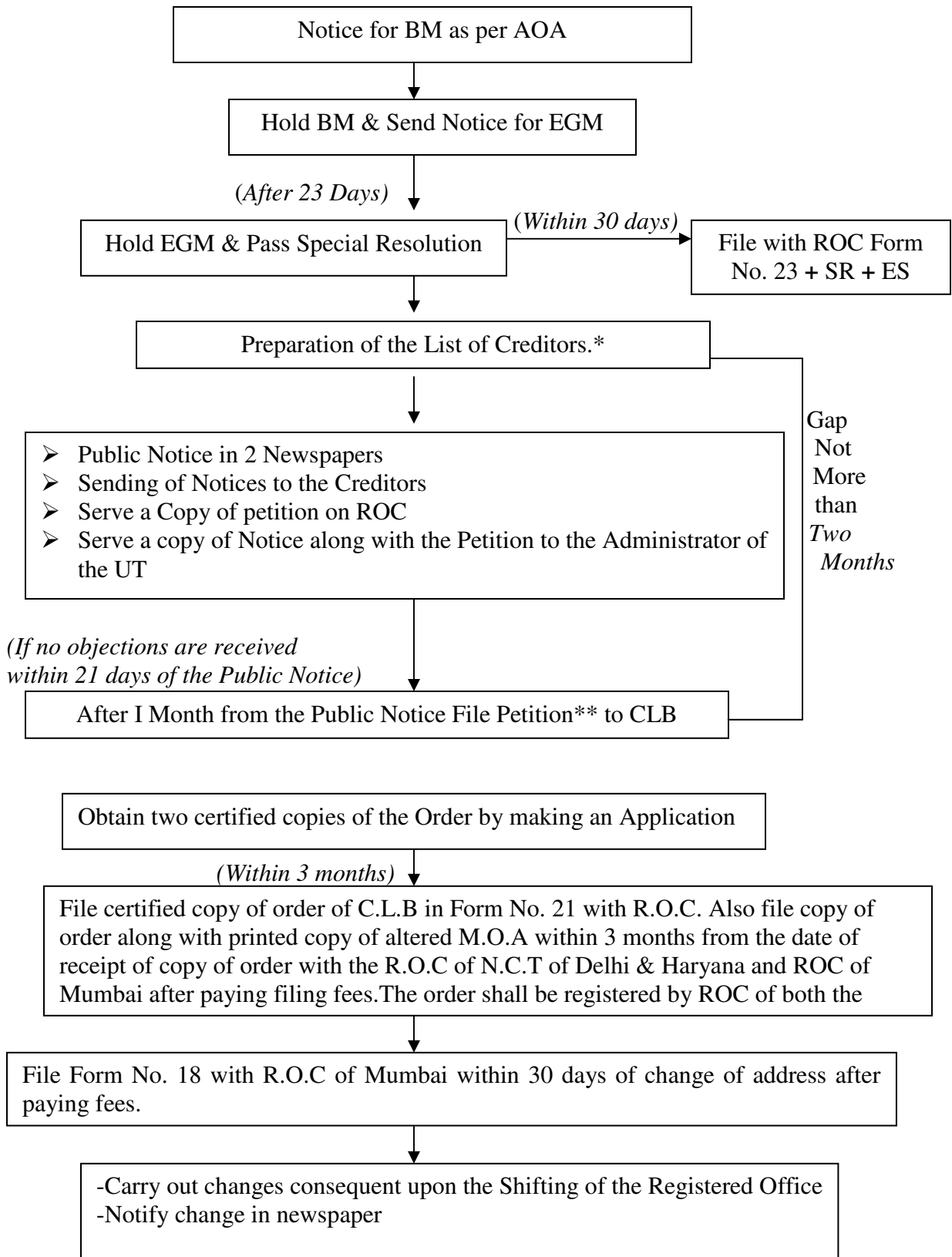


SHIFTING OF REGISTERED OFFICE OF UNLISTED COMPANY



TOTAL TIME: BM Notice + EGM Notice *23 days* + Time in preparation of *Creditor's List* & Publication of Notice + *30 Days* cooling period + Time in *hearings* + Time in obtaining certified *copies of the Order*.

*** LIST OF CREDITORS & DEBENTURE HOLDERS**

- The list to contain: Names, Addresses and the Amounts due to each of them.
- The list shall be kept at the registered office of the company and
- Any person desirous of inspecting the same may, at any time, during the ordinary hours of business, inspect and take extracts from the same on payment of rupees ten to the company.

****LIST OF DOCUMENTS REQUIRED TO BE ATTACHED WITH THE PETITION:**

- i) Copy of the memorandum and articles of association
- ii) Copy of the notice calling for the meeting with Explanatory Statement
- iii) Copy of the Special Resolution sanctioning the alteration by the members of the company.
- iv) Copy of the minutes of the meeting at which the Special Resolution was passed.
- v) Affidavit verifying the petition.
- vi) Memorandum of appearance with copy of the Board Resolution or the executed Vakalatnama, as the case may be.
- vii) Copy of the latest audited balance-sheet with the profit and loss account of the company with auditor's report and director's report.
- viii) Affidavit proving dispatch and service of notice together with newspaper cuttings.
- ix) Affidavit verifying list of creditors as per regulation 36(7).
- x) Acknowledgment receipt from the Registrar of Companies/ Regional Director and/or from the Chief Secretary of the State Government/ Administrator, where applicable (See regulation 14(3) (and 36(2))
- xi) Copy of Board of Director's Resolution dated ____ for the purpose of Memorandum of Appearance etc.
- xii) Original paper cuttings of Notice published in the ____ (newspaper) in English on ____ and in ____ (newspaper) in (regional lang)
- xiii) Specimen copy of individual notices sent to the creditors.

xiv) Proof of dispatch of individual notices to creditors.

xv) List of Shareholders and Directors.

xvi) Particulars of Bank draft evidencing payment of fee for the petition or application made:

(i) Branch of the Bank on which drawn:

(ii) Name of the issuing branch

(iii) Demand Draft No.....

Date.....

Amount Rs.....