SEBI LODR · SCHEDULE III, PART A, PARA A · ITEMS 7 TO 7D

Regulation 30 Resignation Compliance Matrix 2026

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Who leaves	Schedule III item	What goes to the exchanges	Timeline	Companies Act / other filing	Replacement deadline
Independent Director	**7 and 7B**	Letter with detailed reasons; other listed directorships and board committee memberships; confirmation of no other material reasons	Cessation within 24 hours of receipt; letter and confirmation within 7 days of resignation	DIR-12 by company within 30 days; optional DIR-11 by director within 30 days of resignation (s.168)	3 months (Reg 17(1E)); Board level: Sch IV Para VI(2)–(3)
Director other than ID	**7 and 7C**	Letter with detailed reasons	Within 24 hours of the last working day (12 hours if removed); letter within 7 days of that day	DIR-12 within 30 days; optional DIR-11 within 30 days of resignation (s.168)	3 months (Reg 17(1E)); MD/WTD: 3 months, up to 6 months with regulatory approval (Reg 26A(1))
KMP (MD/CEO, WTD, CFO, CS)	**7 and 7C**	Letter with detailed reasons	Within 24 hours of the last working day (12 hours if terminated); letter within 7 days of that day	DIR-12, and MGT-14 wherever applicable, within 30 days	CEO/MD/WTD/Manager/CFO: 3 months, up to 6 months with regulatory approval (Reg 26A(1)/(2)); 6 months (s.203(4))
Senior Management	**7 and 7C**	Letter with detailed reasons (reason for change, if terminated)	Within 24 hours of the last working day (12 hours if terminated); letter within 7 days of that day	None	No prescribed deadline
Compliance Officer	**7 and 7C**	Letter with detailed reasons; update Reg 30(5) and website contacts if applicable	Within 24 hours of the last working day (12 hours if terminated); letter within 7 days of that day	DIR-12, and MGT-14 wherever applicable (as CS/KMP)	3 months (Reg 6(1A))
Statutory auditor	**7 and 7A**	Detailed reasons in the Annexure 21 format; then the Audit Committee's views	Reasons within 24 hours of receipt; AC views within 24 hours of the AC meeting	ADT-3 by auditor within 30 days (s.140(2))	Board within 30 days; general meeting within 3 months of Board's recommendation (s.139(8))
Secretarial auditor	**7**	Reason for change and letter	24 hours	No ADT-3; MR-3 still due with Board's report (s.204)	Board within 3 months; holds office till next AGM (Reg 24A(1)(c))
Cost auditor	**7**	Reason and letter	24 hours	ADT-3 by prevailing practice (s.148(5)); CRA-2 for new appointment	Board within 30 days (Rule 6(3B))
Internal auditor	**Reg 30(4) materiality test; 7 and 7C if an in-house SMP**	Reason; concerns and AC views where material	24 hours if disclosable; letter within 7 days of effective date if an SMP	None (Board appoints at a meeting; s.138, Rule 13)	No prescribed deadline
MD/CEO indisposed or unavailable	**7D**	The fact and the reasons	Within 12 hours of crossing 45 days in a rolling 90 days (Annexure 18A of SEBI Master Circular)	None	Not a vacancy; interim arrangements by the Board

Timelines for Item 7 follow Annexure 18A to the SEBI Master Circular dated 30 January 2026: 24 hours for a resignation; 12 hours for any other change, such as a termination or removal; and 30 minutes or three hours, as applicable, from the close of the Board meeting where the change emanates from a decision taken at that meeting. For KMPs, Senior Management, the Compliance Officer and non-independent directors, the Industry Standards Note on Regulation 30 (SEBI circular of 25 February 2025) reads "resignation comes into effect" as the person's last day in the company.

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Based on the SEBI (LODR) Regulations, 2015 as amended up to 15 October 2026, the SEBI Master Circular dated 30 January 2026 and the Industry Standards Note on Regulation 30. For general information only; not legal advice.