



ICMAI

भारतीय लागत लेखाकार संस्थान

THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA

Statutory Body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)



www.icmai.in



Certificate Course on **Mastering ROC Filings:** **A Practical Guide for Professionals**

An Initiative of

BOARD OF ADVANCED STUDIES & RESEARCH (BoASR)



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Board of Advanced Studies & Research (BoASR)
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Behind Every Successful Business Decision, there is always a **CMA**



ABOUT THE INSTITUTE

The Institute of Cost Accountants of India is a statutory body established under an Act of Parliament in 1959. As part of its obligations, the Institute regulates the profession of Cost and Management Accountancy, enrolls students for its courses, provides coaching facilities to the students, organises professional development programmes for the members and undertakes research programmes in the field of Cost and Management Accountancy. The Institute pursues the vision of cost competitiveness, cost management, efficient use of resources and structured approach to cost accounting as the key drivers of the profession. In today's world, the profession of conventional accounting and auditing has taken a back seat and cost and management accountants are increasingly contributing toward the management of scarce resources and apply strategic decisions. This has opened up further scope and tremendous opportunities for cost accountants in India and abroad. After an amendment passed by Parliament of India, the

Institute is now renamed as "The Institute of Cost Accountants of India" from "The Institute of Cost and Works Accountants of India". This step is aimed towards synergising with the global management accounting bodies, sharing the best practices which will be useful to large number of trans-national Indian companies operating from India and abroad to remain competitive. With the current emphasis on management of resources, the specialized knowledge of evaluating operating efficiency and strategic management the professionals are known as "Cost and Management Accountants (CMAs)". The Institute is the largest Cost & Management Accounting body in the world, having approximately 6,00,000+ students and 1,00,000+ qualified professionals all over the globe. The Institute headquartered at Delhi operates through four regional councils at Mumbai, Chennai, Kolkata & Delhi and 113 Chapters situated across the country as well as 11 Overseas Centres. It functions under the jurisdiction of the Ministry of Corporate Affairs, Government of India.

ABOUT THE COURSE

In today's rapidly evolving regulatory landscape, statutory compliance is no longer just a periodic check-box exercise—it is a cornerstone of sound corporate governance. With the Ministry of Corporate Affairs (MCA) continuously updating frameworks, digitizing e-filing portals, and enforcing strict penalty structures, organizations must ensure total precision in their legal and secretarial disclosures. Navigating these requirements seamlessly requires a deep understanding of corporate law, statutory timelines, and procedural nuances. However, many finance, accounting, and legal professionals face challenges keeping pace with frequent compliance updates, technical e-filing intricacies, and complex board documentation. Missed deadlines or filing errors not only lead to financial penalties but can also disrupt corporate standing and investor confidence. Mastering statutory compliance requires specialized, practical knowledge that bridges legal provisions with hands-on filing execution. To bridge this crucial skill gap, the Board of Advanced Studies is pleased to introduce the comprehensive course on **"Mastering ROC Filing."** Designed to equip participants with practical, end-to-end expertise in statutory disclosures, this course covers essential e-forms, annual returns, event-based filings, and common procedural hurdles. Through real-world insights and step-by-step guidance, the program prepares professionals to ensure effortless compliance, safeguard organizational integrity, and drive effective corporate administration.

COURSE OBJECTIVES

- To introduce participants to corporate law fundamentals and the legal framework governing MCA compliance.
- To familiarize learners with V3 portal operations, Digital Signature (DSC) management, and statutory forms.
- To provide hands-on experience with company incorporation, annual returns, and mandatory compliance filings.
- To cover event-based filings, corporate reorganizations, charge management, and LLP compliance procedures.
- To enable participants to work on real-world case studies, practical portal simulations, and statutory drafting projects.

COURSE BENEFITS

- **Statutory Compliance Mastery:** Gain in-depth practical expertise in corporate laws, company secretarial compliances, and LLP statutory obligations under the Ministry of Corporate Affairs (MCA).
- **Practical E-Filing Proficiency:** Master hands-on filing techniques on the MCA21 portal, including DIN, DSC integration, SPICe+ incorporations, and annual filings like AOC-4 and MGT-7/7A.
- **Real-World Case Studies & Drafting:** Work on practical scenarios involving event-based disclosures (director changes, charge creations), board resolutions, and statutory register maintenance.
- **Prestigious ICAI Certification:** Earn a recognized certificate issued by ICAI, establishing validated expertise as a qualified corporate compliance practitioner.
- **Flexible Online Learning:** Access live/recorded expert-led online sessions designed for convenient learning alongside work or existing studies.
- **High-Demand Career Opportunities:** Acquire essential skill sets required to excel in independent practice, consultancy, corporate governance roles, or finance and secretarial teams.

COURSE PEDAGOGY

- **Blended Instructional Architecture:** Integrates live expert-led lectures, simulated portal workshops, and scenario-based compliance frameworks.
- **Experiential Practical Training:** Features real-time navigation of the MCA interface, hands-on e-form preparation, Digital Signature Certificate (DSC) processing, and statutory drafting.
- **Rigorous Evaluation & Assessment:** Evaluates proficiency through practical filing simulations, corporate case studies, statutory drafting assignments, and a comprehensive final certification exam.
- **Instructor-Led Sessions:** Delivered by industry experts and experienced trainers.

COURSE MODULES

SI No	Module Title	Key Topics	Practical Coverage	Duration
1	Corporate Law Framework & ROC Ecosystem	Overview of Ministry of Corporate Affairs, ROC structure, basics of Companies Act, 2013, CIN, DIN, DSC	MCA portal navigation, viewing company master data	3 Hours
2	DSC, DIN & MCA Portal Mastery	Digital Signature Certificate (DSC), DIN application, DIR-3 KYC, MCA login & roles	DSC registration, DIN KYC filing demo	3 Hours
3	Company Incorporation Filings (SPICe+)	SPICe+ (Part A & B), Name reservation, MOA (INC-33), AOA (INC-34), AGILE-PRO-S	Full incorporation case study, MOA/AOA drafting	6 Hours
4	Post-Incorporation Compliances	INC-20A, ADT-1, DIR-12, INC-22, compliance timelines	Filing simulations, board resolution drafting	5 Hours
5	Annual Filing & Financial Statements	AOC-4, AOC-4 XBRL, MGT-7/MGT-7A, board report, XBRL basics	Annual return preparation, checklist & filing case	6 Hours
6	Event-Based ROC Filings	PAS-3, CHG-1, CHG-4, MGT-14, related party transactions	Resolution drafting, event-based filing	4 Hours
7	Penalties, Adjudication & Compounding	Penalty provisions, adjudication process, compounding, amendments	Case study on penalty calculation	2 Hours
8	Strike Off, Closure & LLP Filings	STK-2, dormant company, LLP compliance overview	Closure checklist & documentation	3 Hours
9	Capstone Practical Workshop	End-to-end compliance simulation, error handling, ROC notices	Real-life case handling & response drafting	3 Hours
		Total		35 Hours



CERTIFICATE COURSE ON MASTERING ROC FILINGS: A PRACTICAL GUIDE FOR PROFESSIONALS
BOARD OF ADVANCED STUDIES & RESEARCH (BOASR), THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

COURSE ELIGIBILITY

- Member / Qualified CMA
- CMA Student
- Other Professionals / Post Graduates / Graduates

COURSE DURATION & DELIVERY

- 35 hours of integrated practical curriculum spreading across 3 months.
- Examination after completion of the 35 hours course.
- Certificate will be issued after successful completion of the Examination.

COURSE FEES

Category

CMA Students

CMA Qualified and Members

Others

Course Fees (₹)

6,000/- + GST

8,000/- + GST

10,000/- + GST

ONLINE ASSESSMENT

- Online Proctored Assessment in MCQ format
- Assessment duration 3 hours for 100 marks
- The participant must secure at least 50% marks to qualify
- Assessment Fees: ₹1,000/- + 18% GST for each attempt

ONLINE ADMISSION

https://eicmai.in/OCMAC/Advance_Studies/DelegatesApplicationForm-New_ADVS.aspx

FOR MORE DETAILS

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The Institute of Cost Accountants of India

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