

32. In the principal rules, in rule 41,

(i) in sub-rule (1), for the word, letters and figures “Form No. RD-1”, the word and letters “E-CON Part – B” shall be substituted.

(ii) in clause (c) of sub rule (3), the word “affidavit” shall be substituted by “declaration”.

(iii) in clause (a) of sub-rule (5), for the word “Form No. INC-25A”, the word “Notice No. INC-25A” shall be substituted.

(iv) in clause (b) of sub-rule (5), the following clause shall be substituted, namely:-

“(b) serve, by speed post (with tracking details)/ email (with self-certified copy)/ hand delivery with acknowledgement due, individual notice on each debenture holder and creditor of the company;

(v) in sub-rule (7), after the proviso, the following proviso shall be inserted, namely:-

“Provided also that nothing contained in the preceding proviso shall apply in a case:

(a) where there has been a change in the management of the company pursuant to any proceedings under the Insolvency Bankruptcy Code, 2016 (31 of 2016) and no stay against the such proceedings is pending in any Court or Tribunal; and

(b) the inquiry, inspection, investigation or prosecution so initiated pertains to any violations or defaults which took place prior to the change in management; and

(c) the Board undertakes to co-operate in the proceedings; and

(d) no prosecution is pending against the company in respect of any violations or defaults which took place subsequent to the change in management.”

33. In the principal rules, in the annexure, for the Forms INC-4, INC-22, INC-23 and INC-24, following shall be substituted, namely:-

E-CHNG

○ Details of Members/Nominee of OPC

- Notice of Change of Nominee of One Person Company
- Withdrawal of Consent by Nominee
- Intimation of Cessation and Change of Member
- Nominee Consent – Standalone Intimation

○ Notice of Location of registered office

- Verification of Registered Office

- Notice of Change of Registered Office within Local Limits
- Notice of Change of Registered Office Outside Local Limits (Same ROC)
- Notice of Shifting of Registered Office from One State to Another

Shifting of Registered office from one state to Another

Change of Name

When user selects Details of Members/Nominee of OPC

Notice of Change of Nominee of One Person Company

[Pursuant to Section 3(1) of the Companies Act, 2013 and Rule 4(4) of the Companies (Incorporation) Rules, 2014]

Form language

English Hindi

Refer instruction kit for filing the form.
All fields marked in * are mandatory.

1. Company Information

- (a) Corporate Identity Number (CIN)
- (b) Name of the One Person Company
- (c) Registered Office Address
- (d) Email ID of the Company

2. Existing Member Details (Auto-Populated)

- (a) DIN / PAN
- (b) Full Name
- (c) Date of Nomination of Existing Nominee

3. Existing Nominee Details (Auto-Populated)

- (a) DIN / PAN
- (b) Full Name

4. Proposed Nominee Details

- (a) DIN (Fetch from DIN Registry)
- (b) Full Name (Auto)
- (c) Effective Date of Nomination

5. Declaration by Member

I hereby declare that the above nomination is made in accordance with Rule 4 of the Companies (Incorporation) Rules, 2014 and the proposed nominee satisfies eligibility criteria prescribed under the Act.

To be digitally signed by Member

DSC Box

DIN / PAN: _____

Designation: Member

6. Consent of Proposed Nominee

I hereby give my consent to act as nominee of the above-mentioned One Person Company and declare that I satisfy eligibility requirements under Rule 3 of the Companies (Incorporation) Rules, 2014.

To be digitally signed by Nominee

DSC BOX

DIN: _____

○ Withdrawal of Consent by Nominee

Notice of Withdrawal of Nominee Consent – One Person Company

[Pursuant to Section 3(1) of the Companies Act, 2013 and Rule 4(5) of the Companies (Incorporation) Rules, 2014]

Form language

English Hindi

1. Company Information (Auto-Populated)

- (a) CIN
- (b) Name of Company
- (c) Registered Office Address

2. Nominee Details (Auto-Populated)

- (a) DIN
- (b) Full Name
- (c) Date of Original Nomination (DD/MM/YYYY)

3. Withdrawal Details (Auto-Filled)

- (a) Date of Withdrawal of Consent (DD/MM/YYYY)

4. Declaration by Nominee

I hereby withdraw my consent to act as nominee of the above company with effect from the date mentioned above.

I declare that this withdrawal is in compliance with Rule 4(5) of the Companies (Incorporation) Rules, 2014.

To be digitally signed by Nominee

DSC BOX

DIN: _____

○ Intimation of Cessation and Change of Member

Intimation of Cessation of Member and Change in Membership – One Person Company

[Pursuant to Section 3(1) of the Companies Act, 2013 and Rule 4(6) of the Companies (Incorporation) Rules, 2014]

Form language

English Hindi

1. Company Information (Auto-Populated)

- (a) CIN
- (b) Name of Company
- (c) Registered Office Address

2. Cessation Details

- (a) Name of Member Ceased
- (b) Reason for Cessation
 - Death
 - Incapacity to Contract
 - Transfer of Ownership

(c) Effective Date (DD/MM/YYYY)

3. New Member Details

- (a) DIN / PAN
- (b) Full Name
- (c) Basis of Membership (Auto-filled based on Reason for Cessation)
 - Nominee Elevation
 - Transfer

4. Declaration

I hereby declare that the above change has occurred in accordance with Section 3 and Rule 4 of the Companies (Incorporation) Rules, 2014.

To be digitally signed by New Member / Authorized Signatory

DSC BOX

DIN / PAN: _____

Attachments (Dynamic – Only If Applicable)

- Death Certificate
- Medical Certificate
- Transfer Instrument

Nominee Consent – (Standalone Intimation)

Nominee Consent Intimation – One Person Company

[Pursuant to Section 3(1) and Rule 4(4) of the Companies (Incorporation) Rules, 2014]

Form language

English Hindi

1. Company Information (Auto-Filled)

- (a) CIN
- (b) Name of Company

2. Member Details

- (a) DIN / PAN
- (b) Full Name

3. Nominee Details

- (a) DIN
- (b) Full Name
- (c) Date of Consent

4. Consent Declaration

I hereby give my consent to act as nominee of the above company and confirm compliance with eligibility criteria under Rule 3 of the Companies (Incorporation) Rules, 2014.

To be digitally signed by Nominee 

DIN: _____

When user selects Notice of situation of registered office

○ Verification of Registered Office (Post Incorporation)

Notice of Verification of Registered Office of Company

[Pursuant to Section 12(2) of the Companies Act, 2013 and Rule 25 of the Companies (Incorporation) Rules, 2014]

Form language

English Hindi

1. Company Information

- (a) Corporate Identity Number (CIN)
- (b) Name of the Company
- (c) Email ID

2. Registered Office Address

- (a) Address Line 1
- (b) Address Line 2
- (c) City
-
-
-

- (d) District
- (e) State/UT
- (f) PIN Code

(GIS Auto-Validation – Longitude/Latitude auto-fetched, not user-entered)

3. Declaration

The Company hereby confirms that the above premises are being used as its registered office for conducting business.

To be digitally signed by Director / Authorized Signatory

DSC BOX

DIN/PAN: _____

Attachments

- | | | | | |
|---|----------|-------------|--------|----------|
| <input type="checkbox"/> Proof of Registered Office Address | MAX 2 MB | Choose File | Remove | Download |
| <input type="checkbox"/> Utility Bill (not older than 3 months) | MAX 2 MB | Choose File | Remove | Download |

○ Notice of Change of Registered Office within Local Limits

Notice of Change of Registered Office within Local Limits

[Pursuant to Section 12(4) of the Companies Act, 2013 and Rule 27]

1. Company Information (Auto-Populated)

- (a) CIN
- (b) Name
- (c) Existing Registered Office Address

2. New Registered Office Address

- (a) Address
- (b) Address Line
- (c) City
- (d) District
- (e) State
- (f) PIN Code

(GIS Auto-validation enabled)

3. Effective Date of Change

4. Declaration

Certified that the Board resolution approving the change has been duly passed.

To be digitally signed by Director

DSC BOX

DIN: _____

Attachments

- Proof of Address MAX 2 MB Choose File Remove Download
- Utility Bill MAX 2 MB Choose File Remove Download

Copy of Board Resolution

(No professional certification required)

RADIO 3 Notice of Change of Registered Office Outside Local Limits (Same ROC)

Notice of Change of Registered Office Outside Local Limits but Within Same ROC & State

[Pursuant to Section 12(5) and Rule 27]

- 1. Company Information (Auto)
- 2. Existing Address (Auto)
- 3. New Address (User Entry + GIS Auto-check)
- 4. Declaration DSC ROX

To be digitally signed by Director

DIN: _____

Attachments

- Proof of Address MAX 2 MB Choose File Remove Download
- Utility Bill MAX 2 MB Choose File Remove Download

Copy of Special Resolution

RADIO 4 Change of Registered Office from One State to Another

Notice of Shifting of Registered Office from One State to Another

[Pursuant to Section 13(4) and Rule 30]

- 1. Company Information
- 2. Existing State and ROC
- 3. Proposed State and ROC
- 4. Date of RD / Central Government Approval
- 5. New Registered Office Address

(Internally auto-linked – no separate RD-1 filing)

(Structured Address Block)

6. Declaration

The Company confirms compliance with Section 13(4) and that creditor and regulatory requirements have been satisfied.

To be digitally signed by Director 

DIN: _____

when user selects **Shifting of Registered office from one state to Another**

Application to Regional Director for Approval of Shifting of Registered Office from One State to Another

[Pursuant to Section 13(4) of the Companies Act, 2013 and Rule 30 of the Companies (Incorporation) Rules, 2014]

Language: English Hindi

PART A – COMPANY PROFILE (Auto-Populated)

1. Corporate Identity Number (CIN)
2. Name of Company
3. Existing Registered Office State
4. Existing ROC
5. Company Category (Private/Public/Section 8/OPC)
6. Authorized Capital (Auto)
7. Paid-up Capital (Auto)
8. Email ID

(No manual capital re-entry allowed)

PART B – PROPOSED SHIFT

1. Proposed State
2. Proposed ROC
3. Proposed Address (Structured block with GIS validation)
4. Effective date proposed

PART C – REASONS FOR SHIFT

Structured selection (instead of free narrative):

- Administrative convenience
- Business expansion
- Operational consolidation

- Reduction in overheads
- Other (Specify – 500 character limit)

PART D – CREDITOR & LIABILITY POSITION

Auto-fetched financial data:

1. Secured Creditors – Number (Auto if charge registered)
2. Unsecured Creditors – Declaration required
3. Total outstanding liabilities (Auto from last filed AOC-4)

User Declaration:

- No objection from creditors received
- No pending default
- List of creditors attached (if applicable)

System triggers attachment only if liabilities exist.

PART E – REGULATORY COMPLIANCE CHECK

Auto Eligibility Engine verifies:

- No active prosecution
- No inquiry/inspection/investigation pending
- No default in filings
- Charges status updated

Undertaking by Board required to be uploaded if inquiry/inspection/investigation pending

PART G – PUBLIC NOTICE REQUIREMENT

System asks:

Has newspaper advertisement been published?

- Yes (Upload proof)
- Not Applicable

MAX 2 MB

Choose File

Remove

Download

System auto-generates advertisement template.

Other attachments-

- Copy of Special Resolution
- Any other attachments

PART H – DECLARATION

I hereby declare that:

- The company has complied with Section 13
- Creditors' interests are safeguarded
- No employee rights are prejudiced

Digitally signed by: **DSC BOX**

Director DIN _____

When user selects Change of Name

Application for Approval of Change of Name of Company

[Pursuant to Section 13(2) of the Companies Act, 2013 and Rule 29 of the Companies (Incorporation) Rules, 2014]

Language: English Hindi

PART A – COMPANY PROFILE (Auto-Populated)

1. Corporate Identity Number (CIN)
2. Existing Name of Company
3. Company Type (Private/Public/Section 8/OPC)
4. Registered Office State
5. Email ID
6. Authorized Capital (Auto)
7. Paid-up Capital (Auto)

PART B – PROPOSED NAME

1. Proposed New Name
2. Name Reservation Event ID (Auto-linked from RUN / Name Approval Module)
3. Date of Name Approval (DD/MM/YYYY)

PART C – REASON FOR CHANGE

Structured options (instead of long narrative):

- Change in business activity
- Rebranding / marketing strategy
- Merger / restructuring
- Conversion (auto-routed to separate module if applicable)
- Other (500 character structured explanation)

PART D – DECLARATION

I hereby declare that:

- The company has complied with Section 13
- Name approval has been obtained
- Special resolution duly passed

Attachments-

- Copy of Special Resolution
- In-principle approval/NOC from concerned regulator in case the name includes "Bank", "Insurance" or "Insurance Broker"
- Any other attachments

Digitally signed by:

Director DIN _____

DSC BLOCK

DSC BOX

34. In the principal rules, in the annexure, for the Forms INC-6, INC-12, INC-18, INC-20, INC-27, INC-28 and RD-1, the following shall be substituted, namely;-

E- CON

- Conversion of One Person Company
- Grant of License under Section 8
- Application to Regional Director for Conversion of Section 8 Company
- Intimation of Revocation / Surrender of License
- Application for Conversion of Company Type
- Application to Regional Director
- Notice of Order of Court / Tribunal / Central Government

When user selects **RADIO 1 Conversion of/to One Person Company**

Application for Conversion of One Person Company

[Pursuant to Section 18 of the Companies Act, 2013 and Rule 7 of the Companies (Incorporation) Rules, 2014]

Refer instruction kit for filing the form.

All fields marked in * are mandatory.

Form language:

English Hindi

1. Entity Details (Auto-populated)

(a) Corporate Identity Number (CIN)

(b) Name of the Company

(c) Registered office address

(d) Email ID

(e) Date of incorporation of the company

2. Type of Conversion

OPC to Private Company

OPC to Public Company

Private Company to OPC

3. Capital Structure

Authorised Capital (Auto)

Paid-up Capital (Auto)

4. Proposed Structure Post Conversion

Number of Directors

DIN | Name | Designation

Attachments

(a) Altered Memorandum

(b) Altered Articles

(c) Optional attachment(s), if any

5. Particulars of the person who will be the nominee of the sole member subsequent upon conversion

Name | Father's Name | Gender | Nationality | PAN | Permanent Residential

Address Email ID:

Declaration

I am authorised by the Board vide resolution no* ____ dated* ____

I declare that all requirements of the Act have been complied with.

DSC BOX

To be digitally signed by
 Director
 DIN

When user selects **RADIO 2 Grant of License under Section 8**

Application for Grant of License under Section 8

[Pursuant to Section 8(5) and Rule 20]

1. Company Information (Auto-populated)

- (a) CIN
- (b) Name
- (c) Registered Office Address
- (d) Email ID

2. Category of Company (Auto-populated)

- Private Public
- Limited by Shares Guarantee

Sub Category(Union government company/State government company/Non-government company, Subsidiary of foreign company/Guarantee and association company)

3. Main division of industrial activity of the company (Auto-populated)

- (a) Description of the main division
- (b) Main division of industrial activity of the company being pursued or proposed to be done in pursuance of section 8
- (c) Description of the main division of industrial activity of the company being pursued or proposed to be done in pursuance of section 8

4. Particulars of the directors

Designation (Director/Nominee Director/Managing director/Whole-time director/Alternate director/Additional director/Director appointed in casual vacancy)	Director identification number (DIN)
(a)	(b)
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

5. Details of Articles to which provisions of entrenchment shall be applicable

Attachments

(a) Statement of Assets & Liabilities

MAX 2 MB

Choose File

Remove

Download

(b) Copy of Resolution

MAX 2 MB

Choose File

Remove

Download

(c) Approval of Regulator (if applicable)

MAX 2 MB

Choose File

Remove

Download

Declaration

To be digitally signed by the Director

DSC BOX

DIN

Certification by a Professional

Chartered Accountant / Company Secretary / Cost Accountant

Membership No.

COP No.

When the user selects **RADIO 3 Conversion of Section 8 Company into Other Kind**

Application to the Regional Director for Conversion of Section 8 Company

[Pursuant to Section 8(4)(ii) and Rule 21]

1. Entity Details

CIN

Name

License Number

2. Reasons for Conversion

(Structured description field)

3. Assets & Liabilities Position

Auto-generated summary from latest financial filing.

4. Present objects of the company and Description of ob

5. Main division of industrial activity of the company being proposed to be pursued after the proposed conversion

6. Description of the main division of industrial activity of the company being proposed to be pursued after the proposed conversion

7. Creditor Details

Total Secured Creditors
Total Unsecured Creditors

NOC obtained: Yes No

8. Regulatory Status

Whether regulated under Special Act
Yes No

Whether company has received any donation and/or grant/benefits from any person or authority since incorporation

Yes No

Whether there is any surplus amount after payment of dues to be transferred to IEPF as per applicable rule If yes, mention the amount to be so transferred

Yes No

Attachments

(a) Statement of Assets & Liabilities

(b) NOC from Creditors

(c) Regulator Approval

Declaration

Director DSC

When user selects **RADIO 4 Revocation / Surrender of Section 8 License**

Intimation of Revocation / Surrender of License

[Pursuant to Section 8(6) and Rule 23]

1. Company Details

CIN
Name
License No

2. Nature of Application

Voluntary
On direction of Central Government

3. Order Details

Order No
Date
Authority

4. Revised Name (Post Revocation)

Attachments

Copy of Government Order

Declaration

Director DSC

When user selects **RADIO 5 Conversion of Company Type**

Form No. EC-CONV-1

Application for Conversion of Company Type

[Pursuant to Section 14 / Section 18]

1. Entity Details (Auto-populated)

CIN
Name
Current Status

2. Conversion Type

Private → Public
Public → Private
Unlimited → Limited by Shares
Unlimited → Limited by Guarantee

company limited by guarantee -> company limited by shares

3. Particulars of Creditors and Debenture Holders

Name of the Creditor/ Debenture Holder |Type| Address |Amount Due |Remarks
(Nature of Debt / Claim / Liability)

Attachments

(a) Altered MOA
(b) Altered AOA

(c) Newspaper Publication (if applicable)

MAX 2 MB

Choose File

Remove

Download

Declaration

Director DSC

DSC BOX

Professional Certification

When user selects **RADIO 6 Application to Regional Director**

Form No. EC-RD-1

Application to Regional Director

1. Entity Details (Auto-populated)

CIN

Name

Address

Jurisdiction of Police Station

2. Purpose of Application

- Rectification of name
- Change in financial year
- Conversion of Public company into a Private company
- Notice of approval of the scheme filed in Form CAA-11
- Others

3. Grounds for Application

Structured explanation

4. Particulars of Creditors and Debenture Holders

5. Hearing Required

Yes No

6. Details of any previous application made within last five years for change in financial year and outcome thereof.

Details of any conversion made within last five years and outcome thereof.

Attachments

Relevant supporting documents

MAX 2 MB

Choose File

Remove

Download

Declaration

Director DSC

DSC BOX

When user selects **RADIO 7 Notice of Order of Court / Tribunal / RD**

Notice of Order of Court / Tribunal / Central Government

1. Company Information (Auto-populated)

CIN
Name
Registered Office

2. Authority Passing Order

NCLT
RD
Court
Central Government

3. a) Name of Court
b) Name of the Central Government office
c) Name of the Debt Recovery Tribunal
d) Name of the competent authority

4. Order Details

Petition No
Order No
Date of Order
Section under which passed

5. Nature of Order

Amalgamation
Conversion
Capital Reduction
Winding Up
IBC Proceeding

6. Number of days within which order is to be filed with Registrar

7. Date of application to court or Tribunal or the competent authority for issue of Certified copy of order(DD/MM/YYYY)

8. Date of issue of certified copy of order (DD/MM/YYYY)

9. In case of compounding of offence, enter Service request number SRN(s) of Form 61

10. (a) Whether penalty involved or not

(b) If Yes, SRN of payment of penalty

Attachments

Copy of Order

Declaration

Director / IRP / Liquidator

35. In the principal rules, in the annexure, after Certificate No. INC-11C (Certificate of Registration under the provisions of Part 1 of Chapter XXI of the Companies Act, 2013), following certificate shall be inserted, namely:-

The Companies (Authorised to Register) Rules, 2014



GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
Central Registration Centre

FORM No. INC- 11D

Certificate of Registration under the provisions of Part 1 of Chapter XXI of the Companies Act, 2013

[Pursuant to Section 366 of the Companies Act, 2013 (18 of 2013) and rule 4(4) of the Companies (Authorised to Register) Rules, 2014]

I hereby certify that _____ (name of the partnership firm/limited liability partnership/cooperative society/society/trust/any other business entity prior to registration) having identity number _____ (if any), is Registered as _____ (name of the company) on this _____ day of _____

_____(Month)_____(YEAR)under the Companies Act, 2013 (18 of 2013) and that the company is (limited by shares/limited by guarantee/unlimited company).

The Corporate Identity Number of the company is <CIN>

The Permanent Account Number (PAN) of the company is <PAN>*

The Tax Deduction and Collection Account Number (TAN) of the company is <TAN>*

Given under my hand at _____ (Name of the city where the Registrar of Companies office is located) _____ this (Date of approval of the work item in words)

Digital Signature Certificate
(Full name of the Authorising officer approving the work-item)
(Assistant Registrar of Companies/ Deputy Registrar of Companies/ Registrar of Companies)
For and on behalf of the Jurisdictional Registrar of Companies
Registrar of Companies
Central Registration Centre

File Number _____

(Balamurugan D., Joint Secretary)

Note: The principal rules were published in the Gazette of India on ____ and last amended vide notification number _____.
