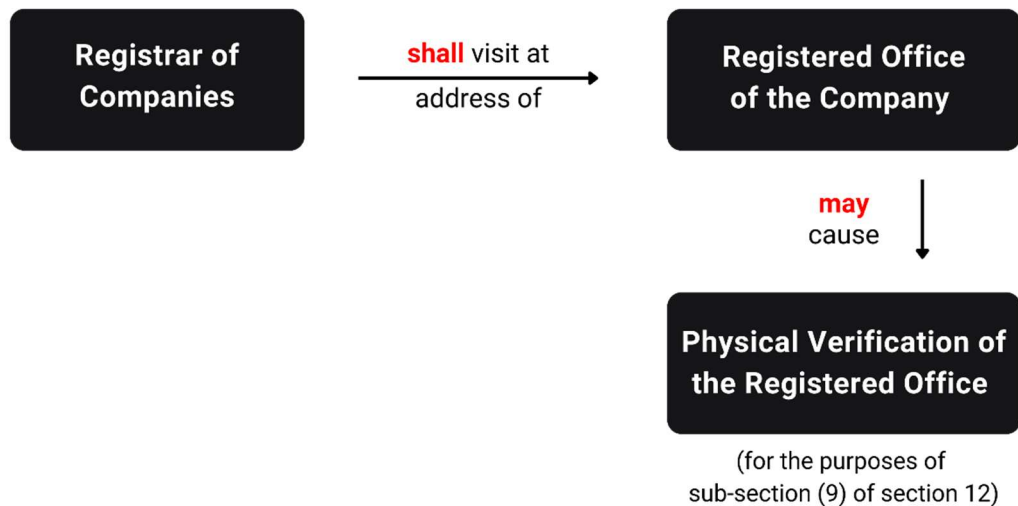


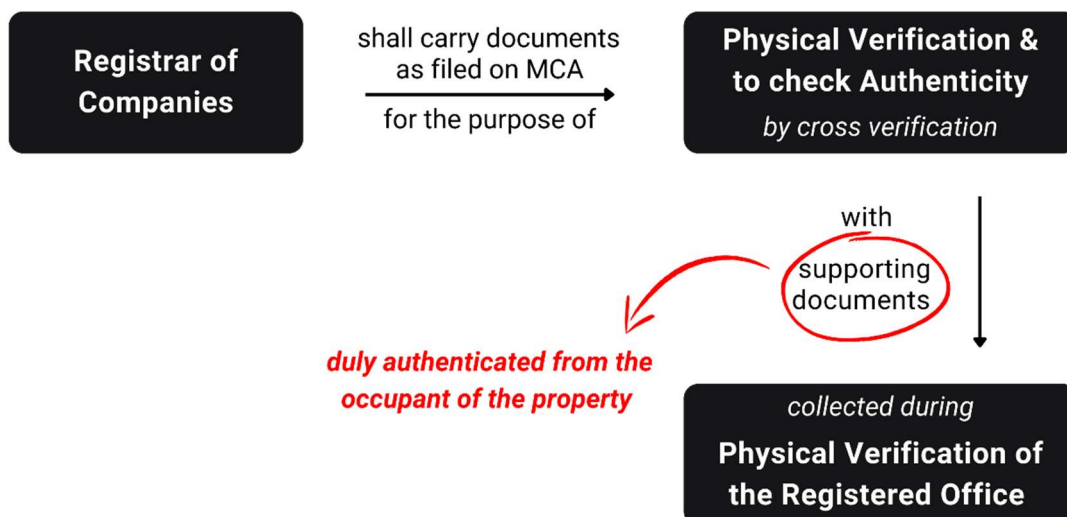
MCA notifies Companies (Incorporation) Third Amendment Rules, 2022

Rule 25B to be inserted after Rule 25A in the Companies (Incorporation) Rules, 2014

25B. Physical verification of the Registered Office of the company



- in presence of two independent witness of the locality, and
- may also seek assistance of the local Police for such verification



- ❖ The **Registrar shall take a photograph of the registered office** of the company while causing physical verification of the same.
- ❖ Where the Registered Office of the company is found to be not capable of receiving and acknowledging all communications and notices, the **Registrar shall send a notice to the Company and all the Directors of the company**, of his intention to remove the name of the company from the register and requesting them to send their representations, if any, **within a period of 30 days** from the date of the notice.

❖ **Report of the Physical Verification shall be prepared in following format by Registrar:**

1. Name and CIN of the company
2. Latest address of the Registered Office of the company as per MCA record
3. Date of authorisation letter issued by the Registrar
4. Name of the Registrar of Companies
5. Date and Time of visit for physical verification of the registered office
6. Location details along with Landmark
7. Details of the person available, if any at the time of the visit-
 - i. Name
 - ii. Father's Name
 - iii. Residential address
 - iv. Relationship with the company, if applicable
8. Remarks, if any
9. Documents attached
 - i. Copy of the agreement/ownership/rent agreement/No Objection Certificate of the registered office of the company from owner/tenant/lessor
 - ii. Photograph of the registered office
 - iii. Self-Attested ID-Card of the person available, if any
 - iv. Any other document(s)

Date:

Place:

Signature

Name and Designation of the
official with official address.