

CA Amit Kumar Agarwal
Ph :- 8584858611 ,9614782273
KOLKATA

SUBMISSION OF FORM 67

Most of the Companies Filed form ADT-1 as an attachment with form GNL-2 before the e-form ADT-1 was made available by the MCA.

Since the Form GNL-2 had no mandatory attachments and also there was no information about the attachments to Form ADT-1, most of the Companies only filed form ADT-1 as an attachment to form GNL-2 and did not file the other attachments.

The new form ADT-1 has prescribed three mandatory attachments viz:

1. Copy of AGM Resolution in which auditor is appointed
2. Intimation letter by Company to the auditor informing him of his appointment
3. Consent Letter by the auditor

Most of the companies only filed ADT-1 as an attachment to form GNL-2 and did not file the other attachments as stated above. Such companies have now started receiving E-mails from the MCA regarding resubmission of Form GNL-2 stating that either Auditor's consent letter or the AGM Resolution or the Intimation has not been attached with GNL-2.

Such Companies have to adopt the following process for resubmission:

- The Companies have to file Form-67 i.e. **'form for filing addendum for rectification of defects or incompleteness'**.
- Form-67 is available on the MCA Website in the section **'Company Forms Download'**.
- After opening Form-67, you have to write the SRN of Form GNL-2.
- The system will automatically show the defect in the original form and the type of correction needed. Mostly the rectification needed will be to attach the AGM Resolution or the Auditor's consent letter or intimation or all of them.
- Attach the required documents as required in the new e-form ADT-1 in Form-67. You will have to specify details of the further information given by you i.e the additional documents attached in Form-67.
- You have to specify the type of document to be attached in Form-67 by selecting from the drop down list.
- The form will have to be then signed by the Director/Managing director as the case may be.
- After signing, press the Prescrutiny button to ensure there are no errors in the form.
- Lastly, upload form-67 on the MCA Website. There will be no fees for uploading this form.

Notes:

You have to file Form-67 within time as specified in the resubmission message received by you otherwise the original form submitted by you will be deemed as invalid.