



MINISTRY OF CORPORATE AFFAIRS
GOVERNMENT OF INDIA

DEAR CORPORATES,

WE THANK YOU FOR THE OVERWHELMING RESPONSE TO COMPANY LAW SETTLEMENT SCHEME 2010. THE MCA21 SYSTEM SAW A NEW RECORD OF 57,859 FILINGS ON A SINGLE DAY i.e ON 31ST AUGUST 2010.

HOWEVER, TO AVOID SYSTEM CONGESTION IN MCA21 IN THE COMING DAYS, YOU ARE REQUESTED TO FILE ANNUAL RETURN AND BALANCE SHEET IN THE FOLLOWING ORDER:-

Preferable Dates for filing			
Company Names starting with	September 2010	October 2010	November 2010
Alphabets A to D	All days during the month	1 st Oct to 05 Oct 2010	1 st Nov to 05 Nov 2010
Alphabets E to K	-do-	6 th Oct to 10 th Oct 2010	6 th Nov to 10 th Nov 2010
Alphabets L to Q	-do-	11 th Oct to 15 th Oct 2010	11 th Nov to 15 th Nov 2010
Alphabets R & S	-do-	16 th Oct to 20 th Oct 2010	16 th Nov to 20 th Nov 2010
Alphabets T to Z	-do-	21 st Oct to 25 th Oct 2010	21 st Nov to 25 th Nov 2010
All remaining companies	-do-	26 th Oct to 31 st Oct 2010	26 th Nov to 30 th Nov 2010

KINDLY PLAN YOUR FILING ACCORDINGLY.