

**LIST OF VARIOUS FORMS
(e-FORMS AND NON e-FORMS)
UNDER THE COMPANIES ACT, 2013**

R-7

Name of the Form	Purpose	Relevant Section of the Act	Relevant rules under the Act	Time limit (days) for filing e-Form
ADT-1	Information to the Registrar by Company for appointment of an auditor	139(1)	Rule 4(2) of the Companies (Audit and Auditors) Rules, 2014	Within 15 days from the date of appointment of auditor
ADT-2	Application for removal of the auditor(s) from his/their office before expiry of term	140(1)	Rule 7(1) of the Companies (Audit and Auditors) Rules, 2014	Within 30 days of passing of board resolution
ADT-3	Notice of resignation by the auditor	140(2)	Rule 8 of the Companies (Audit and Auditors) Rules, 2014	Within 30 days from the date of resignation
ADT-4	Auditors report in respect of reporting of fraud and other matters to the central government	143(12)	Rule 13(2)(f) of the Companies (Audit and Auditors) Rules, 2014	Within 15 days from the date of receipts of such reply or within 45 days if has not received any reply from the board
AOC-1	Statement containing salient features of financial statements of company's subsidiary(ies)/associate(s) company(ies)/joint venture(s)	129(3)	Rule 5 of the Companies (Accounts) Rules, 2014	To be attached with board of directors' report
AOC-2	Disclosure of particulars of contract with related parties	134(3)(h)	Rule 8(2) of the Companies (Accounts) Rules, 2014	To be attached with board of directors' report
AOC-3	Statement containing salient features of financial statements	136(1)	Rule 10 of the Companies (Accounts) Rules, 2014	—

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AOC-3A	Statement containing salient features of financial statements (if company is required to comply with the Companies Indian Accounting Standards) Rules, 2015	136(1)	Rule 10 of the Companies (Accounts) Rules, 2014	—
AOC-4	Form for filing financial statement and other documents with the Registrar	137(1)	Rule 12(1) of Companies (Accounts) Rules, 2014	Within 180 days from the end of financial year, in case of OPC and 30 days from the AGM in case of public and private company.
AOC-4 (CFS)	Form for filing consolidated financial statements and other documents with the Registrar	137(1)	Rule 12(1) of the Companies (Accounts) Rules, 2014	Within 180 days from the end of financial year, in case of OPC and 30 days from the AGM in case of public and private company.
AOC-4 (XBRL)	Form for filing XBRL document in respect of financial statement and other documents with the Registrar	137(1)	Rule 12(2) of the Companies (Accounts) Rules, 2014	Within 180 days from the end of financial year, in case of OPC and 30 days from the AGM in case of public and private company.
AOC-5	Notice of address at which books of account are maintained	First proviso to 128(1)	Rule 2A of Companies (Accounts) Rules, 2014	Within 7 days from the date of passing of board resolution
ADJ	Memorandum of Appeal	454(5)	Rule 4(1) of the Companies (Adjudication of Penalties) Rules, 2014	Within 60 days from the date of receipts of the order of adjudicating officer
BEN 1	Declaration by an individual regarding significant beneficial ownership in shares	90(1)	Rule 4 of the Companies (Significant Beneficial Owners) Amendment Rules, 2019	i) Within 90 days from 8-2-2019 ii) Within 30 days of acquiring significant beneficial ownership or change therein.
BEN 2	Filing of Return by reporting company regarding significant beneficial ownership in shares	90(4)	Rule 2A & 3 of the Companies (Significant Beneficial Owners) Amendment Rules, 2019	Within 30 days from the date of receipt of BEN 1

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BEN-4	Notice seeking information about significant beneficial owners	90(5)	Rule 6 of the Companies (Significant Beneficial Owners) Amendment Rules, 2019	_____
CAA 1	Creditor's responsibility statement	230(2)(c)	Rule 4 of the Companies (Compromises, Arrangements and Amalgamations) Rules, 2016	_____
CAA 2	Notice of meeting of creditors and members and its advertisement	230(3)	Rule 6(1) and 7 of the Companies (Compromises, Arrangements and Amalgamations) Rules, 2016	_____
CAA 3	Notice of scheme and compromise to statutory authorities	230(5)	Rule 8(1) of the Companies (Compromises, Arrangements and Amalgamations) Rules, 2016	_____
CAA 4	Report of the result by poll or voting through electronic means of meeting of creditors and members held under directions of the Tribunal under rule 5	—	Rule 13(2) and 14 of the Companies (Compromises, Arrangements and Amalgamations) Rules, 2016	Submit Report to Tribunal Within time fixed by Tribunal Or If no time fixed, Within 3 days after the conclusion of meeting
CAA 5	Petition to the Tribunal for confirming scheme of compromise or arrangement	—	Rule 15(1) of the Companies (Compromises, Arrangements and Amalgamations) Rules, 2016	Within 7 days of the filing of report by chairperson
CAA 6	Order of the Tribunal on the petition filed	—	Rule 17(3) of the Companies (Compromises, Arrangements and Amalgamations) Rules, 2016	Within 30 days from the date of receipt of copy of order Or Such time fixed by the Tribunal

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CAA 7	Order made by the Tribunal u/s 230 and 232 of the Act	—	Rule 20 of the Companies (Compromises, Arrangements and Amalgamations) Rules, 2016	—
CAA 8	Statement of compliance in mergers and amalgamations	232(7)	Rule 21 of the Companies (Compromises, Arrangements and Amalgamations) Rules, 2016	Within 210 days from the end of each financial year
CAA 9	Notice for inviting objections or suggestions from the Registrar and Official Liquidator or person affected by the scheme	233(1)(a)	Rule 25(1) of the Companies (Compromises, Arrangements and Amalgamations) Rules, 2016	—
CAA 10	Declaration of solvency by each of the companies involved in the scheme of merger or amalgamation	233(1)(c)	Rule 25(2) of the Companies (Compromises, Arrangements and Amalgamations) Rules, 2016	Before convening the meeting of members and creditors for approval of the scheme
CAA 11	Filing of copy of scheme by transferee company to Central government, Registrar and official Liquidator,	233(2)	Rule 25(4) of the Companies (Compromises, Arrangements and Amalgamations) Rules, 2016	To be filed by transferee company with the Central government, Registrar and official Liquidator, within 7 days of conclusion of the meeting of creditors and members
CAA 12	Confirmation of scheme by the Central government	233(3)	Rule 25(5) of the Companies (Compromises, Arrangements and Amalgamations) Rules, 2016	—
CAA 13	Application to the Tribunal by the Central Government when it is of the opinion that the scheme is not in the interest of creditors or in public interest	233(5)	Rule 25(6) of the Companies (Compromises, Arrangements and Amalgamations) Rules, 2016	Within 60 days of the receipt of the scheme

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CAA 14	Notice by transferee company to the dissenting shareholders of the transferor company for acquiring the shares of dissenting shareholders	235(1)	Rule 26 of the Companies (Compromises, Arrangements and Amalgamations) Rules, 2016	—
CAA 15	Circular containing the offer of scheme or contract	238(1)(a)	Rule 28 of the Companies (Compromises, Arrangements and Amalgamations) Rules, 2016	—
CG-1	Form for filing application or documents with Central Government	—	—	After lapse of due time of filing of any application/form/ documents
CHG-1	Application for registration of creation, modification of charge (other than those related to debentures)	77,78,79 and 384 read with 77,78 and 79	Rule 3(1) of the Companies (Registration of Charges) Rules 2014	Within 30 days from the date of creation/ modification of charge
CHG-2	Certificate of registration of charge	77(2)	Rule 6(1) of the Companies (Registration of Charges) Rules 2014	—
CHG-3	Certificate of modification of charge	79(b)	Rule 6(2) of the Companies (Registration of Charges) Rules 2014	—
CHG-4	Particulars for satisfaction of charge thereof	82(1)	Rule 8(1) of the Companies (Registration of charges) Rules 2014	Within 30 days from the date of payment or satisfaction of charge
CHG-5	Certificate of registration of satisfaction of charge	82(1) and 83	Rule 8(2) of the Companies (Registration of Charges) Rules 2014	—
CHG-6	Notice of appointment or cessation of receiver or manager	84(1) and pursuant to 384	Rule 9 of the Companies (Registration of charges) Rules 2014	Within 30 day of the date of appointment/cessation

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CHG-8	Application to Central Government for rectification of omission or misstatement of any particular in respect of creation/ modification/ satisfaction of charge	77(1) read with 87	Rule 12(2) of the Companies (Registration of charges) Rules, 2014	—
CHG-9	Application for registration of creation or modification of charge for debentures or rectification of particulars filed in respect of creation or modification of charge for debentures	71(3), 77, 78 and 79 and pursuant to 384 read with 71(3), 77, 78 and 79	Rule 3 of The Companies (Registration of Charges) Rules 2014	Within 30 days of the date of creation/modification of charge
CRA-1	Maintenance of cost records	148(1)	Rules 5(1) of the Companies (Cost Records and Audit), Rules, 2014	—
CRA-2	Intimation of appointment of cost auditor by the company to Central Government	148(3)	Rules 6(2) and 6(3A) of the Companies (Cost Records and Audit), Rules, 2014	In case of original filing: within 30 days of the date of board meeting or 180 days of the start of financial year (whichever is earlier) In case of casual vacancy: within 30 days of the date of board meeting
CRA-3	Cost audit report form	148(5)	Rules 6(4) of the Companies (Cost Records and Audit), Rules, 2014	Signed report has to be given by cost auditor to the company within 182 days from the closure of financial year.
CRA-4	Form for filing cost audit report with the Central Government.	148(6)	Rule 6(6) of the Companies (Cost Records and Audit) Rules, 2014	Within 30 days of receipt of the cost audit report from cost auditor
CRL-1	Form for Information to the Registrar by company regarding the number of layers of subsidiaries	2(87)	Rule 2(4)(i) of the Companies (Restriction on number of layer) Rules, 2017	Within 150 days from the date of publication of these rules in the Official Gazette

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CFI (CSR)	Reply to Call for information on CSR	206	—	—
CSR-1	Registration of Entities for undertaking CSR Activities	135	Rule 4(1) and (2) of the Companies (CSR Policy) Rules, 2014	To be filed after 1 st April, 2021
CSR-2	Report on Corporate Social Responsibility	----	Rule 12 (IB) of the Companies (Accounts) Rules, 2014.	For FY 22-23 is 31.03.24
DIR-2	Consent to act as a director	152(5)	Rule 8 of the Companies (Appointment and Qualification of Directors) Rules, 2014	To be attached with e-Form DIR-12
DIR-3	Application for allotment of Director Identification Number	153	Rule 9(1) of the Companies (Appointment and Qualification of Directors) Rules, 2014 and Rule 10 of Limited Liability Partnership Rules, 2009	Before appointment as a director
DIR-3A	Declaration in case a person uses his father 's or grandfather's surname	153	Rule 9(4) of the Companies (Appointment and Qualification of Directors) Rules, 2014 and Rule 10 of Limited Liability Partnership Rules, 2009	To be attached with DIR 3
DIR-3B	Intimation by director to the company about his DIN	156	Rule 10 A (1) of the Companies (Appointment and Qualification of Directors) Rules, 2014	Within one month of receipt of DIN
DIR-3C	Intimation of Director Identification Number by the company to the Registrar DIN services	157	Rule 10A(2) of the Companies (Appointment and Qualification of Directors),	Within 15 days of receipt of intimation

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			2014	

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DIR-3 KYC	Application for KYC of Directors	—	Rule 12A of the Companies (Appointment and Qualification of Directors) Rules, 2014	On or before 30 th September of immediate next financial year
DIR-KYC Web based	Web based KYC of director	—	Rule 12A of the Companies (Appointment and Qualification of Directors) Rules, 2014	On or before 30 th September of immediate next financial year
DIR-5	Application for surrender of DIN	155	Rule 11(1)(f) of the Companies (Appointment and Qualification of Directors) Rules, 2014	—
DIR-6	Intimation of change in particulars of director to be given to the Central Government	—	Rule 12(1) of the Companies (Appointment and Qualification of Directors) Rules, 2014	Within 30 days of change in particulars
DIR-8	Intimation by director regarding eligibility and non dis-qualification for appointment	164 (1 and 2)	Rule 14(1) of the Companies (Appointment and Qualification of Directors) Rules, 2014	Should be taken , on or before the appointment or re-appointment
DIR-9	Intimation to the Registrar of Companies by company for dis-qualification of a director	164 (1 and 2)	Rule 14(2) of the Companies (Appointment and Qualification of Directors) Rules, 2014	Within 30 days of receipt of DIR-8
DIR-10	Application for removal of dis qualification of a director	164	Rule 14(5) of the Companies (Appointment and Qualification of Directors) Rules, 2014	To be filed with the office of Regional Director

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DIR-11	Notice of resignation of a director to the Registrar	Proviso to 168(1)	Rule 16 of the Companies (Appointment and Qualification of Directors) Rules, 2014	Within 30 days from effective date of resignation
DIR-12	Particulars of appointment of directors and the key managerial personnel and the changes among them	7(1), 168 and 170(2)	Rule 17 of the Companies (Incorporation) Rules 2014 and 8, 15 and 18 of the Companies (Appointment and Qualification of Directors) Rules, 2014	Within 30 days of date appointment/cessation/change in designation
DPT-1	Issue of a circular in the form of an advertisement to the members regarding invitation of deposits	73 and 76	Rule 4(1) and (2) of the Companies (Acceptance of Deposits) Rules, 2014	—
DPT-2	Deposit Trust Deed	73	Rule 7(2) of the Companies (Acceptance of Deposits) Rules, 2014	—
DPT-3	Return of deposits	—	Rule 16 of the Companies (Acceptance of Deposits) Rules, 2014	30 th June of every year
	Particulars of transactions not considered as deposit	—	Rule 16A of the Companies (Acceptance of Deposits) Rules, 2014	30 th June of every year for outstanding amount as on 31 st March of every year
DPT-4	Statement regarding deposits existing on the commencement of the Act	74(1)(a)	Rule 20 of the Companies (Acceptance of Deposits) Rules, 2014	—
FC-1	Information to be filed by foreign company	380(1)	Rule 3(3) of the Companies (Registration of Foreign Companies) Rules, 2014	Within 30 days of the establishment of its place of business in India
FC-2	Return of alteration in the documents filed for	380(3)	Rule 3(4) of the Companies	Within 30 days of date of the alteration in the

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	registration by foreign company		(Registration of Foreign Companies) Rules, 2014	documents delivered to the Registrar under section 380
FC-3	Financial Statement along with the list of all principal places of business established by foreign company in India	381	Rule 6 of Companies (Registration of Foreign Companies) Rules, 2014.	Within a period of 6 months of the close of financial year of the foreign company to which the documents relate.
FC-4	Annual Return of a foreign company.	384(2)	Rule 7 of the Companies (Registration of Foreign Companies) Rules, 2014.	Within a period of 60 days from the last day of its financial year.
GNL-1	Applications made to Registrar of Companies for which no e-Form is prescribed under the various rules	—	Rule 12(2) of the Companies (Registration offices and Fees) Rules, 2014.	—
GNL-2	Form for submission of documents with the Registrar for which no e-Form is prescribed under the various rules.	—	Rule 12(2) of the Companies (Registration Offices and Fees) Rules, 2014.	—
GNL-3	Details of persons/directors/charged/specified.	2(60).	Rule 12(3) of the Companies (Registration offices and Fees) Rules, 2014.	Within 30 days of board resolution.
GNL-4	Addendum for rectification of defects or incompleteness or further information or documents called for in respect of an application filed electronically with the Ministry of Corporate Affairs.	—	Rule of 10(7) of the Companies (Registration Offices and Fees) Rules, 2014.	—
IEPF-1	Statement of amounts credited to Investor Education and Protection Fund	124(6)	Rule 5(1) of the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer	Within 30 days of such amount becoming due to be credited to the fund

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			and Refund) Rules, 2016	
IEPF-2	Statement of unclaimed and unpaid amounts separately for each of the previous seven financial years	125 (2)	Rule 5(8) of the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016	Within 60 days of Annual General Meeting or due date of Annual General Meeting, whichever is earlier and every year thereafter till completion of 7 years period
IEPF-3	Statement of shares and unclaimed or unpaid dividend not transferred to the Investor Education and Protection Fund	125(2)	Rule 6(3) of the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016.	Within 30 days of end of financial year
IEPF-4	Statement of shares transferred to the Investor Education and Protection Fund	125(2)	Rule 6(5) and (8) of the Investor Education and Protection Fund Authority (Accounting, to sign Audit, Transfer and Refund) Rules, 2016.	Within 30 days from informing Depository
IEPF-5	Application to the Authority for claiming unpaid amounts and shares out of Investor Education and Protection Fund (IEPF)	125(4)	Rule 7(1) of the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016	—
IEPF-7	Statement of amounts credited to IEPF on account of shares transferred to the fund	125(2)	Rule 6(13) of the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016	Within 30 days from the date of remittance

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Form RUN	Application for reservation of name in case of change of name.	4(4)	Rule 8 and 9 of the Companies (Incorporation) Rules, 2014.	—
INC-3	One Person Company- Nominee consent form.	3(1)	Rule 4(2), (3), (4), (5) and (6) of the Companies (Incorporation) Rules, 2014].	With Spice+ in case of fresh incorporation or With INC-4 in case of change of Nominee
INC-4	One Person Company- Change in Member/ Nominee.	3(1)	Rule 4(4), (5) and (6) of the Companies Rules, 2014.	Within 30 days of notice of withdrawal of consent/ change in nominee/ cessation of member.
INC-6	One Person Company and Private Company- Application for Conversion.	18	Rule 7(4) the Companies (Incorporation) Rules, 2014.	Within 30 days of passing special resolution.
INC-8	Declaration by professional	7(1)(b)	Rule 14 of the Companies (Incorporation) Rules, 2014	To be attached with SPICe+ (INC 32)
INC-9	Declaration from subscribers and first directors	7(1)(c)	Rule 15 of the Companies (Incorporation) Rules, 2014.	Declaration in SPICe+ (INC 32)
INC-11	Certificate of Incorporation	7(2)	Rule 18 of the Companies (Incorporation) Rules, 2014	—
INC-11A	Certificate of Incorporation (conversion of a unlimited liability company to a limited liability company)	18	Rule 37(6) of the Companies (Incorporation) Rules, 2014	—
INC-11B	Certificate of Incorporation (conversion of a company limited by guarantee into a company limited by shares)	18	Rule 39(6) of the Companies (Incorporation) Rules, 2014	—

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INC-12	Application for grant of License to an existing company under section 8.	8(1) and 8(5)	Rule 20 of the Companies (Incorporation) Rules, 2014.	—
INC-13	Memorandum of Association of section 8 (non-profit) company	8	Rule 19 of the Companies (Incorporation) Rules, 2014.	To be attached with SPICe+ (INC 32)
INC-16	Licence by the Registrar of Companies in case of incorporation	8(1)	Rule 20(6) of the Companies (Incorporation) Rules, 2014	—
INC-17	Licence by the Registrar of Companies in case of conversion	8(5)	Rule 20(6) of the Companies (Incorporation) Rules, 2014	—
INC-18	Application to Regional director for conversion of section 8 company into company of any other kind.	8(4)(ii)	Rule 21(4) of the Companies (Incorporation) Rules, 2014	—
INC-19	Publication of notice in newspaper in case existing section 8 company seeking conversion into any other kind	8	Rule 22(1) of the Companies (Incorporation) Rules, 2014	—
INC-20	Intimation to Registrar of revocation/surrender of license issued under section 8.	8(4) and 8(6)	Rule 23 of the Companies (Incorporation) Rules, 2014.	—
INC-20A	Declaration at the time of commencement of business	10A	Rule 23A of the Companies (Incorporation) Rules, 2014.	Within a period of 180 days of the date of incorporation of the company
INC-22	Notice of situation or change of situation of registered office.	12(2) and (4)	Rule 25 and 27 of the Companies (Incorporation) Rules, 2014.	New Company: Within 30 days from date of incorporation; Existing Company: Within 30 days of shifting of registered office.
INC-22A	Filing of Particulars of the company and its registered office to mark company as active-compliant company	—	Rule 25A of the Companies (Incorporation) Rules, 2014	On or before 15-6-2019 for those companies which are incorporated before 1-1-2018 (can be filed later with fee of Rs. 10,000)

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INC-23	Application to Regional Director for approval to shift the Registered Office from one state to another state or from jurisdiction of one Registrar to another Registrar within the same state.	12(5) and 13(4)	Rule 28 and 30 of the Companies (Incorporation) Rules, 2014.	Within one month from the date on which list of creditors and debenture holders drawn.
INC-24	Application for approval of Central Government for change of name.	13(2)	Rule 29(2) of the Companies (Incorporation) Rules, 2014.	Within 60 days of passing of Special Resolution to obtain approval of Central Government.
INC-25	Certificate of incorporation consequent upon change of name	13(3)	Rule 29(2) of the Companies (Incorporation) Rules, 2014.	—
INC-25A	Form of advertisement to be published in newspapers before filing the application for conversion of a public company into a private company	14	Rule 41(5)(a) of The Companies (Incorporation) Rules, 2014.	—
INC-26	Notice to be published in Newspapers	8, 13 and 14	Rule 20(3) and 30(5) of the Companies (Incorporation) Rules, 2014	Within time period as specified under concerned sections and rules
INC-27	Conversion of public company into private company or private company into public company.	14 and 18	Rule 33, Rule 37 and Rule 39 of the Companies (Incorporation) Rules, 2014.	- In case of conversion of private company into public company: Within 15 days of passing the special resolution; -In case of conversion of public company into private company: Within 15 days of receiving the order; - In case of conversion of unlimited liability company into limited liability company: Within 60 days of passing the special resolution.
INC 27A	Publication of notice in case of conversion of an	14 and 18(1)	Rule 37(2) of the Companies	Within 7 days from the date of passing of the

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	unlimited liability company into a limited liability company		(Incorporation) Rules, 2014	special resolution in general meeting
INC-28	Notice of Order of the Court or any other competent authority.	12(6), 13(7), 58(5), 87, 111(5).	—	Within a period as specified in the order or as per period specified under concerned section or rule.
INC-32-SPICE+ (Web based)	Simplified Proforma for Incorporating Company Electronically (SPICE) – with mandatory PAN and TAN application included.	4, 7, 12, 152 and 153	Rule 38 of the Companies (Incorporation Rules) 2014.	—
INC-33-SPICE+ MOA	e-Memorandum of Association (SPICE+ MOA).	Schedule I (see sections 4 and 5).	—	Link form to SPICE+ INC 32
INC-34 - SPICE+ AOA	e-Articles of Association (SPICE+ AOA).	Schedule I (see sections 4 and 5).	—	Link form to SPICE+ INC 32
INC-35 AGILE-PRO-S	Application for registration of GSTIN, EPFO, ESIC, etc	—	Rule 38A of the Companies (Incorporation) Rules, 2014	Link form to SPICE+ INC 32
ICP	Investor Complaint Form.	—	—	—
LEAP-1	Prospectus for listing on permitted stock exchanges in permissible jurisdiction	23 (3)	The Companies (Listing of Equity Shares in Permissible Jurisdictions), 2014	Within a period of 7 days after filing with the permitted exchange
MBP-1	Notice of interest by a director	184(1)	Rule 9(1) of the Companies (Meeting of Board and Powers) Rules, 2014	In the first meeting of board of directors held after his appointment and in first meeting of each financial year
MGT-3	Notice of situation or change of situation or discontinuation of situation, of place where foreign register shall be kept.	88(4)	Rule 7(2) of the Companies (Management and Administration) Rules, 2014.	Within 30 days from effective date.
MGT-4	Declaration by registered owner	89(1)	Rule 9(1) of the Companies	-within 30 days from the date on which name of the

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			(Management and Administration) Rules, 2014.	registered owner is entered in the registers of members -within 30 days from the date of change
MGT-5	Declaration by beneficial owner	89(2)	Rule 9(1) of the Companies (Management and Administration) Rules, 2014.	-within 30 days after acquiring such beneficial interest -within 30 days from such change
MGT-6	Persons not holding beneficial interest in shares.	89(6)	Rule 9(3) of the Companies (Management and Administration) Rules, 2014.	Within 30 days of receipt of declaration.
MGT-7 (other than OPC and small company)	Form for filing of annual return by a company.	92(1)	Rule 11 (1) of the Companies (Management and Administration) Rules, 2014.	Within 60 days from AGM date or Calculated due date of AGM whichever is earlier.
MGT-7A (OPC and small company)	Form for filing abridged form of annual return by a company	92(1)	Rule 11 (1) of the Companies (Management and Administration) Rules, 2014.	Within 60 days from AGM date or Calculated due date of AGM whichever is earlier; In case of One person company: Within 60 days from end of financial year plus 6 months.
MGT-8	Certificate by company secretary in practice	92(2)	Rule 11(2) of the Companies (Management and Administration) Rules, 2014.	To be attached with MGT-7

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MGT-11	Proxy Form	105(6)	Rule 19(3) of the Companies (Management and Administration) Rules, 2014.	To be attached with the notice of general meeting
MGT-12	Polling papers	109(5)	Rule 21(1) (c) of the Companies (Management and Administration) Rules, 2014.	—
MGT-13	Scrutinisers Report	109	Rule 21(2) of the Companies (Management and Administration) Rules, 2014.	—
MGT-14	Filing of Resolutions and agreements to the Registrar.	94(1), 117(1) and 192.	Read with rules made thereunder.	Within 30 days of passing the board or special resolution/postal ballot/making any agreement. In case of conversion of company from private to public, it should be filed within 15 days of passing of special resolution.
MGT-15	Form for filing Report on Annual General Meeting.	121(1)	Rule 31(2) of Companies (Management and Administration) Rules, 2014].	Within 30 days of conclusion of the Annual General Meeting.
MR-1	Return of appointment of MD/WTD/Manager.	196 read with 197 and Schedule V.	Rule 3 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules 2014].	Within 60 days of appointment
MR-2	Form of application to the Central Government for approval of appointment or reappointment and remuneration or increase in	196, 197, 200, 201(1), 203(1) and Schedule V.	Rule 7 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules,	Within 90 days of appointment or re-appointment.

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	remuneration or waiver for excess or over payment to managing director or whole-time director or manager and commission or remuneration to directors.		2014.	
MR-3	Secretarial Audit Report	204	Rule 9(2) of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014.	To be attached with board of directors report
MSC-1	Application to Registrar for obtaining the status of dormant company.	455(1)	Rule 3 of the Companies (Miscellaneous) Rules, 2014.	Within 30 days of passing of special resolution.
MSC-2	Certificate of status of dormant company	455(2)	Rule 4 of the Companies (Miscellaneous) Rules, 2014	—
MSC-3	Return of dormant companies.	455(5)	Rule 7 of the Companies (Miscellaneous) Rules, 2014.	Within 30 days of end of financial year.
MSC-4	Application for seeking status of active company.	455(5)	Rule 8 of the Companies (Miscellaneous) Rule, 2014.	—
MSC-5	Certificate of status of dormant company	455(5)	Rule 8(2) of the Companies (Miscellaneous) Rule, 2014	—
MSME-1	Half yearly return to ROC in respect of outstanding payments to Micro or Small Enterprises	Order under section 405	—	-Initial return within 30 days from the date of said form is deployed on MCA portal - Upto 30 th April for the period October to March Upto 31 st October for the period April to September

Name of the Form	Purpose	Relevant Section of the Act	Relevant rules under the Act	Time limit (days) for filing e-Form
NCLT-1	Filing of Original Application/Reply/ Rejoinder/Interlocutory Application or filing of additional documents under directions of the Bench	2,7(7), 55(3), 66(1), 71, 73, 74, 97, 98, 131, 140, 169, 213, 241, 243	Rules 34, 64, 66, 67, 68, 69, 70, 71, 73, 74, 75, 77, 78, 79, 80, 81, 83, 86 and 87 of the NCLT Rules, 2016	—
NCLT-2	Notice of Admission.	—	Rule 34 of the NCLT Rules, 2016	—
NCLT-3	Notice of Motion.	—	Rule 34 of the NCLT Rules, 2016	—
NCLT-3A	Advertisement Detailing petition.	—	Rule 35 of the NCLT Rules, 2016	—
NCLT-3B	Individual Notice of Petition/ Application to Creditors/members, etc.	—	Rule 68 of the NCLT Rules, 2016	—
NCLT-4	General Heading in all Proceedings in advertisements and notices.	—	Rule 34(2) of the NCLT Rules, 2016	—
NCLT-5	Notice to be issued to opposite party or respondent	—	Rule 34(4) and 37(1) of the NCLT Rules, 2016	—
NCLT-6	General affidavit verifying petition/applications including interlocutory application	—	Rule 34(4) of the NCLT Rules, 2016	—
NCLT-7	Affidavit by evidence.	—	Rule 39(3) of the NCLT Rules, 2016	—
NCLT-8	Application for execution of order passed by the Tribunal.	424(3)	Rule 56 of the NCLT Rules, 2016	—
NCLT-9	For any purpose where specific form is not prescribed under the NCLT rules, 2016.	62(4) AND 245(1)	Rules 72,76,82,84,88 and 154 of the NCLT Rules, 2016	—

Name of the Form	Purpose	Relevant Section of the Act	Relevant rules under the Act	Time limit (days) for filing e-Form
NCLT-10	Application for registration of Intern of Authorised Representative.	—	Rule 46(2) of the NCLT Rules, 2016	—
NCLT-11	Application by Company/ Debenture Holder/ Debenture Trustee/depositors.	71(9) and (10), 73(4), 74(2), 76(2)	Rule 73 of the NCLT Rules, 2016	—
NCLT-12	Memorandum of Appearance by authorised representative in respect of parties to the proceedings	—	Rule 45(2) of the NCLT Rules, 2016	—
NCLT-13	Public Notice by Tribunal for Application u/s 245.	—	Rule 87(1) of the NCLT Rules, 2016	—
NCLT-14	Affidavit of illiterate, visually challenged persons	—	Rule 128 of the NCLT Rules, 2016	—
NCLT-15	Order of producing necessary records/ documents before the tribunal.	424	Rule 131 of the NCLT Rules, 2016	—
NCLT-16	Statement of Witnesses.	—	Rule 140(1) of the NCLT Rules, 2016	—
NCLT-17	Certificate of Discharge of witness by Tribunal.	—	Rule 142 of the NCLT Rules, 2016	—
NCLT-18	Register of Appeals/ Petitions etc.	—	Rule 163(1) of the NCLT Rules, 2016	—
NCLAT-1	Appeal to the Appellate Tribunal.	421	Rule 22(1) of the NCLAT Rules, 2016	—
NCLAT-2	Interlocutory Application	—	Rule 31 of the NCLAT Rules, 2016	—
NCLAT-3	Application of Inspection of Documents/records under rule 58.	—	Rule 59(1) of the NCLAT Rules, 2016	—

Name of the Form	Purpose	Relevant Section of the Act	Relevant rules under the Act	Time limit (days) for filing e-Form
NCLAT-4	Affidavit regarding confirming the requirement of Order XIX of Civil Procedure Code, 1908	—	Rule 68 of the NCLAT Rules, 2016	—
NCLAT-5	Affidavit of illiterate, visually challenged persons	—	Rule 70 of the NCLAT Rules, 2016	—
NCLAT-6	Order of producing necessary records/ documents before the Appellate Tribunal	—	Rule 74 of the NCLAT Rules, 2016	—
NCLAT-7	Statement of Witnesses.	—	Rule 82(1) of the NCLAT Rules, 2016	—
NCLAT-8	Certificate of Discharge of witness by the Appellate Tribunal.	—	Rule 84 of the NCLAT Rules, 2016	—
NCLAT-9	Register of Special Leave Petitions/ Appeals.	—	Rule 100(1) of the NCLAT Rules, 2016	—
NDH-1	Return of statutory compliances	406	Rule 5(2) of the Nidhi Rules, 2014	Within 90 days from the close of first financial year after its incorporation
NDH-2	Application for Extension of time with Regional Director, when company fails to comply Rule (5)(1) (a) or (d) of the Nidhi Rules, 2014	406	Rule 5(3) of the Nidhi Rules, 2014	Within 30 days from the close of first financial year
NDH-3	Filing of half yearly return	406	Rule 21 of the Nidhi Rules, 2014	Within 30 days from the conclusion of each half year
PAS-1	Advertisement of the notice for getting the resolution for varying the terms of any contract referred to in the prospectus or altering the objects for which the prospectus was issued	27(1)	Rule 7(2) of the Companies (Prospectus and Allotment of Securities) Rules, 2014.	—

Name of the Form	Purpose	Relevant Section of the Act	Relevant rules under the Act	Time limit (days) for filing e-Form
PAS-2	Information memorandum	31(2)	Rule 10 of the Companies (Prospectus and Allotment of Securities) Rules, 2014.	Within one month prior to issue of second or subsequent offer of securities under shelf prospectus
PAS-3	Return of allotment	39(4) and 42(8)	Rules 12 and 14 of the Companies (Prospectus and Allotment of Securities) Rules, 2014.	-Within 15 days from the date of allotment, if securities are issued pursuant to section 42 of the Act Within 30 days from the date of allotment, if securities are issued other than pursuant to section 42 of the Act.
PAS-4	Letter of offer of securities through private placement	42	Rule 14(3) of the Companies (Prospectus and Allotment) Rules, 2014	Sent within 30 days of recording the name of identified person pursuant to section 42(3)
PAS-5	Record of private placement offers and acceptance	42	Rule 14(4) of the Companies (Prospectus and Allotment) Rules, 2014	-
PAS-6	Reconciliation of share capital audit report	29	Rules 9(1) and 9A of the Companies (Prospectus and Allotment) Rules, 2014	Within 60 days from the conclusion of each half year
PAS-7	Details of Issued Share Warrants prior to commencement of the Companies Act, 2013 and not converted into shares	29	Rules 9(2)(a) and 9A of the Companies (Prospectus and Allotment) Rules, 2014	Within a period of 3 months from 27 th October, 2023
PAS-8	Advertisement for the bearers of the share warrants to surrender such warrants to the company and get the shares dematerialised in their account	29	Rules 9(2)(b) and 9A of the Companies (Prospectus and Allotment) Rules, 2014	Within a period of 6 months from 27 th October, 2023
RD-1	Application to the Regional Director	14	Rules 40 and 41 of the Companies (Incorporation)	Within specified time under concerned section

Name of the Form	Purpose	Relevant Section of the Act	Relevant rules under the Act	Time limit (days) for filing e-Form
			Rules, 2014	
SCP	Serious complaint form	—	—	—
SH-1	Share Certificate	46(3) and 56(4)	Rule 5(2) of the Companies (Share Capital and Debentures) Rules, 2014	-Within 2 months of allotment -Within 2 months from the date of incorporation -Within one month from the date of receipts of instrument of transfer/transmission
SH-4	Share transfer form	56	Rule 11(1) of the Companies (Share Capital and Debentures) Rules, 2014	Instrument shall be delivered to company with 60 days from the execution date
SH-5	Notice for transfer of partly paid securities	56(3)	Rule 11(3) of the Companies (Share Capital and Debentures) Rules, 2014	—
SH-7	Notice to Registrar of any alteration of share capital.	64(1)	Rule 15 of the Companies (Share Capital and Debentures) Rules, 2014.	Within 30 days of such alteration.
SH-8	Letter of offer.	68	Rule 17(2) of the Companies (Share Capital and Debentures) Rules, 2014.	—
SH-9	Declaration of Solvency.	68(6)	Rule 17(3) of the Companies (Share Capital and Debentures) Rules, 2014.	—
SH-11	Return in respect of buy-back of securities.	68(10)	Rule 17(13) of the Companies (Share Capital and Debentures) Rules, 2014.	Within 30 days of completion of buy back.
SH-12	Debenture trust deed	71(13)	Rule 18(5) of the Companies (Share Capital and Debentures) Rules, 2014	Within 3 months of closure of the issue or offer

Name of the Form	Purpose	Relevant Section of the Act	Relevant rules under the Act	Time limit (days) for filing e-Form
SH-13	Nomination form by share holder	72(1)	Rule 19(1) of the Companies (Share Capital and Debentures) Rules, 2014.	Should be given by securities holder with the share application or thereafter
SH-14	Cancellation or variation of nomination	72(3)	Rule 19(9) of the Companies (Share Capital and Debentures) Rules, 2014.	—
STK-1	Notice by Registrar of Companies, <i>suo moto</i> , for removal of name	248(1)	Rule 3(2) of the Companies (Removal of Names of Companies from the Register of Companies) Rules, 2016.	—

STK-2	Application by company to Registrar of Companies ¹ for removing its name from register of companies.	248(2)	Rule 4(1) of the Companies (Removal of Names of Companies from the Register of Companies) Rules, 2016.	Within 30 days from the date of statement of accounts.
STK-3	Indemnity Bond by each director	248(2)	Rule 4(3)(i) of the Companies (Removal of Names of Companies from the Register of Companies) Rules, 2016.	To be attached with STK-2
STK-4	Affidavit by each director	248(2)	Rule 4(3)(iii) of the Companies (Removal of Names of Companies from the Register of Companies) Rules, 2016.	To be attached with STK-2
STK-5	Notice of Strike off	248(1)	Rule 7(1) of the	—

¹ Registrar of Companies means Registrar, Centre for Processing Accelerated Corporate Exit who shall be the Registrar of Companies for the purposes of exercising functional jurisdiction of processing and disposal of applications made in Form No STK-2 .

			Companies (Removal of Names of Companies from the Register of Companies) Rules, 2016	
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STK-5A	Publication of notice in newspaper	248(1)	Rule 7 of the Companies (Removal of Names of Companies from the Register of Companies) Rules, 2016	—
STK-6	Notice of Strike off	248(2)	Rule 7(1) of the Companies (Removal of Names of Companies from the Register of Companies) Rules, 2016	—
STK-7	Notice of strike off and dissolution of company in Official Gazette	248(5)	Rule 9 of the Companies (Removal of Names of Companies from the Register of Companies) Rules, 2016	—
STK-8	Statement of Account	248(2)	Rule 4(3)(ii) of the Companies (Removal of Names of Companies from the Register of Companies) Rules, 2016	To be attached with STK-2
URC-1	Application by a company for registration under section 366.	366	Rule 3(2) of the Companies (Authorised to Register) Rules, 2014.	Within 20 days from date of approval of name or within name approved validity period.
URC-2	Advertisement giving notice about registration	374	Rule 4(1) of the Companies (Authorised to Register) Rules, 2014.	—

