

2013

Form No. 2.1

Nomination of the person who shall, in the event of subscriber's death or his incapacity to contract, become the member of OPC

[Pursuant to sub-section (1) of section 3 and rule 2.2(2).]

- 1.** Service Request Number (SRN) of Form 2.7:
- 2.** (a) Name of One Person Company:
(b) Address for correspondence till the registered office of the company is established:
(c) E-mail ID of the company:

3. Nomination:

I..... the subscriber to the memorandum of association ofPrivate Limited (**OPC**) do hereby nominate Mr./Mrs._____ in whom shall vest, all rights in respect of the shares held by me in the said company and who shall become the member of the company in the event of my death or my incapacity to contract.

4. Particulars of the Nominee:

- (i) Name:
- (ii) Date of Birth:
- (iii) Father's/Mother's/Spouse's Name:
- (iv) Educational Qualification:

- (v) Occupation:
- (vi) Gender:
- ☐ Male
- ☐ Female
- (vii) Nationality:
- (viii) Income Tax Permanent Account Number (PAN)
(mandatory):
- (ix) Director Identification Number (DIN), if any:
- (x) Permanent Residential Address:

ISO Country Code	Country
Phone	Mobile
Fax	Email ID

- (xi) Whether present residential address is same as the
permanent residential address:

- ☐ Yes
- ☐ No

- (xii) If not, present residential address:

ISO Country Code	Country
Phone	Mobile
Fax	Email ID

5. Signature of the subscriber/member_____

Name:

Address:

Attachment(s):

- (1) Consent of the nominee in Form No. 2.2
- (2) Proof of Citizenship of India
- (2) Optional attachment(s) – if any.

Note: Attention is drawn to provisions of Section 7(5) and 7(6) which, inter-alia, provides that furnishing of any false or incorrect particulars of any information or suppression of any material information shall attract punishment for fraud under Section 447. Attention is also drawn to provisions of Section 448 and 449 which provide for punishment for false statement and punishment for false evidence respectively.

For office use only:

Digital signature of the authorizing officer

This e-form is hereby approved/rejected

Form No. 2.2

**Consent of the person who shall, in the event of
subscriber's / member's death or his incapacity to contract,
become the member of OPC**

[Pursuant to sub-section (1) of section 3 and rule 2.2(2) & (4)]

1. (a) Corporate identity number (CIN), if any:
(b) Global location number (GLN), if any:

2. (a) Name of One Person Company:
(b) Address for correspondence till the registered office of the company is established / Address of registered office of the company:
(c) E-mail ID of the company:

3. Consent:
I, Mr./Mrs..... hereby give my consent to become the member of Private Limited (**OPC**), in the event of death of subscriber/member of the company or his incapacity to contract.

4. Particulars of the nominee—
 - (i) Name
 - (ii) Father's/Mother's / Spouse's name:
 - (iii) Date of Birth:
 - (iv) Occupation:
 - (v) Educational Qualification:
 - (vi) Gender:
☐ Male

☐ Female

(vii) Whether citizen of India:

☐ Yes

☐ No

(viii) Nationality:

(ix) Director Identification Number (DIN), if any:

(x) Proof of Identity:

- For Indian Nationals

☐ PAN Card (mandatory) and any of the following

☐ Voter's identity card

☐ Passport

☐ Driving License

☐ Unique Identification Number (UIN)

- For Foreign nationals and Non Resident Indians :

☐ Passport

☐ Others - OCI

(xi) Permanent Residential Address:

ISO Country Code

Country

Phone

Mobile

Fax

Email ID

(xii) Whether present residential address is same as the permanent residential address:

☐ Yes

☐ No

(xiii) If not, present residential address:

ISO Country Code

Country

5. Particulars of other one person companies where the nominee is a member.

6. Particulars of other one person companies in which the applicant nominee is the nominee

I declare that I am an Indian citizen and resident in India and I have not been convicted of any offence in connection with the promotion, formation or management of any company or LLP and has not been found guilty of any fraud or misfeasance or of any breach of duty to any company under this Act or any previous company law or LLP Act in the last five years. I further declare that I am not a nominee in more than 5 One Person Companies including this Company/I shall comply with the eligibility criteria specified in Rule 2.1(2) within the prescribed period.

Signature

Date:

Place:

Note: Attention is drawn to provisions of Section 7(5) and 7(6) which, inter-alia, provides that furnishing of any false or incorrect particulars of any information or suppression of any material information shall attract

punishment for fraud under Section 447. Attention is also drawn to provisions of Section 448 and 449 which provide for punishment for false statement and punishment for false evidence respectively.

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Digital signature of the authorizing officer

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Form No. 2.3

Notice of withdrawal of consent by the nominee of OPC

[Pursuant to sub-section (1) of section 3 and rule 2.2(4)]

1. (a) CIN:

(b) Global Location No.:

2. Name of One Person Company:

Address of registered office of OPC:

E-mail Id of OPC:

3. Notice of withdrawal of consent:

Notice is hereby given that Mr./Mrs./Ms..... who was nominated as the nominee of (name of one member of the OPC) has withdrawn his/her consent vide his/her notice dated, a copy of which is attached herewith.

4. Intimation about the change of nominee

Further notice is given that Mr./Mrs./Ms..... member of Private Limited (OPC) has nominated Mr./Mrs./Ms._____ as his nominee in whom shall vest, all rights in respect of the shares held by him and who shall become a member of the company in the event of the member's death or his incapacity to contract.

Signature:

(on behalf of company)

Date:

Place:

Attachment(s):

- (1) Notice of withdrawal of consent filed by the nominee filed under sub-rule (3) of rule 2.1;
- (2) Particulars of the Nominee in Form No. 2.1;
- (3) Consent of the nominee in Form No. 2.2 along with attachments thereto;
- (4) Optional attachment(s) - if any.

Note: Attention is drawn to provisions of Section 7(5) and 7(6) which, inter-alia, provides that furnishing of any false or incorrect particulars of any information or suppression of any material information shall attract punishment for fraud under Section 447. Attention is also drawn to provisions of Section 448 and 449 which provide for punishment for false statement and punishment for false evidence respectively.

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Digital signature of the authorizing officer

This e-form is hereby approved/rejected

Form No. 2.4

Intimation about change in the name of the nominee of OPC

[Pursuant to sub-section (1) of section 3 and rule 2.2(5)]

1. (a) Corporate identity number (CIN):

(b) Global location Number (GLN):

2. Name of One Person Company:

Address of registered office of OPC:

E-mail Id of OPC:

3. Intimation about change in nomination:

Notice is hereby given that Mr./Mrs./Ms. member of
..... Private Limited (OPC) has nominated
Mr./Mrs./Ms. as his/her nominee in place of
Mr./Mrs./Ms. in whom shall vest, all rights in respect of
the shares held by him and who shall become a member of the
company in the event of the member's death.

Signature

Date:

Place:

Attachment:

- (1) Particulars of the new Nominee in Form No. 2.1;
- (2) Consent of the nominee in Form No. 2.2;
- (3) Optional attachment(s), if any.

Note: Attention is drawn to provisions of Section 7(5) and 7(6) which, inter-alia, provides that furnishing of any false or incorrect particulars of any

information or suppression of any material information shall attract punishment for fraud under Section 447. Attention is also drawn to provisions of Section 448 and 449 which provide for punishment for false statement and punishment for false evidence respectively.

For office use only:

Digital signature of the authorizing officer

This e-form is hereby approved/rejected

Form No. 2.5

Intimation of cessation

[Pursuant to sub-section (1) of section 3 and rule 2.2(6)]

1. (a) Corporate identity number (CIN):
(b) Global location Number (GLN):
2. (a) Name of OPC:
(b) Address of the registered office of OPC:
(c) E-mail Id:
3. Intimation is hereby given that Mr./Mrs./Ms..... has ceased to be member of _____ Private Limited (**OPC**) w.e.f. _____ due to _____ and Mr./Mrs./Ms. _____ his/her nominee has become the sole member of the above mentioned company w.e.f. _____.
4. Intimation is also given that the new member has nominated Mr./Mrs./Ms. in whom shall vest, all rights in respect of the shares held by him in the said company and who shall become the member of the company in the event of his death:

Signature:

Date:

Place:

Attachment:

- (1) Particulars of the new Nominee in Form No. 2.1;

- (2) Consent of the nominee in Form No. 2.2 along with attachments thereto
- (3) Proof of cessation of nominee
- (4) Optional attachment(s), if any.

Note: Attention is drawn to provisions of Section 7(5) and 7(6) which, inter-alia, provides that furnishing of any false or incorrect particulars of any information or suppression of any material information shall attract punishment for fraud under Section 447. Attention is also drawn to provisions of Section 448 and 449 which provide for punishment for false statement and punishment for false evidence respectively.

For office use only:

Digital signature of the authorizing officer

This e-form is hereby approved/rejected

Form No 2.6

Notice to the Registrar by one person company giving intimation of ceasing to be such company

[Pursuant to rule 2.4]

1. (a) CIN
(b) GLN:
2. (a) Name of the company:
(b) Registered office address:
(c) E-mail Id:

(d) PAN:

3. Date of incorporation of the one person company:

4. Which of the following has exceeded beyond the threshold limit

(i) paid up share capital Rs. _____

(ii) Average annual turnover Rs. _____

5. Date on which the paid up share capital or average annual turnover of the company, as the case may be, has exceeded the threshold limit

6. I, the director of the one person company hereby affirm that:-

- i) As the paid up share capital of the captioned company has exceeded fifty lakh rupees or its average annual turnover during the relevant period has exceeded two crore rupees, the company has ceased to be a one person company; and consequently the company is required to be converted into a private company or public company, as the case may be;
- ii) Necessary steps are being taken for giving effect to such conversion in accordance with the provisions of section 18 read with section 122 of the Act;

Attachments:

- 1. Copy of board resolution authorizing giving of notice;
- 2. Scanned copy of the duly attested latest financial statement.
- 3. Optional attachment(s), if any.

4. Certificate from a Chartered Accountant in practice for calculation of the average annual turnover during the relevant period in case of conversion is on the basis of such criteria.

Verification

To the best of my knowledge and belief, the information given in this application and its attachments is correct and complete.

I have been authorised by the Board of Directors resolution number (mandatory) dated..... (mandatory) to sign and submit this application.

To be digitally signed by

Director of the One Person Company

DIN of the Director

Note: Attention is drawn to provisions of Section 7(5) and 7(6) which, inter-alia, provides that furnishing of any false or incorrect particulars of any information or suppression of any material information shall attract punishment for fraud under Section 447. Attention is also drawn to provisions of Section 448 and 449 which provide for punishment for false statement and punishment for false evidence respectively.

For office use only:

Digital signature of the authorizing officer

This e-form is hereby approved/rejected

Form No. 2.7

Application form for reservation of name

[Pursuant to sub-section (4) of section 4 and rule 2.6]

1. Application for reservation of name for :

- ☐ Incorporating a new company
- ☐ Changing the name of an existing company

Part A: Reservation of name for incorporation of a new company

Director Identification No. (DIN) or Income Tax Permanent Account No. (Income Tax PAN) or Passport No: (can be prefilled if DIN)

2. (a) Name of applicant:

(b) Occupation:

(c) Educational Qualification:

(d) Address Line I

Line II

City

State

Country Code

Country

Pin Code

(e) e-mail Id:

(f) Phone:

(g) Fax:

3. Details of promoter(s) (proposed first subscriber(s) to Memorandum of Association (MOA)) (in case the promoter has been allotted DIN, then it is mandatory to enter such DIN):

S.No	Name	DIN	Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			

4.(a) Name of the State in which the proposed company is to be registered.

(b) Name of the Registrar of Companies under whose jurisdiction the proposed company is to be registered.

5. Type of the Company

- ☐ New Company (others)
- ☐ Section 8 Company
- ☐ Chapter XXI (Part I) Company
- ☐ Producer Company

6. State whether the proposed company is:

- ☐ Public
- ☐ Private
- ☐ Private (One Person Company)

7. State whether the proposed company is a Government company.

- ☐ Yes
- ☐ No

8. Whether the proposed company is having share capital/not having share capital

9. State the proposed name of the company (Please give maximum six names in order of preference)

S.No.	Proposed name	The significance of key or coined word(s) in the proposed name(s) as per Rules
1.		
2.		
3.		
4.		
5.		
6.		

10. In case the name is similar to any existing Company or to the foreign holding Company specify name of such Company, also attach copy of the No Objection Certificate by way of Board resolution (Duly attested by a Director of that Company).

- Whether existing Company or foreign holding Company
- In case of existing Company, provide CIN
- Name of the Company

11. Whether the Promoters are carrying on any Partnership firm, sole proprietary or unregistered entity in the name as applied for, yes or no. If yes, whether the business of such entity shall be taken over by the proposed Company, yes or no. If yes, attach NOC from all owners/partners of such entity for use of such name and also

state whether the business of such entity shall be taken over by the proposed Company, yes or no.

12. Main objects of the proposed company (if the objects include banking, non-banking financial and investment activities (NBFI), stock exchange, mutual fund, venture fund, asset management Company, insurance, insurance services related to profession such as Architecture etc., CA/CS/Cost Accountant, a copy of the in-principle approval of the appropriate authority Profession Institute should be enclosed).

- 13.** Whether the proposed name is indicative of the objects of the company:

- ☐ Yes
☐ No

If yes, whether the proposed name is in consonance with the principal objects of the company:

- ☐ Yes
☐ No

- 14. (a)** Whether the proposed name(s) are based on a registered trademark or is subject matter of an application pending for registration under the Trade Marks Act, 1999.

- ☐ Yes
☐ No

- (b)** If yes, furnish particulars of trade mark or application and the approval of the applicant or owner of the trademark:

15. (a) Number of the proposed first directors:

(b) Particulars of the proposed first directors

(i) Director identification number (DIN):

(ii) Name:

(iii) Father's/ Mother's/Spouse's Name:

(iv) Nationality:

(v) Date of birth (DD/MM/YY):

(vi) Educational Qualification:

(vii) Occupation:

(viii) Income-tax PAN, if available

(ix) Proof of Identity :

- For Indian Nationals :

- ☐ PAN (mandatory) or any of the following

- ☐ Voter's identity card

- ☐ Passport No.

- ☐ Driving License No.

- ☐ Unique Identification Number (UIN)

- For Foreign nationals and Non Resident Indians :

- ☐ Passport

- ☐ Others – OCI

(x) Permanent residential address:

Address

Line I

Line II

City

State

Pin code

Country Code

Country

Phone

Fax

e-mail ID

Whether present residential address is same as the permanent residential address.

☐ Yes

☐ No

Present residential address:

Address	Line I
	Line II
City	
State	Pin code
Country Code	Country
Phone	Fax

(xi) If already a director or promoter of a company(s), specify CIN of such company(s).

Director	Promoter	CIN
-----	-----	-----
-----	-----	-----

16. Proposed authorized capital:

Part B: Reservation of name for change of name by an existing company

17.(a) CIN of company:

(b) Global location number (GLN) of company:

18.(a) Name of company:

(b) Address of the registered office of the company:

(c) email ID of the Company

(d) Present Authorised Capital in figures and words

(e) maximum no. of members

19. State whether the change of name is due to direction received from the Central Government.

☐ Yes

☐ No

(If yes, please attach a copy of such directions)

20. Whether the change of name is due to change in objects of the Company.

☐ Yes

☐ No

21. (a) Whether the proposed name is indicative of the existing objects of the Company. Yes or no.

(b) Whether the change in the name requires change in main object of the Company. Yes or No. If yes, whether the change in object has been carried out. Yes or No.

(c) Reasons for change in name (in case of yes above, mention proposed main objects of the Company)

22. Whether the proposed name is indicative of the objects of the company:

If yes, whether the proposed name is in consonance with the principal objects of the company:

23. Particulars of changes in name.(please specify the date-wise details of change in name of a company since the date of its incorporation)

S.No	previous name	Changed name	Reasons for change in name	Date of change
1.				
2.				
3.				
4.				
5.				

Part C: Names requiring Central Government approval

24.(a) State whether the proposed name(s) contain such word or expression for which the previous approval of Central Government is required.

☐ Yes

☐ No

(b) If yes, this form shall be treated as an application to the Central Govt. for such approval and shall be dealt with accordingly.

Verification

a. I am a Promoter (proposed first subscriber) to the Memorandum of Association) and I am also authorized by other proposed promoters and first subscribers to sign and submit this application.

b. I have gone through the provisions of Companies Act, 2013, the Rules thereunder and prescribed guidelines framed thereunder in respect of reservation of name, understood the meaning thereof and the proposed name(s) is /are in conformity thereof.

c. I have used the search facilities available on the portal of the Ministry of Corporate Affairs (MCA) for checking the resemblance of the proposed name(s) with the companies and Limited Liability partnerships (LLPs) respectively already registered or the names already approved. I have also used the search facility for checking the resemblances of the proposed name(s) with registered trademarks and trade mark subject of an application under the Trade Marks Act, 1999 and other relevant search for checking the resemblances of the proposed name(s) to satisfy myself with the compliance of the provisions of the Act for resemblance of name and Rules thereof.

d. The proposed name(s) is/are not in violation of the provisions of Emblems and names (Prevention of Improper Use) Act, 1950 as amended from time to time.

e. The proposed name is not offensive to any section of people, eg., proposed name does not contain profanity or words or phrases that are generally considered a slur against an ethnic group, religion, gender or heredity.

f. The proposed name(s) is not such that its use by the Company will constitute an offence under any law for the time being in force.

g. I have complied with all the mandated requirements of the respective Act/regulator, such as IRDS, RBI, SEBI, MCA etc. (applicable only in case proposed name includes words like Insurance, Bank, Stock Exchange, Venture Capital, Asset Management, Nidhi, Mutual Fund, Finance, Investment, Leasing, Hire purchase etc. or any combination thereof).

h. The proposed name(s) does not infringe the registered trade mark rights of any entity or person or a trade mark which is subject of an application of registration of any other person under the trade mark Act.

i. To the best of my knowledge and belief, the information given in this application and its attachments thereto is correct and complete, and nothing relevant to this form has been suppressed.

j. I have been authorized by the Board of Directors resolution No..... dated..... to sign and submit this application (for change of name).

k. I undertake to be fully responsible for the consequences in case the name is subsequently found to be in contravention of the provisions of Section 4(2) and Section 4(4) of the Companies Act, 2013 and Rules thereto and I have also gone through and understood the provisions of Section 4(5)(ii)(a) and (b) of the Companies Act, 2013 and Rules thereunder and fully declare myself responsible for the consequences thereof.

Name and Signature of the Applicant

Attachments:

- (1) In case of change of name of an existing company, a copy of Board resolution;
- (2) If change of name is due to direction received from the Central Government, then copy of such direction;
- (3) In case the proposed name(s) are based on a registered trademark or is a subject matter of an application pending for registration under the Trade Marks Act, 1999, the approval of the owner of the trademark or the applicant of such application for registration of Trademark;
- (4) In case the proposed name contains such word or expression for which the approval of Central Government is required, a copy of Central Government's approval;
- (5) Proof of significance in terms of Rules wherever applicable;
- (6) In principal approval from the concerned regulator wherever applicable;
- (7) NOC from the sole proprietor/partners wherever applicable;
- (8) Resolution of unregistered companies in case of Chapter XXI (Part I) companies;
- (9) Optional attachment, if any.

To be digitally signed by

Applicant OR Managing Director or Director or Manager or Secretary of the Company (in case of change of name)

Designation (to be given)

DIN of the Director or Managing Director or Income Tax PAN of the Manager or Membership No., if applicable or Income Tax PAN of the Secretary (secretary of a Company who is not a member of ICSI, may quote his/her Income Tax PAN)

Note: Attention is drawn to provisions of Section 7(5) and 7(6) which, inter-alia, provides that furnishing of any false or incorrect particulars of any information or suppression of any material information shall attract punishment for fraud under Section 447. Attention is also drawn to provisions of Section 448 and 449 which provide for punishment for false statement and punishment for false evidence respectively.

For office use only:

E-form Service Request No. (SRN)

E-form filing date

Digital signature of the authorizing officer

This e-form is hereby approved/rejected

Form. No. 2.8

Notice of provisions of entrenchment in Articles of Association

[Pursuant to sub-section (5) of section 5 and rule 2.7]

1. CIN (Corporate Identity Number)/SRN of Form 2.7:

GLN:

2. Name of the Company:

Registered office address:

E-mail Id:

3. Whether the company is a

(a) Public company

(b) Private company

4. Whether the provisions for entrenchment were made

(a) on the formation of the company

(b) by an amendment in the articles

5. In case the provisions for entrenchment are made by an amendment in the articles, date of passing of special resolution/ obtaining consent of all members:

6. The articles to which the provisions of entrenchment shall be applicable are:

--

Article No.	Contents
.....	
.....	
.....	

7. Conditions or procedure to be followed for the alteration of articles to which the provisions for entrenchment are applicable:

.....

.....

.....

Verification:

I am also authorized by other proposed promoters and first subscribers to the Memorandum of Association and Articles of Association to sign and submit this Form / I have been authorized by the Board of Directors resolution No..... dated..... to sign and submit this application and further certify that the professional (Name and Type i.e. C.A/CS/CWA/ to Given) certifying this form has been duly engaged for this purpose.

To be digitally signed by

Proposed first Director/Managing Director or Director or Manager or Secretary of the Company

Designation (to be given)

DIN of the Director or Managing Director or Income Tax PAN of the Manager or Membership No., if applicable or Income Tax PAN of the Secretary (secretary of a Company who is not a member of ICSI, may quote his/her Income Tax PAN)

Certificate by practicing professional

I declare that I have been duly engaged for the purpose of certification of this form. It is hereby certified that I have gone through the provisions of the Companies Act, 2013 and Rules thereunder relevant to this form and I have verified the above particulars (including attachment(s)) from the original records maintained by the Company/applicant which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed. I further certify that;

- a. The said records have been properly prepared, signed by the required officers of the Company and maintained as per the relevant provisions of the Companies Act, 2013 and were found to be in order;
- b. All the required attachments have been completely and legibly attached to this form;
- c. It is understood that I shall be liable for action under Section 449 of the Companies Act, 2013 for wrong certification, if any found at any stage.

Signature

Chartered Accountant/Cost Accountant/Company Secretary in practice
whether Associate or Fellow

Membership No. and also CP No.

Attachments:

1. Articles of Association;
 2. A copy of special resolution in case of public company and a copy of resolution agreed by all the members in case of private company authorizing the amendment of articles of association to include the provisions of entrenchment;
 3. Optional attachment, if any.
-

Note: Attention is drawn to provisions of Section 7(5) and 7(6) which, inter-alia, provides that furnishing of any false or incorrect particulars of any information or suppression of any material information shall attract punishment for fraud under Section 447. Attention is also drawn to provisions of Section 448 and 449 which provide for punishment for false statement and punishment for false evidence respectively.

For office use only:

E-form Service Request No. (SRN)

E-form filing date

Digital signature of the authorizing officer

Form No. 2.9

Application for incorporation of a company

[Pursuant to section 7(1) and rule 2.9]

- 1. Service Request Number (SRN) of Form No. 2.7:**

2. Name of the company (prefill from Form 2.7)

3. Type of the Company : New Company (Others)/Section 8 Company/Chapter XXI (Part I) Company/Producer Company

4. Whether the Company is ;

a. Public

b. Private

c. one person Company

5. Category and sub category

6. Section 8 License No. (prefill)

7. Whether the Company is having share capital/nor having share capital

8. Name of the state in which the company is to be registered

9. Name of office of the Registrar of Companies in which the company is to be registered:

10. Address for correspondence till the registered office of the company is established:

11. (a) Whether the company is non-banking financial company within the meaning of section 45-I of the Reserve Bank of India, Act, 1934/or requiring in principle approval from other regulators

Yes

No

(b) If yes, please enter the date on which in principle approval was granted to it by the Reserve Bank of India/other regulators and specify the regulator

12. Whether the company is:

☐ Limited by shares

☐ Limited by guarantee

☐ Unlimited company

13. In case of company having share capital, details of authorized capital of the company:

Authorized capital of the company (in Rs.).....

Break up of Authorized capital

(a) Number of equity shares:

Nominal amount per equity share: Rs.....

Total amount of equity shares: (in Rs.).....

(b) Number of preference shares:

Nominal amount per preference share: Rs

Total number of preference shares: (in Rs.).....

(c) Unclassified capital (in Rs.).....

14. In case of a company not having share capital, details of number of members--

(a) Number of members:

(b) Number of members excluding proposed employee(s):

15. Details of no. of members in case of Company not having share capital

a. Enter the maximum no, of members

b. maximum number of members excluding proposed employees

16. Main division of industrial activity of the Company

17. Objects of the company as per memorandum

18.(a) Enter the number of subscribers to the Memorandum of association:

(b) Particulars of subscribers and number of shares, if applicable, agreed to be taken by them: (to be taken as prefill from Form 2.7 and fresh particulars in case of change)

(i) Director identification number (DIN)(if any):

(ii) Name:

(iii) Father's/ Mother's/Spouse's Name:

(iv) Nationality:

(v) Date of birth (DD/MM/YY):

(vi) Educational Qualification:

(vii) Occupation:

(viii) Income-tax PAN, if available

(ix) Proof of Identity :

- For Indian Nationals :

- ☐ PAN (mandatory) or any of the following
- ☐ Voter's identity card
- ☐ Passport No.
- ☐ Driving License No.
- ☐ Unique Identification Number (UIN)

- For Foreign nationals and Non Resident Indians :

- ☐ Passport
- ☐ Others - OCI

(x) Permanent residential address:

Address	Line I
	Line II
City	
State	Pin code
Country Code	Country
Phone	Fax
e-mail ID	

Whether present residential address is same as the permanent residential address.

☐ Yes

☐ No

Present residential address:

Address	Line I
	Line II
City	
State	Pin code
Country Code	Country
Phone	Fax

19. No. of shares subscribed and total amount of shares subscribed

20. If already a Director or promoter of a Company(s) specify details of such company(s) in case Director or promoter in more than 3 companies attach separate sheets as optional attachment.

(i) name of the Company, CIN, indicate Director or promoter or both and percentage of shares held if any.

21. Whether the subscriber have been convicted by any court for any offence involving moral turpitude or otherwise or for any offences

in connection with the promotion, formation or management of a Company. Yes or No. If yes, provide details.

22. Particulars of payment of stamp duty :

(a) State or Union territory in respect of which stamp duty is paid or to be paid

(b) (i) Details of stamp duty to be paid:

<i>Type of document / Amount of Stamp Duty</i>	<i>Form 2.9</i>	<i>Memorandum of association</i>	<i>Articles of association</i>	<i>Others</i>
Amount of stamp duty to be paid (In Rs.)				

(ii) Provide details of stamp duty already paid

<i>Type of document/ Particulars</i>	<i>Form 2.9</i>	<i>Memorandum of association</i>	<i>Articles of association</i>	<i>Others</i>
Total amount of stamp paid (in Rs.)				
Mode of payment of stamp duty				
Name of vendor or Treasury or				

Authority or any other competent agency authorised to collect stamp duty or to sell stamp papers or to emboss the documents or to dispense stamp vouchers on behalf of the Government					
Serial number of embossing or stamps or stamp paper or treasury challan number					
Registration number of vendor					
Date of purchase of stamps or					

stamp paper or payment of stamp duty (DD/MM/YY)				
Place of purchase of stamps or stamp paper or payment of stamp duty				

Verification

I, a person named in the articles as a director / promoter / subscriber, declare that all the requirements of Companies Act, 2013 and the rules made thereunder in respect of registration and matters precedent or incidental thereto have been complied with. I am also authorized by other promoters and subscribers to the Memorandum of Association and Articles of Association to sign and submit this Form. It is hereby further certified that the professional (Name and Type i.e. C.A/CS/CWA/ to Given) certifying this form has been duly engaged for this purpose.

To be digitally signed by

Authorised one of the first subscriber of the Company/first Director of the Company

Designation (to be given)

DIN/PAN of the person signing the form

Certificate by practicing professional

I declare that I have been duly engaged for the purpose of certification of this form. It is hereby certified that I have gone through the provisions of the Companies Act, 2013 and Rules thereunder for the matters relating to incorporation of the Company and matters incidental thereto and I have verified the above particulars (including attachment(s)) from the original records maintained by the subscribers / promoters which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed. I further certify that;

- a. All the required attachments have been completely and legibly attached to this form;
- b. I have kept a copy of the Memorandum and Articles of Association.
- c. It is understood that I shall be liable for action under Section 449 of the Companies Act, 2013 for wrong certification, if any found at any stage.

Signature

Chartered Accountant/Cost Accountant/Company Secretary in practice
whether Associate or Fellow

Membership No. and also CP No.

Attachments:

- 1) Memorandum of association;
- 2) Articles of association;
- 3) Declaration in Form No. 2.10;
- 4) Affidavit from the subscribers to the memorandum and first directors if any appointed by the articles;
- 5) In case of non-banking financial company/Company requiring in principle approval from other regulators , copy of in principle approval granted to it by the Reserve Bank of India/other regulator
- 6) NOC in case there is change in the promoters (first subscribers to Memorandum of Association)
- 7) Optional attachment, if any.

Note: Attention is drawn to provisions of Section 7(5) and 7(6) which, inter-alia, provides that furnishing of any false or incorrect particulars of any information or suppression of any material information shall attract punishment for fraud under Section 447. Attention is also drawn to provisions of Section 448 and 449 which provide for punishment for false statement and punishment for false evidence respectively.

For office use only:

Digital signature of the authorizing officer

This e-form is hereby approved/rejected

Form No. 2.10

Declaration

[Pursuant to section 7(1)(b) and rule 2.11]

Name of the Company:

I ,.....,

- ☐ an advocate who is engaged in the formation of the company
- ☐ a Chartered Accountant in India who is engaged in the formation of the company
- ☐ a Cost Accountant in India who is engaged in the formation of the company
- ☐ a Company Secretary in practice in India who is engaged in the formation of the company

I declare that all the requirements of Companies Act, 2013 and the rules made thereunder in respect of registration of the company and matters precedent or incidental thereto have been complied with. However if, it is found later that the information furnished is false or incorrect I shall be liable under section 449 of the Act. I also understand that I am liable for punishment under Section 447 in terms of Section 7(5) and Section 7(6) of the Companies Act, 2013.

Date:

Name and Signature:

Place:

Membership No.:

Form No. 2.11

Affidavit

[Pursuant to section 7(1)(c) & rule 2.12]

Name of the proposed company:

I, being the subscriber to the memorandum / named as first director in the articles, of the above named proposed company, hereby solemnly declare and affirm that:

- ☐ I have not been convicted of any offence in connection with the promotion, formation or management of any company during the preceding five years; and
- ☐ I have not been found guilty of any fraud or misfeasance or of any breach of duty to any company under this Act or any previous company law during the preceding five years; and
- ☐ All the documents filed with the Registrar for registration of the company contain information that is true, correct and complete and no material fact has been suppressed to the best of my knowledge and belief. However if, it is found later that the information furnished is false or incorrect I shall be liable under section 449 of the Act. I also understand that I am liable for punishment under Section 447 in terms of Section 7(5) and Section 7(6) of the Companies Act, 2013.

Date:

Name and Signature:

Place:

Form No. 2.12

Particulars of appointment of first directors and their consent to act as such and the disclosure of their interest in other firms or body corporate

[Pursuant to section 7(1)(f) & (g) and rule 2.14]

1.(a) Service request number (SRN) of Form 2.7:

2.(a) Name of the company:

(b) Address for correspondence till the registered office is established:

(c) E-mail ID of the company:

3. Number of first director for which the form is being filed:

4. Particulars of director:

(a) Director Identification Number:

(b) Name (including surname or family name) (to be prefilled from the system as per DIN)

(c) Father's /Mother's/ Spouse's Name:

(d) Gender

(e) Present residential address:

(f) Income-tax Permanent Account Number

(g) Occupation:

(h) Educational Qualification:

(i) Proof of residence (Any of the following):

(i) Ration card

(ii) Voter's card

- (iii) Driving license
- (iv) Passport
- (v) Registered rent agreement
- (vi) Bank statement
- (vii) Electricity bill
- (viii) Telephone/ Mobile bill

(bank statement, electricity bill, telephone/ mobile bill shall not be more than two months old.)

(j) Nationality:

(k) Date of birth:

(l) Designation: Director/Managing Director/Whole time Director/Nominee Director

(i) whether executive, non-executive or chairman

(ii) independent/promoter/professional

(m) Name of the Company/Institution whose nominee the appointee is (in case of designation is nominee)

(n) Proof of Identity

For Indian Nationals

☐ PAN No. (mandatory) (photocopy to be attached) (and any one of the following):

☐ Voter's identity card number

☐ Passport Copy

☐ Driving License Copy

☐ Unique Identification Number (UIN)

For Foreign Nationals and Non Resident Indians;

☐ Passport number

☐ Others - OCI

5. Interest in other entities:

Verification

I, a person named in the articles as a director / manager / Secretary of the company, declare that all the requirements of Companies Act, 2013 and the Rules thereto made thereunder in respect of the subject matter of this form have been complied with. I am also authorized by other proposed promoters and first subscribers to the Memorandum of Association and Articles of Association to sign and submit this Form. It is hereby further certified that the professional (Name and Type i.e. C.A/CS/CWA/ to be Given) certifying this form has been duly engaged for this purpose.

To be digitally signed by

Authorised one of the first subscriber of the Company/first Director of the Company

Designation (to be given)

DIN/PAN of the person signing the form

Certificate by practicing professional

I declare that I have been duly engaged for the purpose of certification of this form. It is hereby certified that I have gone through the provisions of the Companies Act, 2013 and Rules thereunder for the subject matter of this form and I have verified the above particulars (including attachment(s)) from the original records maintained by the applicant(s) which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed. I further certify that;

a. The said records have been properly prepared, signed and maintained as per the relevant provisions of the Companies Act, 2013 and were found to be in order;

b. All the required attachments have been completely and legibly attached to this form;

c. It is understood that I shall be liable for action under Section 449 of the Companies Act, 2013 for wrong certification, if any found at any stage.

Signature

Chartered Accountant/Cost Accountant/Company Secretary in practice
whether Associate or Fellow

Membership No. and also CP No.

Attachments:

(1) Consent from each of the Director (mandatory)

Note: Attention is drawn to provisions of Section 7(5) and 7(6) which, inter-alia, provides that furnishing of any false or incorrect particulars of any information or suppression of any material information shall attract punishment for fraud under Section 447. Attention is also drawn to provisions of Section 448 and 449 which provide for punishment for false statement and punishment for false evidence respectively.

For office use only:

Digital signature of the authorizing officer

This e-form is hereby approved/rejected

Form No. 2.13

Certificate of Incorporation

[Pursuant to section 7(2) & rule 2.15]

Corporate Identity Number

I hereby certify that(name of the company) is incorporated on this day of two thousand under the Companies Act, 2013 (18 of 2013) and that the company is limited by shares / limited by guarantee/ unlimited company.

Given under my hand at this day of two
thousand

SEAL:

.....
ROC/DROC/AROC
.....

(State)

Note: This certificate of incorporation is only proof of registration of a company on the basis of the documents for registration filed by the applicants for registration of Company as per provisions of Companies Act, 2013. This certificate is neither a license nor a permission to pursue any of the activities of the Company which requires permission from other sectorial regulators like RBI etc. The Company cannot commence any business or exercise borrowing powers without compliance of the provisions of Section 11 of the Companies Act, 2013. All stakeholders are advised to verify the latest status of the Company and its Directors etc and view public documents of the Company on the website of the Ministry www.mca.gov.in/MCA21/.

Form No. 2.14

**Application to the Registrar for the
grant of licence under section 8**

[Pursuant to section 8 (1) and rule 2.16]

1. Application for the grant of licence to:

- ☐ New company
- ☐ Existing company

2. (a) Name of the Applicant:

(b) Address:

(c) Occupation:

(d) Phone:

(e) Email Id:

(f) Fax:

Part A: Grant of licence to a new company

3.(a) Service request number (SRN) of Form No. 2.7:

(b) Name of the proposed company:

(c) Address for correspondence till the registered office of the company is established:

4. State whether the proposed company is:

- ☐ Public company
- ☐ Private company

5. Objects to be carried out by the proposed company on the grant of licence.

6. Brief description of the work, if any already done or proposed to be done
in pursuance of section 8.

7. Proposed authorised capital:

8. Grounds on which application is made.

9.(i) Details of the promoters (for individuals) (prefilled from Form 2.7 and
fresh for those subscribers who were not entered in Form 2.7)

(a) Name:

(b) Father's Name or Mother's Name or Spouse's Name:

(c) Nationality:

(d) Occupation

(e) Educational Qualification

(f) Income-tax permanent account number

(g) Date of birth: (DD/MM/YY)

(h) Proof of Identity :

- For Indian Nationals

☐ PAN Card copy (mandatory)(and any of the following)

☐ Voter's identity card

☐ Passport copy

☐ Driving License

☐ Unique Identification Number (UIN)

- For Foreign nationals and Non Resident Indians :

☐ Passport

☐ Others - OCI

(i) Permanent residential address:

Address	Line I
	Line II
City	
State	Pin code
Country Code	Country
Phone	Fax
e-mail ID	

Whether present residential address is same as the permanent residential address.

☐ Yes

☐ No

(j) If no, present residential address:

Address	Line I
	Line II
City	
State	Pin code
Country Code	Country
Phone	Fax

(k) If already a director or promoter of a company(s), specify CIN of such company(s).

Director	Promoter	CIN
-----	-----	-----
-----	-----	-----

(ii) Details of promoters (for firms or body corporate)

(a) Corporate identity number (CIN) or Foreign company registration number (FCRN) and Income tax PAN in case of partnership firms and other body corporates:

(b) GLN:

(c) Name:

(d) Address of the registered office or principal place of business:

(e) Date of incorporation:

(f) E-mail ID:

10. Details of the members of the proposed Board of Directors.

(a) Director identification number (DIN):

(b) Name:

(c) Father's Name or Mother's Name or Spouse Name

(d) Nationality:

(e) Date of birth: (DD/MM/YY)

(f) Occupation:

(g) Proof of Identity:

- For Indian Nationals

- ☐ PAN No. (mandatory) (and any of the following)

- ☐ Voter's identity card

- ☐ Passport copy

- ☐ Driving License

- ☐ Unique Identification Number (UIN)

- For Foreign nationals and Non Resident Indians :

- ☐ Passport

- ☐ Others - OCI

(h) Permanent residential address:

Address	Line I
	Line II
City	
State	Pin code
Country Code	Country
Phone	Fax
e-mail ID	

Whether present residential address is same as the permanent residential address

☐ Yes

☐ No

(i) If no, present residential address:

Address	Line I
	Line II
City	
State	Pin code
Country Code	Code
Phone	Fax

(j) If already a director or promoter of a company(s), specify CIN of such company(s).

Director	Promoter	CIN
-----	-----	-----
-----	-----	-----

Part B: Grant of licence to an existing company

11. (a) Corporate identity number (CIN) of company:

(b) Global location number:

12.(a) Name of the Company:

(b) Address of the registered office of the company:

13.(a) Date of passing of board / members resolution for approving registration of the company under section 8.

14. Reasons for the conversion into section 8 company

15. Business activities/Objects to be carried out by the company on the grant of licence.

16. Brief description of the work, if any already done in pursuance of section 8.

17. Grounds on which application is made.

18. Details of the directors

(a) Director identification number(DIN):

(b) Name:

(c) Father's Name or Mother's Name or Spouse's Name:

(d) Nationality:

(e) Date of birth: (DD/MM/YY)

(f) Occupation:

(g) Educational Qualification

(h) Proof of Identity :

- For Indian Nationals

(Any of the following):

- ☐ PAN Card Copy
- ☐ Voter's identity
- ☐ Passport copy
- ☐ Driving License
- ☐ Unique Identification Number (UIN)

- For Foreign nationals and Non Resident Indians :

- ☐ Passport
- ☐ Others - OCI

(i) Permanent residential address

Address	Line I
	Line II
City	
State	Pin code
Country Code	Country
Phone	Fax
e-mail ID	

Whether present residential address is same as the permanent residential address:

- ☐ Yes
☐ No

(j) If no, present residential address:

Address	Line I
	Line II
City	
State	Pin code
Country Code	Country
Phone	Fax

(k) If already a director or promoter of a company(s), specify CIN of such company(s).

Director	Promoter	CIN
-----	-----	-----
-----	-----	-----

19. Details of the key managerial personnel

(a) Director identification number (DIN), if applicable

(b) Designation:

(b) Name:

(c) Father's Name or Mother's Name or Spouse's Name:

(d) Nationality:

(f) Date of birth: (DD/MM/YY)

(g) Occupation:

(h) Educational Qualification:

(i) Proof of Identity :

- For Indian nationals

(Any of the following):

- ☐ PAN Card copy
- ☐ Voter's identity card
- ☐ Passport
- ☐ Driving License
- ☐ Unique Identification Number (UIN)
 - For Foreign nationals and Non Resident Indians :
- ☐ Passport
- ☐ Others - OCI

(j) Permanent residential address:

Address Line I
 Line II

City

State Pin code
Country Code Country
Phone Fax
e-mail ID

Whether present residential address is same as the permanent residential address

- ☐ Yes
- ☐ No

(k) If no, present residential address:

Address Line I
 Line II

City

State Pin code
Country Code Country
Phone Fax

Verification

I _____, applicant, authorized by other proposed promoters and first subscribers to the Memorandum of Association and Articles of Association to sign and submit this Form. It is hereby further certified that the professional (Name and Type i.e. C.A/CS/CWA/ to Given) certifying this form has been duly engaged for this purpose.

I have been authorised by the Board of Directors resolution No..... dated..... to sign and submit this application (in case of application by existing Company)

To be digitally signed by

Authorised one of the first subscriber of the Company/first Director of the Company

Designation (to be given)

DIN/PAN of the person signing the form

Certificate by practicing professional

I declare that I have been duly engaged for the purpose of certification of this form. It is hereby certified that I have gone through the provisions of the Companies Act, 2013 and Rules thereunder for the subject matter of this form and matters incidental thereto and I have verified the above particulars (including attachment(s)) from the original records maintained by the Company/applicant which is subject matter of this form and found

them to be true, correct and complete and no information material to this form has been suppressed. I further certify that;

a. The said records have been properly prepared, signed by the required officers of the Company and maintained as per the relevant provisions of the Companies Act, 2013 and were found to be in order (in case of application by existing company);

b. All the required attachments have been completely and legibly attached to this form;

c. It is understood that I shall be liable for action under Section 449 of the Companies Act, 2013 for wrong certification, if any found at any stage.

Signature

Chartered Accountant/Cost Accountant/Company Secretary in practice
whether Associate or Fellow

Membership No. and also CP No.

Attachments:

- (a) Draft Memorandum of association;
- (b) Draft Articles of association;
- (c) Declaration as per Form No. 2.15;
- (d) If company is already in existence, then last one/two years accounts, balance sheet and report on the working of the association / company as submitted to the members of association / company;
- (e) Assets and liabilities statements with their value as on a date not earlier than thirty days of making the application;

- (f) Annual income and expenditure estimates for next three years;
- (g) Declaration by the applicant (s) as per Form No. 2.16;
- (h) A copy of board/ members resolution;
- (i) Optional attachment, if any.

Note: Attention is drawn to provisions of Section 7(5) and 7(6) which, inter-alia, provides that furnishing of any false or incorrect particulars of any information or suppression of any material information shall attract punishment for fraud under Section 447. Attention is also drawn to provisions of Section 448 and 449 which provide for punishment for false statement and punishment for false evidence respectively.

For office use only:

Digital signature of the authorizing officer

This e-form is hereby approved/rejected

Form No. 2.15

Declaration

[Pursuant to rule 2.16(5)(b)]

In connection with the application of [name of a person or an association of persons or a company] for a licence under section 8 of the Companies Act, 2013, I, an Advocate/ Chartered Accountant/Cost Accountant/Company Secretary in practice, a member of(Bar Council/ICAI/ICWAI/ICSI) with membership number do hereby declare that —

(a) the draft memorandum and articles of association have been drawn up in conformity with the provisions of section 8 and rules made thereunder; and

(b) all the requirements of the Act and the rules made thereunder relating to registration of the company under section 8 and matters incidental or supplemental thereto have been complied with;

and I make this solemn declaration conscientiously believing the same to be true. However if, it is found later that the information furnished is false or incorrect I shall be liable under section 448 of the Act.

Place:

Signature:

Date:

Name:

Professional Address:

Form No. 2.16

Declaration

[Pursuant to rule 2.16(4)(e) and (5)(g)]

In connection with the application of [name of a person or an association of persons or a company] for a licence under section 8 of the Companies Act, 2013, I(name) being one of the promoters/directors of the association/company, hereby declare that—

- (a) I have not been found to be of unsound mind by a court of competent jurisdiction/I have been found to be of unsound mind by a court of competent jurisdiction but the said finding is no longer in force. (In the latter case the particulars of the proceeding may also be given);
- (b) I am not an undischarged insolvent;
- (c) I have not applied to be adjudicated as an insolvent/I had applied to be adjudicated as an insolvent but such application is no longer pending. (In the latter case particulars of the proceeding may also be given); and
- (d) I have not been convicted by a Court of any offence/I have been convicted by a court of..... (In the latter case, the particulars of the offence and the proceedings shall be set out fully including case no. details / court);

Date :

Signature:

Place :

Name:

Address:

Form No. 2.17

Memorandum of Association

[Pursuant to rule 2.16(3)]

1. The name of the company is “.....”.

2. The registered office of the company will be situated in the State of.....

3. The objects for which the company is established are:

.....
.....

the doing of all such other lawful things as considered necessary for the furtherance of the above objects :

Provided that the company shall not support with its funds, or endeavour to impose on, or procure to be observed by its members or others, any regulation or restriction which, as an object of the company, would make it a trade union.

4. The objects of the company extend to the

[Here enter the name of the State or States, and Country or Countries]

5.(i) The profits, if any, or other income and property of the company, whensoever derived, shall be applied, solely for the promotion of its objects as set forth in this memorandum.

- (ii) No portion of the profits, other income or property aforesaid shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to persons who, at any time are, or have been, members of the company or to any one or more of them or to any persons claiming through any one or more of them.
 - (iii) No remuneration or other benefit in money or money's worth shall be given by the company to any of its members, whether officers or members of the company or not, except payment of out-of-pocket expenses, reasonable and proper interest on money lent, or reasonable and proper rent on premises let to the company.
 - (iv) Nothing in this clause shall prevent the payment by the company in good faith of prudent remuneration to any of its officers or servants (not being members) or to any other person (not being member), in return for any services actually rendered to the company.
 - (v) Nothing in clauses (iii) and (iv) shall prevent the payment by the company in good faith of prudent remuneration to any of its members in return for any services (not being services of a kind which are required to be rendered by a member), actually rendered to the company;
- 6.** No alteration shall be made to this memorandum of association or to the articles of association of the company which are for the time being in force, unless the alteration has been previously submitted to and approved by the Registrar.
- 7.** The liability of the members is limited.
- 8.** [FOR COMPANIES LIMITED BY GUARANTEE]
- Each member, undertakes to contribute to the assets of the company in the event of its being wound up while he is a member or within one year afterwards, for payment of the debts or liabilities of the company contracted before he ceases to be a member and of the costs, charges

and expenses of winding up, and for adjustment of the rights of the contributories among themselves such amount as may be required not exceeding a sum of Rs.

[FOR COMPANIES LIMITED BY SHARES]

The share capital of the company will consist of Rs. divided into shares of rupees each.

9. True accounts shall be kept of all sums of money received and expended by the company and the matters in respect of which such receipts and expenditure take place, and of the property, credits and liabilities of the company; and, subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the regulations of the company for the time being in force, the accounts shall be open to the inspection of the members.

Once at least in every year, the accounts of the company shall be examined and the correctness of the balance-sheet and the income and expenditure account ascertained by one or more properly qualified auditor or auditors.

- 10.** If upon a winding up or dissolution of the company, there remains, after the satisfaction of all the debts and liabilities, any property whatsoever, the same shall not be distributed amongst the members of the company but shall be given or transferred to such other company having objects similar to the objects of this company, subject to such conditions as the Tribunal may impose, or may be sold and proceeds thereof credited to the Rehabilitation and Insolvency Fund formed under section 269 of the Act.

11. The Company can be amalgamated only with another company registered under section 8 of the Act and having similar objects.

12. We, the several persons whose names, addresses, descriptions and occupations are hereunto subscribed are desirous of being formed into a company not for profit, in pursuance of this Memorandum of Association:

Names, addresses, descriptions and occupations of subscribers:

1.....of.....*

2.....of.....

3.....of.....*

4.....of.....*

5.....of.....*

6.....of.....*

7.....of.....*

Witnesses to the above signatures of:

1.....

2.....

Dated the..... day of.....20....

*If the association is a company limited by shares, here enter
“number of shares” taken by each subscriber.

Form No. 2.18

Notice

[Pursuant to rule 2.17]

1. Notice is hereby given that in pursuance of sub-section (5) of section 8 of the Companies Act, 2013, an application has been made to the Registrar at for a licence that ----- a limited company may be given a licence to be registered under sub-section (5) of section 8 of the Companies Act, 2013 without the addition of the word “Limited” or the case may be, the words “Private Limited” to its name.

2. The principal objects of the company are as follows:

.....
.....
.....

3. A copy of the draft memorandum and articles of the proposed company may be seen at..... [Give the address here].

4. Notice is hereby given that any person, firm, company, corporation or body corporate, objecting to this application may communicate such objection to the Registrar at, within thirty days from the date of publication of this notice, by a letter addressed to the Registrar (give the address) a copy of which shall be forwarded to the Applicant at (give the address).

Dated this.....day of.....20.....

[

Name(s) of Applicant

1. _____

2. _____

Form No. 2.19

Licence under section 8 (1) of the Companies Act, 2013

[Pursuant to rule 2.17(4)]

WHEREAS it has been proved to my satisfaction that,
a person or an association of persons to be registered as a company
under the Companies Act, 2013, for promoting objects of the nature
specified in clause (a) of sub-section (1) of section 8 of the said Act,
and that it intends to apply its profits, if any, or other income and

property in promoting its objects and to prohibit the payment of any dividend to its members;

NOW, THEREFORE, in exercise of the powers conferred by section 8 of the said Act, I, the Registrar at, hereby grant, this licence, directing that the said person or association or persons be registered as a company with limited liability without the addition of the word "Limited", or as the case may be, the words "Private Limited" to its name, subject to the following conditions, namely:

- (1) that the said company shall in all respects be subject to and governed by the conditions and provisions contained in its memorandum of association;
- (2) that the profits, if any or other income and property of the said company, whensoever derived, shall be applied solely for the promotion of the object as set forth in its memorandum of association and that no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus, or otherwise by way of profit, to persons who at any time are or have been members of the said company or to any of them or to any person claiming through any one or more of them;
- (3) that no remuneration or other benefit in money or money's worth shall be given by the company to any of its members except payment of out-of-pocket expenses, reasonable and proper

interest on money lent, or reasonable and proper rent on premises let to the company;

(5) that nothing in this clause shall prevent the payment by the company in good faith of prudent remuneration to any of its officers or servants (not being members) or to any other person (not being member), in return for any services actually rendered to the company;

(6) that nothing in clauses (3), (4) and (5) shall prevent the payment by the company in good faith of prudent remuneration to any of its members in return for any services (not being services of a kind which are required to be rendered by a member), actually rendered to the company;

(7) that no alteration shall be made to the memorandum of association or to the articles of association of the company, which are for the time being in force, unless the alteration has been previously submitted to and approved by the Registrar ;

(8) The Company can be amalgamated only with another company registered under section 8 of the Act and having similar objects; and

(9) that, without prejudice to action under any law for the time being in force, this licence shall be liable to be revoked, if the company:

(a) contravenes any of the requirements of section 8 of the Act or the rules made thereunder or any of the conditions subject to which a licence is issued;

(b) if the affairs of the company are conducted fraudulently or in a manner violative of the objects of the company or prejudicial to public interest.

.....

Registrar

Dated this..... day of.....20.....

Form No. 2.20

Licence under section 8(5) of the Companies Act, 2013

[Pursuant to rule 2.17(4)]

WHEREAS it has been proved to my satisfaction that the objects of.....Limited/ Private Limited, being a company

registered under the Companies Act, 2013, as a limited company are restricted to those specified in, clause (a) of sub-section (1) of section 8 of the said Act and that it intends to apply its profits, if any, or other income in promoting its objects and to prohibit the payment of any dividend to its members;

NOW, THEREFORE, in exercise of the powers conferred by sub-section (5) of section 8 of the said Act, I, the Regional Director at, hereby grant this licence authorising the company by a special resolution to change its name by omitting the word “Limited”, or as the case may be, the words “Private Limited” from such name subject to the following conditions, namely:

- (1) that the said company shall in all respects be subject to and governed by the conditions and provisions contained in its memorandum of association;
- (2) that the profits, if any or other income and property of the said company, whensoever derived, shall be applied solely for the promotion of the objects as set forth in its memorandum of association and that no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit to persons who at any time are or have been members of the said company or to any of them or to any person claiming through any one or more of them;

(3) that no remuneration or other benefit in money or money's worth shall be given by the company to any of its members except payment of out-of-pocket expenses, reasonable and proper interest on money lent, or reasonable and proper rent on premises let to the company;

(4) that nothing in this clause shall prevent the payment by the company in good faith of prudent remuneration to any of its officers or servants (not being members) or to any other person (not being member), in return for any services actually rendered to the company;

(5) that nothing in clauses (3) and (4) shall prevent the payment by the company in good faith, of prudent remuneration to any of its members in return for any services (not being services of a kind which are required to be rendered by a member), actually rendered to the company;

(6) that no alteration shall be made to the memorandum of association or in the articles of association of the company, which are for the time being in force, unless the alteration has been previously submitted to and approved by the Registrar;

(7) The Company can be amalgamated only with another company registered under section 8 of the Act and having similar objects; and

(8) that, without prejudice to action under any other law for the time being in force, this licence shall be liable to be revoked, if the company:

- (a) contravenes any of the requirements of section 8 of the Act or the rules made thereunder or any of the conditions subject to which a licence is issued;
- (b) if the affairs of the company are conducted fraudulently or in a manner violative of the objects of the company or prejudicial to public interest.

.....
Registrar

Dated this..... day of.....20.....

Form No 2.21

**Application to Regional Director for conversion of a company under
section 8 into any other kind of company**

[Pursuant to clause(ii) of sub-section (4) of section 8 and rule 2.18(3)]

1. (a) CIN
(b) GLN:
2. (a) Name of the company:
(b) Registered office address:
(c) E-mail Id:
(d) PAN:
3. License No. issued to the Company
under Section 8
4. Date of incorporation of the company:
5. The present principal objects of the company :
6. The proposed principal objects of the company after
Conversion and the changes in the activities and operations of the
company and manner of application of its income and assets, after the
proposed conversion:
7. Brief description of the activities of the company, if any, already done or
being done in pursuance of section 8
8. Detailed reasons for conversion into any other kind of company.
9. (a) Date of passing board resolution:
(b) Date of passing special resolution:
(c) SRN of Form No. 7.14:
10. (a) Whether the company is regulated under a special Act:
☐ Yes
☐ No

(b) If yes,

- (i) Name of the regulatory body:
- (ii) Date of obtaining the approval of regulatory body approving conversion:

11. (a) Number of directors:

(b) Particulars in respect of each director:

- (i) Director identification number (DIN):
- (ii) Name:
- (iii) Designation:
- (iv) Category:

12. I, the director of the company hereby affirm that:-

- i) no inspection, inquiry or investigation has been ordered or taken up or carried out against the company ;no prosecution has been initiated or is pending against the company under any law;
- ii) the company does not have any borrowings or if there are any, the consent of the lenders for the conversion has been obtained and is enclosed with this application;
- iii) the company does not have any disputed/outstanding statutory dues, taxes, duties etc. claimed by/payable to the Central Government or any State Government or local authorities etc.;

- iv) the company has not defaulted in the payment of its employees' dues;
- v) the conversion is not being sought with the object of depriving the creditors of their dues or to cause loss or prejudice to any person.
- vi) no portion of the income or property of the company has been paid or transferred directly or indirectly by way of dividend or bonus or otherwise to persons who are or have been members or promoters of the company or to any one or more of them or to any persons claiming through any one or more of them.
- vii) No property/asset acquired at concessional rates by virtue of the status of being a company for charitable objects, etc. has been alienated and in respect of other property or assets, no alienation has occurred in the last three years, except through an open tender process.
- viii) Loans, if any, given to the company by the members or promoters shall be repaid only after all other liabilities have been discharged.
- ix) I/We shall be liable under section 448 of the Act and under relevant provision of the Indian Penal Code, 1860 and any other law as applicable, if any statement in this application

is found to be false or any fact in any material particular is found to be omitted.

Verification

I am authorized by the Board of Directors of the Company vide resolution no..... dated..... to sign this form and declare that all the requirements of Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. It is hereby further certified that the professional (Name and Type i.e. C.A/CS/CWA/ to Given) certifying this form has been duly engaged for this purpose.

To be digitally signed by

Designation (to be given)

DIN of the person signing the form

Certificate by practicing professional

I declare that I have been duly engaged for the purpose of certification of this form. It is hereby certified that I have gone through the provisions of the Companies Act, 2013 and Rules thereunder for the subject matter of this form and matters incidental thereto and I have verified the above particulars (including attachment(s)) from the original records maintained by the Company/applicant which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed. I further certify that;

a. The said records have been properly prepared, signed by the required officers of the Company and maintained as per the relevant provisions of the Companies Act, 2013 and were found to be in order;

b. All the required attachments have been completely and legibly attached to this form;

Signature

Chartered Accountant/Cost Accountant/Company Secretary in practice
whether Associate or Fellow

Membership No. and also CP No.

Attachments:

1. Copy of board resolution(s) recommending the conversion and authorizing making of this application;
2. A certified true copy of the special resolution passed by the members along with a copy of the Notice convening the general meeting and the explanatory statement annexed thereto;
3. Copy of no objection certificate (NOC) from the revenue and regulatory authority, as applicable.
4. Written consent of the lenders, if any loan is outstanding ;
5. Latest financial statements as at the end of a period not earlier than 6 months prior to the date of the special resolution, verified by the statutory auditors of the company; Copy of the current memorandum and articles of association of the company and the license granted under section 8;

6. The audited financial statements, the Board's reports, annual returns and the audit reports for each of the two financial years immediately preceding the date of the application or, where the company has functioned only for one financial year, for such year;
7. Where the company has obtained any special status, privileges, exemptions or grant(s) from any authority such as Income Tax Office, other tax authorities, Charity Commissioner or any organization or Department of the Central Government, State Government, Municipal Body or any other authority, a "No Objection Certificate" from the concerned authority(ies), if required under the terms of the said status, privileges, exemptions or grant(s);
8. A certificate from Chartered Accountant/Company Secretary in practice/Cost Accountant certifying that the conditions laid down in the Act and these rules relating to conversion of a company registered under section 8 into any other kind of company, have been complied with;
9. Statement of assets and liabilities of the company, as on the date of the application or as on a date not earlier than thirty days of that date duly certified by the auditor.
10. Full details of fixed assets alienated if any, during the preceding three financial years.
11. Copy of valuation report by a registered valuer about the market value of assets.
- 12. Optional attachment(s), if any.**

Note: Attention is drawn to provisions of Section 448 and 449 which provide for punishment for false statement / certificate and punishment for false evidence respectively.

For office use only:

Digital signature of the authorizing officer

This e-form is hereby approved/rejected

Form No. 2.22

Notice

[Pursuant to rule 2.19(1)]

1. Notice is hereby given that in pursuance of clause (ii) of sub-section (4) of section 8 of the Companies Act, 2013, an application has been submitted to the Regional Director at (address) for approval to convert the company into a Public/Private Company (as applicable) with the changed name as “Private Limited/Limited.

2. The present principal objects of the company are as follows:

.....
.....
.....

3. The proposed principal objects of the company are as follows:

.....
.....
.....

4. A copy of the present and the proposed revised memorandum and articles of association of the company is available for inspection at [Give the address here].

5. Notice is hereby given that any person having any objection to the proposed conversion may communicate in writing such objection to the Regional Director, within thirty days from the date of publication of this notice and deliver a copy thereof to the company at its Registered Office.

Dated this.....day of.....20.....

Name of the Director

1. _____

2. _____

Form No. 2.23

**Intimation to Registrar of revocation of licence issued under
section 8**

[Pursuant to section 8(6) and rule 2.20]

1.(a) Corporate identity number (CIN) of company:

(b) Global location number (GLN):

2.(a) Name of the company:

(b) Address of the registered office of the company:

(c) E-mail ID of company:

3. (a) Licence number issued under section 8:

(b) Date of issue of order for revocation of licence:

(d) Reason for revocation of such licence:

In view of the order of revocation of licence under section 8, the word(s)may be added in name of the company and thus the status of the company may be changed accordingly.

Verification

I am authorized by the Board of Directors of the Company vide resolution no..... dated..... to sign this form and declare that all the requirements of Companies Act, 2013 (18 of 2013) and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with.

Signature of the applicant:

Date:

Place:

Attachment(s):

- (1) Copy of order of Central Government
- (2) Optional attachment(s) – if any.

Form No. 2.24

**Declaration prior to the commencement of business or exercising
borrowing powers**

[Pursuant to section 11(1)(a) and rule 2.21]

1.(a) Corporate identity number (CIN) of company:

(b) Global location number (GLN) of company:

2.(a) Name of the company:

(b) Address of the registered office of the company:

(c) E-mail ID of the company:

3. (a) Whether the Company is a Non- Banking Financial Company

(i) Yes

(ii) No

(b) If Yes, whether it has been registered with the Reserve Bank of India

(i) Yes

(ii) No

4. Particulars of the director filing the declaration

(a) Name:

(b) DIN:

5. I,..... the director of the company, do solemnly and sincerely declare that:

- (i) every subscriber to the memorandum has paid to the company the value of the shares agreed to be taken by him and the company has received the money in respect thereof.
- (ii) The paid up capital of the company is
- (iii) The company has filed with the Registrar a verification of its registered office in Form No. 2.25
- (iv) the Company being a Non- Banking Financial Company, has obtained necessary registration certificate from the Reserve Bank of India/ the Company has obtained necessary approval and/or registration with the other sectoral regulators and mention the name of the sectoral regulator or specifically this permission/ registration is not applicable

I further declare that the statement given above is true to the best of my knowledge and belief.

Signature of the Director

Verification

I am authorized by the Board of Directors of the Company vide resolution no..... dated..... to sign this form and declare that all the requirements of Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. It is hereby further certified

that the professional (Name and Type i.e. C.A/CS/CWA/ to Given) certifying this form has been duly engaged for this purpose.

To be digitally signed by

Designation (to be given)

DIN of the person signing the form

Certificate by practicing professional

I declare that I have been duly engaged for the purpose of certification of this form. It is hereby certified that I have gone through the provisions of the Companies Act, 2013 and Rules thereunder for the subject matter of this form and matters incidental thereto and I have verified the above particulars (including attachment(s)) from the original records maintained by the Company/applicant which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed. I further certify that;

a. The said records have been properly prepared, signed by the required officers of the Company and maintained as per the relevant provisions of the Companies Act, 2013 and were found to be in order;

b. All the required attachments have been completely and legibly attached to this form;

Signature

Chartered Accountant/Cost Accountant/Company Secretary in practice
whether Associate or Fellow

Membership No. and also CP No.

Attachments:

- (1) Certificate of Registration issued by the Reserve Bank of India (Only in case of Non-Banking Financial Companies) /from other regulators
- (2) Optional attachment(s), if any

Note: Attention is drawn to provisions of Section 448 and 449 which provide for punishment for false statement / certificate and punishment for false evidence respectively.

Form No. 2.25

Notice of situation or change of situation of registered office

[Pursuant to sections 12(2), (4), (5) & section 13(4) and rule 2.22 and 2.24]

1. This Form is for:

- ☐ New company
- ☐ Existing company

2.(a) Corporate identity number (CIN) of company::

(b) Name of the company:

(c) E-mail ID of the company:

Part A: Notice of situation of registered office.

3. Notice is hereby given that --

(a) The address of the registered office of the company is situated
w.e.f (date) at:

Address	Line I
	Line II
City	
District	
State	
ISO Country Code	Country
Pin Code	
e-mail ID	

(b) Registered Office is

- ☐ Owned by Company
 - ☐ Owned by Director (Not taken on lease by company)
 - ☐ Taken on Lease by company
 - ☐ Owned by any other entity/ Person (Not taken on lease by company)
- (c) The full address of the police station under whose jurisdiction the registered office of the company is situated:

Name

Address

Line I

Line II

City

State

Pin code

(d) Name of the office of the Registrar of Companies

4. Particulars of the Utility Services Bill (telephone/gas/ electricity) depicting the address of the registered office (not older than two months)

Part B: Notice of change of registered office.

5.(a) Address of the registered office of the company:

(b) Name of office of existing Registrar of Companies (RoC):

(c) Purpose of the form:

- ☐ Change within local limits of city, town or village
- ☐ Change outside the local limits of city, town or village
- ☐ Change in office of RoC within the same state
- ☐ Change in state within office of same RoC
- ☐ Change in state outside the jurisdiction of the office of existing RoC

6. Notice is hereby given that --

(a) The address of the registered office of the company with effect from (DD/MM/YY) is situated at:

Address

Line I

Line II

City

District

State

Country

Pin Code

e-mail ID

(b) Name of office of new RoC:

(c) Registered Office is

- ☐ Owned by Company
- ☐ Owned by Director (Not taken on lease by company)
- ☐ Taken on Lease by company
- ☐ Owned by any other entity/ Person (Not taken on lease by company)

(d) The full address of the police station under whose jurisdiction the registered office of the company is situated:

Name

Address

Line I

Line II

City

State

Pin code

7.(a) SRN of Form 7.14 (for filing of Special Resolution)

(b) SRN of Form 2.28:

8.(a) Date of order of the competent authority (DD/MM/YY), if applicable:

(b) Petition number:

9. SRN No. of Form 2.26

10. Particulars of the Utility Services Bill (telephone/electricity) depicting the address of the registered office (not older than two months)

Verification

I am authorized by the Board of Directors of the Company vide resolution no..... dated..... to sign this form and declare that all the requirements of Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. The Company undertakes to file the relevant form for change of registered office address with the ROC within the prescribed period. It is hereby further certified that the professional (Name and Type i.e. C.A/CS/CWA/ to Given) certifying this form has been duly engaged for this purpose.

To be digitally signed by

Designation (to be given)

DIN of the person signing the form

Certificate by practicing professional

I declare that I have been duly engaged for the purpose of certification of this form. It is hereby certified that I have gone through the provisions of the Companies Act, 2013 and Rules thereunder for the subject matter

of this form and matters incidental thereto and I have verified the above particulars (including attachment(s)) from the original records maintained by the Company/applicant which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed. I further certify that;

a. The said records have been properly prepared, signed by the required officers of the Company and maintained as per the relevant provisions of the Companies Act, 2013 and were found to be in order;

b. All the required attachments have been completely and legibly attached to this form;

c. I further declare that I have personally visited the new registered office given in the form at the address mentioned herein above, verified it and I am of the opinion that the premises indeed at the disposal of the applicant Company for the purpose of maintaining the registered office of the Company for business purposes.

Signature

Chartered Accountant/Cost Accountant/Company Secretary in practice
whether Associate or Fellow

Membership No. and also CP No.

Attachments:

(1) Proof of Registered Office address (Conveyance/ Lease deed/Rent Agreement) etc;

(2) No Objection Certificate from director if registered office is owned by director (not taken on lease by company)

(3) A proof that the Company is permitted to use the address as the registered office of the Company if the same is owned by any other entity/ Person (not taken on lease by company).

(4) Copies of the utility bills as mentioned above (not older than two months)

(5) Copy of order of competent authority;

(6) List of all the companies (specifying their CIN) having the same registered office address;

(7) Optional attachment, if any.

Note: Attention is drawn to provisions of Section 448 and 449 which provide for punishment for false statement / certificate and punishment for false evidence respectively.

For office use only:

Digital signature of the authorizing officer

This e-form is hereby approved/rejected

Form No. 2.26

**Application for confirmation by Regional Director for change of
registered office of the company within the State**

[Pursuant to section 12(5) and rule 2.25]

1. (a) CIN of Company:

(b) GLN:

2. (a) Name of the company:

(b) Registered office address:

(c) E-mail Id:

3. Address of the proposed registered office:

3. (a) Name of office of present Registrar of Companies under whose jurisdiction the present registered office lies:

(b) Name of office of new Registrar of Companies (ROC) under whose jurisdiction the proposed registered office lies:

4. Reasons for change of place of registered office:

5. (a) Service request number of Form 7.14 (for special resolution)

(b) Date of passing the special resolution:

(c) Date of filing Form 7.14

6. Date of advertisement inviting objections in the newspaper:

7. Details of objections, if any, received in response to the advertisement:

8. Whether any prosecution is pending against the company under the Companies Act, 2013:

Verification

I am authorized by the Board of Directors of the Company vide resolution no..... dated..... to sign this form and declare that all the requirements of Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. The Company undertakes to file the relevant form for change of registered office address with the ROC within the prescribed period.

To be digitally signed by

Designation (to be given)

DIN of the person signing the form

Attachments:

1. Copy of minutes of meeting in which special resolution has been passed;
2. Copy of newspaper advertisement;
3. Particulars of objections received;
4. Any attachment to support the details of prosecution filed against the company and its officers in default, if any;
5. Optional attachment(s), if any.

Note: Attention is drawn to provisions of Section 448 and 449 which provide for punishment for false statement/certificate and punishment for false evidence respectively.

For office use only:

Digital signature of the authorizing officer

This e-form is hereby approved/rejected

--

Form No. 2.27

Certificate of Incorporation pursuant to change of name

[Pursuant to section 13(3) and rule 2.26(2)]

Corporate Identification Number:

I hereby certify that the name of the company has been changed from
.....to with effect

from the date of this certificate and that the company is limited by shares/limited by guarantee/ unlimited company.

Given under my hand at this day of two thousand

SEAL:

.....

ROC/DROC/AROC

.....

(State)

Note: This certificate of incorporation is in pursuance to change of name by the Company and does not affects the rights and liabilities of stakeholders pursuant to such change of name. It is obligatory on the part of the Company to display the old name for a period of two years along with its new name at all places wherever a Company is required to display its name in terms of Section 12 of the Act. All stakeholders are advised to verify the latest status of the Company and its Directors etc and view public documents of the Company on the website of the Ministry www.mca.gov.in/MCA21/.

Form No. 2.28

Application to the Central Government for approval to shift the Registered Office from one State to another

[Pursuant to section 13(4) and rule 2.27 (1)]

1. Name of the company:
2. CIN
3. Address of the registered office

- (a) the date of the Board meeting at which the proposal for shifting the Registered Office of the company and consequent alteration of memorandum was approved;
- (b) the date of the general meeting at which the proposed alteration was approved;
- (c) no. of votes in favour and against the resolution
- (d) Name of the state in which the registered office of the company was situated;
- (e) Name of the state where the changed/ new registered office of the company would be situated;

4.Reasons for shifting the Registered Office.

5.Particulars of respondent(s)

(need not be stated where company is the respondent)

6.Facts of the case are given below

(Give here a concise statement of facts in a chronological order, each paragraph containing as nearly as possible a separate issue, fact or otherwise.)

Matters not previously filed or pending with any other Court.

The applicant further declares that he had not previously filed any application, writ petition or suit regarding the matter in respect of which this petition/ application has been made, before any court of law or any other authority or any other Bench or the Board and not any such application, writ petition or suit is pending before any of them.

7. Relief sought.

In view of the facts mentioned in para above , the applicant prays for the following relief(s): (Specify below the relief(s) sought explaining the ground for relief(s) and the legal provisions (if any) relied upon)

Verification

I am authorized by the Board of Directors of the Company vide resolution no..... dated..... to sign this form and declare that all the requirements of Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. The Company undertakes to file the relevant form for change of registered office address with the ROC within the prescribed period.

To be digitally signed by

Designation (to be given)

DIN of the person signing the form

Attachments:

1. Copy of Memorandum of Association and Articles of Association
2. Copy of the notice for general meeting
3. Copy of special resolution sanctioning alteration
4. Copy of the minutes of the general meeting authorizing such alteration
5. Affidavit verifying the list of creditors
6. Power of attorney/vakalatnama
7. List of creditors and debenture holders in terms of Rule 2.27(2) and (4)
8. Affidavit from Directors in terms of Rule 2.27(3)

9. Proof of service in terms of Rule 2.27(5)

10. Copy of advertisement in terms of Rule 2.27 (6)

11. Copy of objections, if any, in terms of Rule 2.27(7)

Note: Attention is drawn to provisions of Section 448 and 449 which provide for punishment for false statement/certificate and punishment for false evidence respectively.

For office use only:

Digital signature of the authorizing officer

This e-form is hereby approved/rejected

Form No. 2.29

Notice of order of the Central Government approving the transfer of registered office from one State to another or within the State

[Pursuant to section 12(7) and rule 2.28]

1.(a) Corporate identity number (CIN) of the company

(b) Global location number (GLN) of company

2.(a) Name of the company

(b) Address of the registered office of the company

(c) E-mail Id of the company:

3. Date of passing the order (DD/MM/YY)

4. Date of issue of certified copy of order (DD/MM/YY)

5. Change of registered office from to

Verification

I am authorized by the Board of Directors of the Company vide resolution no..... dated..... to sign this form and declare that all the requirements of Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. The Company undertakes to file the relevant form for change of registered office address with the ROC within the prescribed period.

To be digitally signed by

Designation (to be given)

DIN of the person signing the form

Attachment:

1. Copy of order of Central Government;
2. Optional attachment, if any.

Note: Attention is drawn to provisions of Section 448 and 449 which provide for punishment for false statement and punishment for false evidence respectively.

For office use only:

Digital signature of the authorizing officer

This e-form is hereby approved/rejected

Form no 2.30

[Pursuant to section 13(8) and rule 2.29(2)]

**Advertisement giving details of special resolution to be
passed for change in objects for which money is raised
through prospectus**

CIN-

Name of the company-

Registered office address-

Public Notice

Notice is hereby given that by a resolution passed on....., the Board has proposed to change some or all of the objects for which money raised by the Company through Prospectus would be applied.

In pursuance of the said resolution, notice is hereby given that the members of the Company are being approached to pass a special

resolution through postal ballot for approving the aforesaid change. Details of the proposal are given in the Notice of Postal Ballot dated _____ sent to the members individually.

Any interested person may obtain a copy of the notice along with the explanatory statement free of charge from the registered office of the company or from the Company Secretary Shri..... at.....

Signature

Date:

Registered Office:

Form No. 2.31

Notice of order of the Court or Tribunal or any other competent authority

[Pursuant to section 14(2) and rule 2.30]

- 1.(a) Corporate identity number (CIN) or foreign company registration number of company:
(b) Global location number (GLN) of company:
2. (a) Name of the company:
(b) Address of the registered office of the company:

(c) E-mail ID of the company:

3. Particulars of the order

(a) Name of the court or Tribunal or any other competent authority:

(b) Location:

(c) Petition or application number:

(d) Order number:

4.(a) Date of passing the order:

(b) Date of receipt of the order:

(c) Due date for filing the order with the Registrar:

5.(a) Sections of the Companies Act, 2013 under which order passed:

(b) If others, please mention:

6.(a) Date of passing of special resolution/ ordinary resolution, if any:

(b) Section under which the resolution is passed:

(c) Subject matter of the resolution:

(d) SRN of the relevant form:

(e) Date of filing of form with Registrar;

Verification

I am authorized by the Board of Directors of the Company vide resolution no..... dated..... to sign this form and declare

that all the requirements of Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. The Company undertakes to file the relevant form for change of registered office address with the ROC within the prescribed period.

To be digitally signed by

Designation (to be given)

DIN of the person signing the form

Attachments:

- (1) Copy of the court order or Tribunal order or any other competent authority order.
- (2) Copy of altered articles.
- (3) Copy of special resolution passed, if any.
- (4) Optional attachment(s), if any.

Note: Attention is drawn to provisions of Section 448 and 449 which provide for punishment for false statement and punishment for false evidence respectively.

For office use only:

Digital signature of the authorizing officer

This e-form is hereby approved/rejected

Form No. 2.32

[rule no.2.13(1)]

Signature Verification

**I hereby certify that Mr./Mrs./Ms.S/o/D/o/W/o
Mr./Ms..... resident of having
saving/current bank account no..... with the
..... (name of the bank and branch). The
specimen signature of Mr./Mrs./Ms. as per bank record is attested
hereunder.**

**The verification / attestation is done without any liability on the part
of the Bank and is issued purely for the purpose of verification of the
specimen signature of the above named person and is being issued
on the request of the account holder for the purpose of submission
to the Registrar of Companies.**

**This attestation-cum-certification is issued on specific request of the
accountholder for the purpose of incorporation of a company.**

(Name and id no. of the Officer of the Bank)
Seal of the Bank

Signature of the Account holder

Specimen Signature of Sri/Ms.is attested

(Name and id no. of the Officer of the Bank)
Seal of the Bank

Signed today.....day of20...
