

Area of focus: Ensuring compliance with the Companies Act 2013

Action Plan: Website Update → A Clear Matrix that addresses all mandated disclosures → Data that needs to be collected, organized, and published on your website.

1. Website Update Matrix:

Category	Required Information	Applicable Laws/Regulations	Status (TBF/F)
Basic Company Details	<ul style="list-style-type: none">• Company Name• Registered Office Address• Corporate Identity Number (CIN)• Telephone, Fax, Email ID• Name of company representative for grievances/queries	The Companies Act, 2013	
Website URL	<ul style="list-style-type: none">• Website URL disclosed on letterhead, business letters, billheads, official publications, notices	The Companies Act, 2013	
Business Activities	<ul style="list-style-type: none">• Brief details of the business activities of the company	Companies Act, 2013 for listed companies	
Board Committees Structure	<ul style="list-style-type: none">• Structure of committees of the Board of Directors	SEBI (LODR) Regulations, 2015	
Appointment Terms	<ul style="list-style-type: none">• Terms of appointment of Independent Directors	Companies Act, 2013	
Code of Conduct	<ul style="list-style-type: none">• Code of Conduct for Senior Management and Board of Directors	SEBI (LODR) Regulations, 2015	

Related Party Transactions	<ul style="list-style-type: none"> ● Policy on related party transactions 	SEBI (LODR) Regulations, 2015	
Vigil Mechanism & Whistleblower Policy	<ul style="list-style-type: none"> ● Vigil Mechanism and Whistleblower Policy details, if applicable 	Companies Act, 2013	
Shareholding Pattern	<ul style="list-style-type: none"> ● Shareholding pattern 	SEBI (LODR) Regulations, 2015	
Investor Grievance	<ul style="list-style-type: none"> ● Designated officials for handling investor grievances 	SEBI (LODR) Regulations, 2015	
Annual Return	<ul style="list-style-type: none"> ● Link to or publication of Annual Return 	Companies Act, 2013	
CSR Policy	<ul style="list-style-type: none"> ● Corporate Social Responsibility (CSR) policy 	Companies Act, 2013	
Director Appointment/ Remuneration	<ul style="list-style-type: none"> ● Policy on director appointment and remuneration 	Companies Act, 2013	
Register of Members	<ul style="list-style-type: none"> ● Closure of register of members or debenture holders 	Companies Act, 2013	
General Meeting Notices	<ul style="list-style-type: none"> ● Notice of General Meeting 	Companies Act, 2013	
Voting & Ballots	<ul style="list-style-type: none"> ● Notice of voting through electronic means ● Notice of Postal Ballot 	Companies Act, 2013	

Special Notices	<ul style="list-style-type: none"> Any Special Notices issued 	Companies Act, 2013	
Striking Off Details	<ul style="list-style-type: none"> Information about striking off the company's name, if applicable 	Companies Act, 2013	
Unpaid Dividend	<ul style="list-style-type: none"> Details of unpaid dividends 	Companies Act, 2013	
Deposits	<ul style="list-style-type: none"> Invitation for deposits, if applicable 	Companies Act, 2013	
Resignation of Directors	<ul style="list-style-type: none"> Information on resignation of any directors 	Companies Act, 2013	

2. Compliance Information Datasheet:

Data Field	Required Information
Company Name	
Registered Office Address	
Corporate Identity Number (CIN)	
Telephone Number	
Fax Number	
Email ID	
Grievance Officer Name & Contact Details	
Business Activities	

Terms of Independent Director Appointment	
Board Committee Structure	
Code of Conduct for Senior Management	
Related Party Transaction Policy	
Vigil Mechanism & Whistleblower Policy	
Shareholding Pattern	
Investor Grievance Handling Officer	
Annual Return	
CSR Policy	
Director Appointment and Remuneration Policy	
Closure of Register of Members	
General Meeting Notice	
Electronic Voting Notice	
Postal Ballot Notice	
Special Notices	
Striking Off Details	
Unpaid Dividend Details	
Invitation of Deposits	
Director Resignation Details	