



SEBI GRADE A

Companies Act

Master guide to Companies **Act Important Forms**





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Form No.

Description

Chapter III

PAS 1	Advertisement giving details of notice of special resolution for varying the terms of any
	contract referred to in the prospectus or altering the objects for which the prospectus
	was issued.
PAS 2	Information Memorandum
PAS 3	Return of allotment
PAS 4	Private Placement Offer Letter
PAS 5	Record of a Private Placement Offer to be kept by the Company
PAS 6	Reconciliation of Share Capital Audit Report (Half-yearly)

Chapter IV

SH 1	Share Certificate.	
SH 2	Register of Renewed and Duplicate Share	e Certificate
SH 3	Register of Sweat Equity Shares	
SH 4	Securities Transfer Form	
SH 6	Register of Employee Stock Options	
SH 7	Notice to Registrar of any alteration of sh	nare capital
SH 8	Letter of offer	
SH 9	Declaration of Solvency	
SH 10	Register of shares or other securities bou	ght-back
SH 11	Return in respect of buy-back of securitie	es
SH 12	Debenture Trust Deed	

Chapter X

ADT 1	Information to the Registrar by Company for appointment of Auditor
ADT 2	Application for removal of auditor(s) from his/their office before expiry of term
ADT 3	Notice of Resignation by the Auditor
ADT 4	Report to Central Government by the Auditors in case the auditor has the reason to believe that an offence involving fraud is being or has been committed agaist the company by the officers or employee of the Company

CRA 2	Form of intimation of appointment of cost auditor by the company to Central
	Government
CRA 3	Cost Audit report format
CRA 4	Form for filing cost audit report with the Central Government

Chapter XI

Consent to act as a director of a company
Application for allotment of Director Identification Number before appointment in an
existing company
Intimation of Director Identification Number by the company to the Registrar of DIN
services
Application for surrender of Director Identification Number
Intimation of change in particulars of Director to be given to the Central Government
Intimation by a director to a company about his/her disqualification
A Report by a company to ROC for intimating the disqualification of the director
Form of application for removal of disqualification of directors
Notice of resignation of a director to the Registrar
Particulars of appointment of Directors and the key managerial personnel and the
changes among them

Chapter XII and XIII

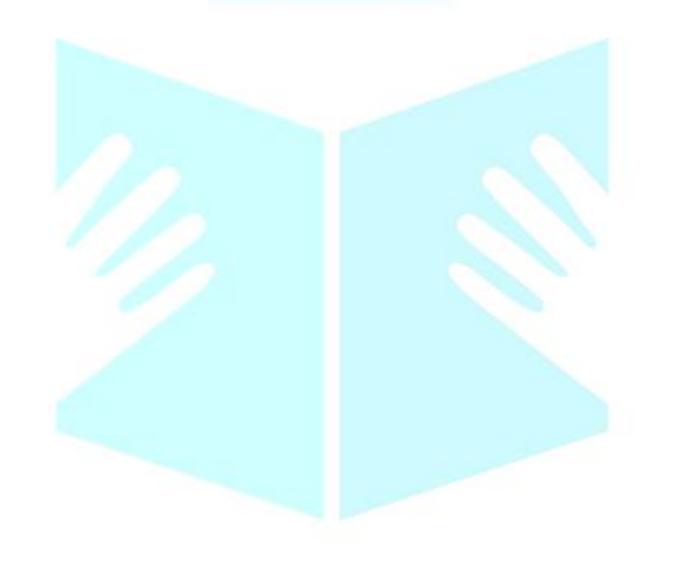
MR 1	Return for the appointment of a Whole Time Director, Managing Director or Manager
MR 3	Format of the Secretarial Audit Report
MBP 1	Notice of interest by director
MBP 2	Register of loans, guarantee, security and acquisition made by the company
MBP 3	Register of investments not held in its own name by the company
MBP 4	Register of contracts with related party and contracts and Bodies etc. in which directors
	are interested

Other Important Forms

INC 9	Certificate of Incorporation
INC 33 e	Memorandum of Association
INC 34 e	Article of Association
MGT 1	Register of members
MGT 2	Register of debenture holders/ other securities holders
MGT 9	Extract of Annual return
MGT 14	Filing of Resolutions and agreements to the Registrar
AOC 1	Statement containing salient features of the financial statement of Subsidiaries/associate companies/joint ventures
AOC 2	Form for Disclosure of particulars of contracts/arrangements entered into by the Company with related parties
AOC 4	Form for filing financial statement and other documents with the Registrar

Some Full Forms

ACTIVE	Active Company Tagging Identities and Verification
OPC	One person company
SPICe	Simplified Proforma for Incorporating Company Electronically
RUN	Reserve Unique Name



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