

## Compliance Calendars

Compliance Calendar to be followed by SEBI Registered Entities for the month of **July 2025**

### **PMS Compliance Calendar\***

Sr.No.	Particulars	Due Date
1.	Publishing of Investor Charter and disclosure of Investor Complaints by Portfolio Managers on their websites	<b>07.07.2025</b>
2.	Monthly Report Submission to SEBI & APMI*	<b>9.07.2025(within 7 working days)</b>
3.	Submission of quarterly Offsite Inspection data to SEBI & APMI*	<b>15.07.2025</b>
4.	Offsite Monitoring of qualitative compliance aspects through Compliance Monitoring Module (CMM) for Portfolio Managers*	<b>31.07.2025</b>
5.	Quarterly Reporting to clients	<b>31.07.2025</b>
6.	Annual Audit of PMS Accounts by an independent Professional and forward a copy of certificate to all clients	<b>Ideally within 3 months from the close of the financial year</b>
7.	A quarterly report on compliance with SEBI regulations and guidelines, along with confirmation that due diligence has been exercised, must be presented to the Board.	<b>During the Board Meeting (As applicable)</b>
8.	Implementation of Cybersecurity and Cyber Resilience Framework (As applicable) *	<b>31.08.2025</b>
9.	Networth Certificate submission	<b>Upto September 30,2025</b>
10.	Annual Internal Audit	<b>Upto September 30,2025</b>

***\*The Portfolio Manager is advised to follow SEBI and/or APMI guidelines. In case they have received any specific communication after the deadline mentioned above, or under any other circumstances, they must ensure compliance with the directives accordingly.***

### **AIF Compliance Calendar**

Sr.No.	Particulars	Due Date
1.	Disclosure of investor complaints	<b>07.07.2025</b>
2.	Quarterly reporting of investment activities to SEBI	<b>15.07.2025</b>



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3.	Compliance report to the trustee (financial information & risk management)	<b>30.07.2025</b>
4.	NISM requirements for <b>Category I &amp; II AIF</b> : At least one person in the key investment team of the manager must obtain any one of the below certifications: <ul style="list-style-type: none"> <li>NISM Series-XIX-C: Alternative Investment Fund Managers Certification Examination, as per Communiqué No. NISM/Certification/Series-XIX-C/2024/01 dated January 10, 2024; or</li> <li>NISM Series-XIX-D: Category I and II Alternative Investment Fund Managers Certification Examination, as per Communiqué No. NISM/Certification/Series-XIX-D/2025/01 dated April 29, 2025.</li> </ul>	<b>31.07.2025</b>
5.	NISM Certificate requirements for <b>Category III AIF</b> : At least one person in the key investment team of the manager must obtain any one of the below certifications: <ul style="list-style-type: none"> <li>NISM Series-XIX-C: Alternative Investment Fund Managers Certification Examination, as per Communiqué No. NISM/Certification/Series-XIX-C/2024/01 dated January 10, 2024; or</li> <li>NISM Series-XIX-E: Category III Alternative Investment Fund Managers Certification Examination, as per Communiqué No. NISM/Certification/Series-XIX-E/2025/02 dated April 29, 2025.</li> </ul>	<b>31.07.2025</b>
6.	Disclosure of NAV for Category III AIF (for close-ended)	<b>Ideally within a month</b>
7.	Disclosure of NAV of scheme(s) of the Category III AIF (Open ended)	<b>Ideally within a month</b>
8.	Quarterly Report (financial information & risk management) (Category III)	<b>Upto August 31, 2025</b>
9.	Implementation of Cybersecurity and Cyber Resilience Framework (As applicable)	<b>31.08.2025</b>
10.	Cash flows and valuation reporting to Benchmarking Agencies	<b>Before September 30, 2025</b>
11.	Annual Report (financial information & risk management) (Category I & II)	<b>Before September 30, 2025</b>
12.	Audit of compliance with PPM, findings, corrective actions	<b>Before September 30, 2025</b>



<b>13.</b>	Reporting of overseas investments utilization to SEBI	<b>Within 5 working days of such utilization</b>
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**Investment Adviser Compliance Calendar**

<b>Sr.No.</b>	<b>Particulars</b>	<b>Due Date</b>
<b>1.</b>	Uploading of latest Investment Charter on the following: <ul style="list-style-type: none"> <li>• Uploaded on the official website</li> <li>• Prominently displayed at the office premises</li> <li>• Circulated via email to all existing clients</li> <li>• Incorporated as part of the new Investment Adviser agreement for all new clients</li> </ul> - BSE notice dated 20250610-5 dated June 10, 2025 (If not yet implemented, please do the needful)	<b>10.06.2025 (With Immediate Effect)</b>
<b>2.</b>	Half-Yearly Periodic Reporting (For October 2024 to March 2025)	<b>31.07.2025</b>
<b>3.</b>	Maintaining a Functional Website	<b>30.06.2025</b>
<b>4.</b>	MITC to all existing clients	<b>30.06.2025</b>
<b>5.</b>	Publishing of Investor Charter and disclosure of Investor Complaints by Investment Advisers on their websites/mobile applications	<b>07.07.2025</b>
<b>6.</b>	Mandatory Client Declaration for Non-SEBI Regulated Products/Services	<b>31.07.2025</b>
<b>7.</b>	Implementation of Cybersecurity and Cyber Resilience Framework (As applicable)	<b>31.08.2025</b>
<b>8.</b>	Maintenance of Deposit	<b>September 30, 2025</b>
<b>9.</b>	Maintenance of telephonic recordings of client interaction	<b>September 30, 2025</b>
<b>10.</b>	Completion of Annual Compliance Audit (For FY 2024-2025)	<b>September 30, 2025</b>
<b>11.</b>	Submission of Annual Compliance Report to SEBI/BSE along with observations and correction action (As applicable)	<b>October 31, 2025</b>



**Research Analysts Compliance Calendar**

Sr.No.	Particulars	Due Date
1.	<p>Uploading of latest Investment Charter on the following:</p> <ul style="list-style-type: none"> <li>Uploaded on the official website</li> <li>Prominently displayed at the office premises</li> <li>Circulated via email to all existing clients</li> <li>Incorporated as part of the new Investment Adviser agreement for all new clients</li> </ul> <p>- BSE notice dated 20250610-4 dated June 10, 2025 (If not yet implemented, please do the needful)</p>	<b>10.06.2025(With Immediate Effect)</b>
2.	Publishing of Investor Charter and disclosure of Investor Complaints by Investment Advisers on their websites/mobile applications	<b>07.07.2025</b>
3.	Half-Yearly Periodic Reporting (For October 2024 to March 2025)	<b>31.07.2025</b>
4.	Implementation of Cybersecurity and Cyber Resilience Framework (As applicable)	<b>31.08.2025</b>
5.	Client level segregation of Research and distribution activities (BSE notice 20250627-46 dated June 27, 2025)	<b>Upto September 30, 2025</b>
6.	Compliance with Deposit amount (BSE notice 20250604-3 dated June 4, 2025)	<b>Upto September 30, 2025</b>
7.	Annual Compliance Audit (For FY 2024-2025)	<b>Upto September 30, 2025</b>
8.	Maintenance of telephone recordings of the client interaction (BSE notice 20250627-46 dated June 27, 2025)	<b>Upto September 30, 2025</b>
9.	Client Consent on Terms of Research Services (BSE notice 20250627-46 dated June 27, 2025)	<b>Due Before Subscription Renewal or Fee Collection</b>

**Merchant Banking Compliance Calendar**

Sr.No.	Particulars	Due Date
1.	Half Yearly Compliance Report to SEBI	<b>30.06.2025</b>
2.	Publishing Investor Charter and Disclosure of Complaints by Merchant Bankers on website	<b>07.07.2025</b>



3.	Disclosure of Track Record of the public issues managed by Merchant Bankers	<b>Ongoing and Continuous Requirements</b>
4.	Implementation of Cybersecurity and Cyber Resilience Framework (As applicable)	<b>31.08.2025</b>

**Depository Participant (CDSL & NSDL) Compliance Calendar**

Sr.No.	Particulars	Due Date
1.	Submission of system audit report (Cyber Audit)	<b>30.06.2025</b>
2.	Publishing of Investor Charter and disclosure of Investor Complaints on websites	<b>07.07.2025</b>
3.	Investor Grievances Report	<b>10.07.2025</b>
4.	Details of 2 days' notice given to BO prior to stopping the process of instructions in case of default in payment-CDSL	<b>10.07.2025</b>
5.	Submission of the report of Modification in URL reported to CDSL within 3 days of such changes	<b>10.07.2025</b>
6.	Indictment order against the DP (Information w.r.t. the indictment or any other orders passed against the DP by any competent authority, if any)- CDSL/AUDIT/DP/POLCY/2025/275 April 25, 2025-CDSL	<b>10.07.2025</b>
7.	Reporting of STR finding with FIU-India by DP (Information w.r.t. the STRs filed by the DP with FIU IND, if any)-CDSL	<b>10.07.2025</b>
8.	Tariff Structure of the DP (Information w.r.t increase in charges /fees providing 30 days notice to the BOs, if any)-CDSL CDSL/AUDIT/DP/POLCY/2025/275 April 25, 2025	<b>10.07.2025</b>
9.	Submission of Surveillance Obligations report for the quarter ended June 30,2025	<b>15.07.2025</b>
10.	Reporting of Cyber Security incidents for the quarter ended June 30,2025	<b>15.07.2025</b>
11.	Submission of report for Non-profit organization transactions	<b>20.07.2025</b>
12.	Compliance report w.r.t same Mobile number and/or email address captured for multiple accounts-NSDL	<b>25.07.2025</b>
13.	Submission of Compliance Certificate in Electronic Form	<b>31.07.2025</b>
14.	Details of all the associated persons other than those engaged in basic elementary/clerical activities are NISM Series VI - DOCE certified	<b>31.07.2025</b>



<b>15.</b>	Details of NISM-Series-III A: Securities Intermediaries Compliance (Non-Fund) Certification Examination ("SICCE") obtained by Compliance Officer of the DP as per SEBI	<b>31.07.2025</b>
<b>16.</b>	Implementation of Cybersecurity and Cyber Resilience Framework (As applicable)	<b>31.08.2025</b>

**Stock Broking (BSE & NSE) Compliance Calendar**

<b>Sr.No.</b>	<b>Particulars</b>	<b>Due Date</b>
<b>1.</b>	Issuance of Daily Margin Statement- margin statement is required to be issued by member on a daily basis before the beginning of trading session on the next trading day. (Please comply with Exchange guidelines if not done)	<b>17.06.2025</b>
<b>2.</b>	Revision in Contract Note Format - Revision of Timeline	<b>27.06.2025</b>
<b>3.</b>	Updation of GSTIN with respect to ISD Provision (Download Ref No: NCL/CMPL/68669 dated June 20, 2025)	<b>30.06.2025</b>
<b>4.</b>	All PANs flagged as "non-compliant" by the KRAs (KYC Registration Agencies) will be marked as "Not Permitted to Trade" by the Exchange. (Download Ref No: NSE/ISC/68535 dated June 13,2025)	<b>30.06.2025</b>
<b>5.</b>	Monitoring corrective actions taken by the Trading Members pursuant to Inspection by SEBI (NSE circular NSE/INSP/68731 Dated June 24, 2025)	<b>01.07.2025</b>
<b>6.</b>	Settlement of running account (For Quarterly Settlement & For those who has opted for monthly settlement & also for inactive account of more than 30 days)	<b>04.07.2025 &amp; 05.07.2025</b>
<b>7.</b>	Publishing of Investor Charter and disclosure of Investor Complaints on Websites	<b>07.07.2025</b>
<b>8.</b>	Submission of Surveillance Obligations report for the quarter ended 30.06.2025	<b>15.07.2025</b>
<b>9.</b>	Reporting of Cyber Security incidents for the quarter ended June 2025	<b>15.07.2025</b>
<b>10.</b>	Submission of UCC wise quarterly settlement details to exchanges	<b>18.07.2025</b>
<b>11.</b>	Reporting of Daily Margin Trading Files in the revised reporting format	<b>18.07.2025</b>
<b>12.</b>	Submission of Details of AP Inspections undertaken during the quarter June 30, 2025	<b>31.07.2025</b>
<b>13.</b>	Submission of details of Insurance Indemnity Policy	<b>31.07.2025</b>





14.	Number of STR filed with FIU-IND for March 2025(Only BSE)	<b>31.07.2025</b>
15.	Advisory for Financial Sector Organizations regarding Software as a Service (SaaS) based solutions-BSE circular 20250630-35 dated June 30, 2025	<b>31.07.2025</b>
16.	Uploading of day-wise Holding statement in the specified standard format to Exchange (within next day)-All Exchanges	<b>Daily Ongoing</b>
17.	Uploading of clients mapped with Authorised Persons (AP) before the next 2 trading days of subsequent week-All Exchanges	<b>Weekly</b>
18.	Requirement of sending a complete 'Statement of Accounts' for funds, securities and commodities in respect of each of its clients (within next four trading days of subsequent week)-All Exchanges	<b>Weekly</b>
19.	Implementation of Cybersecurity and Cyber Resilience Framework (As applicable)	<b>31.08.2025</b>
20.	Margin obligations to be given by way of Pledge/Re-pledge in the Depository System (SEBI circular SEBI/HO/MIRSD/MIRSD-PoD /P/ CIR/2025/82 dated June 03, 2025)	<b>September 5,2025</b>

**Disclaimer:**

**Please note that the Compliance Calendar is intended as a general guideline and should not be considered definitive. For the most current and accurate information, we highly encourage you to refer to the latest circulars issued by the relevant Market Infrastructure Institutions. It is important to understand that we cannot be held liable for any compliance violations that may arise from reliance on this calendar.**

**If you require any assistance or have questions regarding compliance matters, please do not hesitate to contact us at [compliance@sanjayshah.co.in](mailto:compliance@sanjayshah.co.in)**



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