

NEW E-FORMS UNDER COMPANIES ACT, 2013



COMPANY MANUAL-2013





e-forms



General Circular No. 6,

- All filing on MCA blocked except few forms like annual filing, closure etc. till 13.04.2014.
- It was proposed to introduce 39 new e-forms w.e.f. 14.04.2014 and 7 e-forms w.e.f. 28.04.2014
- These new-forms were available on the MCA website during this period for users to download and familiarize themselves with the nuances of the new forms.



Road Map to new e-forms contd..

Public notice dated 11th April 2014

- MCA notifies single phase roll-out instead of the earlier notified staggered roll out.
- All E-Forms to be available for upload with effect from 28th April, 2014
- Thus, all filing (except few forms) stopped till 27th April, 2014.
- On 28th April, 2014, 46 new e-forms became available for filing from 10 A.M.



Road Map to new e-forms – Transitional Phase



Technical difficulties in filling, certifying and uploading

- Almost all the new forms posed difficulty.
- MCA requests users to raise tickets

46 new e-forms have been made available for filing w.e.f. 28.04.2014. In case there is any issue faced by stakeholders in filling up or filing any of these 46 e-forms, they are requested to raise ticket with MCA helpdesk by using link www.mca.gov.in/MinistryV2/complaints.html. In addition to describing the problem in the ticket they should also attach the filled form along with error screen shot for speedy redressal of the issues. The stakeholders should quote the ticket number while making correspondence with MCA offices



Road Map to new e-forms – Transitional Phase



Technical difficulties in filling, certifying and uploading

Based on user responses, MCA is updating the forms every day and issuing newer versions

*Version of Form INC-1, Form MGT-14, Form GNL-1, Form GNL-3, Form DIR-6, Form DIR-12, Form CHG-4 has been updated on **3rd May 2014**. Please ensure that you have downloaded the latest version for filing.*

*Version of Form DIR-3 and DIR-11 has been updated on **04-05-2014**. Please ensure that you have downloaded the latest version for filing.*

*Version of Forms INC-22, SH-7, MR-1, PAS-3, INC-7, DIR-12 has been updated on **06-05-2014**. Please ensure that you have downloaded the latest version for filing.*



Nomenclature of various forms prescribed under the provisions of Companies Act, 2013

- Forms under the new Act are mandatorily numbered alpha-numeric.
- Initial of forms is to be started with alphabet of two or three letters based on the subject of the Chapter, followed by serial number of the form.



Summary of chapter wise nomenclature of forms

Chapter No.	Particulars of Chapter	Form No. Starts with
II	<u>I</u> NCORPORATION OF COMPANY AND MATTERS INCIDENTAL THERETO	INC
III	<u>P</u> ROSPECTUS AND <u>A</u> LLOTMENT OF <u>S</u> ECURITIES	PAS
IV	<u>S</u> HARE CAPITAL AND DEBENTURES	SH
V	ACCETANCE OF <u>D</u> E <u>P</u> O <u>S</u> I <u>T</u> BY COMPANIES	DPT
VI	<u>C</u> H <u>A</u> R <u>G</u> E <u>S</u>	CHG
VII	<u>M</u> A <u>N</u> A <u>G</u> E <u>M</u> E <u>N</u> T AND ADMINISTRATION	MGT
VIII	DECLARATION AND PAYMENT OF <u>D</u> I <u>V</u> I <u>D</u> E <u>N</u> D	DIV
IX	<u>A</u> C <u>C</u> O <u>N</u> T <u>S</u> <u>O</u> F <u>C</u> O <u>M</u> P <u>A</u> N <u>I</u> E <u>S</u>	AOC
X	<u>A</u> <u>D</u> I <u>T</u> AND AUDITORS	ADT
XI	APPOINTMENT AND QUALIFICATIONS OF <u>D</u> I <u>R</u> E <u>C</u> T <u>O</u> R <u>S</u>	DIR



Summary of chapter wise nomenclature of forms

Chapter No.	Particulars of Chapter	Form No. Starts with
XII	<u>M</u> EEETINGS OF <u>B</u> OARD AND ITS <u>P</u> OWERS	MBP
XIII	APPOINTMENT AND REMUNERATION OF <u>M</u> ANAGE <u>R</u> IAL PERSONNEL	MR
XXI	<u>C</u> OMPANIES AUTHORISED TO <u>R</u> EGISTER <u>U</u> NDER THIS ACT	URC
XXII	<u>C</u> OMPANIES INCORPORATED OUTSIDE INDIA	FC
XXIV	REGISTRATION OFFICES AND FEES	GNL
XXVI	<u>N</u> ID <u>H</u> IS	NDH
XXVIII	SPECIAL COURT	MAC
XXIX	MEMORANDUM OF APPEAL	ADJ
XXIX	<u>M</u> IS <u>C</u> ELLANEOUS	MSC



INC 1 – Application for Name Availability

Governing Section, Rule and provisions

- eForm INC-1 is required to be filed pursuant to **Section 4(4)** of the Companies Act, 2013 and **Rule 8 & 9** of Companies (Incorporation) Rules, 2014
- **Fees** – Rs. 1000/-
- **Purpose** – checking name availability for new incorporation or name change.

New incorporation, parts A, B and C to be filled up

Name Change, Parts, B, C and D to be filled up

- Technically, no attachment is mandatory.
- Form can be filed with applicant DSC only. No provision for professional certification.



INC 1 – Application for Name Availability

New fields in the form:

- **Occupation type – To be clicked from the fixed options provided. No others filed is there.**
- **Whether the promoters are carrying on any Partnership firm, sole proprietary or unregistered entity in the name as applied for - If yes, NOC to be attached from all owners/partners of such entity for use of such name**
- **Whether the proposed name(s) contain(s) name of any person other than promoter(s) or their close blood relatives - If yes, attach No Objection Certificate from such person(s)**



INC 1 – Application for Name Availability

New fields in the form contd...

- Whether the proposed name(s) include(s) the name of relatives - **If yes, attach proof of relation**
- Whether the proposed name is indicative of the object of the proposed company – **Yes or no to be clicked**
- Whether the proposed name is in resemblance with any class of Trade Marks Rules, 2002 - **If yes, please specify the Class(s) of trade mark**
- In case the name is similar to any existing company or to the foreign holding company, specify name of such company and also attach copy of the No Objection Certificate by way of Board resolution (Duly attested by a Director of that company)



INC 1 – Application for Name Availability

Important points for observation

- Names released on change of name not to be allowed for 3 years even for group company except subject to specific direction from the competent authority in the course of compromise, arrangement and amalgamation.
- No resubmission of form is permitted.
- Filing of Incorporation documents shall be allowed as per below timelines:
 - ❖ If the eForm is approved on or before 11.00 AM of any working day then the corresponding Incorporation eForms cannot be filed before 7.00 PM of the same working day.
 - ❖ If the eForm is approved after 11.00 AM of any working day or at any time on holiday/non-working day then the corresponding Incorporation eForms cannot be filed before 7.00 PM of the next working day.



INC 1 – Application for Name Availability

Important points for observation

- While mentioning the significance of the proposed name, it should be mentioned why such word cannot be done without in the name.
- If the proposed name is or has used any word in any vernacular language eg: Hindi, Marathi, Tamil etc., then please mention the language.
- Authorised capital is not required to be provided at the time of name availability.



Quick re-cap of the INC-1



FORM NO	PURPOSE	DETAILS REQUIRED	ATTACHMENTS REQUIRED	DSC and Due date	FEE
INC 1 (sec4(4), rule 8,9 of incorp rules)	Application for reservation of name	<ol style="list-style-type: none"> 1. Details of applicant 2. Type/class/category/subcategory of proposed company 3. Name of the state in which the proposed co. to be registered 4. Details of promoters 5. Object of proposed company 6. Particulars of proposed directors 7. Particulars about proposed name (Maximum 6 names) 8. Whether central govt approval required for name <p>Incase of existing company</p> <ol style="list-style-type: none"> 1. Any direction from central govt 2. Whether in accordance with rule 8(8) of specific direction of competent authority 3. Whether name requires change in main objects 	No mandatory attachments	KMP	Rs.1000



FORM INC 7 - Application for Incorporation of Company (Other than OPC)

Governing Section, Rule and provisions

- eForm INC-7 is required to be filed pursuant to **Section 7 (1)** of the Companies Act, 2013 and pursuant to **Rule 10, 12, 14 and 15** of Companies (Incorporation) Rules, 2014
- **Filing fees** – Depends on authorised capital. Table of fees has been given separately for Small company and other company.



FORM INC 7 - Application for Incorporation of Company (Other than OPC)

Governing Section, Rule and provisions

- **Purpose** – To file application with ROC regarding incorporation of company supported by all relevant documents.
- **Mandatory attachments** –
 - MOA,
 - AOA,
 - Declaration by professionals,
 - affidavit by all subscribers and directors,
 - verification of signature & photo,
 - proof of residence & identity



FORM INC 7 - Application for Incorporation of Company (Other than OPC)

New Fields in the form

- **Correspondence address till registered office is established**
- **Place of birth of promoters (District & State)**
- **Area of occupation and Educational Qualification of promoters**
- **Duration of stay at present residence. If Duration of stay at present address is less than one year then address of previous residence**
- **Whether the Articles are entrenched or not**



FORM INC 7 - Application for Incorporation of Company (Other than OPC)

Important points for observation

- In case of subscriber being a body corporate, person authorised to represent should not once again be a subscriber in individual capacity.
- Apart from providing PAN atleast one more ID proof of every subscriber has to be provided.

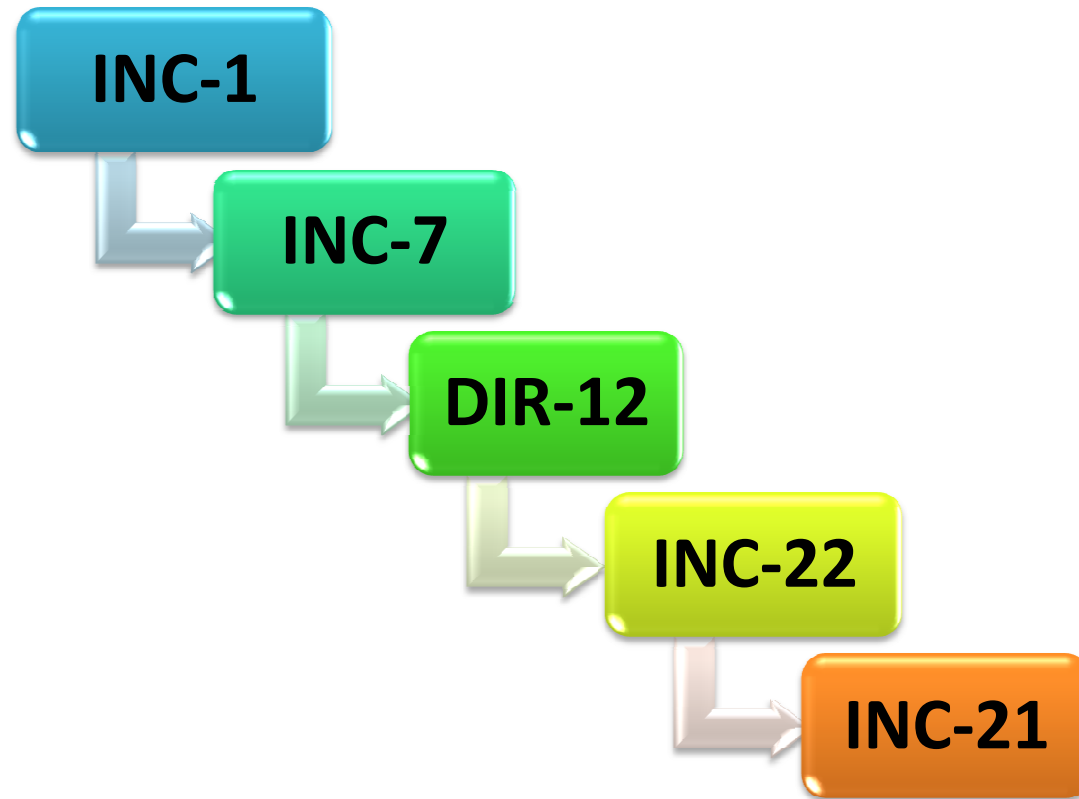


Quick re-cap of the INC-7

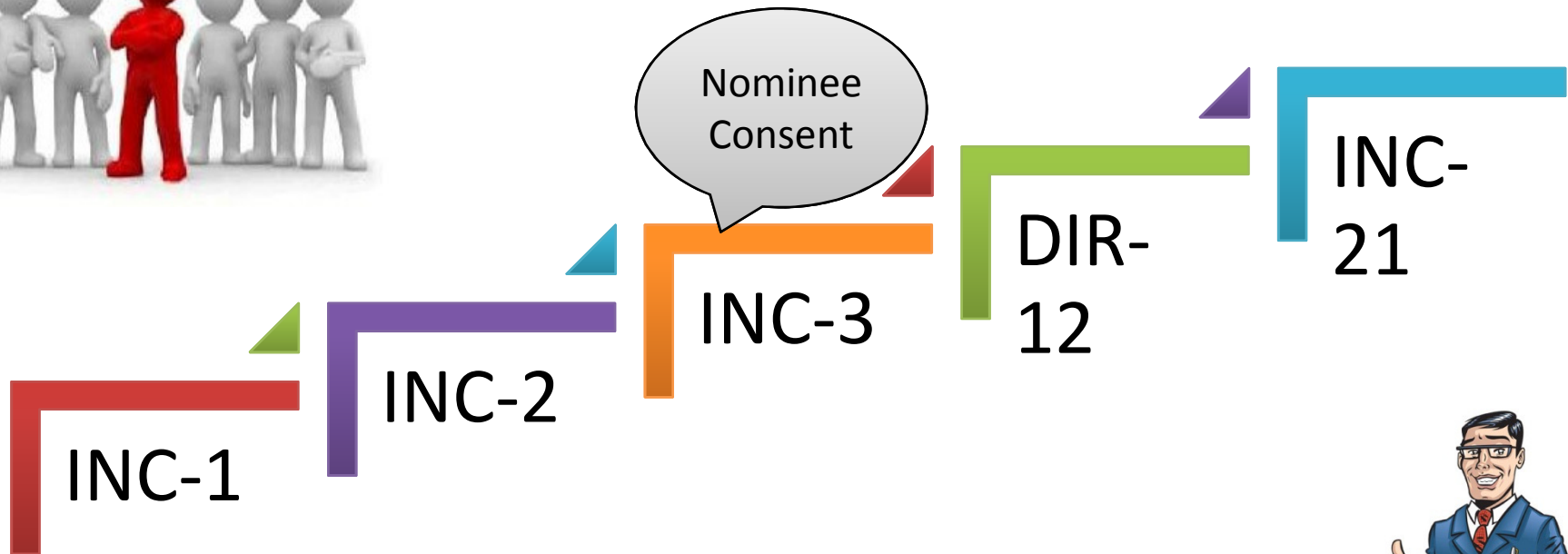
FORM NO	PURPOSE	DETAILS REQUIRED	ATTACHMENTS REQUIRED	DSC and Due date	FEE (FIGURES IN RS.)
INC 7 (sec 7(1), rule 10,12,14, 15	Application for Incorporation (Other than OPC)	<ol style="list-style-type: none"> 1. SRN of form INC 1 2. Whether having capital 3. Address 4. Main division of industrial activity of company 5. Any activities requires approval from sectoral regulator 6. Details of promoters 7. Articles entrenched or not 8. Particulars of payment of stamp duty 	<ol style="list-style-type: none"> 1. MOA 2. AOA 3. Declaration in form INC8 4. Proof of residential address 	Director or Manager or CS	<ol style="list-style-type: none"> 1. Small Company: Rs. 2,000/- 2. Other than Small company: Rs. 5000 + Rs. 400 for every Rs. 10,000/-



Forms to be filed for incorporation of company (other than OPC)



Forms to be filed for incorporation of OPC



FORM INC 22

Notice of situation or change of situation of
registered office and verification

Corresponding form under CA, 1956 - **18**



Form INC 22 - Notice of situation or change of situation of registered office and verification

Governing Section, Rule and provisions

- **Purpose** – notice of registered office at time of incorporation and notice of change in registered office after that.
- **Mandatory Attachments –**
 - Proof of registered office,
 - utility bills,
 - proof of permission to use (in case not owned)



Important points for observation:

- Registered office address can be filed within 30 days of incorporation.
- Any Change to be reported within 15 days.
- In case of One Person Company, the particulars of the registered office address can be filed in e-Form INC-2 only.
- List of all the companies (specifying their CIN) having the same registered office address, if any, has to filled in.



Quick re-cap of the INC-22

FORM NO	PURPOSE	DETAILS REQUIRED	ATTACHMENTS REQUIRED	DSC and Due date	FEE (FIGURES IN RS.)
INC 22 (sec 12(2),(4) & rule 25, 27)	Notice of situation of change in registered office	<ol style="list-style-type: none"> Name address and purpose Details of registered office Name of the proposed RoC or new RoC, address Particulars of utility service bill depicting the address of reg office. 	<ol style="list-style-type: none"> Proof of reg.off address Copy of utility service bill 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 Copy of order of competent authority 	KMP Practicing professional (Incorporation - within 30 days) (changes – within 15 days)	Having capital Less than 100,000 = 200 1,00,000 – 4,99,999 = 300 5,00,000 – 24,99,999=400 25,00,000-99,99,999=500 1C or more = 600 Not having sh.capital = Rs.200



FORM DIR 12

Particulars of appointment of directors and the key managerial personnel and the changes among them

Corresponding form under CA, 1956 - 32



Form DIR 12 - Particulars of appointment of directors and the key managerial personnel and the changes among them

Governing Section, Rule and provisions

Purpose –

- Particulars of first directors
- Appointment of Directors and KMP
- Change in particulars relating to Directors and KMP
- Resignation of directors and KMP

Mandatory Attachments –

- For appointment – Consent letter & Appointment Letter
- For resignation – Evidence of cessation, notice of resignation



New fields introduced

- Gender of appointee
- Interest in other entities
- Nature of interest
- Shareholding in other entities



Important points for observation

- **Form can be filed with different event dates provided all fall within 30 days.**
- **For 2 events related to same person, different forms have to be filed.**
- **In case of appointment of a director the person being appointed should not be associated with more than 20 companies as a Director**
- **In case of public company, the appointment of director shall not be allowed if he is already a Director in more than 10 public companies.**



Quick re-cap of the DIR-12

FORM NO	PURPOSE	DETAILS REQUIRED	ATTACHMENTS REQUIRED	DSC and Due date	FEE (FIGURES IN RS.)
DIR 12 7(1)(C), 168, 170(2), rule 17 of incorp rules, 8,15,18 of appt &quail rules)	Appointment and change of director / KMP	<ol style="list-style-type: none"> 1. SRN of Form INC1 2. Details of MD & Director 3. Details of interest in other entities 4. 	<ul style="list-style-type: none"> • Consent letter • Notice of resignation • Evidence of cessation 	KMP Practicing professional (within 30 days)	<p>Having capital</p> <p>Less than 100,000 = 200</p> <p>1,00,000 – 4,99,999 = 300</p> <p>5,00,000 – 24,99,999=400</p> <p>25,00,000-99,99,999=500</p> <p>1C or more = 600</p> <p>Not having sh.capital = Rs.200</p>



Form DIR-11 - Notice of resignation of Director to Registrar

Purpose of the form

To forward a copy of the resignation of the director to the ROC, by the director himself giving detailed reasons for resignation.

Mandatory Attachments

- Notice of resignation filed with the company
- Proof of dispatch
- Acknowledgement received from company, if any



Important points for observation

- Date of appointment and reason for resignation also needs to be filled in at the time of filing this form.
- As per the help kit DIR 11 and DIR 12 can be filed in any order.
- Presently there is an issue whereby director is unable to file DIR 11 if DIR-12 is already filed.
- eForm DIR 11 will be auto-approved.



Purpose of form

To file resolutions with ROC

Following resolutions require registration with ROC

Sec 94 –

- *Place of keeping of Register of Members & Annual Return*

Section 117 –

- *special resolutions*
- *Resolution of BoDs relating to MDs*
- *resolutions requiring a company to be wound up voluntarily passed in pursuance of section 304*

Section 180(1)(a), 180(1)(c)

- *to sell, lease or otherwise dispose of the whole or substantially the whole of the undertaking of the company*
- *to borrow money, where the money to be borrowed, together with the money already borrowed by the company will exceed aggregate of its paid-up share capital and free reserves*



Resolutions requiring registration Contd...

Sec 179(3) – Powers which can be exercised at Board meeting only

- *to make calls on shareholders in respect of money unpaid on their shares;*
- *to authorise buy-back of securities under section 68;*
- *to issue securities, including debentures, whether in or outside India;*
- *to borrow monies;*
- *to invest the funds of the company;*
- *to grant loans or give guarantee or provide security in respect of loans;*
- *to approve financial statement and the Board's report;*
- *to diversify the business of the company;*
- *to approve amalgamation, merger or reconstruction;*
- *to take over a company or acquire a controlling or substantial stake in another company;*



Resolutions requiring registration Contd...

Sec 179(3) – Powers which can be exercised at Board meeting only contd....

- to make political contributions;
- to appoint or remove key managerial personnel (KMP);
- to take note of appointment(s) or removal(s) of one level below the Key Management Personnel;
- to appoint internal auditors and secretarial auditor;
- to take note of the disclosure of director's interest and shareholding;
- to buy, sell investments held by the company (other than trade investments), constituting five percent or more of the paid up share capital and free reserves of the investee company;
- to invite or accept or renew public deposits and related matters;
- to review or change the terms and conditions of public deposit;
- to approve quarterly, half yearly and annual financial statements or financial results as the case may be.



Important points for observation

- **This form can be filed for different event dates all falling within 30 days of due date.**
- **However where two resolutions pertain to same event , then separate forms have to be filed.**
- **Details of upto 10 resolutions can be entered in form. Rest can be attached as optional attachment.**
- **In case of agreements, only 1 agreement per form can be filed.**



Mandatory attachments

- **Certified true copy of resolution(s) along with copy of explanatory statement under section 102 (Mandatory in case resolution or postal ballot is selected at serial no 3).**
- **Altered memorandum of association (Mandatory in case any change in MOA).**
- **Altered articles of association (Mandatory in case of any change in AOA).**
- **Copy of agreement (Mandatory in case agreement is selected at serial no 3).**



Form PAS – 3 - Return of Allotment

Governing Section, Rule and provisions

Purpose of Form

- To file details of allotment of securities to ROC

Mandatory Attachments

- List of allottees
- Copy of Board or Shareholders' resolution approving allotment of shares is mandatory in all cases
- Valuation Report from the registered valuer is mandatory in case obtained from valuer.
- Copy of Contract/Complete particulars of contract duly stamped is mandatory to attach in case securities are issued other than cash
- Complete record of private placement offers and acceptances in Form PAS-5 is mandatory in case of private placement
- Copy of the special resolution authorizing the issue of bonus shares is mandatory in case of bonus issue.



New fields introduced

- Classification of securities into
 - Preference Shares
 - Equity Shares without differential voting rights
 - Equity Shares with differential voting rights
 - Debentures
- Complete details of private placement offer including many declarations
- Debt Structure of the company after taking into consideration the above allotment(s) of debentures/ other security –
 - Debentures,
 - Secured Loans
 - others



Important points for observation

- Attachments to be certified by same person whose DSC will be used for filing form.
- Till Section 247 is notified, valuation shall be done by an independent merchant banker registered with SEBI or an independent PCA having minimum 10 years of experience.
- In case of private placement, PAN and email id of allottees also need to be provided.
- Form needs to be filed for allotment of shares as well as debentures.



Important points for observation contd...

- Form can be filed for different event dates provided all fall within 30 days.
- Allotment for cash – upto 5 allotment can be filed in single form
- Allotment for consideration other than cash – up to 3 allotments can be filed in single form
- The eForm will be auto approved (STP)



Quick re-cap of the PAS - 3

FORM NO	PURPOSE	DETAILS REQUIRED	ATTACHMENTS REQUIRED	DSC and Due date	FEE (FIGURES IN RS.)
PAS 3 (Sec 39(4) and 42(9) & Rule 12, 14 of prospectus and allotment of securities rules 2014)	Return of allotment	<ol style="list-style-type: none"> Securities allotted payable in cash – date and securities details Securities allotted consideration other than cash – date and securities details, details of consideration Whether any agreement or contract executed for other than cash Details of valuation report, bonus shares, private placement, capital structure, debt structure Post issue capital structure 	<ol style="list-style-type: none"> List of allottees Copy of board or shareholders resolution 	KMP Practicing professional (with in 30 days)	Having sh.capital Less than 100,000 = 200 1,00,000 – 4,99,999 = 300 5,00,000 – 24,99,999=400 25,00,000-99,99,999=500 1C or more = 1000 Not having sh.capital – 200



Governing Section, Rule and provisions

eForm SH-7 is required to be filed pursuant to Section 64 (1) of the Companies Act, 2013 and rule 15 of Companies (Share Capital & Debentures) Rules, 2014.

Fees

The difference between fee applicable on the increased share capital and fee applicable on existing authorized capital, **at the rates prevailing on the date of filing the notice**, shall be payable.



Purpose of form

- To give notice to ROC regarding any change in the authorised capital of the company.

Mandatory Attachments

- Certified true copy of the resolution for alteration of capital is mandatory in case of increase in share capital independently by company.
- Certified true copy of board resolution authorizing redemption of redeemable preference shares is displayed and mandatory in case of redemption of redeemable preference shares.
- Altered memorandum of association is mandatory in case of increase in share capital independently or by order of Central Government or increase in number of members.
- Altered articles of association is mandatory in case the same are altered.



Quick re-cap of the SH-7

FORM NO	PURPOSE	DETAILS REQUIRED	ATTACHMENTS REQUIRED	DSC and Due date	FEE (FIGURES IN RS.)																					
SH 7 (sec 64(1) & rule 15 of sh.cap and deben rules)	Alteration of share capital	<ol style="list-style-type: none"> Purpose of the form In accordance with sec 61(1) – details of capital In accordance with sec 62(6) – details of capital Division of additional capital Notice in accordance with sec 61 Revised capital structure Whether AoA altered Details of payment of stamp duty 	1. Altered MoA	1. KMP 2. Practicing professional	MoA registration fee																					
					<table> <tr> <td>Fixed</td> <td>For every 10000 or part thereof</td> </tr> <tr> <td>Upto 1 L</td> <td></td> </tr> <tr> <td>5000</td> <td>NA</td> </tr> <tr> <td>1L -5L</td> <td></td> </tr> <tr> <td>5000</td> <td>400</td> </tr> <tr> <td>5L – 10L</td> <td></td> </tr> <tr> <td>21000</td> <td>300</td> </tr> <tr> <td>10L – 50L</td> <td></td> </tr> <tr> <td>36000</td> <td>300</td> </tr> <tr> <td>50L – 1C</td> <td></td> </tr> <tr> <td>156000</td> <td>100</td> </tr> <tr> <td>More than 1C</td> <td></td> </tr> <tr> <td>206000</td> <td>75</td> </tr> </table>	Fixed	For every 10000 or part thereof	Upto 1 L		5000	NA	1L -5L		5000	400	5L – 10L		21000	300	10L – 50L		36000	300	50L – 1C		156000
Fixed	For every 10000 or part thereof																									
Upto 1 L																										
5000	NA																									
1L -5L																										
5000	400																									
5L – 10L																										
21000	300																									
10L – 50L																										
36000	300																									
50L – 1C																										
156000	100																									
More than 1C																										
206000	75																									



Form DIR – 3 - Application for allotment of Director Identification Number

Governing Section, Rule and provisions

eForm DIR-3 is required to be filed pursuant to Section 153 of the Companies Act, 2014 & Rule 9(1) of the Companies (Appointment and Qualification Of Directors) Rules, 2014

Fees

Rs. 500/-



Form DIR – 3 - Application for allotment of Director Identification Number

Purpose of the form

To apply for obtaining Director Identification Number

Mandatory Attachments

- Proof of Identity of applicant
- Proof of residence of applicant
- Copy of verification by the applicant as per Form No. DIR-4.
- Photo



New Fields introduced

- Occupation type and area of occupation – To be selected from drop down list.
- Application needs to be digitally signed by both applicant and professional.
- List showing probable reasons for rejection of application is available in the help kit.



Form DIR – 6 - Intimation of change in particulars of Director to be given to the Central Government

Governing Section, Rule and provisions

- eForm DIR-6 is required to be filed pursuant to **Rule 12(1)** of the Companies (Appointment and Qualification of Directors) Rules, 2014

Fees

No fee



Form DIR – 6 - Intimation of change in particulars of Director to be given to the Central Government

Purpose of the form

To intimate to MCA in case of change(s) in director's particular(s) as stated in eForm DIR-3 /Old form DIN1 within a period of 30 days of any such change.

Mandatory attachments

- Proof of change in particulars
- Copy of verification by the director in Form No. DIR-7
- In case of Indian nationals, Income-tax PAN is a mandatory requirement for proof of identity.



Form DIR – 6 - Intimation of change in particulars of Director to be given to the Central Government

Points for observation:

- Form needs to be digitally signed both by applicant and professional.
- No other major change.



Important changes in charge related forms

- **Form can be filed either by Company or charge holder.**
- **DSC of other party is not necessary.**
- **Forms will be approved after review by ROC.**
- **Some new fields have been introduced in the e-form asking if form is being filed within 30/300 days**



MAPPING OF 46 NEW E-FORMS

S.No.	New E-form under CA, 2013	Corresponding old form under CA, 1956	Purpose of Form as per Companies Act, 2013
1	INC-1	1A	Application for reservation of name
2	INC-2	New form	Form for Incorporation and nomination (One Person Company)
3	INC-3	New Form	Form for consent of nominee of One Person Company
4	INC-4	New form	Form for change in member/nominee of One Person Company
5	INC-5	New form	Form for intimation of exceeding threshold of One Person Company
6	INC-6	New form	Application for Conversion
7	INC-7	1	Application for Incorporation of Company (Other than One Person Company)
8	INC-18	New form	Application to Regional Director for conversion of section 8 company into any other kind of company



MAPPING OF 46 NEW E-FORMS

S.No.	New E-form under CA, 2013	Corresponding old form under CA, 1956	Purpose of Form as per Companies Act, 2013
9	INC-20	NEW FORM	Intimation to Registrar of revocation or surrender of license issued under section 8
10	INC-21	19	Declaration prior to the commencement of business
11	INC-22	18	Notice of situation or change of situation of registered office and verification
12	INC-23	1AD, 24AAA	Application to Regional director for approval to shift the registered office from one state to another state or from jurisdiction of one registrar to another within the state
13	INC-24	1B	Application for approval of Central Government for change of name
14	INC-27	1B, 62	Conversion of public company into private company or private company into public company
15	INC-28	21	Notice of order of the Court or other authority
16	PAS-3	2	Return of allotment



MAPPING OF 46 NEW E-FORMS

S.No.	New E-form under CA, 2013	Corresponding old form under CA, 1956	Purpose of Form as per Companies Act, 2013
17	SH-7	5	Notice to Registrar for alteration of share capital
18	SH-8	NEW FORM	letter of offer
19	SH-11	4C	Return in respect of buy back of securities
20	CHG-1	8	Application for registration of creation, modification of charge (other than those related to debentures) including particulars of modification of charge by Asset Reconstruction Company in terms of (SARFAESI)
21	CHG-4	17	Particulars for satisfaction of charge
22	CHG-6	15	Notice of appointment or cessation of receiver or manager
23	CHG-9	10	Application for registration of creation or modification of charge for debentures or rectification of particulars filed in respect of creation or modification of charge for debentures
24	MGT-6	22B	Form of return to be filed with the Registrar



MAPPING OF 46 NEW E-FORMS

S.No.	New E-form under CA, 2013	Corresponding old form under CA, 1956	Purpose of Form as per Companies Act, 2013
25	MGT-14	23	Filing of Resolutions and agreements to the Registrar under section 117
26	DIR-3	DIN1	Application for allotment of Director Identification Number
27	DIR-6	DIN4	Intimation of change in particulars of Director to be given to the Central Government
28	DIR-11	NEW FORM	Notice of resignation of a director to the Registrar
29	DIR-12	32, 32AD	Particulars of appointment of directors and the key managerial personnel and the changes among them
30	MR-1	25C	Return of appointment of managing director or whole time director or manager
31	MR-2	25A	Form of application to the Central Government for approval of appointment or reappointment and remuneration or increase in remuneration or waiver for excess or over payment to managing director or whole time director or manager and commission or remuneration to directors
32	URC-1	37,39	Application by a company for registration under section 366



S.No.	New E-form under CA, 2013	Corresponding old form under CA, 1956	Purpose of Form as per Companies Act, 2013
33	FC-1	44	Information to be filed by foreign company
34	FC-2	49,52	Return of alteration in the documents filed for registration by foreign company
35	FC-3	52	List of all principal places of business in India established by foreign company
36	FC-4	PTII	Annual Return
37	GNL-1	61	Form for filing an application with Registrar of Companies
38	GNL-2	62	Form for submission of documents with Registrar of Companies
39	GNL-3	1AA	Particulars of person(s) or director(s) or charged or specified for the purpose of section 2(60)
40	ADJ	NEW FORM	Memorandum of Appeal



S.No.	New E-form under CA, 2013	Corresponding old form under CA, 1956	Purpose of Form as per Companies Act, 2013
41	MSC-1	NEW FORM	Application to ROC for obtaining the status of dormant company
42	MSC-3	NEW FORM	Return of dormant companies
43	MSC-4	NEW FORM	Application for seeking status of active company
44	RD-1	24A	Form for filing application to Regional Director
45	RD-2	24AAA	Form for filing petitions to Central Government (Regional Director)
46	CG-1	65	Form for filing application or documents with Central Government



E-FORMS WHICH ARE CONTINUED TILL DATE

S.No.	Form No.	Purpose of Form as per Companies Act
1	66	Form for submission of compliance certificate with the Registrar
2	5INV	Statement of unclaimed and unpaid amounts
3	14LLP	Form for intimating to Registrar of Companies of conversion of the company into limited liability partnership (LLP).
4	20B	Form for filing annual return by a company having a share capital with the Registrar
5	21A	Particulars of annual return for the company not having share capital
6	23AC	Form for filing balance sheet and other documents with the Registrar
7	23ACA	Form for filing Profit and Loss account and other documents with the Registrar
8	23ACA-XBRL	Form for filing XBRL document in respect of Profit and Loss account and other documents with the Registrar
9	23AC-XBRL	Form for filing XBRL document in respect of balance sheet and other documents with the registrar
10	23C	Form of application to the Central Government for appointment of cost auditor



S.No.	Form No.	Purpose of Form as per Companies Act
11	23D	Form for Information by Cost Auditor to Central Government
12	35A	Information to be furnished in relation to any offer of a scheme or contract involving the transfer of shares or any class of shares in the transferor company to the
13	A-XBRL	Form for filing XBRL document in respect of compliance report and other documents with central govt
14	FTE	Application for striking off the name of company under the Fast Track Exit(FTE) Mode
15	I-XBRL	Form for filing XBRL document in respect of cost audit report and other documents with the Central Government
16	REFUND	Application for requesting refund of fees paid
17	BANK ACC	Application for simplifying bank account opening process as user shall not be required to submit any physical application form.
18	INVESTOR COMPLIANT FORM	Form for filing complaint(s) against the company
19	67AD	Clarification



Fees Structure for filing fees without Delay for INC22,INC12,DIR11,PAS-13,MGT-14, DPT-4

In case of Company not having share capital Fee Rupees 200 per document
Additional Fees (Applicable in case of Return of Deposits)

Up to 30 days 2 times of normal fees

More than 30 days and up to 60 days 4 times of normal fees

More than 60 days and up to 90 days 6 times of normal fees

More than 90 days and up to 180 days 10 times of normal fees

More than 180 days 12 times of normal fees

Fees –

Nominal Share Capital	Fee applicable
• Less than 1,00,000	Rupees 200
• 1,00,000 to 4,99,999	Rupees 300
• 5,00,000 to 24,99,999	Rupees 400
• 25,00,000 to 99,99,999	Rupees 500
• 1,00,00,000 or more	Rupees 600



