

# **COMPANIES ACT**

## **INCORPORATION RELATED FORMS**

<b>Purpose</b>	<b>Private Limited/ Public Company/Section 8/Nidhi Company</b>	<b>One Person Company</b>
Application for Name	Spice + Part A	Spice + Part A
Application for Incorporation of Company	Spice + Part B	Spice + Part B
Application for New DIN (For Existing Companies appointment)	DIR-3	DIR-3
Notice of Change in Registered office address or Intimation of Address after Incorporation	INC-22	INC-22
Declaration for Commencement of Business	INC-20A	INC-20A

## **DIRECTOR RELATED FORMS**

<b>Purpose</b>	<b>Name of Form</b>	<b>Time limit for filling (Normal fees)</b>
Intimation of Change in particulars of DIN	DIR-6	30 Days
Appointment/ Change In designation/ Cessation	DIR-12	30 Days
Notice of Resignation	DIR-11	30 Days
Application for Surrender of DIN	DIR-5	Anytime
KYC Of Directors	DIR-3 KYC/ DIR -3 KYC (WEB)	on or before 30th September of the immediately next financial year

## **AUDITOR RELATED FORMS**

<b>Purpose</b>	<b>Name of Form</b>	<b>Time limit for filling (Normal fees)</b>
Notice of appointment of Auditor By company	ADT-1	15 days
Removal of Auditor before expiry of term, through Central Government	ADT-2	30 Days
Notice of Resignation	ADT-3	30 Days

## ANNUAL FILLING FORMS

Purpose	Name of Form	Time limit for filling (Normal fees)
Annual return by Company	MGT-7	60 Days (From AGM Date)*
Filing of Financials of Company	AOC-4	30 Days (From AGM Date)*

**\*In case of OPC, these forms are required to be filled within 180 days of end of FY.**

## CHARGE RELATED FORMS

Purpose	Name of Form	Time limit for filling (Normal fees)
New Charge or Modification in Charge	CHG-1	30 Days
Satisfaction of Charges	CHG-4	30 Days
Application for Extension of time in charges creation/modification/satisfaction	CHG-8	After 300 days – Creation/Modification 30 Days- Satisfaction

## OTHER IMPORTANT FORMS

Purpose	Name of Form	Time limit for filling (Normal fees)
Return of Deposits	DPT-3	By 30 <sup>th</sup> June every year
Alteration of Capital-Increase/Decrease	SH-7	Within 30 days of passing of resolution
Change in Nominee in Case of OPC	INC-4	Within 30 days of withdrawal of Consent
Conversion from OPC to Private Limited	INC-6	Paid up share capital >50 lacs, or average annual turnover for three consecutive years > 2 crores :- <b>within 6 months from exceeding limit#</b>
Application for Strike off for Company	STK-2	<ul style="list-style-type: none"> <li>- Voluntary by Company on application <b>or</b></li> <li>- By registrar of companies on failure to commence business within 1 year of incorporation, or not carrying of business or operations for period of two immediately preceding financial years</li> </ul>
Application for change in Name of Existing Company	RUN Form	Anytime

Furnishing of return in respect of outstanding payments to Micro or Small Enterprises	MSME	Half yearly By 30 <sup>th</sup> April and 31 <sup>st</sup> October*
Filing of Resolutions with Registrar	MGT-14	Within 30 days of passing of resolution
Application for Dormant Status	MSC-1	Within 30 days of passing of Special resolution

**#OPC can convert voluntary too after two years of incorporation**

**\*There is no Fee for MSME form as prescribed under the provisions of act.**

## **Limited Liability Partnership (LLP)**

### **INCORPORATION RELATED FORMS**

<b>Purpose</b>	<b>Form and Duration</b>
Application for Name of LLP (New or Conversion case)	RUN- LLP
Application for Incorporation of LLP	FiLLiP
Filing of LLP agreement with ROC	Form 3- Within 30 days of incorporation
Change in particulars/Appointment of designated partners/Partners or Consent to become Designated partner	Form 4 & 4A- Within 30 days of event

### **ANNUAL FILLING FORMS**

<b>Purpose</b>	<b>Name of Form</b>	<b>Time limit for filling (Normal fees)</b>
Statement of Accounts & Solvency	Form-8	30 Days from End of Six months from Closure of FY
Annual Return of LLP	Form-11	60 Days from End of FY

### **OTHER FORMS**

<b>Purpose</b>	<b>Name of Form</b>	<b>Time limit for filling (Normal fees)</b>
Change in Name of LLP	Form -5	30 Days from change
Change of Place of Registered office	Form- 15	30 Days from change

**Regards,**

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