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स्पीड पोस्ट  
SPEED POST

भारत सरकार/GOVERNMENT OF INDIA

कारपोरेट कार्य मंत्रालय/Ministry of Corporate Affairs

कंपनी रजिस्ट्रार कार्यालय (प.बंगाल)/ Office of the Registrar of Companies (West Bengal)  
निजाम पैलेस,दुसरा एम एस ओ बिल्डिंग,द्वितीय तल/Nizam Palace, 2<sup>nd</sup> M. S. O. Building, 2<sup>nd</sup> Floor  
आचार्य जगदीश चन्द्र बोस रोड 234/4, Acharya Jagadish Chandra Bose Road  
कोलकाता/KOLKATA – 700 020.

संख्या/No. ROC/Estt/Forwarding/187/Part-II/2015-16/3113

दिनांक/ Date: 31 OCT 2018

To,  
ICAI Bhawan,  
7, Russell Street,  
Kolkata  
West Bengal-700071

**Subject: Peak filing Preparation for 2018-reg**

Sir/Madam,

With reference to the subject cited above, it is to state that the Ministry has observed that total filings during the peak annual filing period every year on MCA21 system is very less. In this regard, you are requested to take all necessary measures to advice and sensitize corporates/ professionals/ esteemed members in your jurisdiction to avoid last minute rush and system congestion on the MCA21 portal on account of annual filings, during the months of October/November, 2018. You are also requested to sensitize corporates to file their Financial Statements and Annual Returns at the earliest without postponing it to the last few days permitted for the same.

This is for your information and further necessary action.

Yours Faithfully,

(VINEET RAI)

Assistant Registrar of Companies  
West Bengal