



सत्यमेव जयते

PRESENTATION ON MCA21 V3 Company module – Set 2 forms

23rd January 2023 Go-Live

Set 2 – Forms Count



	Description	Count of Forms
1	Set 2 [Incorporation forms]	10
2	Set 2 [Other forms]	46
	TOTAL	56

Set 2– Incorporation forms



Sl.No.	Form Num	Form Name	Rule chapter
1	SPICe+ PART A	Application for reservation of name for new company incorporation	Chapter II The Companies (Incorporation) Rules, 2014
2	RUN	Application for change of name of existing company	Chapter II The Companies (Incorporation) Rules, 2014
3	SPICe+ PART B	Integrated Company Incorporation Application	Chapter II The Companies (Incorporation) Rules, 2014
4	AGILE PRO S	Application for Goods and services tax Identification number , employees state Insurance corporation registration plus Employees provident fund organisation registration, Profession tax Registration, Opening of bank account and Shops and Establishment Registration	Chapter II The Companies (Incorporation) Rules, 2014
5	e-AOA[INC-34]	Articles of Association	Chapter II The Companies (Incorporation) Rules, 2014
6	e-MOA[INC-13]	Memorandum of Association	Chapter II The Companies (Incorporation) Rules, 2014
7	e-MOA[INC-31]	Articles of Association	Chapter II The Companies (Incorporation) Rules, 2014
8	e-MOA[INC-33]	Memorandum of Association	Chapter II The Companies (Incorporation) Rules, 2014
9	INC-9	Declaration by Subscribers and First Directors	Chapter II The Companies (Incorporation) Rules, 2014
10	URC-1	Application by a company for registration under section 366	Chapter II The Companies (Incorporation) Rules, 2014

Set 2– Other forms – 46 Forms



Sl. No.	Form Num	Form Name	Rule chapter
1	DIR-12	Particulars of appointment of directors and the key managerial personnel and the changes among them	Chapter XI The Companies (Appointment and Qualifications of Directors) Rules, 2014
2	DIR-11	Notice of resignation of a director to the Registrar	Chapter XI The Companies (Appointment and Qualifications of Directors) Rules, 2014
3	DIR-3	Application for allotment of Director Identification Number	Chapter XI The Companies (Appointment and Qualifications of Directors) Rules, 2014
4	DIR-3C	Intimation of Director Identification Number by the company to the Registrar DIN services	Chapter XI The Companies (Appointment and Qualifications of Directors) Rules, 2014
5	DIR-5	Application for surrender of Director Identification Number	Chapter XI The Companies (Appointment and Qualifications of Directors) Rules, 2014
6	DIR-6	Intimation of change in particulars of Director to be given to the Central Government	Chapter XI The Companies (Appointment and Qualifications of Directors) Rules, 2014
7	INC-12	Application for grant of License to an existing company under section 8	Chapter II The Companies (Incorporation) Rules, 2014
8	INC-18	Application to Regional Director for conversion of section 8 company into any other kind of company	Chapter II The Companies (Incorporation) Rules, 2014
9	INC-20	Intimation to Registrar of revocation of license issued under section 8	Chapter II The Companies (Incorporation) Rules, 2014
10	INC-20A	Declaration for commencement of business	Chapter II The Companies (Incorporation) Rules, 2014
11	INC-22	Notice of situation or change of situation of registered office	Chapter II The Companies (Incorporation) Rules, 2014
12	INC-23	Application to the Regional Director for approval to shift the Registered Office from one State to another state or from jurisdiction of one Registrar to another Registrar within the State	Chapter II The Companies (Incorporation) Rules, 2014
13	INC-24	Application for approval of Central Government for change of name	Chapter II The Companies (Incorporation) Rules, 2014
14	INC-27	Conversion of public company into private company or private company into public company or Conversion of Unlimited Liability Company into Limited Liability Company	Chapter II The Companies (Incorporation) Rules, 2014
15	INC-28	Notice of Order of the Court or any other competent authority	Chapter II The Companies (Incorporation) Rules, 2014
16	INC-4	One Person Company - Change in Member/ Nominee	Chapter II The Companies (Incorporation) Rules, 2014
17	INC-6	One Person Company - Conversion form	Chapter II The Companies (Incorporation) Rules, 2014
18	MGT-14	Filing of Resolutions and agreements to the Registrar under section 117	Chapter VII The Companies (Management and Administration) Rules, 2014

Set 2 – Other forms – 46 Forms



Sl.No.	Form Num	Form Name	Rule chapter
19	MR-1	Return of appointment of managing director or whole time director or manager	Chapter XIII The Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014
20	MR-2	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	Chapter XIII The Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014
21	NDH-4	Form for filing application for declaration as Nidhi Company or updation of status by Nidhis.	Chapter XXVI Nidhis Rules, 2014
22	PAS-3	Return of Allotment	Chapter III Part I The Companies (Prospectus and Allotment of Securities) Rules, 2014
23	SH-7	Notice to Registrar of any alteration of share capital	Chapter IV The Companies (Share Capital and Debentures) Rules, 2014
24	SH-11	Return in respect of buy-back of securities	Chapter IV The Companies (Share Capital and Debentures) Rules, 2014
25	SH-8	Letter of Offer	Chapter IV The Companies (Share Capital and Debentures) Rules, 2014
26	SH-9	Declaration of Solvency	Chapter IV The Companies (Share Capital and Debentures) Rules, 2014
27	NDH-1	Return of Statutory Compliances	Chapter XXVI Nidhis Rules, 2014
28	NDH-2	Application for extension of time	Chapter XXVI Nidhis Rules, 2014
29	NDH-3	Return of Nidhi Company for the half year ended	Chapter XXVI Nidhis Rules, 2014
30	GNL-3	Particulars of person(s) charged for the purpose of sub-clause (iii) or (iv) of clause 60 of section 2	Chapter XXIV The Companies (The Registration Offices and Fees) Rules, 2014
31	PAS-6	Reconciliation of Share Capital Audit Report (Half-yearly)	Chapter III Part I The Companies (Prospectus and Allotment of Securities) Rules, 2014
32	MGT-3	Notice of situation or change of situation or discontinuation of situation, of place where foreign register shall be kept	Chapter VII The Companies (Management and Administration) Rules, 2014
33	PAS-2	Information Memorandum	Chapter III Part I The Companies (Prospectus and Allotment of Securities) Rules, 2014
34	DIR-9	Report by the company to Registrar for disqualification of Directors	Companies (Appointment and Qualification of Directors) Rules, 2014
35	DIR-10	Application for removal of Disqualification of Directors	Companies (Appointment and Qualification of Directors) Rules, 2014
36	AOC-5	Notice of address at which books of account are maintained	Chapter IX The Companies (Accounts) Rules, 2014
37	FC-1	Information to be filed by foreign company	Chapter XXII The Companies (Registration of Foreign Companies) Rules, 2014
38	FC-2	Return of alteration in the documents filed for registration by foreign company	Chapter XXII The Companies (Registration of Foreign Companies) Rules, 2014
39	FC-3	Annual accounts along with the list of all principal places of business in India established by foreign company	Chapter XXII The Companies (Registration of Foreign Companies) Rules, 2014


Set 2– Other forms – 46 Forms



Sl.No.	Form Num	Form Name	Rule chapter
40	FC-4	Annual Return of a Foreign company	Chapter XXII The Companies (Registration of Foreign Companies) Rules, 2014
41	GNL-2	Form for submission of documents with the Registrar	Chapter XXIV The Companies (The Registration Offices and Fees) Rules, 2014
42	GNL-4	Addendum to form	Chapter XXIV The Companies (The Registration Offices and Fees) Rules, 2014
43	MSC-1	Application to ROC for obtaining the status of dormant company	Chapter XXIX Part II The Companies (Miscellaneous) Rules, 2014
44	MSC-3	Return of dormant companies	Chapter XXIX Part II The Companies (Miscellaneous) Rules, 2014
45	MSC-4	Application for seeking status of active company	Chapter XXIX Part II The Companies (Miscellaneous) Rules, 2014
46	RD-1	Form for filing application to Regional Director	Chapter II The Companies (Incorporation) Rules, 2014

23rd January Go-Live Key Enhancements



- 1** Introduction to web-based forms, thereby reducing manual efforts
- 2** Linkage of forms basis the purpose of filing and options selected 
Microsoft Excel Worksheet
- 3** Auto Pre-filling of common fields across forms, ensuring data consistency and effort reduction
- 4** Form fields optimization by removal of duplicate/redundant fields.
- 5** Minimization of attachments by introducing of fields/ declaration in the form of digital attachments
- 6** Addition of Field level validations, thereby minimizing errors at the time of filling
- 7** Maximum size of individual attachments increased to 2 MB & overall form size increased to 10 MB



USER REGISTRATION & LOGIN - HIGHLIGHTS

▶ Simplified Username & Registration process

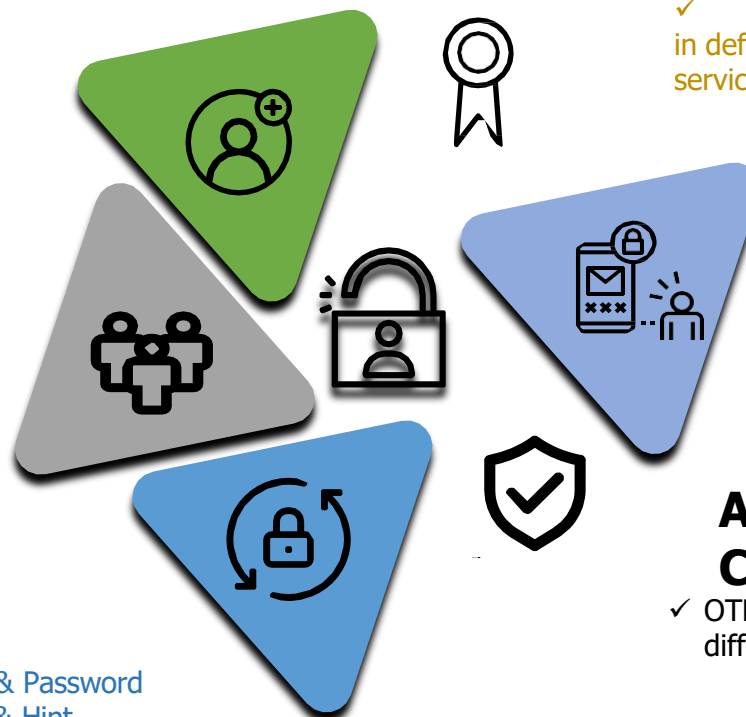
- ✓ PAN Number Validation
- ✓ Register using Email ID or CIN/LLPIN/FCRN as username

▶ Refined User Types, Roles and Groups

- ✓ Service Accessibility control basis User Roles & Groups

▶ Easy UserID & Password Recovery

- ✓ Two-step easy User ID & Password Recovery through PAN & Hint Question validation



Streamlined Authorization/Suspension process

- ✓ Right to authorise Manager/Secretary/officer in default/Authorised Representative to access FO services (on behalf of the company/LLP)

Email ID & Mobile OTP Validation

- ✓ One time OTP validation during registration

Additional Security Checks

- ✓ OTP Validation in case of login from a different device

Types of Users in V3



User role	User Group	Description
Registered user	Registered user	Registered users comprise of individuals with access to the basic services of MCA portal such as e-book, e-consultation, Master Data services, View Public Document services and filing of complaints. In LLP module user can file RUN & Fillip forms
Company/LLP user	Business user	This would be the account for the company/LLP. This user account will have access to all MCA FO services in relation to respective company/LLP. This user can also authorise Manager/Secretary/officer in default/ Authorised Representative to act on its behalf. In addition, all the basic services available to Registered user will be available to this user role.
Director/Designated Partner	Business user	Any individual who is appointed as a Director in a company or a designated partner in an LLP. These users would have following functionalities: <ol style="list-style-type: none"> Access to all basic services available to Registered user Access to all MCA FO services (including e-filing services and e-adjudication services) in relation to the company/LLP where they are currently appointed Right to authorise Manager/Secretary/officer in default/Authorised Representative to access MCA FO services (e-filing and e-adjudication services) on behalf of the company/LLP
Professional user	Business user	This category comprises of professionals which are Company Secretary, Chartered Accountant or Cost Accountants. They will be able to access all MCA FO services for any company/LLP. Professional user will not be required to obtain any authorization from the company/LLP. In addition, all the basic services available to Registered user will be available to this user role
Manager/Secretary/ Authorized representative	Business user	These users will have access to all MCA FO services (including e-filing services and e-consultation services), in relation to the company/LLP wherein they have been authorized to perform such services. In addition, all the basic services available to Registered user will be available to this user role.
Officer in default	Business user	Section 2(60) of the Companies Act, 2013 defines officer in default. The officer-in-default will have rights similar to a Manager/Secretary/Authorized representative once authorized in this regard. In addition, they would also be able to view/reply to notices linked with their PAN (under e-adjudication module) irrespective of their association with the company/LLP
Nodal Officer-IEPF	Business user	These include Director or Chief financial Officer or Company Secretary of the company, who are appointed for the purposes of verification of claims and coordination with Investor Education and Protection Fund Authority. In addition, all the basic services available to Registered user will be available to this user role.
Deputy Nodal Officer-IEPF	Business user	A company may appoint one or more Officer as Deputy Nodal Officer to assist the Nodal Officer for the purposes of verification of claim and for coordination with Investor Education and Protection Fund Authority. In addition, all the basic services available to Registered user will be available to this user role.
Professional Staff Member	Business user	Professional Staff Member refers to any person who is with or on behalf of a Professional of ICSI/ICAI/ICWAI as a staff. Such members include: <ul style="list-style-type: none"> trainees of the professional firms non-professional members of professional firms etc

SPICe+ PART A (Name reservation)



Header	Details
Type of Processing	This form shall be processed in non-STP mode.
Due date of filing	Not applicable
Enhancements proposed	<ol style="list-style-type: none"><li data-bbox="731 561 1393 604">1. NIC code 2008 introduced<li data-bbox="731 646 2339 768">2. Option to enter 5 digit NIC code instead of 2 digit code. Maximum of 3 codes can be entered<li data-bbox="731 811 2313 1003">3. Several checks/business rules/Trademark validations are put in place at FO level to check compliance with The Companies (Incorporation) Rules, 2014

SPICe+ PART B (Simplified Proforma for Incorporating Company Electronically Plus)



Header	Details
Type of Processing	This form shall be processed in non-STP mode.
Due date of filing	Not applicable
Enhancements proposed	<ol style="list-style-type: none">1. Introduction of e-MOA and e-AOA for section 8 companies also2. INC-3 merged with SPICe+ PART B and DSC of nominee would be required3. Bifurcation of capital into different classes to be provided4. A box to be displayed adjacent to the data entry in the form at FO level, for those fields where it is required to upload attachment such as Identity proof, residential proof etc. to ensure enhancement in BO processing.5. Standardized noting in case of rejection or re-submission to be provided to BO users and remarks can be viewed through application history.6. The requirement to provide INC-14 as an attachment to be done away with by adding it in the 'Declaration by Professional'.7. The requirement to provide INC-15 as an attachment to be done away with by adding it in the 'Declaration by all subscribers and directors'

SPICe+ PART B (Simplified Proforma for Incorporating Company Electronically Plus)



Header	Details
Enhancements proposed	<p>8. The requirement of providing attachment 'Resolution of unregistered companies in case of Chapter XXI (Part I) companies' in SPICe+ Part B is to be moved to the attachment section of URC-1.</p> <p>9. The requirement to provide attachment 'Attachment – Part A' in case SPICe+ Part A is approved separately to be done away with.</p> <p>10. Geo co-ordinates to be enquired</p> <p>11. Attachments removed and information captured in machine readable format</p> <p>12. Other enhancement (pre-filling of data, repositioning of fields, additional data fields added, additional checks and balances introduced etc.)</p> <p>13. Several checks/business rules are put in place at FO level to check compliance with The Companies (Incorporation) Rules, 2014</p>

URC-1 (Application by a company for registration under section 366)



Header	Details
Type of Processing	This form shall be processed in Non - STP mode.
Due date of filing	Not applicable
Enhancements proposed	<ol style="list-style-type: none"><li data-bbox="729 586 2382 701">1. The requirement of providing attachment 'Resolution of unregistered companies in case of Chapter XXI (Part I) companies' is added in the attachment section of URC-1.<li data-bbox="729 701 2382 943">2. Attachments 'Consent of majority of members', 'Consent of at least three-fourth of members agreeing for registration under this part', 'Declaration from all the members regarding compliance as per section 8(1)(b) and section 8(1)(c) of the Act and detailed objects of the company' have been removed and added as declarations in INC-9 form.<li data-bbox="729 943 2382 1129">3. Attachments 'Declaration of two or more directors verifying the particulars of all members/partners', 'Undertaking by the proposed directors for compliance with requirements of Indian Stamp Act, 1899' have been removed and added as declarations in URC-1 form.<li data-bbox="729 1129 2382 1332">4. Attachment 'Certificate from a CA/CS/CWA certifying the compliance with all the provisions of Stamp Act, to the extent applicable' has been removed and added as declaration under 'Declaration professional' in URC-1.

URC-1 (Application by a company for registration under section 366)



Header	Details
Enhancements proposed	<p>5. Change in the nomenclature of attachment(s) from 'No objection certificate from the concerned Registrar of Firms or Registrar of Companies (LLP)' to 'Intimation from the concerned Registrar of Firms or Registrar of Companies (LLP)' and 'No objection certificate/Consent given by secured creditors' to 'NOC from secured creditors along with charge-holder, if applicable'.</p> <p>6. Inclusion of additional fields for capturing the publication of advertisement as per Rule 4 of Companies (Authorized to register) Rules, 2014, objection details along with an attachment 'Copy of objection(s) received from companies along with details of resolution(s) provided, if applicable' added.</p> <p>8. Attachments removed, and information captured in machine readable format</p> <p>9. Other enhancement (pre-filling of data, repositioning of fields, additional data fields added, additional checks and balances introduced etc.)</p> <p>10. Several checks/business rules are put in place at FO level to check compliance with The Companies (Incorporation) Rules, 2014</p>

E-MoA (Memorandum of Association) and E-AoA (Articles of Association)



Header	Details
Type of Processing	This form shall be processed in Non - STP mode.
Due date of filing	Not applicable
Enhancements proposed	<ol style="list-style-type: none">2. Introduction of e-MOA [INC-13] and e-AOA[INC-31] for section 8 companies.3. Auto-population of object clause, subscriber and share capital details from SPICe+ Part A and Part B.4. Other enhancement (pre-filling of data, repositioning of fields, additional data fields added, additional checks and balances introduced etc.)5. Several checks/business rules are put in place at FO level to check compliance with The Companies (Incorporation) Rules, 2014.

INC-35 (AGILE PRO-S)



Header	Details
Type of Processing	This form shall be processed in Non - STP mode.
Due date of filing	Not applicable
Enhancements proposed	<ol style="list-style-type: none">1. A box to be displayed adjacent to the data entry in the form at FO level, for those fields where it is required to upload attachment such as Identity proof, residential proof etc. to ensure enhancement in BO processing.2. Attachments removed and information captured in machine readable format3. Other enhancement (pre-filling of data, repositioning of fields, additional data fields added, additional checks and balances introduced etc.)4. Several checks/business rules are put in place at FO level to check compliance with The Companies (Incorporation) Rules, 2014

INC-9 (Declaration by Subscribers and First Directors)



Header	Details
Type of Processing	This form shall be processed in Non - STP mode.
Due date of filing	Not applicable
Enhancements proposed	<ol style="list-style-type: none">1. Form has been made web-based2. The requirement to provide INC-15 as an attachment to be done away in SPICe+ PART B by adding it in the 'Declaration by all subscribers and directors'3. Attachments 'Consent of majority of members', 'Consent of at least three-fourth of members agreeing for registration under this part', 'Declaration from all the members regarding compliance as per section 8(1)(b) and section 8(1)(c) of the Act and detailed objects of the company' have been removed in URC-1 and added as declarations in INC-9 form.4. Other enhancement (pre-filling of data, repositioning of fields, additional data fields added, additional checks and balances introduced etc.)5. Several checks/business rules are put in place at FO level to check compliance with The Companies (Incorporation) Rules, 2014

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



Header	Details
Type of Processing	<p>A. The form will be processed in Non-STP for the following scenarios:</p> <ul style="list-style-type: none"> • ‘Cessation’ is selected in data field 3(a) – “Purpose of filing the form” and value selected in data field “due to” is ‘Vacation of office u/s 167’ • ‘Cessation’ is selected in data field 3(a) – “Purpose of filing the form” and value selected in data field “due to” is ‘Removal u/s 169’ • Company is marked as ‘management dispute company’ • Value selected in data field 3(a) is ‘Appointment due to disqualification of all the existing directors’ or ‘Appointment by liquidator/IRP/RP’ • In case the form is being filed for multiple Directors, if the value for any of the Directors matches above, the entire form will be processed in Non-STP mode. <p>B. In all other cases, the form shall be processed in STP mode.</p>
Due date of filing	30 days for other than IFSC company / 60 days for IFSC company from Date of appointment/ cessation/ change in designation


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



Header	Details
Enhancements proposed	<ol style="list-style-type: none"><li data-bbox="775 396 1427 429">1. Forms have been made web-based.<li data-bbox="775 468 2488 739">2. Two new purposes added added in case where all the directors of the company become disqualified under the Companies Act, 2013, in the section 'Purpose of filing the form' with the nomenclature as 'Appointment due to disqualifications of all the existing directors' and in such case Promoter Shareholder shall have the signing rights and 'Appointment by liquidator/IRP/RP' in case of liquidation and in such case liquidator shall have the signing rights.<li data-bbox="775 778 2416 872">3. Consent to act as a director in form DIR-2 shall be part of form DIR-12 itself. Further, it can be validated with the digital signature of the director appointed.<li data-bbox="775 911 2140 943">4. Attachments removed and information captured in machine readable format<li data-bbox="775 982 2462 1076">5. Other enhancement (pre-filling of data, repositioning of fields, nomenclature update, additional checks and balances introduced etc.)

MGT-14 (Filing of Resolutions and agreements to the Registrar)



Header	Details
Type of Processing	The form shall be processed in STP or Non-STP mode depending on the purpose selected in the form.  Microsoft Excel Worksheet
Due date of filing	Within 30 Days / 60 days in case of IFSC company from date of passing the resolution / postal ballot/ making any agreement, whichever is earlier.
Enhancements proposed	<ol style="list-style-type: none">1. Form has been made web-based2. In case of change of objects, introduction of NIC code 20083. e-MoA and e-AoA introduced as linked filing for multiple purposes.4. New purposes added, and existing purposes modified.5. Change in processing type from NSTP to STP in case of 'Alteration in memorandum for change in name'6. Automatic change of status of the company to 'Under Liquidation' upon approval in case one of the purposes of passing the resolution is selected as 'Voluntary liquidation under sec 59

MGT-14 (Filing of Resolutions and agreements to the Registrar)



Header	Details
Enhancements proposed	<p>7. Purpose 'Proposed resolution under section 94(1)' has been removed.</p> <p>8. Refence of section 94(1) and 192 removed from the header of the form</p> <p>9. Field 'SRN of RUN form' added in case purpose selected is 'Alteration in memorandum for change in name'</p> <p>10. Sections pertaining to Insolvency and Bankruptcy Code, 2016 added in the form.</p> <p>11. Interim Resolution Professional (IRP)/ Resolution Professional (RP) has been added as Signatories.</p> <p>12. Other enhancement (pre-filling of data, repositioning of fields, nomenclature update, additional checks and balances introduced etc.)</p>

INC-20A (Declaration for commencement of business)



Header	Details
Type of Processing	This form shall be processed in STP mode.
Due date of filing	180 days from date of incorporation of company
Enhancements proposed	<ol style="list-style-type: none">1. Form has been made web-based2. Attachment “Photograph of Registered Office showing external building and inside office also showing therein at least one Director/ KMP” added3. Additional data fields capturing longitude and latitude of the registered office address added4. Linkage with Compliance module based on due date of Form INC-20A added in Compliance module5. Attachment “Subscribers proof of payment for value of shares” has been removed and instead the same details are captured in the in the form.6. Few Attachments removed, and information captured in machine readable format7. Other enhancement (pre-filling of data, repositioning of fields, additional data fields added, additional checks and balances introduced etc.)

INC-20A (Declaration for commencement of business)



Header	Details
Type of Processing	This form shall be processed in STP mode.
Due date of filing	180 days from date of incorporation of company
Enhancements proposed	<ol style="list-style-type: none">1. Form has been made web-based2. Attachment “Photograph of Registered Office showing external building and inside office also showing therein at least one Director/ KMP” added3. Linkage with Compliance module based on due date of Form INC-20A added in Compliance module4. Attachment “Subscribers proof of payment for value of shares” has been removed and instead the same details are captured in the in the form.5. Few Attachments removed, and information captured in machine readable format6. Other enhancement (pre-filling of data, repositioning of fields, additional data fields added, additional checks and balances introduced etc.)

DIR-3 (Application for allotment of Director Identification Number before appointment in an existing company or LLP)



Header	Details
Type of Processing	<ol style="list-style-type: none">1. The form will be processed in Non-STP mode in case potential duplicate DIN is identified.2. The form will be processed in STP mode if no duplicate DIN is identified.
Due date of filing	Not applicable
Enhancements proposed	<ol style="list-style-type: none">1. Forms have been made web-based.2. Indexing of attachment in forms - A box shall be displayed adjacent to the data entry in the form at FO level, for those fields where it is required to upload attachment to ensure enhancement in BO processing (Proof of identity of the applicant has been captured as an attachment along with form fields)4. Other enhancement (pre-filling of data, repositioning of fields, nomenclature update, additional checks and balances introduced etc.)5. Additional data field added to include jurisdictional police station in the address column.

INC-22 (Notice of situation or change of situation of registered office)



Header	Details
Type of Processing	<p>This form shall be processed in STP mode when either of the below mentioned purposes are chosen:</p> <ol style="list-style-type: none">1. Verification of Registered office post incorporation of company2. Change within the local limits of city, town, or village3. Change outside local limits of city, town, or village within the same ROC and state <p>Form shall be processed in non-STP mode when either of the below mentioned purposes are chosen:</p> <ol style="list-style-type: none">1. Change in ROC within the same state2. Change in state within the jurisdiction of existing ROC3. Change in state outside the jurisdiction of existing ROC
Due date of filing	30 days from date of incorporation when INC-22 flag is enabled 30 days/60 days in case of IFSC company when INC-22 flag is not enabled

INC-22 (Notice of situation or change of situation of registered office)



Header	Details
Enhancements proposed	<ol style="list-style-type: none">1. Forms have been made web-based2. Geo-coordinates to be enquired along with address .3. Restriction on filling of the form due to pendency of other forms removed.4. Following attachment removed:<ul style="list-style-type: none">- Copy of order of competent authority- List of all the companies (specifying their CIN) having the same registered office address, if any- Copy of altered Memorandum of association5. Other enhancement (pre-filling of data, nomenclature updated, repositioning of fields, additional data fields added, additional checks and balances introduced etc.)

PAS-3 (Return of Allotment)



Header	Details
Type of Processing	This form shall be processed in STP mode.
Due date of filing	<ol style="list-style-type: none">1. Filing of return of allotment with the Registrar post allotment of shares or securities (except for private placement) - Within 30 days of such allotment2. Filing of return of allotment with the Registrar post allotment of shares or securities in case of private placement - Within 15 days of such allotment
Enhancements proposed	<ol style="list-style-type: none">1. Forms have been made web-based.2. Type of securities dropdown options have been changed and additional field enquiring type of allotment has been introduced.3. Bifurcation of capital into different classes to be provided.4. Additional details related to valuation to be captured.5. Additional declaration field added in the form of a checkbox for confirmation on return of allotment pending to be filed for securities allotted prior to the date of allotment mentioned in the webform.6. For the attachment “List of allottees” an option to download the pre-designed template i.e. in excel format provided to the FO user.

PAS-3 (Return of Allotment)



Header	Details
Enhancements proposed	<p>7. Following declaration point added to the webform:</p> <ul style="list-style-type: none">- The return of allotment in form PAS-2 is not pending for any such allotment of securities, prior to the date of allotment mentioned in field 6 of the form.- I hereby certify that I have gone through the agreements / contracts entered into by the Company as applicable for allotment of securities for consideration other than cash, the details of which have been provided in the form, and found them to be true, correct and complete and no material information is suppressed. <p>8. Declaration enquired under field now shifted under the declaration section</p> <p>9. Following attachments removed:</p> <ul style="list-style-type: none">-Copy of Board or Shareholders' resolution-Copy of the special resolution authorizing the issue of bonus shares;-Complete record of private placement offers and acceptances in Form PAS-5. <p>10. Other enhancement (pre-filling of data, repositioning of fields, additional checks and balances introduced etc.)</p>

SH-7 (Notice to Registrar of any alteration of share capital)



Header	Details
Type of Processing	<ol style="list-style-type: none">1. The form shall be processed in STP mode when purpose 'Increase in share capital independently by company' is selected, and2. The form shall be processed in non-STP mode in all other purposes
Due date of filing	<ol style="list-style-type: none">1. Increase in share capital independently by company – 30 days from date of meeting entered in form2. Increase in number of members - 30 days from date of meeting entered in form3. Increase in share capital with Central Government order – 30 days from Date of receipt of order entered in form4. Consolidation or division etc. – 30 days from effective date entered in form5. Redemption of redeemable preference shares – 30 days from actual date of redemption entered in form6. Cancellation of unissued shares of one class and increase in shares of another class - 30 days from date of meeting entered in form

SH-7 (Notice to Registrar of any alteration of share capital)



Header	Details
Enhancements proposed	<ol style="list-style-type: none">1. Forms have been made web-based2. Processing type changed from NSTP to Conditional STP3. Following forms earlier uploaded as attachment now introduced as linked filings with Form SH-7<ul style="list-style-type: none">-e-MOA-e-AOA4. Following attachments, are now captured in machine readable format through SRN of MGT-14 and INC-28:<ul style="list-style-type: none">-Copy of order of Central Government-Copy of the order of the Tribunal-Copy of Board resolution authorizing redemption of redeemable preference shares5. Field capturing SRN of MGT-14 made mandatory for all cases except where ordinary resolution is passed6. Details of Shares shall be captured class wise7. Following declaration has been added to the webform:<p>In case of redemption of preference shares out of profits of the company, amount equal to nominal amount of the shares to be redeemed has been transferred to Capital Redemption Reserve“</p>8. Other enhancement (pre-filling of data, repositioning of fields, additional checks and balances introduced etc.)


DIR-11 (Notice of resignation of a director to the Registrar)



Header	Details
Type of Processing	This form shall be processed in STP mode.
Due date of filing	T+29 days where T = Effective date of resignation
Enhancements proposed	<ol style="list-style-type: none">1. Forms have been made web-based2. Other enhancement (pre-filling of data, repositioning of fields, nomenclature update, additional checks and balances introduced etc.)3. When a Director files form DIR-11 intimating his resignation and form DIR-12 is not filed by the company, in that case, an email will be sent to the company for filing the form DIR-12.

INC-28 (Notice of Order of the Court or Tribunal or any other competent authority)



Header	Details
Type of Processing	Depending on the section selected in the form, the form shall be processed in STP or Non-STP mode.  Microsoft Excel Worksheet
Due date of filing	Due date by which order is to be filed with registrar Date of passing the order
Enhancements proposed	<ol style="list-style-type: none">1. Form has been made web-based.2. Change in processing type from NSTP to CSTP in few cases.3. New dropdowns added and amendments made to existing dropdowns for which the form can be filed.4. Additional fields introduced to capture the complete details of IRP, RP and Liquidator.5. Additional fields introduced to capture Authorised share capital of Transferor company and Transferee company in case of amalgamation or merger.6. Additional fields introduced to capture Paid up share capital in case purpose is selected as 'reduction of share capital'.

INC-28 (Notice of Order of the Court or Tribunal or any other competent authority)



Header	Details
Enhancements proposed	<p>7. Nomenclature of attachment 'Copy of court order or NCLT or CLB or order by any other competent authority' has been changed to "Copy of order of Court/ NCLT/ NCLAT/ BIFR/ Central Government/ DRT / any other Competent Authority'.</p> <p>8. Interim Resolution Professional (IRP)/ Resolution Professional (RP) has been added as Signatories.</p> <p>9. Automatic change of status upon approval of form, wherein purpose of filing of application pertains to Insolvency and Bankruptcy Code, 2016.</p> <p>10. Other enhancement (pre-filling of data, repositioning of fields, additional checks and balances introduced etc.)</p>

INC-24 (Application for approval of Central Government for change of name)



Header	Details
Type of Processing	This form shall be processed in non-STP mode.
Due date of filing	Not applicable
Enhancements proposed	<ol style="list-style-type: none"><li data-bbox="729 521 2382 564">1. Form has been made web-based<li data-bbox="729 592 2382 692">2. Several checks/business rules are put in place at FO level to check compliance with The Companies (Incorporation) Rules, 2014<li data-bbox="729 721 2382 821">3. Removed 'Minutes of the members' meeting' attachment as SRN of MGT-14 is required while filing up the form.<li data-bbox="729 849 2382 949">4. Added the following declaration: "The Company is not under default for payment or repayment of matured deposits or debentures or interest thereon."<li data-bbox="729 978 2382 1078">5. Other enhancement (pre-filling of data, repositioning of fields, additional checks and balances introduced etc.)

DIR-5 (Application for surrender of Director Identification Number)



Header	Details
Type of Processing	This form shall be processed in non-STP mode.
Due date of filing	Not applicable
Enhancements proposed	<ol style="list-style-type: none">1. Forms have been made web-based.2. Other enhancement (pre-filling of data, repositioning of fields, nomenclature update, additional checks and balances introduced etc.)3. Attachment fields in the form are made dynamic.4. In case where reason for surrender of DIN in form DIR-5 is death/unsound mind/insolvent then an alert can be sent to all the companies in which the deceased director is holding position as director instructing them to file DIR-12 for the director, if applicable.5. In case where all the DINs associated with DIN holder have not been specified in the DIN to be surrendered in the e-form, then an alert can be provided to BO user and user can mark the form for resubmission.

INC-23 (Application to the Regional Director for approval to shift the Registered office from one state to another state or from jurisdiction of one Registrar to another Registrar within the same State)



Header	Details
Type of Processing	This form shall be processed in non-STP mode.
Due date of filing	Not applicable
Enhancements proposed	<ol style="list-style-type: none"> 1. Forms have been made web-based 2. Parallel workflow created for sharing INC-23 with ROC and RD for comments. On receipt of the form, ROC can either choose to submit or not submit the comments. The ROC will have an option to provide his comments on the work-item within 30 days from the receipt of notification or approval of from by RD office, whichever is earlier. 3. Added fields to capture the information pertaining to “Applications pending before the Adjudicating officers, Central Government and NCLT for condonation of delay, adjudication and compounding”. 4. Following attachment removed: <ul style="list-style-type: none"> - Copy of Memorandum of Association -Copy of special resolution sanctioning alteration -Copy of the minutes of the general meeting authorizing such alteration

INC-23 (Application to the Regional Director for approval to shift the Registered office from one state to another state or from jurisdiction of one Registrar to another Registrar within the same State)



Header	Details
Enhancements proposed	<p>5. Following attachments removed, and information captured in machine readable format:</p> <ul style="list-style-type: none">-Declaration by directors about no retrenchment of employees-List of creditors and debenture holders duly verified, as per proviso to sub rule (2) to Rule 30; <p>6. Other enhancement (pre-filling of data, nomenclature updated, repositioning of fields, additional data fields added, additional checks and balances introduced etc.)</p>

DIR-3C (Intimate information of directors, managing director, manager and secretary by an Indian company)



Header	Details
Type of Processing	This form shall be processed in non-STP mode.
Due date of filing	15 days of receipt of intimation by company
Enhancements proposed	<ol style="list-style-type: none">1. Forms have been made web-based.2. Other enhancement (pre-filling of data, repositioning of fields, nomenclature update, additional checks and balances introduced etc.)

DIR-6 (Intimation of change in particulars of Director/ Designated partner to be given to the Central Government)



Header	Details
Type of Processing	This form shall be processed in STP mode.
Due date of filing	Not applicable
Enhancements proposed	<ol style="list-style-type: none">1. Forms have been made web-based.2. Other enhancement (pre-filling of data, repositioning of fields, nomenclature update, additional checks and balances introduced etc.)3. Additional data field added to include jurisdictional police station in the address column.

INC-4 (One Person Company - Change in Member/Nominee)



Header	Details
Type of Processing	This form shall be processed in STP mode.
Due date of filing	30 days from notice of withdrawal of consent/change in nominee/ cessation of member
Enhancements proposed	<ol style="list-style-type: none">1. Forms have been made web-based.2. Change in processing type done from CSTP to STP.3. Attachment 'Consent of the nominee in Form No. INC-3' has been removed and a declaration "Declaration by member/nominee' along with obtaining 'DSC' has been added.4. Attachments removed and information captured in machine readable format.5. Other enhancement (pre-filling of data, repositioning of fields, additional checks and balances introduced etc.)

INC-6 (One Person Company and Private Company - Application for Conversion)



Header	Details
Type of Processing	This form shall be processed in Non-STP mode.
Due date of filing	30 days from date of passing special resolution.
Enhancements proposed	<ol style="list-style-type: none">1. Forms have been made web-based2. Restriction on filing removed if other forms are pending3. e-MoA and e-AoA introduced as linked filing4. Restriction on filling of the form due to pendency of other forms removed and instead BO functionality restricting processing in case of pending forms introduced5. Attachments removed and information captured in machine readable format6. Other enhancement (pre-filling of data, repositioning of fields, additional data fields added, additional checks and balances introduced etc.)

INC-12 (Application for grant of License to an existing company under Section 8)



Header	Details
Type of Processing	This form shall be processed in Non-STP mode.
Due date of filing	Not applicable
Enhancements proposed	<ol style="list-style-type: none">1. Forms have been made web-based2. e-MoA and e-AoA introduced as linked filing3. Functionality to submit the details of publication of notice in newspaper added. The associated work item to be sent to BO queue after the expiry of applicable period as stated in rule 20 (3)4. Declarations / Attachments omitted or made part of form:<ul style="list-style-type: none">• Declaration as per INC-14 has been included in form• Declaration as per Form No. INC-15 has been included in form• Table included in the form to provide details of income and expenditure• Details of resolution captured in the form - Copy of resolution passed in general meeting and board meeting• Last one/two year's financial statement(s), board's report(s) and Audit report(s) – Not required to be attached

INC-18 (Application to Regional Director for conversion of section 8 company into company of any other kind)



Header	Details
Type of Processing	This form shall be processed in Non-STP mode.
Due date of filing	Not applicable
Enhancements proposed	<ol style="list-style-type: none">1. Forms have been made web-based2. Automatic notification to RoC of form filed to RD and removal of hardship of filing the same manually / through GNL-2 form3. e-MoA and e-AoA introduced as linked filing4. Certificate from CA/CS/ICWA (in practice) certifying that the conditions laid down in the Act and rules, have been complied with – Attachment removed and DSC and declaration added in form4. Attachments removed and information captured in machine readable format5. Other enhancement (pre-filling of data, repositioning of fields, additional data fields added, additional checks and balances introduced etc.)

INC-20 (Intimation to Registrar of revocation/ surrender of license issued under section 8)



Header	Details
Type of Processing	This form shall be processed in Non-STP mode.
Due date of filing	Within 30 days from date of issue of order as provided in the Form INC-20 in case revocation of license by Central Government
Enhancements proposed	<ol style="list-style-type: none">1. Forms have been made web-based2. e-MoA and e-AoA introduced as linked filing3. Restriction on filling of the form due to pendency of other forms removed and instead BO functionality restricting processing in case of pending forms introduced.4. Attachments removed and information captured in machine readable format5. Other enhancement (pre-filling of data, repositioning of fields, additional data fields added, additional checks and balances introduced etc.)

INC-27 (Conversion of public company into private company or private company into public company and Conversion of Unlimited Liability Company into a Company Limited by shares or guarantee or conversion of guarantee company into a company limited by shares) (1/5)



Header	Details
Type of Processing	This form shall be processed in Non-STP mode.
Due date of filing	<ol style="list-style-type: none"> 1. Conversion of private company into public company – 15 days from date of passing the special resolution 2. Conversion of public company into private company – 15 days from date of receiving the order 3. Conversion of Unlimited Liability Company into Limited Liability Company – 45 days from date of passing the special resolution 4. Conversion of company limited by guarantee into company limited by shares - 30 days from date of passing the special resolution
Enhancements proposed	<ol style="list-style-type: none"> 1. Forms have been made web-based. 2. Removal of restriction of filing in case other forms is pending. 3. e-MoA and e-AoA introduced as linked filing. 4. Restriction on filling of the form due to pendency of other forms removed and instead BO functionality restricting processing in case of pending forms introduced.



Header	Details
Enhancements proposed	<p>5. Additional fields seeking the 'Date of publication of notice in English language' added. The associated work item to be sent to BO queue after the expiry of applicable period as stated in rule 37.</p> <p>6. Attachments removed and information captured in machine readable format.</p> <p>7. Other enhancement (pre-filling of data, repositioning of fields, additional data fields added, additional checks and balances introduced etc.)</p>

NDH-4 (Form for filing application for declaration as Nidhi Company and for updation of status by Nidhis)



Header	Details
Type of Processing	This form shall be processed in non-STP mode.
Due date of filing	<ol style="list-style-type: none">1. Application for declaration as Nidhi Company [Nidhi incorporated under Companies Act, 2013 before the commencement of Nidhi (Amendment) Rules, 2019 - 1 year from the date of incorporation or 9 months from the date of notification/date of commencement of Nidhi whichever is later2. Application for declaration as Nidhi Company [Nidhi incorporated under Companies Act, 2013 on or after the commencement of Nidhi (Amendment) Rules, 2019 i.e 29th August 2019 and before commencement of Nidhi (Amendment) Rules, 2022 i.e. 19th April 2022- 60 days from the expiry of one year from the date of incorporation.4. Application for declaration as Nidhi Company [Nidhi incorporated under Companies Act, 2013 on or after the commencement of Nidhi (Amendment) Rules, 2022 i.e 19th April 2022 - 120 days of the date of incorporation.3. Application for updation of status by Nidhis - 9 months from the commencement of Nidhi / date of notification

NDH-4 (Form for filing application for declaration as Nidhi Company and for updation of status by Nidhis)



Header	Details
Enhancements proposed	<ol style="list-style-type: none"><li data-bbox="646 434 1282 468">1. Forms have been made web-based<li data-bbox="646 508 1530 542">2. Attachment replaced with Declaration by Auditor<li data-bbox="646 582 2416 674">3. Other enhancement (pre-filling of data, nomenclature update, repositioning of fields, additional data fields added, additional checks and balances introduced etc.)<li data-bbox="646 714 2308 748">4. Several checks/business rules are put in place at FO level to check compliance with Nidhi Rules<li data-bbox="646 788 2467 879">5. Provision added to enter SRN of NDH-2 at FO level in case company has requested for extension of time for compliance with sub rule 3 of Rule 5.

NDH-2: (Application to Regional Director for various approvals by Nidhi Companies)



Header	Details
Type of Processing	This form shall be processed in Non-STP mode in case of application to RD This form shall be processed in STP mode in case of intimation to ROC
Due date of filing	For extension of time under sub rule (3) of Rule 5 - Financial year end date +30 days For permission of Regional Director for opening of branch under sub rule (3) of Rule 10 or For permission of Regional Director for withdrawal of unencumbered deposits under Rule 14 or Acquire another company [Rule 6(d) – Not applicable For permission of Regional Director for closing of branch clause (a) of sub-rule 6 of Rule 10 - 60 days prior to closure For intimation to Registrar for opening/ closing of branch under rule 10 – 30 days from Date of closing of branch/Date of opening of branch For intimation to Registrar for closure of collection centres under Rule 10 – 30 days from the Date of closing of collection centres

NDH-2: (Application to Regional Director for various approvals by Nidhi Companies)



Header	Details
Enhancements proposed	<ol style="list-style-type: none">1. Forms have been made web-based2. Additional data fields such as 'Amount of net owned funds' and 'Percentage of unencumbered Term Deposits to the total outstanding deposits' added in the form. Several other data fields added regarding additional approvals3. Attachments removed and information captured in machine readable format4. Other enhancement (pre-filling of data, nomenclature update, repositioning of fields, additional data fields added, additional checks and balances introduced etc.)

MR-1 (Return of appointment of managerial personnel)



Header	Details
Type of Processing	This form shall be processed in STP mode.
Due date of filing	60 days from date of passing board resolution
Enhancements proposed	<ol style="list-style-type: none">1. Forms have been made web-based2. Attachments removed and information captured in machine readable format3. Other enhancement (pre-filling of data, repositioning of fields, nomenclature update, additional checks and balances introduced etc.)4. Instead of capturing date of obtaining Central Government's approval, SRN of MR-2 shall be requested in MR-1.5. Several validation rules added, and few data fields are made dynamic

MR-2 (Form of application to the Central Government for approval of appointment of managing director or whole-time director or manager)



Header	Details
Type of Processing	This form shall be processed in STP mode.
Due date of filing	Not applicable
Enhancements proposed	<ol style="list-style-type: none">1. Forms have been made web-based2. Attachments removed and information captured in machine readable format3. Other enhancement (pre-filling of data, repositioning of fields, nomenclature update, additional checks and balances introduced etc.)4. Several validation rules added, and few data fields are made dynamic5. Date of resolution replaced with SRN of MGT-14 validation rules implemented in MR-2 to verify if the SRN of Form MGT-14 is valid.

MR-2 (Form of application to the Central Government for approval of appointment of managing director or whole-time director or manager)



Header	Details
Enhancements proposed	<p>7. Additional purposes added in the form for seeking Central Government's approval:</p> <ul style="list-style-type: none">-Age is more than 70 years and no SR is passed-Person is Non-Resident <p>8. Certificate by Company Secretary as attachments in MR-2 shall now be replaced as declaration in the form.</p> <p>9. Certain new attachments and data fields added in the form.</p> <p>10. Information relating to stock exchanges and application pending before National Company Law Tribunal captured in the form.</p>

FC-1 : (Information to be filed by foreign company)



Header	Details
Type of Processing	This form shall be processed in Non-STP mode.
Due date of filing	30 days from the date of Establishment
Enhancements proposed	<ol style="list-style-type: none">1. Forms have been made web-based2. Introduction of five digit NIC code 20083. Following attachments removed, and information captured in machine readable format:<ol style="list-style-type: none">i. List of directors and secretary of the foreign companyii. Details of the places of business other than principal place of business in Indiaiii. Details of the places of business established at any earlier occasion(s)iv. Particulars of the authorized representativesv. Interest of authorized person(s) in other entitiesvi. Particulars of subsidiary, holding or associate companies of the foreign company in Indiavii. Particulars of related party of the foreign company

FC-1 : (Information to be filed by foreign company)



Header	Details
Enhancements proposed	<p>8. Following attachments have been clubbed together:</p> <ul style="list-style-type: none">i. Reserve bank of India approval letterii. Copy of permission letter of other Authority(s)/ Regulator(s) <p>And the nomenclature has been changed to “Copy of approval/ permission letter of requisite Authority(s)/Regulator(s)”.</p> <p>8. Other enhancement (pre-filling of data, repositioning of fields, additional data fields added, additional checks and balances introduced etc.)</p>



Thank You!