

PROCEDURE FOR RE-APPOINTMENT OF AN INDEPENDENT DIRECTOR

{Section 149(10) read with Schedule IV of the Act}

Synopsis

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Particulars	Section(s), Rule(s) and Name of e-Form(s)
The Companies Act, 2013	Sections 110, 118, 149, 150, 152, 153, 154, 158, 159, 161, 164, 165, 170, 173 and 403, Schedule-IV
The Companies (Incorporation) Rules, 2014	Rule 25A
The Companies (Appointment and Qualification of Directors) Rules, 2014	Rules 4, 5, 6, 8, 9, 10, 14, 17 and 18
The Companies (Meetings of Board and its Powers) Rules, 2014	Rules 9, 15 and 16
The Companies (Registration Offices and Fees) Rules, 2014	Rules 7, 8 and 12
Secretarial Standard-1 of ICSI	Clauses 3, 4, 5, 6, 7 and 8
Secretarial Standard-2 of ICSI	Clauses 1, 3, 4, 5, 6, 7 and 17
e-Forms to be filed	DIR-12
Forms to be filed as an attachment with respective form	DIR-2

Significant Relevant Approvals and Requirements

- ❖ DIN of the concerned person
- ❖ Consent to act as director in Form DIR-2
- ❖ Intimation of eligibility regarding non-disqualification in Form DIR-8
- ❖ Nomination and Remuneration Committee Resolution
- ❖ Board Resolution
- ❖ Special Resolution

21.1 PROCEDURE WITH CHECK POINTS

S. No.	Particulars
1.	<p>Ensure that—</p> <ul style="list-style-type: none"> • the Independent Director proposed to be re-appointed as an independent director has completed his first term up to five consecutive years on the Board of the Company {<i>Section 149 (10) of the Act</i>}. • the Independent Director proposed to be re-appointed as an independent director has not completed two consecutive terms as an Independent Director of the Company {<i>Section 149 (11) of the Act</i>}. • the Independent Director proposed to be re-appointed as an independent director who has completed two consecutive terms as an Independent Director of the Company shall be eligible for appointment after the expiration of 3 (three) years from the date of his cessation as an independent director and during the period of these three years he was not appointed or associated with the company in any capacity, either directly or indirectly {<i>Section 149 (11) of the Act</i>}. • the person proposed to be re-appointed as an independent director has applied online to the Indian Institute of Corporate Affairs (IICA) for inclusion of his/her name in the data bank for a period of one year or five years or for his/her lifetime and his/her name has been included in the said data bank maintained by IICA and he/she shall pass the online proficiency self-assessment test, if required, within prescribed period as per Rule 6(4) of the Companies (Appointment & Qualification of Directors) Rules, 2014. • the person proposed to be re-appointed as an independent director in a company other than a government company shall be re-appointed on the basis of report of performance evaluation {<i>Paragraph V of the Schedule IV of the Act read with notification no SO2113(E), dated 05.07.2017</i>}. • the performance evaluation of the independent director, proposed to be re-appointed as an independent director in a company other than a government company, shall be done by the entire board of directors excluding the director being evaluated {<i>Paragraph V(1) of the Schedule IV of the Act read with notification no SO2113(E), dated 05.07.2017</i>}. • the company is incorporated before 1st January, 2018 and the status of the company is 'ACTIVE COMPLIANT COMPANY' otherwise the Registrar shall not accept and take on record the e-Form DIR-12 which is required to be filed in case of change in director. (<i>Fourth Proviso of Rule 25A of the Companies (Incorporation) Rules, 2014</i>), and if the status of the company is 'ACTIVE NON-COMPLIANT', then first complete the formalities of filing of e-FORM INC-22A as per rule 25A of the Companies (Incorporation) Rules, 2014. • the company is not a listed company or company is an unlisted public company and the number of members is up to 200, otherwise, members resolution may be passed through postal ballot {<i>Section 110(1) (b) of the Act</i>}.

S. No.	Particulars
	<p>The subscribers, who are individuals in the Memorandum of Association (MOA) shall be deemed as first directors until the directors are duly appointed by the members in accordance with Section 152 of the Companies Act, 2013 and rules made thereunder (Section 152 of the Act).</p> <ul style="list-style-type: none"> • Not the person intended/proposed to be appointed a director of a company has a valid Director Identification Number (DIN) under section 174 or any other number as may be prescribed under section 174 of the Companies Act, 2013, however, in case of first directors of a new company, the DIN up to 3 (three) persons can be obtained through incorporation with integrated form SPICe-1 (INC-32) (Section 152 of the Act read with rule 152 of the Companies Incorporation Rules, 2014). • Not a total number of directors, at least one director has stayed in India for a total period of not less than 182 days during the financial year. Provided that in case of newly incorporated company, residential status shall be determined proportionately. However, it is not required in case the director is appointed by the Central Government or State Government (Section 152 of the Act). • A person, who is intended to be appointed, shall not be eligible for appointment, if he/she has any disqualification for appointment under section 164 of the Act (Section 164 of the Act read with companies provisions a government company and regulations in COA 2012 about COA 2012). • A person proposed to be appointed as a director in a company other than a company registered under Section 8 (non-profit company) of the Companies Act, 2013 (Section 152 of the Act) <ul style="list-style-type: none"> - shall not hold office as a director including any alternate directorship in more than 20 companies including directorship in dormant companies. - shall not hold office in more than 10 public companies including the private companies which are holding or subsidiary of public companies.
1.	In case of one person company, an individual being sole member is deemed to be the first director of the company, if the articles of association has not mentioned the names of first directors (Section 152 of the Act).
2.	Forms created in writing, on or before appointment, from the appointed director to act as director in the company as Form 208-2 (Part 2 of the Companies Appointment and Qualification of Directors) Rule, 2014.
3.	Form created in writing, on or before appointment, from the appointed director as Form 208-3 regarding that he/she is not disqualified under Section 164 of Companies Act, 2013, to act as a Director (Section 164 of the Act read with rule 164 of the Companies Appointment and Qualification of Directors) Rule, 2014.
4.	The particulars of first directors to be integrated with Form SPICe-1 (INC-32) at the time of incorporation of company.

For the detailed procedure, please refer Company Law Procedures & Compliances by Dr. Sanjeev Gupta, 2nd edn, 2021. You can buy from your bookseller or online at www.bharatlaws.com

[COMPANY LAW Procedures & Compliances \(in 2 vols.\)](#)