

“IF YOU HAVE A WEBSITE, DISCLOSURE UNDER COMPANIES ACT, 2013 ATTARCTS”



S NO.	INFORMATION TO BE UPLOADED	RELEVANT PROVISION	PROVISION
MANDATORY			
1.	DETAILS OF THE COMPANY	Section 12 read with Rule 26 of the Companies (Incorporation) Rules, 2014	<p>Every company which has a website for conducting online business or otherwise, shall <u>disclose/ publish:</u></p> <ul style="list-style-type: none"> • <u>its name,</u> • <u>address of its registered office,</u> • <u>the Corporate Identity Number,</u> • <u>Telephone number, Fax number if any,</u> • <u>Email; and</u> • <u>the name of the person who may be contacted in case of any queries or grievances.</u> <p><i>on the landing home page of the said website.</i></p>
2.	CSR INFORMATION	Section 135(4) and Rule 9 of Companies (Corporate Social Responsibility Policy) Rules, 2014	The Board of Directors of the Company shall mandatorily disclose the composition of the CSR Committee and CSR Policy and Projects approved by the Board on their website, if any, for public access.
ANNUALLY			
3.	NOTICE OF GENERAL MEETING NOTICE	Section 101 read with Rule 18 (3) (ix) of the Companies (Management and Administration) Rules, 2014 and Point 1.2.3 of SS-2	<p><u>Rule 18</u> In case of general meeting is sent through electronic means, the notice of the general meeting of the company shall be simultaneously placed on the website of the company if any and on the website as may be notified by the Central Government.</p> <p><u>1.2.3. of SS-2</u> In case of a private company, the Notice shall be posted on the website of the Company, if any, unless otherwise provided in the Articles.</p>

4.	ANNUAL RETURN	Section 92(3)	Every company shall place a copy of the annual return on the website of the company, if any, and the web -link of such annual return shall be disclosed in the Board's report.
EVENT BASED			
5.	NOTICE OF RESIGNATION OF DIRECTOR	Section 168 Read with Rule 15 of Companies (Appointment and Qualification of Directors) rules, 2014	The company shall within thirty days from the date of receipt of notice of resignation from a director, intimate the Registrar in Form DIR-12 and post the information on its website, if any.
6.	UNPAID DIVIDEND ACCOUNT	Section 124(2)	The company shall, within a period of ninety days of making any transfer of an amount under sub-section (1) to the Unpaid Dividend Account, prepare a statement containing the names, their last known addresses and the unpaid dividend to be paid to each person and place it on the website of the company, if any, and also on any other web-site approved by the Central Government for this purpose, in such form, manner and other particulars as may be prescribed.
7.	VIGIL MECHANISM	Sec 177 (9) and 177 (10)	<p>Every listed company or such class or classes of companies,* as may be prescribed, shall establish a vigil mechanism for directors and employees to report genuine concerns in such manner as may be prescribed.</p> <p>The details of establishment of such mechanism shall be disclosed by the company on its website, if any, and in the Board's report.</p> <p>(* As may be prescribed:</p> <p>(i) the Public Companies having paid up share capital of ten crore rupees or more; or</p> <p>(ii) the Public Companies having turnover of one hundred crore rupees or more; or</p> <p>(iii) the Public Companies which have, in aggregate, outstanding loans, debentures and deposits, exceeding fifty crore rupees)</p>
8.	NOMINATION AND REMUNERATION COMMITTEE	Section 178(4)	Provided that such policy shall be placed on the website of the company, if any, and the salient features of the policy and changes therein, if any, along with the web address of the policy, if any, shall be disclosed in the Board's report.
9.	ALTERATION OF MOA (Change In Object)	Sec 13(8)(i)	<p>A company, which has raised money from public through prospectus and still has any unutilised amount out of the money so raised, shall not change its objects for which it raised the money through prospectus unless a special resolution is passed by the company and –</p> <p>(i) the details, as may be prescribed, in respect of such resolution shall also be published in the newspapers (one in English and one in vernacular language) which is in circulation at the place where the registered office of the company is situated and shall also <i>be placed on the website of</i></p>

			<i>the company</i> , if any, indicating therein the justification for such change;
10.	POWER TO CLOSE REGISTER OF MEMBERS OR DEBENTURE-HOLDERS OR OTHER SECURITY HOLDERS	Section 91 (1) Read with Rule 10 of Companies (Management and Administration) Rules 2014	A company closing the register of members or the register of debenture holders or the register of other security holders shall give at least seven days previous notice and in such manner, as may be specified by Securities and Exchange Board of India, if such company is a listed company or intends to get its securities listed, by advertisement at least once in a vernacular newspaper in the principal vernacular language of the district and having a wide circulation in the place where the registered office of the company is situated, and at least once in English language in an English newspaper circulating in that district and having wide circulation in the place where the registered office of the company is situated and publish the notice on the <i>website as may be notified by the Central Government and on the website, if any, of the Company.</i>
11.	POWER TO COMPROMISE OR MAKE ARRANGEMENTS WITH CREDITORS AND MEMBERS.	Section 230 (3)	Where a meeting is proposed to be called in pursuance of an order of the Tribunal under sub-section (1), a notice of such meeting shall be sent to all the creditors or class of creditors and to all the members or class of members and the debenture-holders of the company, individually at the address registered with the company which shall be accompanied by a statement disclosing the details of the compromise or arrangement, a copy of the valuation report, if any, and explaining their effect on creditors, key managerial personnel, promoters and non-promoter members, and the debenture-holders and the effect of the compromise or arrangement on any material interests of the directors of the company or the debenture trustees, and such other matters as may be prescribed: Provided that such notice and other documents shall also be placed on the website of the company, if any, and in case of a listed company, these documents shall be sent to the Securities and Exchange Board and stock exchange where the securities of the companies are listed, for placing on their website and shall also be published in newspapers in such manner as may be prescribed:
12.	RESOLUTIONS REQUIRING SPECIAL NOTICE	Section 115 read with rule 23(4) of the Companies (Management and Administration) Rules 2014	Where it is not practicable to give the notice in the same manner as it gives notice of any general meetings, the notice shall be published in English language in English newspaper and in vernacular language in a vernacular newspaper, both having wide circulation in the State where the registered office of the Company is situated and such notice shall also be posted on the website, if any, of the Company.
13.	MANNER OF APPOINTMENT OF INDEPENDENT DIRECTOR	Section 149 (8) Schedule IV Code of Independent director	The terms and conditions of appointment of independent directors shall also be posted on the company's website.

14.	VOTING THROUGH ELECTRONIC MEANS	Rule 20 (4) (ii) The Companies (Management and Administration) Rules, 2014	A company which provides the facility to its members to exercise voting by electronic means shall comply with the following procedure, namely:- (i) the notice of the meeting shall be sent to all the members, directors and auditors of the company either (a) by registered post or speed post ; or (b) through electronic means, namely, registered e-mail ID of the recipient; or (c) by courier service; (ii) the notice shall <i>also be placed on the website</i> , if any, of the company and of the agency forthwith after it is sent to the members;
15.	PROCEDURE TO BE FOLLOWED FOR CONDUCTING BUSINESS THROUGH POSTAL BALLOT	Rule 22 (4) The Companies (Management and Administration) Rules, 2014	The notice of the postal ballot shall also be placed on the website of the company forthwith after the notice is sent to the members and such notice shall remain on such website till the last date for receipt of the postal ballots from the members.