

Under the Companies Act 2013 for various events, lot of filings required to be undertaken with the Registrar of Companies. To provide a quick view of such filings, we are attaching the list of events under which various filings has to be done. Apart from the filing requirement, the list of documents that are required to be filed is also available.

Maintaining Books of accounts at a Place other than Registered Office of the Company

Form to be filed	Time limit	To be filed with	Documents required to be filed
GNL-2	Within 7 days of the Board Meeting	Registrar	Board Resolution

In case of books of accounts are maintained in electronic form , intimation to the Registrar has to be made

Form to be filed	Time limit	To be filed with	Documents required to be filed
AOC-4	Along with the financial Statement	Registrar	- The name of the service provider - The internet protocol address of service provider - The location of the service provider (wherever provider) - Where the book of account and other books and papers are maintained on cloud, such address as provided by the service provider.

Intimation of approval of Financial Statement and Board report etc

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of the Board meeting	Registrar	Intimation of approval of Financial Statement and Board Report etc. to the Registrar.

Filing of Financial statements and other documents with the Registrar

Form to be filed	Time limit	To be filed with	Documents required to be filed
AOC-4	Within 30 days of the date of annual general meeting	Registrar	- Copy of audited financial statement - Statement of the fact and reasons for not adopting balance sheet in the annual general meeting (if any). - Statement of the fact and reasons for not holding the AGM (if any). - Approval letter of extension of financial year or AGM (if any). - Supplementary or test audit report under section 143 - Copy of Profit and Loss Account duly authenticated as per section 134 - Statement containing salient features of the financial statement of subsidiaries/associate companies/joint ventures in AOC-1 - Company CSR Policy - Company CSR report

Appointment of Internal Auditor

Form to be filed	Time limit	To be filed with	Documents required to be filed
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MGT-14	Within 30 days of passing the board	Registrar	Certified copy of the board Resolution
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Changing the name of an existing company

Form to be filed	Time limit	To be filed with	Documents required to be filed
INC -1	N.A.	Registrar	- In case of change of name of an existing company , a copy of the board resolution - If change of name is due to direction received from the central government , then copy of such direction - In case the proposed name(s) are based on a registered trade mark or is a subject matter of an application pending for registration under the Trade Mark Act, 1999, the approval of the owner of the trademark or the applicant of such application for registration of trademark - Copy of Central government (CG) approval in case the proposed name contains such word(s) or expression(s) for which the approval of CG is required - Proof of relation, where the name includes name of relatives. - In principle approval from the concerned regulator - NOC from sole proprietor/partners/other associates, where the name is already used by 5y them in last 5 years. - Copy of affidavit in case proposed name including phrase 'Electoral Trust' - Order in form of specific direction of Competent authority that the name released on change of name by any company shall remain in database and shall not be allowed to be taken by any other Company including the group company of the company including the group company of the company who has changed the name for period of 3 years from the date of change - In case the key word used in the name proposed is the name of a person other than the name(s) of the promoters or their close blood relatives. NOC from such other persons shall be required (Rule 8(4)) - Board resolution of group companies, if group name is used

INC-24	After passing of the resolution authorizing name change of the company by the shareholders	Registrar(Power is delegated from Central Government to ROC)	Minutes of the member's meeting
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MGT-14	Within 30 days of passing a resolution authorizing name change	Registrar	- Notice of meeting along with certified copy of the resolution - Altered memorandum of association - Altered articles of association
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Incorporation of Company other than One person company

Form to be	Time limit	To be filed	Documents required to be filed
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filed		with	
DIR-3	Before filing application for name availability	Regional Director, Noida(Power is delegated by Central Government)	- Self-attested proof of identity of applicant - Self-attested proof of residence of applicant
INC -1	Before Incorporation	Registrar	- In case the proposed name(s) are based on a registered trade mark or is a subject matter of an application pending for registration under the Trade Mark Act, 1999, the approval of the owner of the trademark or the applicant of such application for registration of trademark - Copy of Central government (CG) approval in case the proposed name contains such word(s) or expression(s) for which the approval of CG is required - Proof of relation, where the name includes name of relatives. - In principle approval from the concerned regulator - NOC from sole proprietor/partners/other associates, where the name is already used by them in last 5 years. (Rule no 8(5) of the Companies (Incorporation) Rules, 2014 - NOC from existing Company - Copy of affidavit in case proposed name including phrase 'Electoral Trust' - In case the key word used in the name proposed is the name of a person other than the name(s) of the promoters or their close blood relatives. NOC from such other persons shall be required (Rule 8(4)) - Board resolution of group companies, if group name is used
INC -7	After name approval but before the date of expiry of validity of approved name	Registrar	- Memorandum of association - Articles of association - Declaration in Form INC-8 from advocate, Chartered Accountant, Cost Accountant or Company Secretary in practice - Affidavit from each of the subscriber to the memorandum in Form No.INC-9 - Identity Proof and residential address proof of subscribers - Specimen signatures in Form no INC-10 - Copy of in-principle approval granted by sectorial regulator, if required - NOC in case there is change in the promoters(First subscribers to Memorandum of Association) - Proof of nationality (in case the subscriber is a foreign national) - PAN card (in case of Indian national) - Copy of certificate of incorporation of the foreign body corporate and registered office address - Copy of resolution/consent by all the partners or board resolution authorizing to subscribe to MOA.
DIR-12	Form is required to be filed at the time of applying for incorporation	Registrar	- Affidavit from each of the first directors in Form No.INC-9 - Consent of the appointee director in Form No DIR-2 - Interest in other entities
INC-22	Within 30 days of incorporation	Registrar	To be filed where permanent address is provided : Conveyance/Lease deed/Rent Agreement along with the rent receipts etc.;

			• Copies of the utility bills (not older than two months); • 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)
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Incorporation of One person Company

Form to be filed	Time limit	To be filed with	Documents required to be filed
DIR-3	Before filing application for name availability	Regional Director, Noida(Power is delegated by Central Government)	• Self-attested proof of identity of applicant • Self-attested proof of residence of applicant

INC -1	Before Incorporation	Registrar	• In case the proposed name(s) are based on a registered trade mark or is a subject matter of an application pending for registration under the Trade Mark Act, 1999, the approval of the owner of the trademark or the applicant of such application for registration of trademark • Copy of Central government (CG) approval in case the proposed name contains such word(s) or expression(s) for which the approval of CG is required • Proof of relation, where the name includes name of relatives. • In principle approval from the concerned regulator • NOC from sole proprietor/partners/other associates, where the name is already used by them in last 5 years. (Rule no 8(5) of the Companies (Incorporation) Rules, 2014 • Copy of affidavit in case proposed name including phrase 'Electoral Trust' • In case the key word used in the name proposed is the name of a person other than the name(s) of the promoters or their close blood relatives. NOC from such other persons shall be required (Rule 8(4)) • Board resolution of group companies, if group name is used
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INC-2	After name approval but before the date of expiry of validity of approved name	Registrar	• Memorandum of association • Articles of Association • Proof of identity of the member and the nominee • Residential proof of the member and nominee • Copy of the PAN card of member and nominee • Consent of nominee in form INC-3 • Affidavit from the subscriber and first director to the memorandum in form INC-9 • Specimen signature in form INC-10
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DIR-12	Form is required to be filed at the time of applying for incorporation	Registrar	• Consent of the appointee director in Form No DIR-2 • Interest in other entities
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INC-22	Within 30 days of	Registrar	To be filed where permanent address is provided : • Conveyance/Lease deed/Rent Agreement along with
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	incorporation		the rent receipts etc.; • Copies of the utility bills (not older than two months); • 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)
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Commencement of Business

Form to be filed	Time limit	To be filed with	Documents required to be filed
INC-21	Within 180 days of the incorporation or commencement of business, whichever is earlier	Registrar	• Specimen signature in form no INC-10 • Proof of stamp duty payment • Copy of approval, if the company is required to obtain approval from any sectoral regulator.

INC-22	Within 30 days of incorporation (Not required to be filed in case permanent address is provided at the time of incorporation)	Registrar	• Conveyance/Lease deed/Rent Agreement along with the rent receipts etc.; • Copies of the utility bills (not older than two months); • 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)
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Inserting Provisions of entrenchment in the articles of an existing company

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days from the date of the passing of the resolution for inserting entrenchment articles	Registrar	• Certified copy of the resolutions along with explanatory statement under section 102 • Altered articles of association duly signed at the place of alteration

Conversion of private company into One Person Company

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Before filing INC-6 but within 30 days of passing special resolution authorizing conversion of a company	Registrar	• Copy(s) of resolution(s) along with the explanatory statement under section 102 • Altered memorandum of association • Altered articles of association

INC-6	After getting NOC from members & creditors and passing of special resolution in general meeting.	Registrar	• Altered memorandum of association • Altered articles of association • Copy of the duly attested latest financial statement • Copy of Board resolution • 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. • Affidavit confirming that all the members of the company have given their consent for conversion the paid up capital of the company is Rs50 lakhs or less and turnover is less than Rs 2 cores in the immediately preceding year. • Copy of minutes, list of creditors and list of members • Copy of NOC of every creditors • Consent of the nominee in form INC-3 • Copy of PAN card of the nominee and member • Proof of identity of the nominee and member • Residential proof of the nominee and member
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Withdrawal of nomination by the nominee

Form to be filed	Time limit	To be filed with	Documents required to be filed
INC-4	Within 30 days of the intimation of change of nominee by the member	Registrar	• Consent of the nominee in form INC-3. • Copy of PAN card of the new nominee • Proof of identity of the new nominee • Residential proof of the new nominee • Notice of withdrawal of consent

Change in the nominee of the One Person Company by the sole member

Form to be filed	Time limit	To be filed with	Documents required to be filed
INC-4	Within 30 days of change in membership	Registrar	• Consent of the nominee in form INC-3. • Copy of PAN card of the new nominee and new member. • Proof of identity of the new nominee and new member. • Residential proof of the new nominee and new member.

Sole member of the OPC ceases to be a member

Form to be filed	Time limit	To be filed with	Documents required to be filed
INC-4	Within 30 days of change in membership	Registrar	• Consent of the nominee in form INC-3. • Copy of PAN card of the new nominee and new member. • Proof of identity of the new nominee and new member. • Residential proof of the new nominee and new member. • Proof of cessation of member

License under section 8 for existing company

Form to be filed	Time limit	To be filed with	Documents required to be filed
INC-12	Before engaging into activities of section 8 company. INC-12 will be filed	Registrar (Power is delegated from Central	• Draft memorandum of association as per Form no INC-13 • Draft Articles of Association • Declaration as per Form INC-14 from advocate, Chartered Accountant, Cost Accountant or Company Secretary in practice • Declaration as per Form INC-15 by each of person

	as an attachment to GNL-1	Government to Registrar)	making the application - For last 2 year or 1 year, as the case may be , copies of financial statement, board's report and audit report - Statement showing in detail the assets with value thereof, liabilities as on date of application or within 30 preceding days. - Estimated income and expenditure for next three years - Certified true copy of the board and general meeting approving the conversion. - Approval/concurrence/NOC of the concerned authority/sectoral regulator, department or ministry of the Central or state government(s) (if any) - A declaration by applicant director/company secretary in form no INC-15
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GNL-2	Within week from making application to the Registrar	Registrar	Copy of advertisement in form no INC-26.
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Conversion of Section 8 Company into Company of any other kind

Form to be filed	Time limit	To be filed with	Documents required to be filed
INC-18	After filing of the MGT 14	Regional Director(Power is delegated by Central Government)	- Memorandum of association; - Articles of association ; - Copy of board resolution(s); - Copy of the special resolution passed and Notice convening the general meeting along with the relevant explanatory statement annexed thereto; - Proof of service of notice convening the general meeting to relevant authorities - Certificate from CA/CS/CWA (in practice) certifying that the conditions laid down in the Act and rules , have been complied with; - Statement of assets and liabilities of the company as on the date not earlier than 30 days of that date duly certified by the auditor; - Copy of valuation report by a registered value about the market value of assets; - 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 application or , where the company has functioned only for one financial year, for such year; - Declaration by Board of Director that no portion of income or property of company has been directly or indirectly by way of dividend , bonus or otherwise. - NOC, if any special status , grant , exemption , privileges or benefits has been from any authority etc. (if applicable) - Full details of fixed assets alienated if any, during the preceding three financial years - Written consent of the lenders, if any loan is outstanding - Proof of payment of differential amount, where the company has acquired any immovable property through lease or otherwise from any Government or authority or body corporate or person since incorporation at concessional rate or free of cost (if applicable) - Details of donation/grant/benefit received since incorporation of the company; (if applicable) - Copy of the NOC received from sectoral regulatory authority; (if applicable) - NOC from all the creditors. - Proof of service of copy of application to Chief commissioner of income tax, charity commission , chief secretary of the state and other organization /department under the state of central government , under whose jurisdiction the company is operating

GNL-2	After the application is filed with the Regional Director	Registrar	Copy of the application along with its annexures as submitted to the Regional Director
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No form prescribed	Within a week of submitting application to the Regional Director	Regional Director	Copy of notice in form no INC-19 published in the newspaper
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INC-20	To be filed with within 30 days of the receipt of approval of Regional Director	Registrar	• Certified copy of order of Central Government; • Copy of amended Memorandum and articles of association; • Declaration of directors for compliance of conditions, if any imposed by the Regional Director
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MGT 14	Within 30 days of passing the special resolution	Registrar	• Copy(s) of resolution(s) along with the copy of notice and explanatory statement under section 102 • Altered Memorandum & Articles of Association.
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Change of Registered office outside the local limits of any city, town or village

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT 14	Before filling the INC-22, not beyond 30 days from the date of special resolution	Registrar	• Copy(s) of resolution(s) along with the copy of explanatory statement under section 102

INC-22	Within 15 days of the change	Registrar	• The registered document of the title of the premises of the registered office in the name of the company; or • the notarized copy of lease or rent agreement in the name of the company along with a copy of rent paid receipt not older than one month; • NOC/ authorization from the owner or authorized occupant of the premises along with proof of ownership or occupancy authorization, to use the premises by the company as its registered office; and • The proofs of evidence of any utility service like telephone, gas, electricity, etc. depicting the address of the premises in the name of the owner or document, as the case may be, which is not older than two
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			months
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Change of Registered office from jurisdiction of one Registrar to another within same state

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT 14	Before filling the application to Regional Director but not beyond 30 days from the date of special resolution	Registrar	Copy(s) of resolution(s) along with the copy of notice and explanatory statement under section 102
INC-23	After passing of the special resolution	Regional Director	- Copy of notice of the general meeting along with relevant explanatory statement - Copy of special resolution sanctioning alteration - Copy of the minutes of the general meeting authorizing such alteration - Copy of Board resolution - Copy of newspaper advertisement for notice of shifting the registered office*; - Details of prosecution/inspection/inquiry/ Investigation filed against the company and its officers in default
GNL2	Within 60 days of the receipt of confirmation from the Regional Director.	Registrar	Copy of confirmation from the Regional Director
INC-22	Within 15 days of receipt of confirmation certificate from Registrar	Registrar	- The registered document of the title of the premises of the registered office in the name of the company; or - the notarized copy of lease or rent agreement in the name of the company along with a copy of rent paid receipt not older than one month; - NOC/ authorization from the owner or authorized occupant of the premises along with proof of ownership or occupancy authorization, to use the premises by the company as its registered officeand - The proofs of evidence of any utility service like telephone, gas, electricity, etc. depicting the address of the premises in the name of the owner or document, as the case may be, which is not older than two months

Change of registered office from one state to another

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT 14	Before filling the application to Regional Director but not beyond 30 days from the passing of special resolution	Registrar	- Certified copy(s) of resolution(s) along with the explanatory statement under section 102 - Altered memorandum of association

INC-23	After passing of the special resolution	Regional Director(Power is delegated from Central Government to Regional Director)	• Copy of memorandum & articles of association • Copy of notice of the general meeting along with relevant explanatory statement • Copy of special resolution sanctioning alteration • Copy of the minutes of the general meeting authorizing such alteration • Power of attorney/Vakalatnama/Board resolution; • Affidavit verifying the list of creditors • Affidavit from directors in terms of Rules; • Affidavit verifying the application • Affidavit by the company secretary of the company and the directors in regards to the correctness of list of creditors and affairs of company; • Affidavit by directors about no retrenchment of employees; • Copy of newspaper advertisement for notice of shifting the registered office; • Proof of service of application to the registrar, chief secretary of the state, SEBI or any other regulatory authority (if applicable). • Details of prosecution/inspection/inquiry/ Investigation filed against the company and its officers in default
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INC-28	Within 30 days from the date of receipt certified copy of the order	Registrar	• Certified Copy of the order passed by Regional Director.
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Change of Objects of the company

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT 14	Within 30 days of passing the special resolution	Registrar	• Copy(s) of resolution(s) along with the copy of notice and explanatory statement under section 102 • Altered memorandum of association

Alteration of Articles of Association other than due to conversion of one company into another

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT 14	Within 30 days of passing the special resolution	Registrar	• Copy(s) of resolution(s) along with the copy of notice and explanatory statement under section 102 • Altered articles of association

Variation in terms of contract or objects in prospectus

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT 14	Within 30 days of passing the special	Registrar	• Copy(s) of resolution(s) along with the copy of explanatory statement under section 102

	resolution		
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Issue of equity shares with differential voting rights

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT 14	Within 30 days of passing the Board resolution	Registrar	Certified copy of the Board resolution
MGT 14	Before filing PAS-3 but within 30 days of passing the special resolution	Registrar	Copy(s) of resolution(s) along with the copy of explanatory statement under section 102
GNL-2	Within 30 days from the circulation of the private offer letter	Registrar	- Private placement offer letter in PAS-4 - Record of private placement offer to be kept by the company in PAS-5
PAS-3	Within 30 days of allotment of shares	Registrar	- List of allottee. Attach separate list for each allotment. If not attached, then it shall be submitted separately in a CD - Copy of Board resolution - Copy of the contract where shares have been allotted for consideration other than cash - Where no written contract is there, then particulars of contract along with necessary stamp duty; - A report of registered valuer in respect of valuation of the consideration

Issue of sweat equity shares

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT 14	Within 30 days of passing the Board resolution	Registrar	Certified copy of the Board resolution
MGT 14	Before filing PAS-3 but within 30 days from the date of passing the special resolution	Registrar	Copy(s) of resolution(s) along with the copy of notice and explanatory statement under section 102
PAS-3	Within thirty days of allotment of shares	Registrar	- List of allottee. Attach separate list for each allotment. If not attached, then it shall be submitted separately in a CD - Copy of Board resolution - A report of registered valuer in respect of valuation of the consideration - Copy of the contract where shares have been allotted for consideration other than cash attachment wherein the

			details of contract reduced in writing by the company, if any
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Issue of redeemable preference shares

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT 14	Within 30 days of passing the Board resolution	Registrar	Certified copy of the Board resolution
MGT 14	Before filing PAS-3 but within 30 days of passing the special resolution.	Registrar	Copy(s) of resolution(s) along with the copy of notice and explanatory statement under section 102
GNL-2	Within 30 days from the circulation of the private offer letter	Registrar	- Private placement offer letter in PAS-4 - Record of private placement offer to be kept by the company in PAS-5
PAS-3	Within 30 days of allotment of preference shares	Registrar	- List of allottee. Attach separate list for each allotment. If not attached, then it shall be submitted separately in a CD - Copy of Board resolution - Copy of the contract where shares have been allotted for consideration other than cash attachment wherein the details of contract reduced in writing by the company, if any

Alteration of share capital

Form to be filed	Time limit	To be filed with	Documents required to be filed
SH-7	Within 30 days of passing the shareholders resolution	Registrar	- Copy of the resolution for alteration of Capital - Altered memorandum and articles of association,

Consolidate/sub-division of share capital or cancellation of shares or re-classification of capital

Form to be filed	Time limit	To be filed with	Documents required to be filed
SH-7	Within 30 days of such alteration or increase or redemption.	Registrar	- Copy of the resolution for alteration of Capital - Altered memorandum and articles of association.

Rights issue

Form to be	Time limit	To be filed with	Documents required to be filed
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filed			
MGT 14	Before filing PAS-3 but within 30 days of passing the board resolution	Registrar	Copy of Board resolution
PAS-3	Within 30 days of allotment of securities	Registrar	- List of allottee. Attach separate list for each allotment. If not attached, then it shall be submitted separately in a CD* - Copy of Board resolution*

Issue of shares employee stock option scheme

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT 14	Within 30 days of passing the resolution authorizing issue of ESOP	Registrar	Copy(s) of resolution(s) along with the copy of notice and explanatory statement under section 102
PAS-3	Within 30 days of allotment of securities	Registrar	- List of allottee. Attach separate list for each allotment. If not attached, then it shall be submitted separately in a CD - Copy of Board resolution

Allotment of shares by way of right issue

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT 14	Within 30 days of passing the Board resolution	Registrar	Certified copy of the Board resolution
PAS-3	Within 30 days of allotment of securities	Registrar	- List of allottee. Attach separate list for each allotment. If not attached, then it shall be submitted separately in a CD - Copy of Board resolution

Allotment of shares on bonus issue

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT 14	Within 30 days of passing the special resolution	Registrar	Copy(s) of resolution(s) along with the copy of notice and explanatory statement under section 102

PAS-3	Within 30 days of allotment of securities	Registrar	- List of allottee. Attach separate list for each allotment. If not attached, then it shall be submitted separately in a CD - Copy of Board resolution
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Issue of shares on preferential basis

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT 14	Within 30 days of passing the Board resolution	Registrar	Certified copy of the Board resolution

MGT 14	Before filing PAS-3 but within 30 days of passing the special resolution	Registrar	Copy(s) of resolution(s) along with the copy of explanatory statement under section 102
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GNL-2	Within 30 days from the circulation of the private offer letter	Registrar	- Private placement offer letter in PAS-4 - Record of private placement offer to be kept by the company in PAS-5
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PAS-3	Within 30 days of allotment of shares	Registrar	- List of allottee. Attach separate list for each allotment. If not attached, then it shall be submitted separately in a CD - Copy of Board resolution - Copy of the contract where shares have been allotted for consideration other than cash - Where no written contract is there, then particulars of contract along with necessary stamp duty; - A report of registered valuer in respect of valuation of the consideration
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Public offer of shares/securities

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT 14	Within 30 days of passing the Board resolution	Registrar	Certified copy of the Board resolution

GNL-1	Before issuing the prospectus	Registrar	- Copy of prospectus - Copy of all contracts referred to in the Prospectus - Consent of all experts - Certifies copy of the Board and general meeting resolution - Power of Attorney, if any
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MGT 14	Before filing PAS-3 but within 30 days of passing the special resolution	Registrar	Copy(s) of resolution(s) along with the copy of notice and explanatory statement under section 102
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PAS-3	Within thirty days of allotment of securities	Registrar	- List of allottee. - Copy of Board resolution
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Issue of securities convertible into equity shares

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT 14	Within 30 days of passing the Board resolution	Registrar	Certified copy of the Board resolution

MGT 14	Before filing PAS-3 but within 30 days of passing the special resolution	Registrar	Copy(s) of resolution(s) along with the copy of explanatory statement under section 102
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GNL-2	Within 30 days from the circulation of the private offer letter	Registrar	- Private placement offer letter in PAS-4 - Record of private placement offer to be kept by the company in PAS-5
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PAS-3	Within 30 days of allotment of shares	Registrar	- List of allottee. Attach separate list for each allotment. If not attached, then it shall be submitted separately in a CD - Copy of Board resolution - Copy of the contract where shares have been allotted for consideration other than cash - Where no written contract is there, then particulars of contract along with necessary stamp duty; - A report of registered valuer in respect of valuation of the consideration
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Issue of Debentures

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT 14	Within 30 days of passing the Board resolution	Registrar	Certified copy of the Board resolution

MGT 14	Before filing PAS-3 but within 30 days of passing the special resolution	Registrar	Copy(s) of resolution(s) along with the copy of explanatory statement under section 102 (In case resolution under section 180 is passed)
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GNL-2	Within 30 days from the circulation of the private offer letter	Registrar	- Private placement offer letter in PAS-4 - Record of private placement offer to be kept by the company in PAS-5
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PAS-3	Within 30 days of allotment of shares	Registrar	- List of allottee. Attach separate list for each allotment. If not attached, then it shall be submitted separately in a CD - Copy of Board resolution - Copy of the contract where shares have been allotted for consideration other than cash - Where no written contract is there, then particulars of contract along with necessary stamp duty; - A report of registered valuer in respect of valuation of the consideration
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Appointment of Director

Form to be filed	Time limit	To be filed with	Documents required to be filed
DIR-3C	Within 15 days of receipt of intimation of DIN	Registrar	Copy of intimation received
DIR-12	Within 30 days of the appointment	Registrar	Consent of the appointee director in Form No. DIR-2

Notice of resignation of a director to the Registrar

Form to be filed	Time limit	To be filed with	Documents required to be filed
DIR-12	Within 30 days of cessation of office	Registrar	Notice of resignation or other proof of cessation
DIR-11 by Director	Within 30 days of cessation of office	Registrar	Notice of resignation or other proof of cessation

Notice of cessation of a director other than resignation

Form to be filed	Time limit	To be filed with	Documents required to be filed
DIR-12	Within 30 days of cessation of office	Registrar	Proof of cessation

Board resolution relating to appointment , re-appointment or renewal of the appointment of a Managing Director

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of passing the Board resolution	Registrar	Certified copy of board resolution

Reappointment of Independent Director in general meeting

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of passing the special resolution	Registrar	- Copy of resolution along with copy of explanatory statement under section 102 - Certified copy of special resolution
DIR-12	Within 30 days of the appointment	Registrar	Consent of the appointee director in Form No. DIR-2

To Appoint more than 15 Directors

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of passing the special resolution	Registrar	- Notice of meeting along with explanatory statement - Certified copy of resolution

Application for surrender of Director Identification Number

Form to be filed	Time limit	To be filed with	Documents required to be filed
DIR-5	Not Applicable	Central Government	- Self-attested proof of identity of applicant - Self-attested proof of residence of applicant

Intimation of change in particulars of Director

Form to be filed	Time limit	To be filed with	Documents required to be filed
DIR-6	within 30 days of change	Central Government	Self-attested proof of change in particulars

Intimation where company fails to file the financial statements or annual returns, or fails to repay any deposits, interest, dividend, or fails to redeem its debentures

Form to be filed	Time limit	To be filed with	Documents required to be filed
DIR-9	Within 30 days of happening of the event	Registrar	Not applicable

Removal of Director

Form to be filed	Time limit	To be filed with	Documents required to be filed
DIR-12	Within 30 days of passing resolution for removal of director	Registrar	Certified copy of resolution passed for removal

Reporting of frauds by auditor

Form to be filed	Time limit	To be filed with	Documents required to be filed
ADT-4	Not later than 60 days of his knowledge Bifurcation of time period:- 1) Auditor shall forward his report to the board or the audit committee, as the case may be, immediately after he comes to the knowledge of fraud, seeking their reply or observation within 45 days 2) on receipt of such reply or observations the auditor shall forward his report and the reply or observations of the board or the audit committee along with the comments to the central government within 15 days of receipt of such reply or observation	Central Government	In case the auditor has sufficient reasons to believe that an offence involving fraud, is being or has been committed against the company by officer or employees of the company, he shall report the matter to the Central Government. Attachments • Details of the suspected offence involving fraud • Reply received from board or audit committee, if any

Sell, lease or otherwise disposal of the whole, or substantially the whole, of the undertaking

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of passing the resolution	Registrar	• Copy of resolution along with copy of explanatory statement under section 102 • Certified copy of special resolution

Invest otherwise in trust securities the amount of compensation received by it as a result of any merger or amalgamation

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of passing the resolution	Registrar	• Copy of resolution along with copy of explanatory statement under section 102 • Certified copy of special resolution

Moneys to be borrowed including moneys already borrowed exceed sum of paid up capital and free reserves

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of passing the resolution	Registrar	• Copy of resolution along with copy of explanatory statement under section 102 • Certified copy of special resolution

Remit or give time for repayment of any debt due from a director

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of passing the resolution	Registrar	• Copy of resolution along with copy of explanatory statement under section 102 • Certified copy of special resolution.

Inter corporate loans and Investments or guarantee or security in excess of the prescribed limits

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of passing the board resolution	Registrar	• Certified copy of the board Resolution
MGT-14	Within 30 days of passing the special resolution	Registrar	• Copy of notice along with copy of explanatory statement under section 102 • Certified copy of special resolution

Shareholders' approval for related party transactions

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of passing the special resolution	Registrar	• Copy of notice along with copy of explanatory statement under section 102 • Certified copy of special resolution

To make calls on shareholders in respect of money unpaid on their shares

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of passing the board resolution	Registrar	• Certified copy of the board Resolution

Board resolution to borrow monies

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of passing the board resolution	Registrar	• Certified copy of the board Resolution

Board resolution to invest the funds of the company

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of passing the board resolution	Registrar	• Certified copy of the board Resolution

Board resolution to grant loans or give guarantee or provide security in respect of loans

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of passing the board resolution	Registrar	• Certified copy of the board Resolution

Board resolution to diversify the business of the company

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of passing the board resolution	Registrar	• Certified copy of the board Resolution

Board resolution to approve amalgamation, merger or reconstruction

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of passing the board resolution	Registrar	• Certified copy of the board Resolution
MGT-14	Within 30 days of passing the special resolution	Registrar	• Copy of resolution along with copy of explanatory statement under section 102 • Certified copy of special resolution

Board resolution to take over a company or acquire a controlling or substantial stake in another company

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of passing the board resolution	Registrar	• Certified copy of the board Resolution

Board resolution to make political contributions

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of passing the board resolution	Registrar	• Certified copy of the board Resolution

Appointment of a person as managing director, whole-time director or manager

Form to be filed	Time limit	To be filed with	Documents required to be filed
DIR-12	Within 30 days of appointment	Registrar	• Certified copy of board resolution
MGT-14	Within 30 days of passing board resolution	Registrar	• Certified copy of board resolution
MR-1	Within 60 days of passing board resolution	Registrar	• Certified copy of board resolution

Appointment of a person as managing director, whole-time director or manager who has attained the age of 75 years

Form to be filed	Time limit	To be filed with	Documents required to be filed
DIR-12	Within 30 days of appointment	Registrar	• Certified copy of board resolution
MGT-14	Within 30 days of passing board resolution	Registrar	• Certified copy of board resolution
MGT-14	Within 30 days of passing special resolution	Registrar	• Copy of notice and explanatory statement • Certified copy of the resolution
MR-1	Within 60 days of passing board resolution	Registrar	• Certified copy of board resolution

Board resolution for variation in the terms of appointment of Managing Director

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of passing board resolution	Registrar	• Certified copy of board resolution

Appointment of person as managing director, whole-time director or manager with the approval of the central government for reasons related to payment of remuneration

Form to be filed	Time limit	To be filed with	Documents required to be filed
DIR-12	Within 30 days of appointment	Registrar	• Certified copy of board resolution
MGT-14	Within 30 days of passing board resolution	Registrar	• Certified copy of board resolution
MR-1	Within 60 days of passing board resolution	Registrar	• Certified copy of board resolution
MR-2	Within 90 days of appointment	Central Government	• Copy of the board resolution; • Copy of the resolution of Nomination and Remuneration committee along with its composition and certificate by the said committee to the effect that the remuneration is as per remuneration policy of the company and designation; • Copy of resolution of shareholder(s) along with notice and explanatory statement; • Certificate from the auditor or company secretary or company secretary in practice with regard to the compliance of section 196 of the Act; • Copy of draft agreement between the company and the proposed appointee;

			• Newspaper clipping in which notices pursuant to section clause (b) of sub-section (2) of section 201 • Copy of employment visa/passport, in case the proposed appointee is a foreign citizen; • Copies of educational or professional qualification certificate; • An application under Section 460 of the Act for condonation of delay (if any); • Full and proper justification in favour of the proposal along with bio-data of the appointee; • Details, if applicant company is a subsidiary of listed company; • Copy of the order of BIFR or NCLT together with the copy of a scheme of revival or rehabilitation • Copy of the calculation sheet of effective capital as computed under Schedule V to the Companies Act, 2013 as per previous year's audited balance sheet; • Certificate of no-default in repayment of debts(including public deposit or debentures or interest payable thereon) for a continuous period of thirty days in the preceding financial • No objection certificate from the financial institution(s) or bank(s) to whom the company has defaulted; • Projections of the Turnover and net profits for next three years; • Calculation of estimated profit under section 198 of the Act; • Certificate from CA/CS in whole time practice along with calculation of excess remuneration paid to the appointee;
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Appointment of person as managing director, whole-time director or manager with the approval of the central government for reasons other than the payment of remuneration

Form to be filed	Time limit	To be filed with	Documents required to be filed
DIR-12	Within 30 days of appointment	Registrar	• Certified copy of board resolution
MGT-14	Within 30 days of passing board resolution	Registrar	• Certified copy of board resolution
MR-1	Within 60 days of passing board resolution	Registrar	• Certified copy of board resolution
MR-2	Within 90 days of appointment	Central Government	• Copy of the board resolution; • Copy of the resolution of Nomination and Remuneration committee along with its composition and certificate by the said committee to the effect that the remuneration is as per remuneration policy of the company and designation; • Copy of resolution of shareholder(s) along with notice and explanatory statement;

			• Certificate from the auditor or company secretary or company secretary in practice with regard to the compliance of section 196 of the Act; • Copy of draft agreement between the company and the proposed appointee; • Newspaper clipping in which notices pursuant to section clause (b) of sub-section (2) of section 201 • Copy of employment visa/passport, in case the proposed appointee is a foreign citizen; • Copies of educational or professional qualification certificate; • An application under Section 460 of the Act for condonation of delay (if any); • Full and proper justification in favour of the proposal along with bio-data of the appointee; • Certificate by the secretary of the company or CA/CS in whole time practice to be notified erstwhile; • Details, if applicant company is a subsidiary of listed company;
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Appointment of key managerial personnel i.e. CEO/CFO/Secretary

Form to be filed	Time limit	To be filed with	Documents required to be filed
DIR-12	Within 30 days of appointment	Registrar	• Certified copy of board resolution

MGT-14	Within 30 days of passing board resolution	Registrar	• Certified copy of board resolution
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MR-1	Within 60 days of passing board resolution	Registrar	• Certified copy of board resolution
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Removal of key managerial personnel i.e. CEO/CFO/Secretary

Form to be filed	Time limit	To be filed with	Documents required to be filed
DIR-12	Within 30 days of removal	Registrar	• Certified copy of board resolution

MGT-14	Within 30 days of passing board resolution	Registrar	• Certified copy of board resolution
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Cessation of key managerial personnel i.e. CEO/CFO/Secretary

Form to be filed	Time limit	To be filed with	Documents required to be filed
DIR-12	Within 30 days of cessation	Registrar	• Copy of resignation or other evidence of cessation

Appointment of Secretarial Auditor

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of passing board resolution	Registrar	• Certified copy of board resolution

To request the Government to investigate the affairs of the company and to appoint inspectors

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	30 days	Registrar	Copy of resolution(s) along with copy of notice and explanatory statement under section 102

RD-1	N.A	Regional Director(Power is delegated from Central Government to Regional Director)	- Certified copy of the special resolution - Application requesting for investigation
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Investigation into affairs of Company by Serious fraud Investigation Office

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	30 days	Registrar	Copy of resolution(s) along with copy of notice and explanatory statement under section 102

CG-1	N.A	Central Government	- Certified copy of the special resolution - Application requesting for investigation
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Application for obtaining the status of Dormant company

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days from the date of passing Special Resolution but before filing MSC-1	Registrar	Copy of resolution(s) along with copy of explanatory statement under section 102

MSC-1	N.A	Registrar	- Copy of board resolution authorizing making of this application; - Copy of special resolution; - Auditor's certificate; - Statement of affairs duly certified Chartered Accountant or Auditor(s) of the company - Consent of regulatory authority (if any) for converting into dormant company - Consent of the lender, if any loan is subsisting;
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Filing of return of Dormant Company

Form to be filed	Time limit	To be filed with	Documents required to be filed
MSC-3	Within 30 days from the end of each Financial year	Registrar	- Copy of Board resolution showing authorization given for filing this declaration; - Duly audited statement of financial position

Application for seeking status of an active Company

Form to be filed	Time limit	To be filed with	Documents required to be filed
MSC-4	N.A	Registrar	Copy of Board resolution authorizing the filing of this application;

			Along with the return in form MSC -3 in respect of financial year in which the application is being filed.
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Acceptance of deposits

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT – 14	Within 30 days of passing the Board resolution	Registrar	Board resolution
MGT – 14	Within 30 days of passing the special resolution	Registrar	- Notice of General meeting along with explanatory statement under section 102 - Certified copy of the resolution
GNL-2	Before issuing the circular or circular in form of advertisement	Registrar	Circular for inviting deposits or circular in the form of advertisement in *Form No DPT-1
DPT-3	On or before the 30th day of June, of every year	Registrar	- Auditor's certificate; - Deposit insurance contract; - Copy of trust deed (if any); - Copy of instrument creating charge (if any); - List of depositors indicating name, address, amount deposited, repaid during the year and outstanding, interest due, paid and payable as at the close of the Financial Year and separately indicating deposits not yet matured, matured, claimed and paid and matured, claimed but not paid and matured but not claimed for payment. List of deposits matured, cheques issued but not yet cleared to be shown separately.

Repayment of deposits, etc, accepted before commencement of this Act

Form to be filed	Time limit	To be filed with	Documents required to be filed
DPT-4	3 Months from the date of commencement of the Companies Act,2013 or from the date on which such payments are due	Registrar	- Auditor's Certificate to certify the amount of deposits remaining unpaid. - List of depositors

Filing of return of deposits

Form to be filed	Time limit	To be filed with	Documents required to be filed
DPT-3	On or before the 30th day of June, of every year	Registrar	- Auditor's certificate; - Deposit insurance contract; - Copy of trust deed (if any); - Copy of instrument creating charge (if any); - List of depositors indicating name, address, amount deposited, repaid during the year and outstanding, interest due, paid and payable as at the close of the Financial Year and separately indicating deposits not yet matured, matured, claimed and paid and matured, claimed but not paid and matured but not claimed for payment. List of deposits matured, cheques issued but not yet cleared to be shown separately.

Board resolution to review or change the terms and conditions of public deposit

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of passing the board resolution	Registrar	Certified copy of the board Resolution

Notice of situation or change of situation or discontinuation of situation, of place where foreign register shall be kept

Form to be filed	Time limit	To be filed with	Documents required to be filed
GNL-2	Within 30 days from the date of opening of foreign register or change in place	Registrar	Form no MGT-3

Return to the Registrar in respect of declaration under section 89 received by the company

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-6	Within 30 days from the date of receipt of declaration	Registrar	- declaration in Form no MGT-4; - declaration in Form no MGT-5

Extension of the time period for convening Annual General Meeting

Form to be filed	Time limit	To be filed with	Documents required to be filed
GNL-1	N.A	Registrar	- Certified copy of Board Resolution - Application for extension of AGM

Annual Return

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-7	Within 60 days from the date on which annual return is held or where no annual general meeting is held within 60 days from the date on which annual general meeting should have been held together with reasons for not holding annual general meeting.	Registrar	In case Annual return requires to be certified by a Company Secretary in Practice then certificate in Form no MGT-8 shall be attached

Changes in shareholding position of promoters and top ten shareholders

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-10	Within 15 days of change	Registrar	N.A

For Keeping Register or copies of return at a place other than registered office of the company

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	At least one day before the date of general meeting of the company	Registrar	Copy of the proposed resolution (s) along with copy of explanatory statement under section 102

Report on Annual General Meeting

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-15	Within 30 days from the date of the conclusion of the annual general meeting	Registrar	N.A.

Passing of special resolution by the company

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of the passing or making thereof	Registrar	Copy of resolution (s) along with copy of explanatory statement under section 102

Board resolution to approve quarterly, half yearly as the case may be.

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of passing the board resolution	Registrar	Certified copy of the board Resolution

Application for registration of creation, modification of charge (other than those related to debentures)

Form to be filed	Time limit	To be filed with	Documents required to be filed
CHG-1	Within 30 days of creation or modification or within additional 270 on payment of additional fees	Registrar	Instruments of creating/modification of Charge

Particulars for satisfaction of charge thereof

Form to be filed	Time limit	To be filed with	Documents required to be filed
CHG-4	Within 30 days from the date of satisfaction of charge in full	Registrar	Certificate from the Charge holder stating that the amount has been paid in full

Notice of appointment or cessation of receiver or manager

Form to be filed	Time limit	To be filed with	Documents required to be filed
CHG-6	Within 30 days from the date of passing of the order or of the making of the appointment	Registrar	- Copy of instrument appointing receiver/manager - Copy of court order - List of specified property of the company in case the appointment relates to specified property of the company - List of specified property of the company in case the appointment relates to income arising from specified property of the company.

Application to Central Government for extension of time for filing particulars of

registration of creation/ modifications/satisfaction of charge OR for rectification of omission or misstatement of any particular in respect of creation/modification/satisfaction of charge

Form to be filed	Time limit	To be filed with	Documents required to be filed
RD-2	No Time is specified (if instrument creating or modifying a charge is not filed within 300 days from the date of its creation or modification and where satisfaction of charge is not filed within 30 days from the date of satisfaction)	Regional Director (Power is delegated from Central Government to Regional Director)	• Affidavit verifying the petition • Instrument creating/modifying/satisfying the charge • Letter of authorization (in case of Authorised Representative of a foreign company) • Copy of resolution of the Board authorizing the filing of the application and appointing the authorized representative, if any • Confirmation from the Charge-holder • Balance Sheet and Annual Return of financial year in which form was filed for which rectification is done (if completed)

Application for registration of creation, modification of charge for debenture or rectification of particulars filed in respect of creation or modification of charge for debentures

Form to be filed	Time limit	To be filed with	Documents required to be filed
CHG-9	Within 30 days of creation or modification or within additional 270 on payment of additional fees	Registrar	• Copy of resolution authorizing the issue of debenture series • Instrument(s) of creation or modification of charge

Notice of Appointment of auditor by the company

Form to be filed	Time limit	To be filed with	Documents required to be filed
ADT-1	Within 15 days of the meeting in which the auditor is appointed.	Registrar	• The first auditor of a company, other than a Government company, is appointed by directors within 30 days from the date of incorporation. • In case of failure by board, by members within 90 days at an extraordinary general meeting and such auditor shall hold office till the conclusion of the first annual general meeting. [section 139(6)] Every company shall, at the first annual general meeting, appoint an individual or a firm as an auditor who shall hold office from the conclusion of that meeting till the conclusion of its sixth annual general meeting provided appointment shall be ratified by members at every annual general meeting.[section 139(1)] <u>Attachments</u> 1. Board Resolution 2. Copy of the intimation sent by the company 3. Certified true copy of resolution passed in the annual general meeting 4. Certified true copy of special resolution passed in the extraordinary general meeting along with explanatory statement. 5. Written consent of the auditor 6. Certificate from auditor that • eligible for appointment and is not disqualified for appointment under the Act, the Chartered Accountant Act,1949 and the rules or

			regulation made there under. • The proposed appointment is as per the term provided under the Act • The proposed appointment is within the limit laid down by or under the authority of the Act • The list of proceedings against the auditor or audit firm or any partner of the audit firm pending with respect to professional matters of conduct, as disclosed in the certificate, is true and correct.
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MGT-14	N.A	Registrar	In case of failure by board to appoint auditor, by members within 90 days at an Extraordinary General Meeting and such auditor shall hold office till the conclusion of the first annual general meeting. <u>Attachments</u> Copy of resolution
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Casual vacancy in the office of an auditor

Form to be filed	Time limit	To be filed with	Documents required to be filed
ADT-3	N.A	Registrar	For companies other than whose accounts are subject to audit by an auditor appointed by Comptroller and Auditor- General of India • Be filled by the Board of directors within 30 days but if it is as a result of resignation of an auditor, such appointment shall be approved by the company at a general meeting convened within 3 months of the recommendation of the Board and shall hold the office till the conclusion of the next annual general meeting <u>Attachments</u> • Resignation letter • Board Resolution

MGT-14	N.A	Registrar	To Approve the Appointment of auditor, appointed in the Board Meeting, at a general meeting. <u>Attachments</u> • Copy of resolution For companies whose accounts are subject to audit by an auditor appointed by the Comptroller and Auditor General of India Be filled by the Comptroller and Auditor General of India within 30 days and if Comptroller and Auditor General of India does not fill the vacancy within the said period, the Board of directors shall fill the vacancy within next 30 days.
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Removal of retiring auditor not to be reappointed at Annual General Meeting

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	N.A	Registrar	Retiring auditor shall not be reappointed at the Annual General Meeting if special resolution has been passed at that meeting appointing some other auditor or providing expressly that he shall not be reappointed. <u>Attachments</u> • Copy of resolution along with copy of explanatory statement under section

Removal of the auditor before expiry of his term

Form to be filed	Time limit	To be filed with	Documents required to be filed
RD-1	Within 30 days of the resolution	Regional Director(Power is delegated	The auditor appointed under section 139 may be removed from his office before the expiry of his term only by special resolution of the company, after obtaining the previous approval of the Central Government. Note: Power delegated to Regional Director (Application to Regional Director in Form ADT-2)

	passed by the board	from Central Government to Regional Director)	<u>Attachments to RD-1</u> • ADT-2* • Board Resolution • Statement of the grounds on which application is made
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ADT – 2*	N.A	Central Government	Attachments • Copy of the special resolution • Details of the grounds for seeking removal of auditor • Minutes of the annual general meeting or extraordinary general meeting
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MGT-14	N.A	Registrar	To remove auditor before the expiry of his terms only by way of special resolution . <u>Attachments</u> • Copy of resolution along with copy of explanatory statement under section 102
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Conversion of public Company into Private Company and vice versa

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT 14	Before filling INC-27 but not beyond 30 days of passing the special resolution	Registrar	• Copy(s) of resolution(s) along with the copy of notice and explanatory statement under section 102 • Altered memorandum of association and articles of association

INC-27	No time prescribed	Central Government (Registrar)	• Minutes of the member's meeting • Altered memorandum and articles of association • competent authority (if any); • Order for condonation of delay(if any).
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Application for the allotment of Director Identification Number

Form to be filed	Time limit	To be filed with	Documents required to be filed
DIR-3	Before appointment as Director	Regional Director, Joint Director, Deputy Director Assistant Director posted in the office of Regional Director, Noida	• Self-attested proof of identity of applicant • Self-attested proof of residence of applicant

To buy, sell investments held by the company (other than trade investments), constituting 5% or more of the paid up share capital and free reserves of the investee company

Form to be filed	Time limit	To be filed with	Documents required to be filed
MGT-14	Within 30 days of passing the board resolution	Registrar	• Certified copy of the board Resolution

Information to be filed by foreign company at the time of registration

Form to be filed	Time limit	To be filed with	Documents required to be filed
FC-1	Within 30 days	Registrar	• Certified copy of the charter, statutes/ memorandum / articles of the company;

	of establishment of the place of Business in India		- the full address of the registered or principal office; - A detailed list of the directors and secretary of the company; - Reserve bank of India approval letter; - Power of attorney or board resolution in favor of the authorized representative(s); - The name(s) and address (s) of one or more persons resident in India; - The full address of the office in India; - Particulars of opening and closing of a place of business in India on earlier occasion or occasions; - Declaration that none of the directors of the company or the authorized representative in India has ever been convicted or debarred from formation of companies and management in India or abroad. - All the documents must be translated in English - All the documents must: - If the country belongs to Hague convention, apostilization will be required. - If the country belongs to Commonwealth nations, notarization will be required. - In case of other countries, documents should be notarized and consularized by Indian embassy.
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Return of alteration in the documents filed for registration by foreign company

Form to be filed	Time limit	To be filed with	Documents required to be filed
FC-2	within 30 days from the date on which the alteration was made or occurred	Registrar	- Copy of certified Board resolution, if any; - Copy of the general meeting resolution, if any; - Copy of approval letter, if any; - Translated version of the documents (in case it is not in English)

Annual accounts along with the list of all principal places of business in India established by foreign company

Form to be filed	Time limit	To be filed with	Documents required to be filed
FC-3	within 6 months from the end of the financial year	Registrar	Foreign company shall require to file financial statement of the company along with the list of all the places of business established by the foreign company in India - Certified copy of balance sheet and profit and loss account duly authenticated under section 381(1)* - Certified copy of latest consolidated financial statement of parent company; - Statement of related party transactions as per rule 4(2)(a); - Statement of repatriation of profits as per rule 4(2)(b); - Statement of transfer of funds as per rule 4(2)(c); - List of all the places of business established by the foreign company in India; - Approval letter obtained for every establishment.

Filing of Annual Return of a Foreign company

Form to be filed	Time limit	To be filed with	Documents required to be filed
FC-4	within 60 days from the last day of its financial year	Registrar	- Details of Promoters , Directors and Key managerial personnel and changes therein since close of previous financial year; - Details of directors and key managerial personnel and their remuneration; - Details of the meeting of the members or class thereof, board

			and its various committees along with attendance details; Particulars of members and debenture holders along with changes therein since the close of previous financial year;
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Documents required to be filed with Registrar when foreign company ceases to have a place of business in India

Form to be filed	Time limit	To be filed with	Documents required to be filed
GNL-2	Give a notice that co. cease to have business India (no time limit)	Registrar	- If any foreign company cease to have a place of business in India it shall require to file a notice of the fact to Registrar and - as from the date on which notice is so given the obligation of the company to deliver documents with Registrar shall cease .