

Compliance Calendars

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

PMS Compliance Calendar

Sr.No.	Particulars	Due Date
1.	Quarterly Reporting to clients	31.10.2025*
2.	SaaS Undertaking submission for the half year ended September 30, 2025	31.10.2025*
3.	Publishing of the Investor Charter and disclosure of Investor Complaints by Portfolio Managers on their websites	07.11.2025
4.	Monthly Report Submission to SEBI & APMI	11.11.2025 (within 7 working days) **
5.	Appointment of IAAP certified accessibility professionals as Auditor	14.12.2025
6.	PMS Disclosure Document in a new format (Applicable in case of material changes)	Ongoing and Continuous Requirements
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.	During the Board Meeting (As applicable)
8.	Off Site Inspection Alerts (if any) received through a PARAS portal to be adequately responded	Please Login to the PARAS Portal & close alerts, if applicable

***The submission should have been completed by now. Kindly ensure immediate compliance if it has not yet been done.**

****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.	SaaS Undertaking submission for the half year ended September 30, 2025	31.10.2025*
2.	Cash flows and valuation reporting to Benchmarking Agencies	15.11.2025
3.	Quarterly Report (financial information & risk management) (Category III)	30.11.2025 (Within 60 days From the end of each quarter)
4.	Appointment of IAAP certified accessibility professionals as Auditor	14.12.2025

5.	Disclosure of NAV of scheme(s) of the Category III AIF (Open ended)	Ideally, within a month
6.	Reporting of overseas investments utilization to SEBI	Within 5 working days of such utilization
7.	<p>NISM requirements for Category I & II AIF: At least one person in the key investment team of the manager must obtain any one of the below certifications:</p> <ul style="list-style-type: none"> 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 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. 	Ongoing and Continuous Requirements
8.	<p>NISM Certificate requirements for Category III AIF: At least one person in the key investment team of the manager must obtain any one of the below certifications:</p> <ul style="list-style-type: none"> 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 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. 	Ongoing and Continuous Requirements

Investment Adviser Compliance Calendar

Sr.No.	Particulars	Due Date
1.	Half-Yearly Periodic Reporting-For the half year ended September 30, 2025 (Please check the BSE circular/email and ensure compliance)	31.10.2025*
2.	Completion of Annual Compliance Audit (For FY 2024-2025) and Submission to BSE along with observations and correction action (As applicable)	31.10.2025*
3.	Maintenance of Deposit with BSE	31.10.2025*
4.	Publishing of Investor Charter and disclosure of Investor Complaints by Investment Advisers on their websites/mobile applications.	07.11.2025
5.	SaaS Undertaking submission for the half year ended September 30, 2025-Request to please check BSE email	30.11.2025
6.	Compliance with Adoption of Standardised, Validated and Exclusive UPI IDs for Payment Collection by SEBI Registered Intermediaries Entities-BSE notice dated October 20, 2025	30.11.2025
7.	Appointment of IAAP certified accessibility professionals as Auditor	14.12.2025

	<p>Uploading of the latest Investment Charter on the following:</p> <ul style="list-style-type: none"> • Uploaded on the official website • Prominently displayed at the office premises • Circulated via email to all existing clients • Incorporated as part of the new Investment Adviser agreement for all new clients <p>- BSE notice dated 20250610-5 dated June 10, 2025 (If not yet implemented, please do the needful)</p>	Ongoing and Continuous Requirements
8.	Maintaining a Functional Website	Ongoing and Continuous Requirements
9.	MITC to clients	Ongoing and Continuous Requirements
10.	Maintenance of telephonic recordings of client interaction	Ongoing and Continuous Requirements
11.	Mandatory Client Declaration for Non-SEBI Regulated Products/ Services	Ongoing and Continuous Requirements

Research Analysts Compliance Calendar

Sr.No.	Particulars	Due Date
1.	Half-Yearly Periodic Reporting-For the half year ended September 30,2025 (Please check the BSE circular/email and ensure compliance)	31.10.2025*
2.	Completion of Annual Compliance Audit (For FY 2024-2025) and Submission to BSE along with observations and correction action (As applicable)	31.10.2025*
3.	Maintenance of Deposit with BSE	31.10.2025*
4.	Publishing of Investor Charter and disclosure of Investor Complaints by Research Analysts on their websites/mobile applications	07.11.2025
5.	Compliance with Adoption of Standardised, Validated and Exclusive UPI IDs for Payment Collection by SEBI Registered Intermediaries Entities-BSE notice dated October 20, 2025	30.11.2025
6.	SaaS Undertaking submission for the half year ended September 30, 2025- <i>Request to please check BSE circular/email</i>	30.11.2025
7.	Appointment of IAAP certified accessibility professionals as Auditor	14.12.2025
8.	<p>Uploading of latest Investment Charter on the following:</p> <ul style="list-style-type: none"> • Uploaded on the official website • Prominently displayed at the office premises • Circulated via email to all existing clients 	Ongoing and Continuous Requirements

	<ul style="list-style-type: none"> Incorporated as part of the new Investment Adviser agreement for all new clients <p>BSE notice dated 20250610-4 dated June 10, 2025 (If not yet implemented, please do the needful)</p>	
9.	Client-level segregation of Research and distribution activities (BSE notice 20250627-46 dated June 27, 2025)	Ongoing and Continuous Requirements
10.	Maintenance of telephone recordings of the client interaction (BSE notice 20250627-46 dated June 27, 2025)	Ongoing and Continuous Requirements
11.	Client Consent on Terms of Research Services (BSE notice 20250627-46 dated June 27, 2025)	Due Before Subscription Renewal or Fee Collection

Merchant Banking Compliance Calendar

Sr.No.	Particulars	Due Date
1.	SaaS Undertaking submission for the half year ended September 30, 2025	31.10.2025*
2.	Publishing Investor Charter and Disclosure of Complaints by Merchant Bankers on website	07.11.2025
3.	Appointment of IAAP certified accessibility professionals as Auditor	14.12.2025
4.	Half Yearly Compliance Report to SEBI	Upto December 31, 2025
5.	Disclosure of Track Record of the public issues managed by Merchant Bankers	Ongoing and Continuous Requirements

Depository Participant (CDSL & NSDL) Compliance Calendar

Sr.No.	Particulars	Due Date
1.	Submission of Networth Certificate and Audited Financial Statements	31.10.2025*
2.	SaaS Undertaking submission for the half year ended September 30, 2025-Please check Depositories guidelines	31.10.2025*
3.	Publishing of Investor Charter and disclosure of Investor Complaints on websites	07.11.2025
4.	Monthly Investor Grievances Report submission	10.11.2025
5.	Details of 2 days' notice given to BO prior to stopping the process of instructions in case of default in payment-CDSL	10.11.2025
6.	Submission of the report of Modification in URL reported to CDSL within 3 days of such changes	10.11.2025

7.	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	10.11.2025
8.	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	10.11.2025
9.	Implementation of SEBI Circular 'Margin obligations to be given by way of pledge/Repledge in the Depository System' dated June 03, 2025	10.11.2025
10.	Tariff Structure of the DP (Information w.r.t increase in charges /fees providing 30 days' notice to the BOs, if any) CDSL/ AUDIT/ DP/ POLCY/2025/275 April 25, 2025	10.11.2025
11.	'Document Received Date' being made mandatory field in NSDL Depository system for an off-market transfer instruction executed in respect of physical DIS (NSDL circular NSDL/ POLICY / 2025/ 0133 Dated October 8, 2025	14.11.2025
12.	Submission of Internal Audit Report for the half Year Ended September 30,2025(<i>To be issued in revised format of CDSL- CDSL circular CDSL/AUDIT/DP/POLCY/2025/684 October 09, 2025</i>)	15.11.2025
13.	Submission of report for Non-profit organization transactions	20.11.2025
14.	Compliance report w.r.t same Mobile number and/or email address captured for multiple accounts-NSDL	25.11.2025
15.	Submission of Risk Assessment Template for the period ended 30.09.2025 -Please check Depositories guidelines	30.11.2025
16.	Appointment of IAAP certified accessibility professionals as Auditor	14.12.2025
17.	Timeline for Implementation of Phase III of Nomination facility	15.12.2025
18.	Suspension of demat accounts of existing clients whose KYC records are not found to be valid by KRAs after the validation process.	Ongoing and Continuous Requirements

Stock Broking (BSE & NSE) Compliance Calendar

Sr.No.	Particulars	Due Date
1.	Submission of Margin Trading Compliance Certificate for half year ended September 30, 2025- NSE circular Download Ref No: NSE/COMP/70865 dated October 16,2025	31.10.2025*
2.	Submission of Annual Return- NSE circular Download Ref No: NCL/CMPL/70807 dated October 14,2025	31.10.2025*
3.	QSB to submit details of investor service Centres- SEBI Circular SEBI/HO/MIRSD/MIRSDPoD1/P/CIR/2023/24 dated February 06, 2023 - Ref. no. 8.6.1 and NSE circular ref. no. NSE/INSP/56927 dated June 01, 2023. Annexure A Sr. No. K (17)	07.11.2025
4.	Publishing of Investor Charter and disclosure of Investor Complaints on Websites	07.11.2025

5.	Submission of Audit Plan for System Audit of Trading Members-NSE circular Download Ref No: NSE/INSP/70900 Dated October 17, 2025	07.11.2025
6.	Settlement of running account (Applicable for clients who have opted for monthly settlement & also for inactive accounts of more than 30 days)	07.11.2025 & 08.11.2025
7.	Submission of Half yearly Net worth certificate: Margin Trading Facility provided Members (Download Ref No: NSE/COMP/70884 dated October 16,2025)	15.11.2025
8.	Revision w.r.t Client Categories in Unique Client Code database- BSE circular 20251030-57 dated October 30,2025	22.11.2025
9.	Submission of Half yearly Net worth certificate: Non- Margin Trading Facility provided Members (Download Ref No: NSE/COMP/70884 dated October 16,2025)	30.11.2025
10.	Submission of Networth Certificate by clearing member to Clearing Corporation (To All Clearing Members/Self Clearing Members/ Professional Clearing Members) for the half year ended September 30, 2025	30.11.2025
11.	Submission of Preliminary System Audit Report by Trading Members-NSE circular Download Ref No: NSE/INSP/70900 Dated October 17, 2025-Only Empaneled Auditor with Exchange can carry out the audit	30-11-2025
12.	Submission of half yearly Internal audit report by Trading Members for the half year ended September 30,2025	30.11.2025
13.	Submission of Half Yearly Internal Audit Report by Clearing Members (Clearing for other Stock-Broker and/or Custodial Participants Code) for the half year ended September 30, 2025	30-11-2025
14.	Submission of Risk Based Supervision for the half year ended September 30, 2025	30.11.2025
15.	Number of STR filed with FIU-IND for October 2025(Only BSE)	30.11.2025
16.	Safer participation of retail investors in Algorithmic trading-Registration of retail algo products accessed via API (in-house and through vendors), along with a set of retail algo strategies, must be fully completed with the exchange.	30.11.2025
17.	Framework for Intraday Position Limits Monitoring for Equity Index Derivatives-at the end of glide path of FutEq based positions limits SEBI circular dated September 1,2025-	06.12.2025
18.	Applicability of Block deal Framework-SEBI circular dated October 8, 2025	07.12.2025
19.	Appointment of IAAP certified accessibility professionals as Auditor	14.12.2025
20.	Cyber Security & Cyber Resilience framework for Stock Brokers (who are providing IBT or Algo Trading facility) for the half year ended September 30,2025 - SEBI Circular No. SEBI/HO/ ITD1/ ITD _ CSC_EXT/P/CIR/20 24/113 dated August 20, 2024 and NSE Circular No - NSE/INSP/63502 dated August 21, 2024-Please check Exchange further clarification	31.12.2025

21.	Cyber Security & Cyber Resilience framework(Preliminary Report) for QSB for the half year ended September 30,2025 - SEBI Circular No. SEBI/HO/ ITD1/ ITD _ CSC_EXT/P/CIR/20 24/113 dated August 20, 2024 and NSE Circular No - NSE/INSP/63502 dated August 21, 2024- <i>Please check Exchange further clarification</i>	31.12.2025
22.	Conduct of Half-yearly VAPT audit for the half year ended September 30,2025 through Cert-in Auditor and report shall be submitted to Exchange after approval from respective IT Committee- (applicable to QSBs & protected REs)-NSE circular Download Ref No: NSE/INSP/70471 dated September 26,2026	31.12.2025
23.	Uploading of day-wise Holding statement in the specified standard format to Exchange (within next day)-All Exchanges	Daily Ongoing
24.	Uploading of clients mapped with Authorised Persons (AP) before the next 2 trading days of subsequent week-All Exchanges	Weekly
25.	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	Weekly
26.	Submission of Bank Undertaking, Bank Authorization, Bank Confirmation in <i>Revised Format</i> with reference to circular NSE/INSP/70505 dated September 29, 2025	Ongoing and Continuous Requirements
27.	Revised format for submission of applications (i.e. Change in designated/non designated directors/ Partners/ Shareholding/ Increase In Share Capital/Change in Control/Change in name/Registered Office etc.)- NSE circular Download Ref No: NSE/COMP/70848 dated October 15,2025	Ongoing and Continuous Requirements (As applicable)
28.	Couple of submissions applicable to Qualified Stock Broker- BSE circular 20250718-8 Dated July 18,2025	Ongoing and Continuous Requirements (As applicable)

****The submission should have been completed by now. Kindly ensure immediate compliance if it has not yet been done.***

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

