

ANNUAL FILING FORMS – HOW TO PREPARE AOC-4/ MGT7-7A

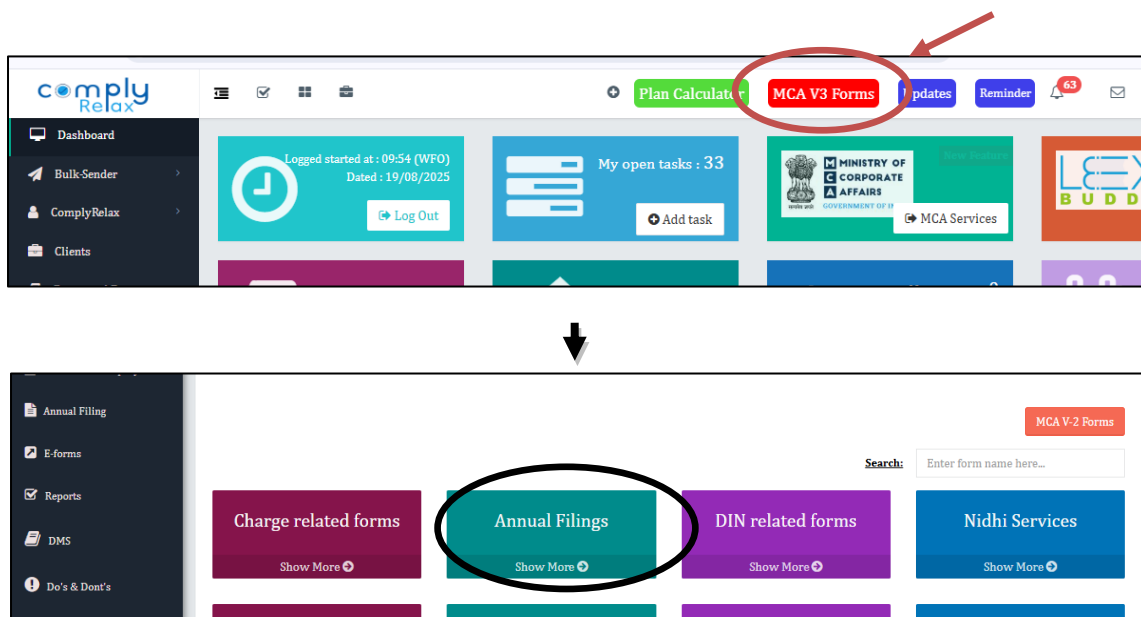
Dear users,

We've Launched – Annual Filing Solution by ComplyRelax. You can now prepare AOC-4, MGT-7, MGT-7A & linked forms seamlessly with our new module.

AI-Powered Assistance – Simply upload your Balance Sheet, Board Report & Audit Report, and ComplyRelax will auto-import the data into your AOC-4.

STEPS TO FOLLOW:

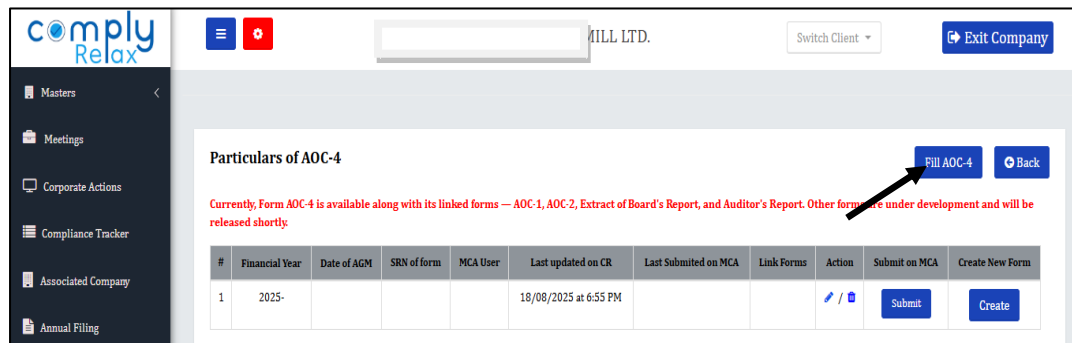
Dashboard -> MCA V3 Forms -> Select Any Company-> Search your form



From here, you can select the form as per your need and proceed to add the data.

- **AOC-4**

Search the AOC-4 form and click on the Fill AOC-4 button as shown in the image.



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Switch Client ▾ Exit Company

Particulars of AOC-4

Currently, Form AOC-4 is available along with its linked forms — AOC-1, AOC-2, Extract of Board's Report, and Auditor's Report. Other forms are under development and will be released shortly.

#	Financial Year	Date of AGM	SRN of form	MCA User	Last updated on CR	Last Submitted on MCA	Link Forms	Action	Submit on MCA	Create New Form
1	2025-				18/08/2025 at 6:55 PM			✎ / 📄	Submit	Create



FORM NO. AOC-4

Form for filing financial statement and other documents with the Registrar
[Pursuant to section 137 of the Companies Act, 2013 and sub-rule (1) of Rule 12 of Companies (Accounts) Rules, 2014]

Import from PY's AOC4 **AI IMPORT** [Back](#)

Refer instruction kit for filing the form

Sr. No.	Particulars	Details
1	Company Information	Click here
2	Signatory Details	Click here
3	AGM Details	Click here
4	Subsidiary details	Click here
5	Auditor Details	Click here
6	General Information and Other Details	Click here
7	Balance Sheet & Notes	▼
8	Cost Audit details	Click here
10	Principal products or services of the company	Click here
11	RPT	Click here

You have two options to proceed:

1. Import PY Form
2. Use AI Import

Use AI Import – automatically extract data from the Financial Statement Excel file, Auditor's Report, and Board's Report in Word format. Click on the respective button to continue.

Important:

- Regardless of the option chosen, after importing, you must open each tab of the AOC-4 form and submit it once. This ensures that all mandatory fields are validated; otherwise, the form will not be successfully submitted.
- Once AOC-4 is submitted, the linked forms (Board Report, Auditor's Report, AOC-1, and AOC-2) will open sequentially. Please review, fill, and submit them one by one.
- After completing the final form, the SRN will be generated.
- **Finally, download the forms, carefully review all details, and only then affix the DSC.**
- For uploading, you will find the Upload button within the AOC-4 window (as shown in the first image above).

In the same manner you can prepare MGT-7 / 7A

Please reach out to us if you need any assistance:

+91 99298 22200, Call & WhatsApp both available, complyrelax@gmail.com.