General Circular No. 09 /2014

MCA21/28/2014-E-Gov
Ministry of Corporate Affairs
Government of India

'A' Wing, 5th Floor, Shastri Bhawan
Dr. R. P. Road, New Delhi-110001.
Dated 25th April, 2014

To,

All Regional Directors,
All Registrars of Companies,
All Stakeholders.

Sub:- Availability of E-forms/non-e-forms under the Companies Act, 2013-reg..

Sir,

In continuation of General Circular No. 6 of 2014, I am directed to inform that w.e.f. 28th April 2014, 46 e-forms including 3 general e-forms will be available for filing by the stakeholders. The 3 General e-Forms will be used for filing 17 forms which are not available as e-forms as on date. Details of these 17 forms and corresponding 3 e-Forms with which these will be filed as attachments are given hereunder in Table "A".

2. The stakeholders will fill the 17 Forms physically and get it duly signed/certified by the professionals, if applicable, as per the requirement of the forms and attach these with the prescribed General e-Form as given in attached Table 'A'. The arrangement will continue till the 17 Forms are made available as e-Forms.

3. In addition to filing of the 17 Forms, stakeholders can also file application for seeking extension of date of AGM/ Accounting period by filing form GNL-1. Documents in respect of Companies under liquidation will also be allowed to file along with form GNL-2. Documents in respect of particulars of person(s) or Directors charged or specified for the purpose of section 2(60) of the Companies Act, 2013 will be allowed to file along with form GLN-3. Documents/ forms for filing petitions to Central Government will be allowed to file with form RD-2.

4. It is hereby clarified to all ROCs that dealing hand / approving officers are required to check the physically attached form thoroughly for all fields including name of company and CIN etc. before registry or according approval, etc.

5. This issue with the approval of the competent authority.

Yours faithfully,

(KMS Narayanan)
Assistant Director
23387263

Encl: As above

Annexure

Table A

Filing of Forms as an Attachment to certain e-Forms

Sl. No.	General e-Form	Form to be attached with General e-Form	Subject/Purpose of Form to be attached
1.	GNL-2	PAS-2	INFORMATION MEMORANDUM
2.		PAS-4	PRIVATE PLACEMENT OFFER LETER
3.		SH-9	DECLARATION OF SOLVENCY
4.		DPT-1	CIRCULAR OF ARVETISMENT FOR DEPOSITS
5.		DPT-3	RETURN OF DEPOSITS
6.		DPT-4	RETURN OF DEPOSIT EXISTING AT COMMECEMENT
7.		ADT-1	NOTICE OF APPOINTMENT OF AUDITOR BY COMPANY
8.		ADT-3	NOTICE OF RESIGNATION BY AUDITOR
9.		DIR-9	REPORT BY COMPANY TO ROC FOR DIN OF EXISTING DIRECTOR
10.		NDH-1	RRETURN OF STATUTORY COMPLAINCES BY NIDHI COMPANY
11.		NDH-3	HALF YEARLY RETURN BY NIDHI COMPANY
12.	CG-1	DIR-10	FORM OF APPLICATION FOR REMOVAL OF DISQUALIFICATION
13.	RD-1	CHG-8	APPLICATION TO CG FOR CONDONATION OF DELAY
14.		MGT-3	NOTICE OF SITUATION OR CHANGE OF SITUATION OF REGISTERED OFFICE AND VERIFICATION
15.		ADT-2	APPLICATION FOR REMOVAL OF AUDITORS
16.		DIR-5	APPLICATION FOR SURRENDER OF DIN
17.		NDH-2	APPLICATION FOR EXTENSION OF TIME TO RD