

## Annual Reports.

Q what are the information required to be disclosed in Annual report.

→ The Annual report is the comprehensive report provided by most public companies to disclose their corporate activities in the past.

→ components of Annual reports are as follows -

- A) Notes to financial statements
- B) Financial Highlights
- C) Cash Flow Statement
- D) Income Statement
- E) Information on corporate governance.
- F) Management Discussion and analysis.
- G) Statement of Financial Position.

Q what is forms the directors responsibility statement.

→ i) section 134 (g) of the Act specifically provides that the directors responsibility statement shall set out the following affirmation:-

- a) in the preparation of annual accounts, the applicable accounting standards had been followed along with proper explanation relating to material departures.
- b) the directors had selected such accounting policies and applied them consistently and made judgements and estimate that are reasonable and prudent so as to give a true and fair view of the state of affairs of the company at the end of the financial year and P & L of the company.

- c) the directors had taken proper and sufficient care for the maintenance of adequate accounting records in accordance with the provision of Act.
- d) The directors had prepared the annual ~~report~~ accounts on going concern basis.
- e) The director had devised proper systems to ensure compliance with the provisions of all applicable laws and that such systems were adequate and operating effectively.
- Q what are the contents of Abridged board's report in case of small company.
- Rule 5A of the Companies (Accounts) rule 2014 Prescribes the matters to be included in Boards report for OPC and small company -
- The web address if any
  - number of board meeting held in year
  - details of fraud reported by auditor
  - Explanation or comments by board on or every qualification
  - a state of the company's affairs.
  - the financial Summary on highlights
  - The reports of the board contain the particulars of contracts or arrangements with related parties in form. **AOC-2**
  - details of appointed and resigned directors.
  - details of significant order passed by regulators or courts or tribunals.

- Q → state the disclosure needed as per 99-4
- details of transfer to the JEPF made during the year -
- a) amount of unclaimed / unpaid dividend and corresponding shares
  - b) redemption amount of pref. shares
  - c) amount of matured deposits, for companies other than banking company
  - d) amount of matured debentures along with interest accrued
  - e) application money received for allotment of any security and due for refund along with interest accrued.
  - f) sale proceeds of fractional shares arising out of issuance of bonus shares, merger and amalgamation.
- details of the resultant benefits arising out of shares already transferred to the JEPF
- year wise amount of unpaid / unclaimed dividend lying in the unpaid account upto the year and the corresponding shares which are liable to be transferred to the JEPF
- The amount of donation, if any given by company to JEPF
- such other amounts transferred to the JEPF, if any during the year.