

- ① Section 2(22) - Company limited by shares
 - ② Section 2(21) - Company limited by guarantee
 - ③ Section 2(92) - Unlimited liability Company
 - ④ Section 2(62) - One person Company
 - ⑤ Section 2(68) - Private Company
 - ⑥ Section 2(71) - Public Company
 - ⑦ Section 2(85) - Small Company
 - ⑧ Section 2(46) - Holding Company
 - ⑨ Section 2(87) - Subsidiary Company
 - ⑩ Section 2(6) - Associate Company
 - ⑪ Section 2(52) - Listed Company
 - ⑫ Section 2(45) - Government Company
 - ⑬ Section 2(42) - Foreign Company
 - ⑭ Section 406 - Nidhi Company
 - ⑮ Section 455 - Dormant Company
 - ⑯ ~~Form~~ Form INC-3 → Consent of nominee for OPC in written form and filed with ROC [Within 15 Days]
 - ⑰ Form INC-4 → File notice with ROC of such withdrawal, cessation of nominee for OPC within 30 Days.
 - ⑱ SPIICE + (INC-32) → Application for obtaining license of Section 8 Co Registration offices & fees
Simplified Proforma for Incorporating Company electronically + Fees as per Companies [ROF] Rules, 2014
- (+) Supporting Document [Attachments] as follows:
- ⑲ Form INC-13 → Memorandum of Association
 - ⑳ Form INC-31 → Articles of Association
 - ㉑ Form No. INC-14 → Declaration by Professionals
 - ㉒ Form No. INC-15 → Declaration by Subscriber
 - ㉓ (+) Estimation of income & expenditure for next 3 yrs
 - ㉔ Conversion of Companies → Section 18
 - ㉕ Within 30 days after passing Special Resolution, file MGT-14 → Section 117(1)
 - ㉖ Restriction on Subsidiary Company to hold shares in Holding Company → Section 19.

- (51) Form INC-26 → Advertisement of shifting of Registered office.
- (52) Section 61 - Alteration in Capital Clause.
- (53) Form No SH-7 → Notice of Alteration of Capital Clause to ROC within 30 Days.
- (54) Section 64 → Notice to ROC with altered MOA.
- (55) Section 66 → Reduction of Share Capital.
- (56) Section 15 → Alteration noted in every copy.
- (57) Section 2(5) → Definition of Articles of Association.
- (58) Section 5 → Contents of AOA.
- (59) Section 14 → Alteration of Articles of Association.
- (60) Form INC-27 → Alteration of AOA to be filed with ROC within 15 Days.
- (61) Section 6 → Act to override Memorandum, Articles, etc.
- (62) Section 10 → Effect of MOA and AOA.
- (63) Section 17 → Copies of Memorandum, Articles, etc. to be given to members.
- (64) Section 20 → Service of Documents.
- (65) Section 21 → Authentication of Documents, Proceedings and Contracts.
- (66) Section 2(51) → Key Managerial Personnel.
- (67) Section 22 → Execution of Bills of Exchange, etc.
- (68) Section 379 → Application of Act to foreign Companies.
- (69) Section 380 → Documents, etc. to be delivered to Registrar by foreign Companies.
- (70) Form FC-1 → Shall be filed with ROC for Incorporation within 30 Days of establishing place of business in India.
- (71) Form FC-2 → Shall be filed with ROC within 30 Days for Alteration in info. already provided.
- (72) Section 381 → Accounts of foreign Company.
- (73) Form FC-3 → Deliver a copy of Documents.

Section 141 - Qualification and Disqualification of Auditor

Section 142 - Remuneration of Auditor

Section 143 - Duties of Auditor

Section 144 - Restrictions of work.

Section 145 - Signing of Audit Report

Section 146 - Auditor attending AGM

Section 147 - Punishment of Auditors

Section 148 - Cost Audit.

Section 2(j) - Designated Partner.

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| Date | |
- Sec 43 - Kinds of Share Capital
 - Sec 46 - Share Certificate
 - Sec 47 - Voting rights
 - Sec 48 - Variation in shareholders rights
 - Sec 49 - Calls on uniform basis
 - Sec 50 - Calls in advance
 - Sec 51 - Dividend on proportionate basis
 - Sec 52 - Issue at premium
 - Sec 53 - Issue at discount [shares]
 - Sec 54 - Sweat equity shares
 - Sec 55 - Preference shares
 - Sec 61 - Alteration of Share Capital
 - Sec 62 - Further issue of Share Capital
 - Sec 63 - Bonus Shares
 - Sec 64 - Intimation to ROC
 - Sec 66 - Reduction of Share Capital
 - Sec 67 - Restriction on purchase by Company or giving of loans by it for purchase of its shares
 - Sec 68 - Conditions for Buy-Back.
 - Sec 69 - Capital redemption reserve
 - Sec 70 - Prohibition for Buy-Back

SH-1 = Share Certificate

SH-2 = Co. shall maintain details of duplicate share certificate.

SH-3 = Register of sweat eq. shares

SH-4 = Instrument of transfer

SH-6 = ESOP

SH-9 = Declaration of solvency

SH-10 = Register of Buy-Back.

SH-11 = Return of Buy-Back

SH-12 = Debenture trust deed

SH-15 = Declaration of compliance in case of Buy-Back

sec 73 - Acceptance of deposit from members
sec 76 - Acceptance of deposit from Public.
sec 74 - Repayment of deposit accepted before
Commencement of Act.
sec 76A - Punishment for contravention.

Remember
~~Remember~~
this rules

Rule 3 → Conditions.
Rule 4 → Issuance of circular
Rule 6 → Creation of security
Rule 7 → Deposit Trustee
Rule 13 → DRR
Rule 15 → Premature Surrender of Deposit
Rule 2(1)(e) + Rule 2(1)(c) + Rule 2(1)d.

Forms

DPT-1 - Circular
DPT-2 - Trust Deed
DPT-3 - Return of Deposit

LIST OF FORMS

- MGT-1 → Register of Members
- MGT-2 → Register of Debenture Holders
- MGT-3 → Intimation to ROC regarding location of foreign register
- MGT-4 → Registered Holder → Co.
- MGT-5 → Beneficial Owner → Co.
- MGT-6 → Co → ROC.
- MGT-7 → Annual return
- MGT-7A → Annual return for OPC & Small Co
- MGT-8 → Certificate by Practising Company Secretary
- MGT-9 → Extract of Annual return.
- MGT-11 → Proxy form.
- MGT-12 → Polling paper
- MGT-13 → Report of scrutinise.
- MGT-14 → Filing resolutions with ROC
- MGT-15 → Report on AGM

- (27) Section 2(69) - Promoter
 - (28) Section 92 - Annual return
 - (29) Section 7 - Incorporation of Companies
 - (30) Application for Incorporation = SPICE + Form INC 32 + Supporting Document [Attachments] Forms →
 - (31) INC-33 → MOA duly signed by subscribers
 - (32) INC-34 → AOA duly signed by subscribers
 - (33) INC-8 → Declaration by professionals such as PCA/PCS/PCMA/Advocate, etc.
 - (34) INC-9 → Declaration by each subscribers + First Directors.
 - (35) DIR-2 → Consent of Directors to Company
 - (36) DIR-12 → Company informing ROC that director has given consent.
- + Fees as per Companies [Registration Offices & fees] Rules, 2014
- (37) INC-11 → ROC will issue Certificate of Incorporation
 - (38) Section 9 → Effect of Registration.
 - (39) Section 10A → Commencement of Business.
 - (40) INC-20A → Declaration by Director within 180 Days
 - (41) INC-22 → Verification of its registered office
 - (42) Section 399 → MOA is a public document.
 - (43) Section 2(56) → Definition of MOA
 - (44) Section 4 → Contents of MOA.
 - (45) Alteration in MOA → Sec 13. [Except Capital Clause]
 - (46) Sec 16 → Rectification of Name.
 - (47) Sec 12 → Change of registered office within same state
 - (48) Form INC-22 → Shall be filed with ROC for change of Registered Office.
 - (49) Sec 13 → Change of registered office from one state to another
 - (50) FORM INC-23 → Application to Regional Director for shifting office from one state to another

Section 382 - Display of names, etc of foreign Co.
Section 383 - Service of Documents on Foreign Co.

Section 384 - Debentures, annual return, registration of charges, Books of Account and their inspection

Section 92 - Annual return.
Form FC - 4 → Foreign Co files annual return to ROC within 60 Days from last day of its FY

Section 135 → Corporate Social Responsibility
Section 385 - Fee for registration of Document

Section 386 - Interpretation.
Section 387 - Drafting of prospectus & particulars to be contained therein

Section 388 - Provisions as to expert's consent and allotment.

Section 389 - Registration of prospectus
Section 390 - Offer of Indian Depository Receipts

Section 391 - Application of Sec. 34 to 36
Section 392 - Punishment

Section 393 - Validity of Contract
Rule 12 - Action for Improper Use or Description as foreign Company

Section 210 - Investigation.
Section 128 - Books of Accounts

Section 138 - Internal Audit
Section 2(13) - Definition of Books of A/cs

Section 132 - National Financial Reporting Authority [NFRA]

Section 129 - Financial statements
Section 2(40) - Definition of financial statement

Section 136 - Rights to members to copies of Audited financial statements

Section 139 - Appointment of Auditor
Section 140 - Resignation / Removal of Auditor

LIST OF FORMS.

SPICE 1 (INC - 32)	Application for incorporation of Company
INC-33	MOA
INC-34	AOA
E-form RUN	Reservation of name for existing Co.
INC-22	Verification of registered office
INC-20A	Commencement of business (within 180 days)
MGT-14	Filing of SR with ROC within 30 days of passing SR
INC-13	MOA → for Sec 8 Co.
INC-31	AOA → for Sec 8 Co.
INC-14	Declaration by professionals for Sec 8 Co.
INC-15	Declaration by subscribers for Sec 8 Co.
INC-8	Declaration by professionals.
INC-9	Declaration by subscribers
INC-23	Application to R.D. for shifting office from one state to another
INC-26	Advertisement of shifting of Regd office
INC-27	Alteration of AOA to be filed with ROC.
SH-7	Alteration of capital clause to be registered with ROC.
INC-6	Application for conversion of Pvt. Co. to OPC
INC 3	→ In case of OPC
INC 4	↙
RD-1	Application to (G. (RD)) for alteration of AOA
DIR-2	Consent of Directors
DIR-12	File consent of Director with RO e
INC-11	Certificate of Incorporation (COI)

Sec 62(1)(b) - ESOP

Sec 62(1)(c) - Preferential Allotment

Sec 68 - Conditions for Buy - Back

Sec 69 - Transfer to CRR, A/C

Sec 70 - Prohibition on Buy - Back

Sec 67 - Restriction on purchase or giving of loans by the Company for purchasing its shares.

Sec 66 - Reduction of Share Capital.

Sec 46 - Share Certificate.

Sec 73 - Conditions for accepting deposits from members.

Sec 23 - Issue of securities by Public Company and private Company.

- Sec 77 - Duty of Company to register charge
- Sec 78 - Registration of charge by chargeholder.
- Sec 2(16) - Definition of charge.
- Sec 79 - Modification of Charge.
- Sec 80 - Deemed notice of charge.
- Sec 79(1)(a) - Acquisition of property by the Company which is already subject to charge
- Sec 79(1)(b) - Changes in terms & conditions of Charge.
- Sec 82 - Satisfaction of Charge.
- Sec 83 - Power of registrar to make entries of satisfaction and release in absence of intimation from Company.
- Sec 87 - Rectification by Central Government of the Register of Charges.
- Sec 81 - Register of Charges maintained by ROC
- Sec 84 - Intimation of appointment of receiver
- Sec 85 - Register of Charges maintained by Co.
- Sec 86 - Punishment.
- Sec 71 - Debenture
- Sec 2(84) - Shares.
- Sec 43 - Kinds of shares.
- Sec 55 - Preference Shares.
- Sec 48 - Variation in Shareholders rights.
- Sec 47 - Voting rights.
- Sec 92 - Filing of annual return with ROC
- Sec 137 - Filing of financial statement with ROC.
- Sec 53 - Issue of shares at discount
- Sec 52 - Issue of shares at premium
- Sec 2(88) - Definition of Sweat Equity Shares
- Sec 54 - Conditions of Sweat Equity Shares.
- Sec 88 - Register of Members maintained by Co.