



30. CONDONATION OF DELAY IN SUBMISSION OF VARIOUS FORMS

The delay in submission of various forms relating to registration of articles/audit service (Regulation 46 & 69) supplementary deed of articles (Regulation 58), permission to pursue other course/other engagement or occupation (Regulation 65), completion of articles/audit service (Regulation 61, 62, 75 and 76) etc may be condoned subject to compliance of requirements and payment of condonation fee as detailed below :

(i) Documents to be submitted for condonation of delay

Sl. No	Description	Period of Delay	Documents to be submitted
1	Submission of form 103 for registration of articles (Regulation 46(2) & (3))	Beyond 30 days and up to one year	(1) Original deed of articles executed in Form 102 (2) Work diary / attendance record (3) Stipend proof
2	Submission of form 107 for registration of supplementary articles (Regulation 50)	Beyond 60 days and upto 6 months	(i) original agreement executed in form 107 supplementary deed (ii) Work diary/attendance record (iii) Stipend proof
3	Submission of form 108 for completion of articles (Reg 61)	Beyond 30 days and upto 3 years	No documents are required to be called for and verified.
		Beyond 3 years	Anyone of the following (i) Work Diary (ii) Stipend Proof (iii) Attendance Record (iv) Details of work done



Permission to engage in other occupation /other course of studies

Form 112 duly filled in and signed by the Principal, articulated/audit assistant and the concerned authority alongwith a request for condonation of delay stating reasons therefor together with the levy fee While submitting Form 112 in case of engagement in other occupation the documents mentioned in the respective chapter may also be submitted.

(ii) Schedule of Levy Fee for condonation of delay

Period of Delay	Corresponding fees to be paid
30 days beyond specified period	Rs. 100
31 - 180 days beyond specified period	Rs. 300
After 181 days beyond the specified period	Rs.1,000