

## IMPORTANT FORMS UNDER COMPANIES ACT, 2013

### Chapter – 1 & 2 (Basic + Incorporation of Company)

Particular	Form Number
SPICe + (PART – A)	Application for name reservation
SPICe + (PART – B)	Company Incorporation form [INC-32]
E MOA	INC – 33
E AOA	INC – 34
AGILE (PRO)	INC – 35
OPC (Nominee Consent)	INC – 3
OPC (Change in member/Nominee)	INC – 4
Certificate of Incorporation	INC – 11
Declaration of Comm. of Business	INC – 20A

### Chapter – 3 (Prospectus and Allotment of Securities)

Advertisement giving Details of Notice of SR for variation in Prospectus.	PAS – 1
Information Memorandum	PAS – 2
Return of Allotment	PAS – 3
Private placement offer letter	PAS – 4
Record of Private Placement to whom the offer letter is issues	PAS – 5

### Chapter – 4 (Share Capital and Debenture)

Share certificate	SH – 1
Register of Renewed and Duplicate Share Certificate	SH – 2
Register of Sweat Equity Shares	SH – 3
Share T/F form	SH – 4
Notice to t/F partly – paid Securities	SH – 5
Register of ESOP	SH – 6
Notice to Registrar of any alternation of share capital	SH – 7
Letter of offer	SH – 8
Declaration of Solvency	SH – 9
Register of Shares or Other Securities bought back (Buy Back)	SH – 10
Return in respect of Buy Back of Securities	SH – 11
Debenture Trust Deed	SH – 12
Nomination Form	SH – 13

**Chapter – 5 (Acceptance of Deposit)**

Circular or circular in the form of advertisement inviting Deposits	DPT – 1
Deposit Trust Deed	DPT – 2
Return of Deposits	DPT – 3
Existing Deposits (Before Commencement of the Act)	DPT – 4

**Chapter – 6 (Registration of Charge)**

Intimation for Creation / Modification of Charges	CHG – 1
Certificate of Registration of Charges	CHG – 2
Certificate of Modification of Charges	CHG – 3
Intimation for Satisfaction of Charge	CHG – 4
Memorandum of Satisfaction of Charge	CHG – 5
Notice of Appointment or Cessation or receiver or Manager	CHG – 6
Register of Charges	CHG – 7
Application to Central Govt. for C.O.D (Condonation of Delay)	CHG – 8
Intimation for Creation of Charges for Debenture or Other Securities	CHG – 9

**Chapter – 7 (Management and Administration of Company)**

Register of Members	MGT – 1
Register of Debenture Holders/Other Securities Holders	MGT – 2
Foreign Register	MGT – 3
Declaration by the Registered Owner of Shares who does not hold the beneficial Interest in Such Shares	MGT – 4
Declaration by Beneficial Owner (Whose name not entered in Register of Members)	MGT – 5
Return to ROC by Co. U/S-89	MGT – 6
Annual Return (Other than OPC & Small Co.)	MGT – 7
Annual Return (For OPC & Small Co.)	MGT – 7A
Certificate by Company Secretary in Practice	MGT – 8
Extract of Annual Return	MGT – 9
Change in Shareholding position of Promoters and Top Ten SH	MGT – 10
Proxy Form	MGT – 11
Polling Paper	MGT – 12
Report of Scrutinizer(s)	MGT – 13
Filing of Copy of Resolutions and agreements to the ROC	MGT – 14
Form for filing Report on AGM	MGT – 15

**Chapter – 8 (Declaration and Payment of Dividend)**

No Form

**Chapter – 9 (Accounts of Company)**

Statement Containing Salient Features of the Financial Statement of Subsidiaries/Associate Co./J.V	AOC – 1
Disclosure of Particulars of Transactions with Related Party Transactions U/S-188	AOC – 2
Form of Abridged Financial Statement	AOC – 3
Form for filing financial statement and other documents with Registrar	AOC – 4

**Chapter – 10 (Audit and Auditor)**

Notice of Appointment of Auditor by the Company	ADT – 1
Application for removal of Auditor(s) from his/their office before expiry of Term	ADT – 2
Notice of Resignation by the Auditor	ADT – 3
Report to the Central Govt.	ADT – 4

