obligation and the expected timing of any resulting outflows of economic benefits;
- an indication of the uncertainties about the amount or timing of those outflows. Where necessary to provide adequate information, an entity shall disclose the major assumptions made concerning future events; and

- the amount of any expected reimbursement, stating the amount of any asset that has been recognized for that expected reimbursement.
- Unless the possibility of any outflow in settlement is remote, an enterprise should disclose for each class of contingent liability at the balance sheet date a brief description of the nature of the contingent liability and, where practicable:
 - an estimate of its financial effect
 - an indication of the uncertainties relating to any outflow; and
 - the possibility of any reimbursement.

Where any of the information required by above paragraph is not disclosed because it is not practicable to do so, that fact should be stated.

Other information as per requirement of Part I, Schedule III, to be disclosed as Additional Regulatory Information

1. Details of Benami Property held

Where any proceedings have been initiated or pending against the company for holding any benami property under the Benami Transactions (Prohibition) Act, 1988 (45 of 1988) and the rules made thereunder, the company shall disclose the following:-

- (a) Details of such property, including year of acquisition,
- (b) Amount thereof,
- (c) Details of Beneficiaries,
- (d) If property is in the books, then reference to the item in the Balance Sheet,
- (e) If property is not in the books, then the fact shall be stated with reasons,
- (f) Where there are proceedings against the company under this law as an abetter of the transaction or as the transferor then the details shall be provided,
- (g) Nature of proceedings, status of same and company's view on same.

2. Relationship with Struck off Companies

Where the company has any transactions with companies struck off under section 248 of the Companies Act, 2013 or section 560 of Companies Act, 1956, the Company shall disclose the following details:-

Name of struck off company	Nature of transactions with struck off company	Balance outstanding	Relationship with the struck off company, if any to be disclosed
	Investments in securities		
	Receivables		
	Payables		
	Shares held by struck off company		
	Other outstanding balances (to be specified)		

