

S Dhanapal & Associates
Practising Company Secretaries
Chennai

FORM NO.	DESCRIPTION
INCORPORATION OF COMPANY AND MATTERS INCIDENTAL THERETO - CHAPTER 2	
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
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
Form no.2.3	Notice of withdrawal of consent by the nominee of OPC
Form no.2.4	Intimation about change in the name of the nominee of OPC
Form no.2.5	Intimation of cessation
Form no.2.6	Notice to the Registrar by one person company giving intimation of ceasing to be such company
Form no.2.7	Application for incorporation of a company [Pursuant to section 7(1) and rule 2.9]
Form no.2.8	Notice of provisions of entrenchment in Articles of Association
Form no.2.9	Application for incorporation of a company
Form no.2.10	Declaration [Pursuant to section 7(1)(b) and rule 2.11]
Form no.2.11	Affidavit
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
Form no.2.13	The Certificate of Incorporation
Form no.2.14	Application to the Registrar for the grant of licence under section 8
Form no.2.15	Declaration
Form no.2.16	Declaration
Form no.2.17	Memorandum of association
Form no.2.18	notice
Form no.2.19	Licence under section 8 (1) of the Companies Act, 2013
Form no.2.20	Licence under section 8 (5) of the Companies Act, 2014
Form no.2.21	Application to Regional Director for conversion of a company under section 8 into any other kind of company
Form no.2.22	Notice
Form no.2.23	Intimation to Registrar of revocation of licence issued under section 8
Form no.2.24	Declaration prior to the commencement of business or exercising borrowing powers
Form no.2.25	Notice of situation or change of situation of registered office
Form no.2.26	Application for confirmation by Regional Director for change of registered office of the company within the State
Form no.2.27	Certificate of Incorporation pursuant to change of name
Form no.2.28	Application to the Central Government for approval to shift the Registered Office from one State to another
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

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Form no.2.30	Advertisement giving details of special resolution to be passed for change in objects for which money is raised through prospectus
Form no.2.31	Notice of order of the Court or Tribunal or any other competent authority
Form no.2.32	Signature Verification
REGISTRATION OF CHARGES- CHAPTER 6	
Form no. 6.1	Application for registration of creation or modification of charge including particulars of modification of charge by Asset Reconstruction Company in terms of Securitisation and Reconstruction of Financial Assets and Enforcement of Securities Interest Act, 2002 (SARFASI)
Form no. 6.2/6.3	Name and address of ROC office Certificate of registration of charge/registration for modification of charge.
Form no. 6.4	Particulars of satisfaction of charge
Form no. 6.5	Memorandum of satisfaction of charge
Form no. 6.6	Notice of appointment or cessation of receiver or manager
Form no. 6.7	Register of charges
Form no. 6.8	Application to Central Government for extension of time for filing particulars of registration of creation / modification / satisfaction of charge
DECLARATION AND PAYMENT OF DIVIDEND - CHAPTER 8	
Form no. 8.1	Statement of unpaid or unclaimed dividend
Form no. 8.2	Statement of unclaimed or unpaid dividend and interest thereon transferred to the Investor Education and Protection Fund
Form no. 8.3	Statement of shares in respect of which unpaid or unclaimed dividend has been transferred to the Investor Education and Protection Fund
Form no. 8.4	Application to the Authority for an order for payment of dividend etc. out of the Fund
Form no. 8.5	Indemnity bond
Form no. 8.6	Payment order
ACCOUNTS OF COMPANIES -CHAPTER 9	
Form no. 9.1	Statement containing salient features of the financial statement of subsidiaries/associate companies/Joint ventures (Pursuant to proviso to sub-section (3) of section 129 read with Rule 9.3)
Form no. 9.2	Application for approval of the Tribunal for revision of Financial statements
Form No.9.3	Filing of Order of the Tribunal with the Registrar of Companies
Form No.9.4	Filing of Revised Financial Statement or the Board's report with the Registrar of Companies
Form No.9.5	Form for disclosure of particulars of contracts/arrangements entered into by the company with related parties referred to in sub-section (1) of section 188 of the Companies Act, 2013 including certain arms length transactions under third proviso thereto

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Form No.9.6	Statement containing salient features of Balance Sheet and Profit and Loss Account as per first proviso to sub section(1) of section 136 of the Act
APPOINTMENT AND QUALIFICATIONS OF DIRECTORS- CHAPTER 11	
Form No. 11.1	Application for inclusion of name in the databank of Independent Directors
Form No. 11.2	Consent to act as a director of a company
Form No. 11.3	Application for allotment of Director Identification Number
Form No. 11.4	Verification of applicant for application for DIN
Form No. 11.5	Intimation of change in particulars of Director to be given to the Central Government change(s) to the Central Government
Form No. 11.6	Verification of applicant for change in DIN particulars
Form No. 11.7	Notice of resignation of a director to the Registrar
Form No. 11.8	Particulars of appointment of directors and the key managerial personnel and the changes among them
MEETINGS OF BOARD AND ITS POWERS- CHAPTER 12	
Form No. 12.1	Notice of interest by director
Form No. 12.2	Register of loans, guarantee, security and acquisition made by the company
Form No. 12.3	Register of investments not held in its own name by the company
Form No. 12.4	Register of contracts with related party and contracts and Bodies etc. in which directors are interested
REMOVAL OF NAMES OF COMPANIES FROM THE REGISTER OF COMPANIES -CHAPTER 18	
Form No. 18.1	Notice by Registrar for removal of name from the Register of companies
Form No. 18.2	Application by company to ROC for removing its name from Register of Companies
Form No. 18.3	Indemnity bond
Form No. 18.4	Public Notice
Form No. 18.5	Affidavit
REVIVAL AND REHABILITATION OF SICK COMPANIES - CHAPTER 19	
Form A	Application for determination of sickness
Form B	Interlocutory application
Form C	Notice to debtor Company of the petition/ application for determination of company as sick company.
Form D	Order of the Tribunal declaring the debtor company as a sick company
Form E	Notice of order determining a company as sick company
Form F	Application for determination of measures for revival and rehabilitation
Form G	Scheme of revival and rehabilitation
Form H	Order appointing Interim Administrator
Form I	Notice of order of appointment of interim administrator of a sick company
Form J	Report of the interim administrator under section 256 (1) (b)

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Form K	Notice of meetings of creditors under section 256(1)(b)
Form L	Order for initiation of winding-up proceedings against the sick company
Form M	Order appointing Company Administrator
Form N	Notice of order of appointment of company administrator of a sick company
Form O	Notice of meetings of secured and unsecured creditors under section 262
Form P	Application by company administrator for sanctioning of the scheme
Form Q	Form of advertisement of petition/application/draft scheme of revival and rehabilitation
Form R	Order on petition/application for sanctioning the scheme of revival and rehabilitation
Form S	Application for modification of the scheme or to declare the scheme as failed and that the company may be wound up
Form T	Report of the Company Administrator under section 265 (1)
COMPANIES INCORPORATED OUTSIDE INDIA - CHAPTER 22	
Form 22.1	Information to be filed by foreign company
Form 22.2	Return of alteration in the documents filed for registration by foreign company
Form 22.3	List of all principal places of business in India established by foreign company
Form 22.4	Annual return
Form 22.5	Nomination by IDR Holder
NIDHIS -CHAPTER 26	
Form no. 26.1	Return of Statutory Compliances
Form no. 26.2	{{(See rule 6(iii))} - extension of time for complying with rule 6(i)(a) & 6(1)(d)
Form no. 26.3	Return Of (Name of the Nidhi) for the Half Year Ended
National Company Law Tribunal (Salary, Allowances and other Terms and Conditions of Service of President and other Members) Rules 2013 - chapter 27	
Form 1	Form of oath of office for President or Members of the National Company Law Tribunal
Form 2	Notice Of Admission
Form 3	Notice Of Motion
Form 3 A	Interlocutory application
Form 3 B	Individual Notice of petition/ application to creditors, members, etc.
Form No. 4	General Heading for Proceedings
Form No. 5	General Heading for Proceedings
Form No. 6	General Heading for Proceedings - General Affidavit Verifying Petition
Form No. 7	General Heading for Proceedings - Affidavit by way evidence
Form No.8	General Heading for Proceedings
Form No. 9	General Heading for Proceedings
Form No.10	Application For The Registration Of A Clerk Of Authorised Representative Under The Rules
Form No. 11	Application By Depositor Under Section 73 (4) Or 76(2) Or By Company U/S 74(2) Or By Debenture Holder Or Debenture Trustee Under Section 71 (10) Of The Act Or Section 45Qa Of The Reserve Bank Of India Act, 1934

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Form No. 12	Memorandum of appearance
Form No. 13	General Heading for Proceedings - Petition under section 66 of the Act, for Confirming the Reduction of Share Capital
Form No. 14	General Heading for Proceedings - Summons for Directions
Form No. 15	General Heading for Proceedings - Orders on Summons for Directions
Form No. 16	General Heading for Proceedings - List of creditors as on
Form No. 17	General Heading for Proceedings - Affidavit Verifying List of Creditors
Form No. 18	General Heading for Proceedings - Notice to Creditors
Form No. 19	Notice/Advertisement of Petition/ Application and List of Creditors
Form No. 20	Affidavit for Proof of Service
Form No. 21	Affidavit as to the result of notices issued
Form No. 22	General Heading for Proceedings- Notice to Creditors to come in and prove
Form No. 23	General Heading for Proceedings - Affidavit of Creditor proving debt
Form No. 24	General Heading for Proceedings - Advertisement of Hearing of Petition
Form No. 25	General Heading for Proceedings - Order confirming Reduction of share Capital and Approving Minute
Form No. 26	General Heading for Proceedings - Form of Minute
Form No. 27	General Heading for Proceedings - Notice of Registration of Order and Minute
MISCELLANEOUS -CHAPTER 29	
Form No. 29.1	Memorandum of Appeal
Form No. 29.2	Application to ROC for obtaining the status of dormant company
Form No. 29.3	Certificate of status of a Dormant Company
Form No. 29.4	Return of dormant companies
Form No. 29.5	Application for seeking status of active company