

[To be published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (i)]

**GOVERNMENT OF INDIA**  
**MINISTRY OF CORPORATE AFFAIRS**  
**NOTIFICATION**

**New Delhi, the 20<sup>th</sup> January 2018**

**G.S.R... (E)-** In exercise of the powers conferred by sub-sections (1) and (2) of section 469 of the Companies Act, 2013 (18 of 2013), the Central Government hereby makes the following rules further to amend the Companies (Incorporation) Rules, 2014, namely: -

1. (1) These rules may be called the Companies (Incorporation) Amendment Rules, 2018.  
(2) They shall come into force from the **26<sup>th</sup> day of January, 2018.**

2. In the Companies (Incorporation) Rules, 2014 (hereinafter referred to as the principal rules), for rule 9, the following rule shall be substituted, namely:-

**"9. Reservation of name.-** An application for reservation of name shall be made through the web service available at [www.mca.gov.in](http://www.mca.gov.in) by using RUN (Reserve Unique Name) along with fee as provided in the Companies (Registration offices and fees) Rules, 2014, which may either be approved or rejected, as the case may be, by the Registrar, Central Registration Centre".

3. In the Principal rules, in rule 10, the words, letters and figure "Form No.INC-7" shall be omitted.

4. In the principal rules, for rule 12, the following rule shall be substituted, namely:-

**"12. Application for incorporation of companies.** An application for registration of a company shall be filed, with the Registrar within whose jurisdiction the registered office of the company is proposed to be situated, in Form No.INC-32 (SPICe) along with the fee as provided under the Companies (Registration offices and fees) Rules, 2014;

Provided that in case pursuing of any of the objects of a company requires registration or approval from sectoral regulators such as the Reserve Bank of India, the Securities and Exchange Board, registration or approval, as the case may be, from such regulator shall be obtained by the proposed company before pursuing such objects and a declaration in this behalf shall be submitted at the stage of incorporation of the company".

**5.** In the principal rules, in sub-rule (1) of rule 38, the following proviso shall be inserted.-

(i) in sub-rule (1), after the proviso, the following proviso shall be inserted, namely:-

"provided further that in case of incorporation of a company having more than seven subscribers or where any of the subscriber to the MOA/AOA is signing at a place outside India, MOA/AOA shall be filed with INC-32 (SPICe) in the respective formats as specified in Table A to J in Schedule I without filing form INC-33 and INC-34";

(ii.) In sub-rule (2), after the proviso, the following proviso shall be inserted, namely:-

'Provided further that in case of companies incorporated, with effect from the 26<sup>th</sup> day of January, 2018, with a nominal capital of less than or equal to rupees ten lakhs or in respect of companies not having a share capital whose number of members as stated in the articles of association does not exceed twenty, fee on INC-32 (SPICe) shall not be applicable".

6. In the annexure to the principal rules,-

(i.) for Form No. INC-1, the following form shall be substituted, namely:-

[Pursuant to section 4(4) of the Companies Act, 2013 and pursuant to rule 8 & 9 of the Companies (Incorporation) Rules, 2014]



**RUN**

**Reserve Unique Name**

Company Details

**Entity Type**

Select if you are reserving the name for a Company to be incorporated. ▼

**CIN**

Enter CIN only if you are applying for change of name for an existing company.

**Proposed Name**

Enter your proposed name.

**Auto Check**

**Comments**

Please make sure to mention the objects of the proposed company and any other relevant comments. Please attach Sectoral Regulator approvals, NOCs or any other required documents below, if applicable.

**Choose File** No file chosen

Once you have submitted the name reservation request it will then be checked and, if found feasible, approved by the Central Registration Centre (CRC). You will receive an email from the CRC advising the outcome of the name reservation request.

**Submit**



**Permanent Residential Address**

\*Line I

Line II

\*City

\*State/Union Territory  \* Pin code

ISO Country Code

Country

\*Phone (with STD/ISD Code)  -

Mobile (with country code)  -  Fax

\*email id

\*Whether present address is same as the permanent address  Yes  No

**Present Address**

\*Line I

Line II

\*City

\*State/Union Territory  \*Pin code

\*ISO Country Code

Country

\*Phone (with STD/ISD Code)  -

Mobile (with country code)  -  Fax

email id

\*Duration of stay at the present address  year(s)  month(s)

If duration of stay at present address is less than one year then address of previous residence

\*Proof of Identity

\*Residential Proof

**Declaration**

I do solemnly declare that I am an Indian citizen and resident in India and I have not been convicted of any offence in connection with the promotion, formation or management of any company or LLP and have not been found guilty of any fraud or misfeasance or of any breach of duty to any company under this Act or any previous company law or LLP Act in the last five years. I further declare that I am not a nominee in any other One Person Company and I shall comply with the eligibility criteria specified in Rule 3(3) within the prescribed period. I understand that the person nominating me may withdraw my nomination without my consent.

**To be physically signed by**

Nominee

\*Date

\*Place

**Enclosures**

1. Copy of PAN Card
2. Proof of identity
3. Residential Proof

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**Note :** Attention is drawn to provisions of section 7(5) and 7(6) which inter-alia, provides that furnishing of any false or incorrect particulars of any information or suppression of any material information shall attract punishment for fraud under section 447. Attention is also drawn to provisions of section 448 and 449 which provide for punishment for false statement and punishment for false evidence respectively.

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**This is a non e-Form. User is required to fill the form electronically and duly signed copy should be attached with eForm INC-4 or INC-6, as the case may be.**

(iii) for Form No.INC-7 shall be omitted;

(iv) for Form No.INC-12, the following form shall be substituted, namely:-

<h1 style="margin: 0;">FORM NO. INC-12</h1> <p style="margin: 5px 0;"><i>[Pursuant to section 8(1) and 8(5) of the Companies Act, 2013 and Rule 19 &amp; 20 of the Companies (Incorporation) Rules, 2014]</i></p>	 <p style="margin: 0;">सत्यमेव जयते</p>	<h2 style="margin: 0;">Application for grant of License under section 8</h2>
<p><b>Form language</b>   <input type="radio"/> English   <input type="radio"/> Hindi</p>		
<p><b>Refer the instruction kit for filing the form.</b></p>		
<p>1. *Application for</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Grant of license to a new company (Part A)</li><li><input type="checkbox"/> Grant of license to an existing company (Part B)</li></ul>		
<p><b>Part A: Grant of license to a new company</b></p>		
<p>2. (a) *Name of the Applicant <input style="width: 80%;" type="text"/></p>		
<p>(b) *Address <input style="width: 90%;" type="text"/></p>		
<p>(c) *Occupation Type   <input type="radio"/> Self-employed   <input type="radio"/> Professional   <input type="radio"/> Homemaker   <input type="radio"/> Student   <input type="radio"/> Serviceman</p>		
<p>Area of occupation <input style="width: 80%;" type="text"/></p>		
<p>(d) *Phone (with STD/ISD) <input style="width: 10%;" type="text"/> - <input style="width: 20%;" type="text"/> (e) Fax <input style="width: 20%;" type="text"/></p>		
<p>(f) *email Id <input style="width: 90%;" type="text"/></p>		
<p>3. *(a) Indicate Registrar of Companies (ROC) reference number for name approval</p>		
(Service Request Number (SRN) of <b>RUN</b> ) <input style="width: 30%;" type="text"/>		<input type="button" value="Pre-Fill"/>
<p>* (b) Name of the State/Union territory in which the proposed company is to be registered</p>		
<input style="width: 95%;" type="text"/>		
<p>* (c) Name of the office of the Registrar of Companies in which the proposed company is to be registered</p>		
<input style="width: 95%;" type="text"/>		
<p>4. (a) Name of the company <input style="width: 90%;" type="text"/></p>		
(b) Company is <input style="width: 20%;" type="text"/>		(c) Type of Company <input style="width: 20%;" type="text"/>
(d) Category <input style="width: 20%;" type="text"/>		(e) Sub category <input style="width: 20%;" type="text"/>
<p>* (f) Whether the company will   <input type="checkbox"/> Have share capital   <input type="checkbox"/> Not have share capital</p>		
<p>5. I. Proposed authorized capital <input style="width: 20%;" type="text"/></p>		
<p>II. Proposed maximum number of members <input style="width: 20%;" type="text"/></p>		
<p>Proposed maximum number of members excluding proposed employees <input style="width: 20%;" type="text"/></p>		
<p>6. *a. Main division of industrial activity of the proposed company <input style="width: 20%;" type="text"/></p>		
Description of the main division		
<input style="width: 95%; height: 30px;" type="text"/>		

\*b. Brief description of the work, if any already done or proposed to be done in pursuance of section 8

\*c. Grounds on which application is made

7. \*Enter the number of proposed promoters (first subscribers to MOA)

Particulars of Promoters (first subscribers to the MOA)

(specify information of two promoters in case the proposed company is a private company or seven promoters in case the proposed company is a public company)

I

* Category	<input type="text"/>
* Director Identification number (DIN) or Income-tax permanent account number (Income-tax PAN) or passport number or corporate identity number (CIN) or foreign company registration number (FCRN) or any other registration number	<input type="text"/>
* Name	<input type="text"/>
<input type="button" value="Pre-fill"/>	
<input type="text"/>	
Name of the authorized representative	
<input type="text"/>	

II

* Category	<input type="text"/>
* Director Identification number (DIN) or Income-tax permanent account number (Income-tax PAN) or passport number or corporate identity number (CIN) or foreign company registration number (FCRN) or any other registration number	<input type="text"/>
* Name	<input type="text"/>
<input type="button" value="Pre-fill"/>	
<input type="text"/>	
Name of the authorized representative	
<input type="text"/>	

8. \*Enter the number of proposed directors

(specify information of two directors in case the proposed company is a private company or three directors in case the proposed company is a public company)

Particulars of the proposed directors (In case the proposed director(s) has been allotted DIN, then it is mandatory to enter such DIN)

I

* Proposed designation	<input type="text"/>
* Director identification number (DIN) or Income tax permanent account number (PAN) or passport number	<input type="text"/>
<input type="button" value="Pre-fill"/>	
	<input type="button" value="Verify Details"/>
* First Name	<input type="text"/>
Middle Name	<input type="text"/>
* Surname	<input type="text"/>
* Father's First Name	<input type="text"/>
Father's Middle Name	<input type="text"/>
* Father's Surname	<input type="text"/>



Nationality	<input type="text"/>	*Date of birth (DD/MM/YYYY)	<input type="text"/>
Aadhaar Number	<input type="text"/>	Voter identity card number	<input type="text"/>
Present residential address	<input type="text"/>		
Name of the company or institution whose nominee the appointee will be (Only in case of nominee director)	<input type="text"/>		

II

*Proposed designation	<input type="text"/>	<input type="button" value="Pre-fill"/>	
*Director identification number (DIN) or Income tax permanent account number (PAN) or passport number	<input type="text"/>	<input type="button" value="Verify Details"/>	
*First Name	<input type="text"/>		
Middle Name	<input type="text"/>		
*Surname	<input type="text"/>		
*Father's First Name	<input type="text"/>		
Father's Middle Name	<input type="text"/>		
*Father's Surname	<input type="text"/>		
Nationality	<input type="text"/>	*Date of birth (DD/MM/YYYY)	<input type="text"/>
Aadhaar Number	<input type="text"/>	Voter identity card number	<input type="text"/>
Present residential address	<input type="text"/>		
Name of the company or institution whose nominee the appointee will be (Only in case of nominee director)	<input type="text"/>		

9. \*Enter the number of key managerial personnel   
(specify information of up to four key managerial persons)

Particulars of the key managerial personnel

I

*Proposed designation	<input type="text"/>	<input type="button" value="Pre-fill"/>
*Director identification number (DIN) or Income-tax permanent account number (PAN)	<input type="text"/>	
Name of the person	<input type="text"/>	
Membership number (in case of Company Secretary)	<input type="text"/>	

II

\*Proposed designation

\*Director identification number (DIN) or  
Income-tax permanent account number (PAN)

Pre-fill

Name of the person

Membership number (in case of Company Secretary)

10.(a) \*Whether the Articles will be entrenched  Yes  No  
(If yes, entrenched Articles should be annexed thereto)

(b) Number of Articles to which provisions of entrenchment shall be applicable   
Details of Articles to which provisions of entrenchment shall be applicable

Sr. No.	Article Number	Content

**Part B: Grant of license to an existing company**

11.\*(a) Corporate identity number (CIN)

Pre fill

(b) Global location number (GLN) of company

12. (a) Name of the company

(b) Address of the company

(c) email ID of the company

13. (a) Company is

(b) Category

(c) Sub category

(d) Whether the company is having share capital  Yes  No

14. I. Authorized capital of the company

II. Maximum number of members

Maximum number of members excluding present and past employees

15. a. Main division of industrial activity of the company

Description of the main division

\*b. Brief description of the work, if any already done or proposed to be done in pursuance of section 8

\*c. Grounds on which application is made

16.\*Enter the number of directors

(Specify information of two directors in case the company is a private company or three directors in case the company is a public company)

Particulars of the directors

I

*Designation	<input type="text"/>	<b>Pre-fill</b>
*Director identification number (DIN)	<input type="text"/>	
Name of the person	<input type="text"/>	
Name of the company or institution whose nominee the appointee is (Only in case of nominee director)		

II

*Designation	<input type="text"/>	<b>Pre-fill</b>
*Director identification number (DIN)	<input type="text"/>	
Name of the person	<input type="text"/>	
Name of the company or institution whose nominee the appointee is (Only in case of nominee director)		

17.\*Enter the number of key managerial personnel

(Specify information of up to four key managerial persons)

Particulars of the key managerial personnel

I

*Designation	<input type="text"/>	<b>Pre-fill</b>
*Director identification number (DIN) or Income-tax permanent account number (PAN)	<input type="text"/>	
Name of the person	<input type="text"/>	
Membership number (in case of Company Secretary)	<input type="text"/>	

II

*Designation	<input type="text"/>	
*Director identification number (DIN) or Income-tax permanent account number (PAN)	<input type="text"/>	<b>Pre-fill</b>
Name of the person	<input style="width: 100%;" type="text"/>	
Membership number (in case of Company Secretary)	<input type="text"/>	

18. (a) \*Whether the Articles are entrenched  Yes  No

(If yes, entrenched Articles should be annexed thereto)

(b) Number of Articles to which provisions of entrenchment shall be applicable

Details of Articles to which provisions of entrenchment shall be applicable

Sr. No.	Article Number	Content	<b>Attach</b>

**Attachments**

- |   |               |
|---|---------------|
| 1) *Draft Memorandum of association as per form no. INC-13  | <b>Attach</b> |
| 2) *Draft Articles of Association   | <b>Attach</b> |
| 3) *Declaration as per Form No. INC-14  | <b>Attach</b> |
| 4) *Declaration as per Form No. INC-15  | <b>Attach</b> |
| 5) *Estimated income and expenditure for next three years   | <b>Attach</b> |
| 6) Approval/concurrence/NOC of the concerned authority/sectoral regulator, department or Ministry of the Central or State Government(s) | <b>Attach</b> |
| 7) Entrenched articles of association   | <b>Attach</b> |
| 8) Copy of resolution passed in general meeting and board meeting   | <b>Attach</b> |
| 9) Last one/two year's financial statement(s), board's report(s) and Audit report(s)  | <b>Attach</b> |
| 10) Assets and liabilities statements with their values as per applicable rule  | <b>Attach</b> |
| 11) List of proposed promoters.   | <b>Attach</b> |
| 12) List of proposed directors/ directors.  |               |
| 13) List of key managerial personnel.   |               |
| 14) Optional attachment, if any   |               |

**Declaration**

I \*

- A person named in the articles as a ~~director/manager/ Company Secretary/CEO/CFO/promoter~~ of the company
- have been authorized by the Board of Directors of the Company vide resolution number  dated

declare that all the requirements of Companies Act, 2013 and the Rules thereto made thereunder in respect of the subject matter of this form have been complied with.

- I am also authorized by other proposed promoters and first subscribers to the Memorandum of Association and Articles of Association to sign and submit this Form.
- \*I also declare that all the information given herein above is true, correct and complete including the attachments to this form and nothing material has been suppressed.
- \*It is hereby further certified that , a  CA/ CS/ Cost Accountant having Membership number  and certificate of practice number  has been engaged to give declaration under section 8(1) or 8(5) and rule 19(3) (b) or rule 20(2) (b) and such declaration is attached.

**DSC BOX**

**\*To be digitally signed by**

\*Designation

\*Director identification number of the director; or  
Membership number of the company secretary; or   
PAN or DIN of the manager or CEO or CFO or promoter

**Note: Attention is drawn to provisions of Section 7(5) and 7(6) which, inter-alia, provides that furnishing of any false or incorrect particulars of any information or suppression of any material information shall attract punishment for fraud under Section 447. Attention is also drawn to provisions of Section 448 and 449 which provide for punishment for false statement and punishment for false evidence respectively.**

**For office use only :**

eForm Service request number (SRN)  eForm filing date  (DD/MM/YYYY)

**Digital signature of the authorising officer**

This e-Form is hereby approved

This e-Form is hereby rejected

Date of signing  (DD/MM/YYYY)

(v) for Form No.INC-22, the following form shall be substituted, namely:-

# FORM NO. INC-22



## Notice of situation or change of situation of registered office

[Pursuant to Section 12(2)&(4) of the Companies Act, 2013 and Rule 25 & 27 of The (Incorporation) Rules, 2014]

Form language  English  Hindi

Refer the instruction kit for filing the form.

1. \*This form is for  New Company  Existing company

2. \*(a) Corporate identity number (CIN) or SRN of **RUN**

(b) Global location number (GLN) of company

3. (a) Name of the company

(b) Address of the registered office of the company

(c) Name of the office of existing Register of companies (ROC)

- (d)\* Purpose of the form
- Change within local limits of city, town or village
  - Change outside local limits of city, town or village, within the same RoC and state
  - Change in RoC within the same state
  - Change in state within the jurisdiction of same RoC
  - Change in state outside the jurisdiction of existing RoC

4. Notice is hereby given that

\* (a) The address of the registered office of the company with effect from

(DD/MM/YYYY) is

The date of incorporation of company is

\*Address Line I

Line II

\* City

\* District

\* State/Union Territory

Country

\* Pin code

\* email ID

(b) \* Registered Office is

- Owned by Company
- Owned by director (Not taken on lease by company)
- Taken on lease by company
- Owned by any other entity/Person (Not taken on lease by company)

(c) \* Name of office of proposed RoC or new RoC

(d) Full address of the police station under whose jurisdiction the registered office is situated

\* Name

\* Address Line I

Address Line II

\* City

State/Union Territory

\* Pin code

(e) \* Particulars of the Utility Services Bill depicting the address of the registered office (not older than two months)

5.(a) \* SRN of Form No. MGT-14 [input]  
(b)\* SRN of Form Form No. INC-28 [input]  
(c) \* Date of order of the Central Government [input] (DD/MM/YY)

**Attachments**

- (1) \* Proof of Registered Office address (Conveyance/Lease deed/Rent Agreement along with the rent receipts) etc.; [Attach] [List of attachments]
- (2) \* Copies of the utility bills as mentioned above (not older than two months); [Attach]
- (3) \*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); [Attach]
- (4) \*Copy of order of competent authority; [Attach]
- (5) List of all the companies (specifying their CIN) having the same registered office address, if any; [Attach]
- (6) Optional attachment, if any [Attach]

**Declaration**

[Remove attachment]

I \* [input]

- A person named in the articles as a [input] of the company
- have been authorized by the Board of Directors of the company vide resolution number [input] dated [input] to sign this form and declare that
- \* all the requirements of The Companies Act,2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with.
- \* I also declare that all the information given herein above is true, correct and complete including the attachments to this form and nothing material has been suppressed.
- It is hereby further certified that [input], a [input] having Membership Number [input] and certificate of practice number [input] certifying this form has been duly engaged for this purpose.

\* To be digitally signed by [input]

\* Designation [input]  
\* Director Identification Number of the director ; or DIN or PAN of the manager or CEO or CFO; or Membership number of the Company secretary [input]

**Certificate by practicing professional**

I declare that I have been duly engaged for the purpose of certification of this form. It is hereby certified that I have gone through the provisions of The Companies Act, 2013 and rules thereunder for the subject matter of this form and matters incidental thereto and I have verified the above particulars (including attachment(s)) from the original records maintained by the company which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed. I further certify that :

1. The said records have been properly prepared, signed by the required officers of the company and maintained as per the relevant provisions of The Companies Act, 2013 and were found to be in order;
2. All the required attachments have been completely and legibly attached to this form;
3. I further declare that I have personally visited the registered office given in the form at the address mentioned herein above and verified that the said registered office of the company is functioning for the business purposes of the company.

\* To be digitally signed by [input]

- Chartered accountant (in whole-time practice) or  Cost accountant (in whole-time practice) or  Company secretary (in whole-time practice)

\* Whether associate or fellow  Associate  Fellow

\* Membership Number [input]

\* Certificate of practice number [input]

**Note: Attention is drawn to provisions of Section 448 and 449 which provide for punishment for false statement/certificate and punishment for false evidence respectively.**

<input type="button" value="Modify"/>	<input type="button" value="Check Form"/>	<input type="button" value="Prescrutiny"/>	<input type="button" value="Submit"/>
<hr/>			
For office use only:		<input type="button" value="Affix filing details"/>	
eForm Service request number (SRN)	<input type="text"/>	eForm filing date	<input type="text"/> (DD/MM/YYYY)
<b>Digital signature of the authorising officer</b>			
This e-Form is hereby registered	<input type="text"/>	<input type="button" value="Confirm submission"/>	
Date of signing	<input type="text"/>	(DD/MM/YYYY)	
<b>OR</b>			
<b>This eForm has been taken on file maintained by the registrar of companies through electronic mode and on the basis of statement of correctness given by the filing company</b>			

(vi) for Form No.INC-24, the following form shall be substituted, namely:-



# Form NO.INC-24



Application for approval of Central Government  
for change of name

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

Form Language  English  Hindi

Refer the instruction kit for filing the form.

1. \* (a) Corporate identity number (CIN) of company

(b) Global Location Number of the company

2. (a) Name of the Company

(b) Address of the registered  
office of the company

(c) email ID of the company

3. \* (a) Service Request Number (SRN) of **RUN**

(b) Proposed name of the company

4. \* Reason(s) for change of name

5. \* Particulars of filing Form No. MGT-14 with Registrar of Companies (RoC)

(a) SRN of Form No. MGT-14

(b) Date of passing the special resolution

(c) Date of filing Form No. MGT-14

6. Name of the company at the time of incorporation (to be displayed in the certificate)

7. (a) Number of members present at the meeting where the special resolution was passed for change of name and number of shares held by them

(i) \* Number of members

(ii) Number of shares held by them

(b) Number of members who voted in favour of change of name and number of shares held by them

(i) \* Number of members

(ii) Number of shares held by them

(c) Number of members who voted against the change of name and number of shares held by them

(i) \* Number of members

(ii) Number of shares held by them

(d) Details of members who abstained from voting and number of shares held by them

(i) \* Number of members

(ii) Number of shares held by them

**Attachments**

1. \*Minutes of the members' meeting

Attach

2. Optional attachment(s) (if any)

Attach

List of Attachments

Remove attachment

**Declaration**

To the best of my knowledge and belief, the information given in this application and its attachments is correct and complete and company has obtained all the mandatory approvals from the concerned authorities and departments in respect of change of name of the company.

I have been authorised by the Board of directors' resolution number \*  dated

\*  (DD/MM/YYYY) to sign and submit this application.

\* To be digitally signed by

\* Designation

\* Director identification number of the director; or  
DIN or PAN of the manager or CEO or CFO; or  
Membership number of company secretary

**Note: Attention is drawn to provisions of Section 448 and 449 of the Companies Act, 2013 which provide for punishment for false statement / certificate and punishment for false evidence respectively.**

Modify

Check Form

Prescrutiny

Submit

**For office use only:**

eForm Service request number(SRN)  eForm filing date  (DD/MM/YYYY)

**Digital signature of the authorising officer**

This e-Form is hereby approved

This e-Form is hereby rejected

Date of signing

(DD/MM/YYYY)

(vii) for Form No.INC-32, the following form shall be substituted, namely:-

[Pursuant to sections 4, 7, 12, 152 and 153 of the Companies Act, 2013 read with rules made thereunder] –  
FORM NO. INC-32



(Simplified Proforma for Incorporating Company Electronically)

Form language  English  Hindi

Refer the instruction kit for filing the form.

\*Whether name is already approved by Registrar of Companies  Yes  No

SRN of **RUN**

Entity Type

1. (a) \*State the type of company
- (b) \*State the class of company  Public  Private  One Person Company
- (c) \*State the category of company
- (d) \*State the sub-category of company
- (e) \*Whether proposed company is an IFSC company  Yes  No
- (f) \*Company is  Having share capital  Not having share capital
- (g) Section 8 license number

2. (a) \*Main division of industrial activity of the company   
Description of the main division

(b) Whether Articles of Association is entrenched  Yes  No  
Number of Articles to which provisions of entrenchment shall be applicable

**Details of such articles**

Sr. No.	Article Number	Short description on entrenchment of the clause

3. (i) \*Capital structure of the company   
Total authorized share capital (in Rupees)

Authorized share capital	Equity	Preference	Unclassified
Number of shares			
Nominal amount per share (in Rupees)			
Total amount (in Rupees)			

Total subscribed share capital (in Rupees)

Subscribed share capital	Equity	Preference
--------------------------	--------	------------

Number of shares		
Nominal amount per share (in Rupees)		
Total amount (in Rupees)		

(ii) \*Details of number of members

(a) Enter the maximum number of members	
(b) Maximum number of members excluding proposed employees	
(c) Number of members	
(d) Number of members excluding proposed employee(s)	

4. (a) \*Correspondence address

*Line I	<input type="text"/>	
Line II	<input type="text"/>	
*City	<input type="text"/>	
*State/Union Territory	<input type="text"/>	Pin code <input type="text"/>
*District	<input type="text"/>	
*Phone (with STD code)	<input type="text"/>	<input type="text"/>
Fax	<input type="text"/>	
*email ID of the company	<input type="text"/>	

(b) \*Whether the address for correspondence is the address of registered office of the company o Yes o No

(c) \*Name of the office of the Registrar of Companies in which the proposed company is to be registered

5. \*Particulars of the proposed or approved name

<input type="text"/>	
<input type="text"/>	<input type="text"/>

(a)	Proposed or approved name	<input type="text"/>
	Significance of abbreviated or coined word in the proposed name	<input type="text"/>
	State the name of the vernacular language(s) if used in the proposed name and meaning thereof	<input type="text"/>
(b)	<input type="text"/>	
	(i) *Whether the proposed name includes the phrase 'Electoral trust'	<input type="radio"/> Yes <input type="radio"/> No
	(ii) *Whether the proposed name(s) contain such word or expression for which the previous approval of Central Government is required	<input type="radio"/> Yes <input type="radio"/> No
	(iii)*Whether approval from any sectoral regulator is required	<input type="radio"/> Yes <input type="radio"/> No
	(iv) Whether the name is similar to <input type="radio"/> Existing Indian Company <input type="radio"/> Foreign body corporate [Attach the copy of No Objection Certificate by way of Board resolution (duly attested by a director/KMP of that company) or in case of foreign company, authority given through constitutional <input type="text"/>	<input type="button" value="Pre-fill"/>

Provide CIN

Name of the Company

(c) (i) \*Whether the proposed name is based on a trademark registered or is subject matter of an application pending for registration under the Trade Marks Act    o Yes    o No

(ii) \*Specify the class(s) of trade mark (refer the instruction kit for details)

(iii) \*Furnish the particulars of application and the approval of the applicant or owner of the trade mark

6. (a) \*Number of first subscriber(s) to MOA and directors of the company

	Having valid DIN	Not having valid DIN
Total number of first subscribers (non-individual + individual)		
Number of non-individual first subscriber(s)		
Number of individual first subscriber(s) cum director(s)		
Total number of directors (director(s) who is/are not subscriber(s) + subscriber(s) cum director(s) as mentioned in above Row no. 3)		

(b) \*Particulars of non-individual first subscriber(s)

\*Category

\*Corporate identity number(CIN) or foreign company registration number(FCRN) or any other registration number  Pre-Fill

\*Name of the body corporate

Registered office address or Principal place of business in India or Principal place of business outside India

\*Line I

Line II

\*City

\*State /Union Territory  \*Pin code

\*ISO Country code

Country

\*Phone (With STD/ISD code)  -

Fax

\*email id

**Particulars of the authorised person**

\*First Name

Middle Name

\*Surname

\*Father's First Name

Father's Middle Name

\*Father's Surname

\* Gender  \*Date of Birth  \*Nationality

PAN  Passport number  Verify Details  
 Aadhaar number   
 \*Place of Birth (District & State)   
 \*Occupation type   
 \*Area of Occupation   
 \*Educational qualification   
 Present Address  
 \*Line I   
 Line II   
 \*City   
 \*State /Union Territory  \*Pin code   
 ISO Country code   
 Country   
 \*Phone (With STD/ISD code)  -   
 Mobile   
 Fax   
 \*email id

Kind of shares subscribed	Number of subscribed shares	Amount of shares subscribed
Equity shares		
Preference shares		

(c) \*Particulars of individual first subscriber(s) (other than subscriber cum director)

I \*Director Identification number (DIN)  Pre-Fill

\*Name

Kind of shares subscribed	Number of subscribed shares	Amount of shares subscribed
Equity shares		
Preference shares		

I

\*First Name   
 Middle Name   
 \*Surname   
 \*Father's first name   
 Father's middle name   
 \*Father's surname   
 \*Gender  \*Date of Birth  Nationality   
 \*Place of Birth   
 \*Occupation type  Self Employed  Professional  Homemaker  Student  Serviceman  
 \*Area of Occupation   
 If 'Others' selected, please specify   
 \*Educational Qualification   
 PAN  Passport number  Verify Details  
 Aadhaar number   
 \*email ID   
 Permanent Address  
 \*Line I   
 Line II   
 \*City   
 \*State/ Union Territory  Pin code   
 \*ISO Country code  Country

\*Phone (with STD/ISD code)

\*Whether present residential address same as permanent residential address  Yes  No

Present address

\*Line I

Line II

\*City

\*State/ Union Territory  Pin code

\*ISO Country code  Country

\*Phone (with STD/ISD code

\*Duration of stay at present address  Years  Months

If Duration of stay at present address is less than one year then address of previous residence

\*Proof of identity  \*Residential Proof

**Submit the proof of identity and proof of address under attachments.**

Kind of shares subscribed	Number of subscribed shares	Amount of shares subscribed
Equity shares		
Preference shares		

(d) \*Particulars of individual first subscriber(s) cum directors

I \*Director Identification number (DIN)  Pre-Fill

\*Name

\*Gender  Date of Birth  Nationality

\*Designation  Category

Whether  Chairman  Executive director  Non-executive director

\*Name of the company or institution whose nominee the appointee is

\*email ID

Kind of shares subscribed	Number of subscribed shares	Amount of shares subscribed
Equity shares		
Preference shares		

Number of entities in which director have interest (Need not to mention if such entity is having CIN/FCRN/LLPIN)

\*Registration number

\*Name

\*Address

Nature of interest	*Designation <input type="text"/>
	Percentage of Shareholding <input type="text"/> Amount <input type="text"/>
	Others (specify) <input type="text"/>

I \*First Name

Middle Name

\*Surname

\*Father's first name



Father's middle name

\*Father's surname

\*Gender  \*Date of Birth  Nationality

\*Place of Birth

\*Whether citizen of India  Yes  No      \*Whether resident in India  Yes  No

\*Occupation type  Self Employed  Professional  Homemaker  Student  Serviceman

\*Area of Occupation

If 'Others' selected, please specify

\*Educational Qualification

\*  PAN  Passport number

\*Designation  Category

Whether  Chairman  Executive director  Non-executive director

\*Name of the company or institution whose nominee the appointee is

\*email ID

Permanent Address

\*Line I

Line II

\*City

\* State/ Union Territory  Pin code

\*ISO Country code  Country

\*Phone (with STD/ISD code)

\*Whether present residential address same as permanent residential address  Yes  No

Present address

\*Line I

Line II

\*City

\*State/ Union Territory  Pin code

\*ISO Country code  Country

\*Phone (with STD/ISD code)

\*Duration of stay at present address  Years  Months

If Duration of stay at present address is less than one year then address of previous residence

\*Proof of identity  \*Residential Proof

Voter's identity card number

Driving license number

Aadhaar Number

**Submit the proof of identity and proof of address under attachments.**

Kind of shares subscribed	Number of subscribed shares	Amount of shares subscribed
Equity shares		
Preference shares		

Number of entities in which director have interest

\*Registration number

\*Name

\*Address

Nature of interest	*Designation	<input type="text"/>		
	Percentage of Shareholding	<input type="text"/>	Amount	<input type="text"/>
	Others (specify)	<input type="text"/>		

(e) \*Particulars of directors (other than first subscribers)

I

\*Director Identification number (DIN)  **Pre-Fill**

\*Name

\*Gender  \*Date of Birth  Nationality

\*Designation  Category

Whether  Chairman  Executive director  Non-executive director

\*Name of the company or institution whose nominee the appointee is

\*email ID

Number of entities in which director have interest (Need not to mention if such entity is having CIN/FCRN/LLPIN)

*Registration number	<input type="text"/>
*Name	<input type="text"/>
*Address	<input type="text"/>
Nature of interest	*Designation <input type="text"/>
	Percentage of Shareholding <input type="text"/> Amount <input type="text"/>
	Others (specify) <input type="text"/>

I

\*First Name

Middle Name

\*Surname

\*Father's first name

Father's middle name

\*Father's surname

\*Gender  \*Date of Birth  Nationality

\*Place of Birth

\*Whether citizen of India  Yes  No      \*Whether resident in India  Yes  No

\*Occupation type  Self Employed  Professional  Homemaker  Student  Serviceman

\*Area of Occupation

If 'Others' selected, please specify

\*Educational Qualification

\*  PAN  Passport number  **Verify Details**

\*Designation  Category

Whether  Chairman  Executive director  Non-executive director

\*Name of the company or institution whose nominee the appointee is

\*email ID

Permanent Address

\*Line I

Line II

\*City

\* State/ Union Territory  Pin code

\*ISO Country code  Country

\*Phone (with STD/ISD code)

\*Whether present residential address same as permanent residential address  Yes  No

Present address

\*Line I

Line II

\*City

\*State/ Union Territory  Pin code

\*ISO Country code  Country

\*Phone (with STD/ISD code)

\*Duration of stay at present address  Years  Months

If Duration of stay at present address is less than one year then address of previous residence

\*Proof of identity  \*Residential Proof

Voter's identity card number

Driving license number

Aadhaar Number

**Submit the proof of identity and proof of address under attachments.**

Number of entities in which director have interest

*Registration number	<input type="text"/>
*Name	<input type="text"/>
*Address	<input type="text"/>
Nature of interest	*Designation <input type="text"/>
	Percentage of Shareholding <input type="text"/> Amount <input type="text"/>
	Others (specify) <input type="text"/>

7. (a) \*Nomination

I \*

the subscriber to the memorandum of association of

do hereby nominate \*

who shall become the member of the company in the event of my death or incapacity to contract. I declare that the nominee is eligible for nomination within the meaning of Rule 3 of the Companies (Incorporation) Rules, 2014.

(b) \*Particulars of the Nominee

Director Identification number(DIN)	<input type="text"/>	Pre-Fill
*First Name	<input type="text"/>	

Middle Name

\*Surname

\*Father's First Name

Father's Middle Name

\*Father's Surname

\*Gender  \*Date of Birth  Nationality

\*Income- tax PAN

Aadhaar number

\*Place of Birth (District & State)

\*Occupation type

\*Area of Occupation

\*Educational qualification

Permanent Address

\*Line I

Line II

\*City

\*State /Union Territory  \*Pin code

\*ISO Country code

Country

\*Phone (With STD/ISD code)

Mobile

Fax

\*email id

\*Whether present address is same as the permanent address  Yes  No

Present Address

\*Line I

Line II

\*City

\*State/Union Territory

\*ISO Country code

Country

Phone (With STD/ISD code)

Mobile

Fax

\*Duration of stay at present address      Years  Months

If Duration of stay at present address is less than one year then address of previous residence

\*Proof of identity  Residential Proof

**8. Particulars of payment of stamp duty**

- (a) State or Union territory in respect of which stamp duty is paid or to be paid
- (b) \* Whether stamp duty is to be paid electronically through MCA21 system  Yes  No  Not applicable

(i) Details of stamp duty to be paid

Type of document/ Particulars	Form	Memorandum of association	Articles of association
Amount of stamp duty to be paid (in Rs.)	<input type="text"/>	<input type="text"/>	<input type="text"/>

(ii) Provide details of stamp duty already paid

Type of document/ Particulars	Form	Memorandum of association	Articles of association	Others
Total amount of stamp duty paid (in Rs.)				
Mode of payment of stamp duty				
Name of vendor or Treasury or Authority or any other competent agency authorised to collect stamp duty or to sell stamp papers or to emboss the documents or to dispense stamp vouchers on behalf of the Government				
Serial number of embossing or stamps or stamp paper or treasury challan number				
Registration number of vendor				
Date of purchase of stamps or stamp paper or payment of stamp duty (DD/MM/YYYY)				
Place of purchase of stamps or stamp paper or payment of stamp duty				

9. \*Additional Information for applying Permanent Account Number (PAN) and Tax Deduction Account Number (TAN)

Information specific to PAN

Area code	AO type	Range code	AO No.

Information specific to TAN

Area code	AO type	Range code	AO No.

Source of Income

- Income from Business/profession   
  Capital Gains   
  Income from house property  
 Income from other source   
  No Income

Business/Profession code

--	--

**10. ^Additional Information for Employer registration under Employee State Insurance Corporation (ESIC)**

Type of Unit     Factory     Establishment

Exact nature of Work/ Business carried on

Work Sub category

**11. ^Does the Employees Provident Fund and Miscellaneous Provisions Act 1952**

**apply to the establishment**     EFP and MP Act     Voluntary Coverage

**12. ^Number of employees to be covered under Employees Provident Fund Act**

**13. ^Number of Employees earning wages less than Rupees fifteen thousand employed directly or through contractor to be covered under Employees State Insurance Act**

**14. ^Do you need Importer Exporter code**     Yes     No

**15. ^Particulars of Investment**

INVESTMENT	Proposed amount (in Rupees)
A) land (for rented premises, capitalised value of the same to be indicated)	
B) building	
C) plant and machinery	
(I) indigenou s	
(II) import	
(A) cif value	
(B) landed cost	
(III) TOTAL [ (I) + (II) (B) ]	0

**^The information in Serial number 10-15 are mandatorily required for Employees State Insurance Corporation registration, Employees Provident Fund, Employees State Insurance registration, Importer Exporter Code Registration in case of applicants desirous of applying for these services at the time of incorporation of a company and this facility is available at e-Biz Portal only as per separate procedure prescribed by e-Biz Portal. These services (Serial number 10-15) will not be available for forms filed on MCA21 Portal and no cognizance will be taken of entries in those fields if the form is filed on MCA21 Portal.**

**Attachments**

1. \*Memorandum of association;
2. \*Articles of Association;
3. \*Affidavit and declaration by first subscriber(s) and director(s);
4. Proof of Office address (Conveyance/ Lease deed/Rent Agreement etc. along with rent receipts);
5. Copy of the utility bills (not older than two months);

Attach
Attach
Attach
Attach
Attach

**List of attachments**

6. Copy of approval in case the proposed name contains any word(s) or expression(s) which requires approval from central government;	Attach
7. Approval of the owner of the trademark or the applicant of such application for registration of Trademark;	Attach Attach
8. In principle approval from the concerned regulator;	Attach
9. Copy of certificate of incorporation of the foreign body corporate and resolution passed by foreign company or authority given through constitutional document;	Attach Attach
10. Resolution passed by promoter company;	Attach
11. NOC from existing Indian company or foreign company;	Attach
12. Interest of first director(s) in other entities;	Attach
13. Consent of Nominee (INC-3);	Attach
14. Proof of identity & residential address of subscribers;	Attach
15. Proof of identity & residential address of nominee;	Attach
16. Proof of identity and address of Applicant I;	Attach
17. Proof of identity and address of Applicant II;	Attach
18. Proof of identity and address of Applicant III;	Attach Attach
19. Resolution of unregistered companies in case of Chapter XXI (Part I) companies	Attach
20. Optional attachment(s), (if any)	

[Remove attachment](#)

### Declaration

- I have gone through the provisions of the Companies Act, 2013, the rules thereunder and prescribed guidelines framed thereunder in respect of reservation of name, understood the meaning thereof and the proposed name is in conformity thereof.
- I have used the search facilities available on the portal of the Ministry of Corporate Affairs (MCA) for checking the resemblance of the proposed name with the companies and Limited Liability partnerships (LLPs) respectively already registered or the names already approved. I have also used the search facility for checking the resemblances of the proposed name with registered trademarks and trade mark subject of an application under the Trade Marks Act, 1999 and other relevant search for checking the resemblance of the proposed name to satisfy myself with the compliance of the provisions of the Act for resemblance of name and Rules thereof.
- The proposed name is not in violation of the provisions of Emblems and Names (Prevention of Improper Use) Act, 1950 as amended from time to time.
- The proposed name is not offensive to any section of people, e.g. proposed name does not contain profanity or words or phrases that are generally considered a slur against an ethnic group, religion, gender or heredity.
- The proposed name is not such that its use by the company will constitute an offence under any law for the time being in force.
- I undertake to be fully responsible for the consequences in case the name is subsequently found to be in contravention of the provisions of section 4(2) and section 4(4) of the Companies Act, 2013 and rules thereto and I have also gone through and understood the provisions of section 4(5) (ii) (a) and (b) of the Companies Act, 2013 and rules thereunder and fully declare myself responsible for the consequences thereof.
- \*I  , a person named in the articles as a director of the company has been duly authorized by the promoters of the company to sign this form and declare that all the requirements of the Companies Act, 2013 and the rules made thereunder in respect of Director Identification Number (DIN), registration of the company and matters precedent or incidental thereto have been complied with.
- I am authorized by the promoter subscribing to the Memorandum of Association and Articles of Association and the first director(s) to give this declaration and to sign and submit this Form.
- I further declare that, company shall not commence its business, unless all the required approval from the sectoral Regulators such as RBI, SEBI etc. have been obtained;
- I on behalf of the promoters and the first directors, hereby declare that the registered office is capable of receiving and acknowledging all communications and notices addressed to the proposed company on incorporation , shall be maintained at the given address at item 4 of this form;
- \*I, on behalf of all the first director(s) named in the Articles of Association of the proposed company, solemnly declare, that the declaration given herein as stated above are true to the best of my knowledge and belief, the information given in this integrated application form for incorporation and attachments thereto are correct and complete, and nothing relevant to this form has been suppressed. All the required

attachments have been completely, correctly and legibly attached to this form and are as per the original records maintained by the promoters subscribing to the Memorandum of Association and Articles of Association.

I, on behalf of the proposed Directors whose particulars for allotment of DIN are filled as above, hereby confirm and declare that they are not restrained, disqualified, removed for being appointed as Director of a company under the provisions of the Companies Act, 2013 including sections 164 and 169, and have not been declared as proclaimed offender by any Economic Offence Court or Judicial Magistrate Court or High Court or any other Court, and not been already allotted a Director Identification Number (DIN) under section 154 of the Companies Act, 2013, and I further declare that I have read and understood the provisions of Sections 154, 155, 447 and 448 read with Sections 449, 450 and 451 of the Companies Act, 2013.

\*  ,

having Membership number  and/or certificate of practice   
has been engaged to give declaration under section 7(1) (b) and such declaration is attached.

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**Note: Attention is drawn to the provisions of sections 7(5) and 7(6) which, *inter-alia*, provides that furnishing of any false or incorrect particulars of any information or suppression of any material information shall attract punishment for fraud under section 447. Attention is also drawn to provisions of section 448 and 449 which provide for punishment for false statement and punishment for false evidence respectively.**

---

\*To be digitally signed by director

DSC BOX

\*DIN / PAN

---

#### Declaration and Certification by Professional

I  ,  
member of   
having office at \*

Who is engaged in the formation of the company declare that I have been duly engaged for the purpose of certification of this form. It is hereby also certified that I have gone through the provisions of the Companies Act, 2013 and rules thereunder for the subject matter of this form and matters incidental thereto and I have verified the above particulars (including attachment(s)) from the original/certified records maintained by the applicant which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed. I further certify that;

- (i) the draft memorandum and articles of association have been drawn up in conformity with the provisions of sections 4 and 5 and rules made thereunder; and
- (ii) all the requirements of Companies Act, 2013 and the rules made thereunder relating to registration of the company under section 7 of the Act and matters precedent or incidental thereto have been complied with. The said records have been properly prepared, signed by the required officers of the Company and maintained as per the relevant provisions of the Companies Act, 2013 and were found to be in order;
- (iii) I have opened all the attachments to this form and have verified these to be as per requirements, complete and legible;
- (iv) I further declare that I have personally visited the premises of the proposed registered office given in the form at the address mentioned herein above and verified that the said proposed registered office of the company will be functioning for the business purposes of the company (wherever applicable in respect of the proposed registered office has been given).
- (v) It is understood that I shall be liable for action under Section 448 of the Companies Act, 2013 for wrong certification, if any found at any stage.



\*  Chartered accountant (in whole-time practice) or  Cost accountant (in whole-time practice) or  
 Company secretary (in whole-time practice)  Advocate

\* Whether associate or fellow  Associate  Fellow

\* Membership number

Certificate of practice number

\* Income-tax PAN

**For office use only:**

eForm Service request number (SRN)  eForm filing date  (DD/MM/YYYY)

This e-Form is hereby registered

Digital signature of the authorising officer

Date of signing  (DD/MM/YYYY)

(viii) in form No.INC-33 and in Form no.INC-34, for the words and figures 'INC-1' the word 'RUN' shall be substituted.

[F. No. 1/13/2013 CL-V, part-I, Vol.II]

K.V.R.Murty Jt. Secy.

Note: The principal notification was published in the Gazette of India, Extraordinary Part II, Section 3, Sub-section (i) *vide* number G.S.R. 250(E) dated 31<sup>st</sup> March, 2014 and subsequently amended *vide* the following notifications:-

Serial Number	Notification Number	Notification Date
1.	G.S.R. 349 (E)	01-05-2015
2.	G.S.R. 442 (E)	29-05-2015
3.	G.S.R. 99 (E)	22-01-2016
4.	G.S.R.336(E)	23-03-2016
5.	G.S.R.743(E)	27-07-2016
6.	G.S.R.936(E)	01-10-2016
7.	G.S.R.1184 (E)	29-12-2016
8.	G.S.R. 70 (E)	25-01-2017
9.	G.S.R. 955 (E)	27-07-2017