

ROC FILING FORMS AS PER MCA

SL No.	PARTICULARS	FORM No.
A	Incorporation Of Company	
1	OPC- Consent of nominee of OPC	INC-3
2	Change of member/ Nominee of OPC	INC-4
3	Declaration of CA/CS/CMA	INC-8
4	Declaration of all subscribers and first director	INC-9
5	Certification of Incorporation of central registration central	INC-11
6	Memorandum of Association for Sec-8 Companies	INC-13
9	Change of Address of Registered Office	INC- 22
10	Conversion of Public Company into PVT, Private into Public	INC-27
11	Spice Form	INC-32
12	E-MOA	INC-33
13	E-AOA	INC-34
B	MANAGEMENT AND ADMINISTRATION	
1	Registers of Members	MGT-1
2	Registers of Debenture holders/others Security holders	MGT-2
3	Notice Regarding Place of Keeping the Register	MGT-3
4	Member who is not a Beneficiary	MGT-4
5	Beneficiary who is not a Member	MGT-5
6	Company submit to ROC regarding MGT-4 and MGT-5	MGT-6
7	Annual Return	MGT-7
8	Proxy Form	MGT-11
9	Polling Paper	MGT-12
10	Filing of Resolution and agreements with ROC	MGT-14
C	ACCOUNTS AND AUDITORS	
1	Related Party Transactions	AOC-2
2	Filing Of Financial Statements and other Documents to ROC	AOC-4
3	Notice of Appointment of Auditors	ADT-1
4	Removal of Auditors	ADT-2
5	Resignation of Auditors	ADT-3
D	CHARGES	
1	Certificate of Registration	CHG-2
2	Modification of Charge	CHG-3
4	Satisfaction of Charge	CHG-4
5	Condonation of delay to Charges	CHG-8

E	SHARE CAPITAL	
1	Share Certificate	SH-1
2	Registers of Renewed/ Duplicate Certificate	SH-2
3	Register of Sweat Equity Share	SH-3
4	Register of Employees Stock Option	SH-6
5	Notice for Alteration of Share	SH-7
6	Letter of Buy Back	SH-8
7	Registers of Buy Back	SH-10
8	Information Memorandum	PAS-2
9	Return of Allotment	PAS-3
10	Private Placement Offer Letter	PAS-4
11	Record of Private Placement Offer	PAS-5
F	DIRECTORS	
1	Consent to Act as Directors	DIR-2
2	Apply for DIN	DIR-3
3	Declaration of Disqualification by Directors	DIR-8
4	Declaration of Disqualification by Company	DIR-9
5	Application for Removal of Disqualification	DIR-10
G	Miscellaneous	
1	Certificate of Status of Dormant Company	MSC-2
2	Return of Dormant Company	MSC-3
3	Seeking Status of Active Company	MSC-4
4	Certificate of Status of Active Company	MSC-5