

CHART OF FORMS UNDER COMPANY LAWS TO BE FILED UNDER MCA 21

Approval Services (Headquarters)

Description	e-Form with Instruction kit	e-Form
Application to Central Government for modification in the matters to be stated in the company's balance sheet or profit and loss account	Form 23AAA	Form 23AAA
Form for filing application or documents with Central Government	Form 65	Form 65
Form for filing application for declaration as Nidhi Company	Form 63	Form 63
Form of application to the Central Government for obtaining prior consent for holding of any office or place of profit in the company by certain persons	Form 24B	Form 24B
Form for filing application for giving loan, providing security or guarantee in connection with a loan	Form 24AB	Form 24AB
Form of application to the Central Government for appointment of cost auditor	Form 23C	Form 23C
Application to Central Government for not providing depreciation	Form 23AAC	Form 23AAC
Application for exemption from attaching the annual accounts of the subsidiary companies	Form 23AAB	Form 23AAB
Form of application for approval for declaration of dividend out of reserves	Form	Form
Form of application for removal of disqualification of directors	Form DD-C	Form DD-C
Form of application for approval of the Central Government for the appointment of sole selling agents by the company	Form I	Form I
Form of application for approval of the Central Government for the appointment of sole buying agent by a company	Form II	Form II

Approval Services (Regional Director)

Description	e-Form with Instruction kit	e-Form
Application for confirmation by Regional Director for change of registered office of the company within the state from the jurisdiction of one Registrar to the jurisdiction of another Registrar	Form 1AD	Form 1AD
Form for filing application for opening branch(s) by a nidhi company	Form 64	Form 64
Form for filing application to Regional Director	Form 24A	Form 24A

Approval Services (Registrar of Companies)

Description	e-Form with Instruction kit	e-Form
Application for approval of the Central Government for change of name or conversion of a public company into a private company	Form 1B	Form 1B
Form for filing an application with Registrar of Companies	Form 61	Form 61

This document has been compiled as service to our clients.

We recommend that you seek professional advice prior to initiating action on specific issues.

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Change Services

Description	e-Form with Instruction kit	e-Form
Application form for availability or change of a name	Form 1A	Form 1A
Notice of (A) alteration in names and addresses of persons resident in India authorized to accept service on behalf of a foreign company (B) alteration in the address of principal place of business in India of a foreign company (C) list of places of business established by a foreign company (D) cessation to have a place of business in India	Form 52	Form 52
Return of alteration in the charter, statute or memorandum and articles of association, address of the registered or principal office and directors and secretary of a foreign company	Form 49	Form 49
Particulars of appointment of managing director, directors, manager and secretary and the changes among them or consent of candidate to act as a managing director or director or manager or secretary of a company and/ or undertaking to take and pay for qualification shares	Form 32	Form 32
Particulars of appointment of managing director, directors, manager and secretary and the changes among them or consent of candidate to act as a managing director or director or manager or secretary of a company and/ or undertaking to take and pay for qualification shares	Form 32 Addendum	Form 32 Addendum
Notice of situation or change of situation of registered office	Form 18	Form 18
Notice of consolidation, division, etc. or increase in share capital or increase in number of members	Form 5	Form 5
Application for approval of the Central Government for change of name or conversion of a public company into a private company	Form 1B	Form 1B

Charge Management

Description	e-Form with Instruction kit	e-Form
Appointment or cessation of receiver or manager	Form 15	Form 15
Particulars for creation or modification of charges (other than those related to debentures)	Form 8	Form 8
Receiver's or manager's abstract of receipts and payments	Form 36	Form 36
Particulars for satisfaction of charges	Form 17	Form 17
Particulars for registration of charges for Debenture	Form 10	Form 10

Company Registration

Description	e-Form with Instruction kit	e-Form
Application or declaration for incorporation of a company	Form 1	Form 1
Notice of situation or change of situation of registered office	Form 18	Form 18
Application form for availability or change of a name	Form 1A	Form 1A
Declaration of compliance with the provisions of section 149(2)(b) of the Companies Act, 1956	Form 20	Form 20

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Declaration of the compliance with the provisions of section 149(2A) and (2B)	Form 20A	Form 20A
Declaration of compliance with the provisions of section 149(i)(a), (b) and (c) of the Companies Act,1956	Form 19	Form 19
Documents delivered for registration by a foreign company	Form 44	Form 44
Registration of an existing company as a limited company	Form 39	Form 39
Application by an existing joint stock company or by an existing company (not being a joint stock company) for registration as a public limited or private limited or an unlimited company	Form 37	Form 37
Particulars of appointment of managing director, directors, manager and secretary and the changes among them or consent of candidate to act as a managing director or director or manager or secretary of a company and/ or undertaking to take and pay for qualification shares	Form 32	Form 32
Particulars of appointment of managing director, directors, manager and secretary and the changes among them or consent of candidate to act as a managing director or director or manager or secretary of a company and/ or undertaking to take and pay for qualification shares	Form 32 Addendum	Form 32 Addendum

Compliance Related Filing

Description	e-Form with Instruction kit	e-Form
Return of allotment	Form 2	Form 2
Particulars of contract relating to shares allotted as fully or partly paid-up otherwise than in cash	Form 3	Form 3
Statement of amount or rate percent of the commission payable in respect of shares or debentures and the number of shares or debentures for which persons have agreed for a commission to subscribe for absolutely or conditionally	Form 4	Form 4
Return in respect of buy Back of Shares	Form 4C	Form 4C
Statutory Report	Form 22	Form 22
Registration of resolution(s) and agreement(s)	Form 23	Form 23
Information by Auditor to Registrar	Form 23B	Form 23B
Return of appointment of managing director or whole time director or manager	Form 25C	Form 25C
Form for submission of documents with Registrar of Companies	Form 62	Form 62
Statement of amounts credited to investor education and protection fund	Form 1	Form 1
Form for filing cost audit report and other documents with the Central Government	Form	Form
Report by a public company	Form DD-B	Form DD-B
Form of annual return of a foreign company having a share capital	Form	Form

Informational Services

Description	e-Form with Instruction kit	e-Form
Particulars of person(s) or director(s) or changed or specified for the purpose of clause(f) or (g) of section 5	Form 1AA	Form 1AA
Information to be furnished in relation to any offer of a scheme or contract involving the transfer of shares or any class of shares in the transferor company to the transferee company	Form 35A	Form 35A

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Registration of resolution(s) and agreement(s)	Form 23	Form 23
Notice of address at which books of account are maintained	Form 23AA	Form 23AA
Form of return to be filed with the Registrar	Form 22B	Form 22B
Notice of the court or the company law board order	Form 21	Form 21

Investor Services

Description	e-Form with Instruction kit	e-Form
Form for filing complaint(s) against the company	Investor Complaint Form	Investor Complaint Form

Provisions related to Managerial personnel

Description	e-Form with Instruction kit	e-Form
Form of application to the Central Government for increase in the number of directors of the company	Form 24	Form 24
Form of application to the Central Government for approval of appointment or reappointment and remuneration or increase in remuneration or waiver for excess or over payment to managing or whole-time director(s) or manager and commission or remuneration or expression of opinion to directors	Form 25A	Form 25A
Form of application to Central Government for approval to amendment of provisions relating to managing, whole time or non rotational director	Form 25B	Form 25B
Form of application for removal of disqualification of directors	Form DD-C	Form DD-C

Annual filing eForms

Description	e-Form with Instruction kit	e-Form
Form for filing annual return by a company having a share capital with the Registrar	Form 20B	Form 20B
Particulars of annual return for the company not having share capital	Form 21A	Form 21A
Form for filing balance sheet and other documents with the Registrar	Form 23AC	Form 23AC
Form for filing Profit and Loss account and other documents with the Registrar	Form 23ACA	Form 23ACA
Form for submission of compliance certificate with the Registrar	Form 66	Form 66

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