he Companies (Appointment and Qualification of Directors) Rules, 2014]



of Director to to the Central change Government particulars Intimation be given

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Note	4
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- should be as per Income-tax PAN. In case the details as per Income-tax PAN are incorrect, director/designated partner is advised to first correct the details in Income-tax PAN.Refer instruction kit for details - In case of Indian nationals, Income-tax Permanent Account Name (Income-tax PAN) is mandatory in all cases even if there is no change in Income-tax PAN. In such cases, director details
  - Pre-fill 1.(a) \* Director Identification Number (DIN)

cation as per Form No. DIR.7	Verification as per Form No. DIR.4 🔲 Verification as per Form No. DIR.7	📘 Aadhaar number 🔲 Verificati
	Residential Status	Photograph of Director
Permanent residential address Present residential address	Permanent residential addr	E-mail ID/ Mobile
Driving license number	Passport number	Voters Identity card number
Income-tax PAN	Gender	☐ Date of birth
Nationality	Father's name	Director.
		2. * Type of change:
		(b) Name

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### Certification

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- Note: In case where the applicant is residing outside India the particulars have to be verified from the documents duly attested by the attesting authority as \*I have satisfied myself about the identity of the applicant based on the perusal of the original of the attached document. prescribed.
- I also verify having attested the photograph of the said person:
- o who is personally known to me; or
- o who meet me in person along with the original of the attested documents.
- \*All required attachments have been completely attached to this application
- \*The applicant has given a verification on prescribed form DIR.7 which is attached to this form.
- \*I have gone through the provisions of The Companies Act, 2013 and rules thereunder for the subject matter of this form and matters incidental thereto and I have verified the above particulars (including attachment(s)) from the original records maintained by the Company/applicant which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed.
- \*I further certify that:
- \*All the required attachments have been completely and legibly attached to this form;
- $^{*}$ I have kept a copy of this form and attachments thereto, in my records for future reference.
- \*It is understood that I shall be liable for action under Section 448 of The Companies Act, 2013 for wrong certification, if any found at any stage.

*To be digitally signed by DSC Box	
*Category	
*Whether associate or fellow O Associate O Fellow	
*Membership Number	
*Certificate of Practice Number	
w.w.v	

/ certificate and N<mark>a</mark>te: Attention is drawn to provisions of Section 448 and 449 which provide for punishment for false statement ,

# Application for inclusion of name in the databank of Independent Directors

[Pursuant to section 150 of the Act and rule 6(4) of Companies (Appointment and Qualification of Directors) Rules, 2014]

# PART – A: Information and Particulars to be given at the time of **Application**

## A. Personal Details

- Name
- Gender
- Date of Birth
- Residential Address Nationality

  - E-Mail ID
- Phone or Mobile Number

## B. Educational Details

- Qualifications
   Details of Trail
- Details of Training undergone, if any

# C. Professional Details and work experience

- Brief description of professional career and expertise
   Current Position
   Current job profile
   Total years of experience
   Past work experience

Name of the Date		of	of Date of	of Nature of job or
Organisation joining	joining		leaving	responsibilities or
or				duties performed
Company				

# D. Details of Board positions

- 1. List of companies in which directorship held during the past five years
- 2. Number of current directorships held 3. Number of current memberships of Board committees held

# E. Other information, if any, considered relevant

Part - B: Changes in the information or particulars, if any, to be given
subsequently
(a) Earlier Information or particulars given vide Form dated :-
(b) New information or particulars
Date: Place:

# Consent to act as a director of a company

[Pursuant to section 152(5) and rule 8 of Companies (Appointment

and Qualification of Directors) Rules, 2014]

ပ

-----(Name of the company)

.----- (Address of the company)

Subject: Consent to act as a director.

(name of the company), pursuant to sub-section (5) of section 152 of the Companies Act, 2013 and certify that I am not disqualified to I ....... hereby give my consent to act as director of ...... become a director under the Companies Act, 2013.

- 1. Director Identification Number (DIN):
- 2. Name (in full):
- 3. Father's Name (in full):
- 4. Address:

- 5. E-mail id:
- 6. Mobile no.
- 7. Income-tax PAN
- 8. Occupation:
- 9. Date of birth:
- 10. Nationality:
- No. of companies in which I am already a Director and out of Managing Director, Chief Executive Officer, Whole time Director, such companies the names of the companies in which I am a Secretary, Chief Financial Officer, Manager.
- Particulars of membership No. and Certificate of practice No. if the applicant is a member of any professional Institute. Specifically state NIL if none. 12.

### **Declaration**

I declare that I have not been convicted of any offence in connection with the promotion, formation or management of any company or LLP and have not been found guilty of any fraud or misfeasance or of any breach of duty to any company under this Act or any previous company

law in the last five years. I further declare that if appointed my total
Directorship in all the companies shall not exceed the prescribed number
of companies in which a person can be appointed as a Director.
Signature:
Designation:
Date:
Place:
Attachments:
1. Proof of identity;
2. Proof of residence;

### FORM NO. DIR.3



[Pursuant to section 153 of The Companies Act, 2013 & Rule 9(1) of the Companies (Appointment and Qualification of Directors) Rules, 2014 & Rule 10 of Limited Liability

**Application for allotment of Director Identification Number** 

Partnership Rules, 2009]

- All fields marked in \* are to be mandatorily filled.
- Income-tax Permanent Account Name (Income-tax PAN) is mandatory in case of Indian nationals and in such case applicant details should be as per Income-tax PAN. In case the details as per Income-tax PAN are incorrect, applicant is advised to first correct the details in Income-tax PAN. Refer instruction kit for details.
- In case of foreign nationals, Passport number is mandatory.

1. *Applicant's name (Enter full name and do not use abbreviations)	Photograph
(a) First name	riiotograpii
(b) Last name	
(c) Middle name	
2. *Father's name (Even married women must give father's name)	
(a) First name	
(b) Last name	
(c) Middle name	(Attach a latest passport size photograph by clicking on
3. *Whether a citizen of India Yes No	above box)
4. Nationality	Remove Photograph
If 'other' selected, speci  (b) *Educational qualificatio  7. *Date of birth (DD/MM/YYYY)	
8. * Gender o Male o Female o Transgender	
9. Place of birth	
10. Income-Tax permanent account number	Verify Income-tax PAN details
11. Voter's identity card number	
12. Passport number	

13. Driving lice	nse number						
14. Aadhaar nu	mber						
15. Permanent	residential a	ddress					
*Line I							
Line II							
*City							
*State				9	*Pin code		
* ISO country code						,	
Country							
Phone		Mobile			Fax		
*e-mail ID	2					.07	
16. *Whether pr 17. Present resi			ess is same as	permanen	t residenti	al address o	Yes oNo
Line I							
Line II							
City							
State					Pin code		
ISO country code							
Country							
Phone		Fax					
Attachments				·	List of attac	chments	7
1. *Proof of identity	of applicant		Attach				
2. *Proof of residen	ce of applicant		Attach				
<ol> <li>Copy of verification</li> <li>per Form No. D</li> </ol>	CONTRACTOR OF THE PROPERTY OF	ant as	Attach				
4. Optional attachm	ent(s) - if any		Attach			1	
*To be Digital	ly signed by	Applica	DSC BOX		Remove at	tachment	
	ied that:	about the	Certificated for the purpose identity of the	oose of cer			

pra Me Cer Wh In	case of chartered accountant or company secretary or cost accountant (in whole time actice) mbership Number rificate of Practice Number mether Associate or fellow o Associate o fellow case of company secretary (in whole time employment) or director of existing company which the applicant is proposed to be director
Me Cer Wh	case of chartered accountant or company secretary or cost accountant (in whole time actice)  mbership Number  rtificate of Practice Number  mether Associate or fellow o Associate o fellow
<b>pr</b> a Me	case of chartered accountant or company secretary or cost accountant (in whole time actice)  mbership Number
	case of chartered accountant or company secretary or cost accountant (in whole time
*C	ategory
*T	o be digitally signed by DSC BOX
	Act, 2013 forwrong certification, if any found at any stage.
	reference.  *It is understood that I shall be liable for action under Section 449 of the Companies
	<ul> <li>*All the required attachments have been completely and legibly attached to this form;</li> <li>*I have kept a copy of this form and attachments thereto, in my records for future</li> </ul>
	*I further certify that:
	particulars (including attachment(s)) from the original records maintained by the Company/applicant which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed.
	*I have gone through the provisions of the Companies Act, 2013 and Rules thereunder for the subject matter of this form and matters incidental thereto and I have verified the above
	*It is further certified that the applicant has given a verification on prescribed form DIR.4 which is attached to this form.
	application
	□ who met me in person along with the original of the attested documents.  *It is further certified that all required attachments have been completely attached to this
	□ who is personally known to me; or
	from the documents duly attested by the attesting authority as prescribed.  I also verify having attested the photograph of the said person:

For office use only :	Affix filing details	Ü
eForm Service request number (SRN)	eForm filing date	(DD/MM/YYYY)
Digital signature of the authorising officer		
This e-Form is hereby approved		
This e-Form is hereby rejected	Confirm Submission	
Date of signing	(DD/MM/YYYY)	
This eForm has been taken on file maintained by of correctness given by the company.	OR the registrar of companies through electronic mod	le and on the basis of statement

### Verification of applicant for application for DIN (To be in the form of Affidavit)

[Pursuant to section 153 and rule 9(3)(a)(iv) of Companies (Appointment and Qualification of Directors) Rules, 2014]

I,, Son*/ Daughter* of, born on, resident of
hereby confirm and verify that the particulars given
in the Form DIR-3 are true and also are in agreement with the documents
being attached to the Form DIR-3.

I hereby confirm and declare that

- 1. The photograph and documents being attached to the Form DIR-3 belong to me. I further confirm that all required documents have been duly certified by the respective government authority and are being attached to the Form DIR-3, and
- 2. I am not restrained, disqualified, removed of, for being appointed as director of a company under the provisions of the Companies Act, 2013 including sections 164 and 169, and
- 3. I have not been declared as proclaimed offender by any Economic Offence Court or Judicial Magistrate Court or High Court or any other Court, and
- 4. I have not been already allotted a Director Identification Number (DIN) under section 154 of the Companies Act, 2013, and
- 5. I shall be liable under section 448 of the Act and under the relevant provisions of the Indian Penal Code, 1860 and any other law as applicable, if any statement in this application is found to be false or any material fact is found to have been omitted.

\*Note: strike out whichever is not applicable.

Signature:

(Name)

### **Application for surrender of Director Identification Number**

[Pursuant to section 153 & rule 11(f) of Companies (Appointment and Qualification of Directors) Rules, 2014]

Photograph

- Applicant's name (Enter full name and do not use abbreviations)
  - (a) First name:
  - (b) Last name:
  - (c) Middle name:
- 2. DIN of the applicant:
- 3. Reasons for surrender of DIN: \_\_\_\_\_
- 4. Income-tax permanent account number: (mandatory for Indian nationals) (Details of the applicant shall be as per Income-tax PAN)
- 5. And any one of the following
  - a. Voter's identity card number
  - b. Passport number
  - c. Driving licence number
  - d. UID
- 6. Permanent residential address:
  - (a) Address Line I Line II
  - (b) City
  - (c) State
  - (d) Country

9. Other information, if any, which the applicant intends to submit with regard to this application:
(h) E-mail id
(g) Fax
(f) Phone
(e) Pin code
(d) Country
(c) State
(b) City
Line II
(a) Address Line I
residing at the present residential address for more than 1 year)
8. Present residential address: (previous residential address, if not
O Yes O No
residential address:
7. Whether present residential address is same as permanent
(h) E-mail ID
(g) Fax
(f) Phone

O No

I hereby also declare that

- (a) the information and other particulars given in this Form are true and correct.
- (b) I have never been appointed as director in any company and the DIN has never been used for filing of any document with any authority.

Signature of the applicant:

Date:

Place:

### **Certification**

- I declare that I have been duly engaged for the purpose of certification/verification of this form. It is hereby certified that:
- a. I have satisfied myself about the identity of the applicant based on the perusal of the original of the attached documentNote: In case where the applicant is residing outside India the

particulars have to be verified from the documents duly attested by

- the attesting authority as prescribed.
- b. I also verify having attested the photograph of the said person:
- (i) who is personally known to me; or
- (ii) who met me in person along with the original of the attested documents

- c. It is further certified that all required attachments have been completely attached to this application
- d. I have gone through the provisions of the Companies Act, 2013 and Rules thereunder for the subject matter of this form and matters incidental thereto and I have verified the above particulars (including attachment(s)) from the original records maintained by the Company/applicant which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed. I further certify that:-
- a. All the required attachments have been completely and legibly attached to this form;
- b. I have kept a copy of this form and attachments thereto, in my records for future reference.
- c. It is understood that I shall be liable for action under section 448 and 449 of the Companies Act, 2013 for wrong certification, if any found at any stage.

Verified by

Company Secretary in practice / Chartered Accountant in practice / Cost Accountant in practice Or Managing Director / Director / Secretary

### **Mandatory Attachments:**

(1) Proof of Identity:

For Indian Nationals:

(Any one of the following):

- O Income tax Permanent Account Number Card
- O Voter's identity card
- O Passport
- O Driving licence

O Unique Identity Number (UIN)

For Foreign Nationals and Non Resident Indians:

- O Passport
- Others
- (2) Proof of residence: (tick against the document being enclosed)
  - Voter's identity card
  - **O** Passport
  - **O** Driving license
  - Electricity bill
  - O Telephone bill
  - O Bank account statement
  - O Others Please specify
- (3) Optional attachment(s), if any.

Note:. Attention is also drawn to provisions of Section 448 and 449 which provide for punishment for false statement and false evidence.

### Form DIR 7

Verification of applicant for change in DIN particulars

(To be in the form of Affidavit)

[Pursuant to rule 12(1)(i) of Companies (Appointment and Qualification of		
Directors) Rules, 2014]		
Affix recent photo		
I, Son*/ Daughter* of, born on,		
resident of hereby confirm and verify that		
the particulars given in the Form DIR-6 are true and also are in		
agreement with the documents being attached to the Form DIR-6.		
I have applied for change of Applicant's:-		
□ name		
□ Nationality		
□ Date of birth		
☐ Income-tax permanent account number		
☐ Voter's Identity card number		
☐ Passport number		
☐ Driving licence number		
☐ Permanent residential address		
□ Present residential address		
□ E-mail id		
(along with proof and in case of change of applicant's name or		
date of birth, a copy of notification published in the Gazette)		
I further confirm and declare that		
a. The photograph and documents being attached to		
the Form DIR-6 belong to me. I further confirm		
that all required documents have been duly		

- certified by the respective government authority and are being attached to the Form DIR-6 and
- I am not restrained, disqualified, removed of, for being appointed as director of a company under the provisions of the Companies Act, 2013 including sections 164 and 169, and
- c. I have not been declared as proclaimed offender by any Economic Offence Court or Judicial Magistrate Court or High Court or any other Court, and
- d. I have not been already allotted a Director Identification Number (DIN) under section 154 of the Companies Act, 2013, and
- e. I shall be liable under section 448 of the Act and under relevant provisions of the Indian Penal Code, 1860 and any other law as applicable, if any statement in this application is found to be false or any material fact is found to have been omitted.

\*Note: strike out whichever is not applicable.

Signature:

(Name)

### FORM 'DIR-8'

Intimation by Director

### [Pursuant to Section 164(2) and rule 14(1) of Companies (Appointment and Qualification of Directors) Rules, 2014]

Registration No. of Company	<del></del>	
Nominal Capital Rs		
Paid-up Capital Rs		
Name of Company		
Address of its Registered Office		
То		
The Board of Directors of		
I son/daughter of director company hereby give notice that I companies during the last three ye	r/managing director am/was a director	r/manager in the
Name of the Company 1	<u>Date of</u> <u>Appointment</u>	Date of Cessation
2		_

I further confirm that I have not incurred disqualification under section 164(2) of the Companies Act, 2013 in any of the above companies, in the previous financial year, and that I, at present, stand free from any disqualification from being a director.

or

I further confirm that I have incurred disqualifications under section 164(2) of the Companies Act, 2013 in the following company(s) in the previous financial year, and that I, at present stand disqualified from being a director.

Name of the Company	Date of	Date of
1	<u>Appointment</u>	Cessation
2		_
	<u> </u>	Cianatura
		Signature
		(Full Name)
Dated this day of		
FORM	l 'DIR-9'	
Report by the co	mpany to Registra	-
[Pursuant to Section 164(2) rea (Appointment and Qualifica	. ,	•
Registration No. of Company		
Nominal Capital Rs		
Paid-up Capital Rs	<u> </u>	
Name of Company		
, <u> </u>		
Address of its Registered Office		
То		
The Registrar of Companies,		
It is hereby reported under section 164(2)of Companies Act, 2013 that M/s have failed to (i) file the financial statements and		
annual returns for the last three or pay interest thereon on due da debentures on due date being	te being	or redeem its

	company since or both pired on	n. The period of one year has
The r	e name and address of directors at the	e relevant period are as under
(a)	Director's name in full, without abb	previations
(b)	Director's name as per company's (abbreviations may be expanded a	
(c)	Address of the Director : - (i) P	ermanent
		(ii) Present
	Positions held by the director in the qualification:	e last 5 years, prior to
		Signature
Date	ted this day of	Designation* -

\*State whether Director, Managing Director, Manager or Secretary

### FORM 'DIR-10'

### FORM OF APPLICATION FOR REMOVAL OF DISQUALIFICATION OF DIRECTORS

[Pursuant to Section 164(2) read with rule 14(5) of Companies (Appointment and Qualification of Directors) Rules, 2014]

Registration No. of Company	-
Nominal Capital Rs	
Paid-up Capital Rs	
Name of Company	
Address of its Registered Office	
Grounds under which director(s) are disqualifie	ed
Date of disqualification	
Details of the application	
	Signature
	Designation*
Dated this day of	

\*State whether Director, Managing Director, Manager or Secretary

### FORM NO. DIR.11



### Notice of resignation of a director to the Registrar

[Pursuant to proviso to section 168 (1) of The Companies Act, 2013 and rule 16 of the Companies (Appointment and Qualification of Directors) Rules, 2014]

and Qualification of Directors) Rules, 2014]
Form language (Radio button) o English o Hindi Refer the instruction kit for filing the form.
Notice is hereby given that I, the director of M/s have resigned from the office of director of the company with effect from the details of which are given below:
1. Details of the company  (a) *CIN Pre-fill  (b) GLN  (c) Name of the company
(d) Registered office address
(e) Email ID of the company  2. Details of the director resigning from such company
(a) *Director Identification Number (DIN) Pre-fill  (b) Name
3. (a) * Date of appointment
Name of the original director
4. (a) *Date of filing of resignation with the company (b) Effective date of resignation specified in the notice of resignation, if any
5.*Reasons for resignation
6.*Whether confirmation is received from the company O Yes O No

Attachment(s) (1) *Notice of resignation filed with the company; (2) *Proof of dispatch; (3) Acknowledgement received from company; (4) Optional attachment(s) – if any  Attach Attach Attach Attach	
Declaration	
I	rn
*To be digitally signed by Director DSC Box	
DIN	
Note: Attention is also drawn to provisions of Section 448 and 449 which provide punishment for false statement and punishment for false evidence respectively.	for
Modify Check Form Prescrutiny Submit	
This eForm has been taken on file maintained by the registrar of companies through electronic mode and or the basis of statement of correctness given by the company	n

### **Particulars of** FORM DIR-12 appointment of [Pursuant to sections 7(1)(c), directors and the key 168 & 170 (2) of The managerial personnel Companies Act, 2013 and rule and the changes 17 of the Companies (Incorporation and Incidental) among them Rules 2014 and 8, 15 & 18 of the Companies (Appointment and Qualification of Directors) Rules, 2014] Form Language English IHNDI Refer the instruction kit for filing the form. 1. \*This form is for New company • Existing company 2. (a) \*Form No. INC.1 reference number (Service request number (SRN) of FormNo. INC.1) or corporate identity number (CIN) of company (b)Global location number (GLN) of company Pre-fill 3. (a) Name of the company (b) Address of the registered office of the company (c) e-mail ID of the company 4. Number of Managing Director, director(s) for which the form is being filed 5. Details of the Managing Director, directors of the company | Details of the Managing Director or director of the company Director identification number (DIN) Pre-fill Name Father's name Present residential address Nationality Date of birth Gender Appointment Cessation Change in designation Date of appointment or Designation change in designation

Category			
Whether chairm	nan, executive director, non-executive director		
Chairman	Executive director Non-executive director		
	ctor to whom the appointee is alternate  Pre-fill		
appointee is alt	ector to whom the ernate		
Name of the co whose nominee	mpany or institution the appointee is		
e-mail ID of dire	ector		
In case of cess	sation		
Hereby confirm	ned that the above mentioned ODirector Managing Director is not associated with the company		
with effect from	(55.411.40.000.1)		
Interest in c	other entities		
Number of	such entities		
	IN/FCRN/Registration number Pre-fill		
*Name			
*Address			
Nature of	*Designation		
ineterest	Persentage of Shareholding Amount		
	Others (specify)		
	f manager(s), secretary(s), Chief Financial Officer or Chief Executive Officer		
for which	the form is being filed		
7. Details of	the manager, secretary, Chief Financial Officer or Chief Executive Officer of the company		
I.			
	ification Number(DIN), if any		
	rmanent account number (PAN)  Verify details		
O Appointm	verny details		
	umber of the secretary		

First name	
Middle name	
100 Table 100 Ta	
Last name	
Father's name	
First name	<del></del>
2253444444	
Middle name	
Last name	
Present residential address Line I	
Line II	
City	
State	Pin code
	riii code
ISO country code	
Country	
Phone Fax	
Date of birth (DD/MM/YYYY)	
Designation	
Date of appointment or cessation	(DD/MM/YYYY)
e-mail ID	
C Hall ID	
Attachments List of attachments	
(1) Letter of Appointment;	Attach
(2) Declaration by first director;	Attach
(3) Consent of the appointee director in Form No. DIR-2;	Attach
(4) Notice of resignation;	Attach
(5) Evidence of cessation;	Attach
<ul><li>(6) Interest in other entities;</li><li>(7)Optional attachment(s), if any</li></ul>	Attach
(//optional accasiment(o)/ in all/	Attach Remove
Declaration	
I * ☐ a person named in the articles as a (Drop down: director / manager / ☐	
company secretary) of the company; or	
have been authorized by the Board of Directors of the Company vide	
resolution to sign this form and declare that all the requirements of Companies Act, 2013 and the	
rules made thereunder in respect of the subject matter of this form and	

matters incidental thereto have been complied with. I also declare that all the information given herein above is true, correct and complete including the attachments to this form and nothing material has been suppressed.	
*To be digitally signed by DSC BOX	
*Designation	
*DIN of the director; or DIN or PAN of the manager or CEO or CFO; orMembership number of the secretary	
Certificate by practicing professional	
I declare that I have been duly engaged for the purpose of certification of this form. It is hereby certified that I have gone through the provisions of The Companies Act, 2013 and Rules thereunder for the subject matter of this form and matters incidental thereto and I have verified the above particulars (including attachment(s)) from the original/certified records maintained by the Company/applicant which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed. I further certify that:  The said records have been properly prepared, signed by the required officers of the Company and maintained as per the relevant provisions of The Companies Act, 2013 and were found to be in order;  All the required attachments have been completely and legibly attached to this form;  It is understood that I shall be liable for action under Section 448 of The Companies Act, 2013 for wrong certification, if any found at any stage.	
Chartered accountant (in whole-time practice) or Cost accountant (in whole-time practice) or	
Company secretary (in whole-time practice)	
Whether associate or fellow O Associate O Fellow	
Membership number	
Certificate of Practice number	
Modify Check Form Prescrutiny Submit	
For office use only:  Affix filing details	
eForm Service request number (SRN) eForm filing date (DD/MM/YYYY)	
Digital signature of the authorising officer	
This e-Form is hereby registered Confirm submission	
Date of signing (DD/MM/YYYY)	
OR	
This eForm has been taken on file maintained by the registrar of companies through electronic mode and on the basis of statement of correctness given by the filing company	

[File No. 1/22/2013-CL-V]

(Renuka Kumar) Joint Secretary to the Government of India