

**MINISTRY OF CORPORATE AFFAIRS****NOTIFICATION**

New Delhi, the 20th January, 2023

**G.S.R. 45(E).**—In exercise of the powers conferred by sections 396, 398, 399, 403 and 404 read with sub-sections (1) and (2) of section 469 of the Companies Act, 2013 (18 of 2013), the Central Government hereby makes the following rules further to amend the Companies (Registration Offices and Fees) Rules, 2014, namely:-

**1. Short title and commencement.**—(1) These rules may be called the Companies (Registration Offices and Fees) Amendment Rules, 2023.

(2) They shall come into force with effect from 23<sup>rd</sup> January, 2023.

2. In the Companies (Registration Offices and Fees) Rules, 2014 (hereinafter referred to the said rules),

(A) after rule 8, the following -rule shall be inserted, namely.-

“8A. Signing of forms.- e-forms wherever applicable shall be signed by Insolvency resolution professional or resolution professional or liquidator of companies under insolvency or liquidation, as the case may be, and filed with the Registrar along with the fee as mentioned in Table annexed these rules.”

(B) in the Annexure to the rules, for Form GNL-2, Form GNL-3 and Form GNL-4, the following forms shall be substituted, namely.-

**Form No. GNL-2****Form for submission of documents with the Registrar**

[Pursuant to the rule 12(2) of the Companies (Registration Offices and Fees) Rules, 2014]

Form language

 English
  Hindi

Refer instruction kit for filing the form

All fields marked in \* are mandatory

**Company Information**

1 (a) \*Corporate Identity Number (CIN)

(b) \*Name of the company

(c) \*Address of the registered office of the company

(d) \*Email ID of the company

**Purpose of filing the form**

2 (a) \*Please indicate the document being filed

- Prospectus
  Red Herring Prospectus
- Circular or Circular in the form of Advertisement inviting Deposits in DPT-1
- Private placement offer letter or Record of a private placement offer to be kept by the company
- Form 149 of the Companies (Court) Rules, 1959 (Court) Rules, 1959
  Form 152 of the Companies
- Form 153 of the Companies (Court) Rules, 1959 (Court) Rules, 1959
  Form 154 of the Companies
- Form 156 of the Companies (Court) Rules, 1959 (Court) Rules, 1959
  Form 157 of the Companies
- Form 158 of the Companies (Court) Rules, 1959 (Court) Rules, 1959
  Form 159 of the Companies
- Final Report on Completion of liquidation process by Liquidator
  Others
- Affidavit under Section 59 of the Insolvency and Bankruptcy Code, 2016

(b) If others, then specify

**Advertisement Inviting Deposits**

3 (a) Expected date of issue of Advertisement (DD/MM/YYYY)

(b) Expected opening date of Acceptance of Deposits (DD/MM/YYYY)

(c) Expected date of expiry of validity of advertisement or circular (DD/MM/YYYY)

**References**

- 4 (a) Act under which the document is being filed  
(Companies Act, 2013/ Companies Act, 1956/ Insolvency and Bankruptcy Code, 2016)  ▼
- (b) Section(s) of the Companies Act, 2013 or the Companies Act, 1956 or Insolvency and Bankruptcy Code 2016, under which the document is being filed
- (i) Section(s) of the Companies Act, 2013 under which the document is being filed  ▼
- (ii) Section(s) of the Companies Act, 1956 under which the document is being filed  ▼
- (iii) Section(s) of the Insolvency and Bankruptcy Code, 2016 under which the document is being filed  ▼

**Special Resolution and Other Details**

- 5 (a) Service request number of Form MGT-14
- (b) Date of passing special (SR) or ordinary resolution (OR) (DD/MM/YYYY)
- 6 (a) \*Date of event (DD/MM/YYYY)
- (b) Date of declaration by majority of directors (DD/MM/YYYY)

**Attachments**

- |  |                                       |                                       |                                       |   |
|--|---------------------------------------|---------------------------------------|---------------------------------------|---|
| (a) Copy of prospectus   | <input type="text" value="Max 2 MB"/> | <input type="button" value="Choose"/> | <input type="button" value="Remove"/> | <input type="button" value="Download"/> |
| (b) Copy of red herring prospectus   | <input type="text" value="Max 2 MB"/> | <input type="button" value="Choose"/> | <input type="button" value="Remove"/> | <input type="button" value="Download"/> |
| (c) Circular or Circular in the form of Advertisement inviting Deposits in DPT-1                         | <input type="text" value="Max 2 MB"/> | <input type="button" value="Choose"/> | <input type="button" value="Remove"/> | <input type="button" value="Download"/> |
| (d) Private placement offer letter or record of private placement offer letter to be kept by the company | <input type="text" value="Max 2 MB"/> | <input type="button" value="Choose"/> | <input type="button" value="Remove"/> | <input type="button" value="Download"/> |
| (e) Form 149 of the Companies (Court) Rules, 1959  | <input type="text" value="Max 2 MB"/> | <input type="button" value="Choose"/> | <input type="button" value="Remove"/> | <input type="button" value="Download"/> |
| (f) Form 152 of the Companies (Court) Rules, 1959  | <input type="text" value="Max 2 MB"/> | <input type="button" value="Choose"/> | <input type="button" value="Remove"/> | <input type="button" value="Download"/> |
| (g) Form 153 of the Companies (Court) Rules, 1959  | <input type="text" value="Max 2 MB"/> | <input type="button" value="Choose"/> | <input type="button" value="Remove"/> | <input type="button" value="Download"/> |
| (h) Form 154 of the Companies (Court) Rules, 1959  | <input type="text" value="Max 2 MB"/> | <input type="button" value="Choose"/> | <input type="button" value="Remove"/> | <input type="button" value="Download"/> |
|  | <input type="text" value="Max 2 MB"/> | <input type="button" value="Choose"/> | <input type="button" value="Remove"/> | <input type="button" value="Download"/> |
| (i) Form 156 of the Companies (Court) Rules, 1959  |                                       |                                       |                                       |   |
| (j) Form 157 of the Companies (Court) Rules, 1959  | <input type="text" value="Max 2 MB"/> | <input type="button" value="Choose"/> | <input type="button" value="Remove"/> | <input type="button" value="Download"/> |
| (k) Form 158 of the Companies (Court) Rules, 1959  | <input type="text" value="Max 2 MB"/> | <input type="button" value="Choose"/> | <input type="button" value="Remove"/> | <input type="button" value="Download"/> |
| (l) Form 159 of the Companies (Court) Rules, 1959  | <input type="text" value="Max 2 MB"/> | <input type="button" value="Choose"/> | <input type="button" value="Remove"/> | <input type="button" value="Download"/> |
| (m) Final Report on Completion of liquidation process by Liquidator                                      | <input type="text" value="Max 2 MB"/> | <input type="button" value="Choose"/> | <input type="button" value="Remove"/> | <input type="button" value="Download"/> |
|  | <input type="text" value="Max 2 MB"/> | <input type="button" value="Choose"/> | <input type="button" value="Remove"/> | <input type="button" value="Download"/> |

(n) Any other relevant document

(o) Audited financial statements and record of business operations of the company for the previous two years or for the period since its incorporation, whichever is later





(p) A report of the valuation of the assets of the company, if any, prepared by a Registered Valuer





(q) Affidavit under section 59 of the Insolvency and Bankruptcy Code, 2016





(r) Optional attachment(s) - if any





### Verification

To the best of my knowledge and belief, the information given in this form and its attachments is correct and complete.

I have been authorised by the board of directors' resolution dated  (DD/MM/YYYY) to sign and submit this form.

### To be digitally signed by

Particulars of the person signing and submitting the form

Name

Capacity

Director or manager or secretary or CEO/CFO or IRP/RP/Liquidator of the company

Designation

*(Director/ Manager/ Company Secretary/ CEO/ CFO/ IRP/ RP/ Liquidator/ Others)*



Director identification number of the director or membership number of the secretary or DIN/PAN of the Manager/CEO/CFO/IRP/RP/Liquidator

### Verification

To the best of my/our knowledge and belief, the information given in this form and its attachments is correct and complete. I am/ We are duly authorised to sign and submit this form.

### To be digitally signed by

Liquidators of the Company






**Note: Attention is drawn to provisions of section 448 and 449 of the Companies Act, 2013 which provide for punishment for false statement / certificate and punishment for false evidence respectively.**

### For office use only:

eForm Service request number (SRN)

eForm filing date (DD/MM/YYYY)

This eForm is hereby registered

**Digital signature of the authorizing officer**

DSC BOX

Date of signing (DD/MM/YYYY)

**OR**

**This eForm has been taken on file maintained by the registrar of companies through electronic mode and based on statement of correctness given by the company.**



## Form No. GNL-3

### Particulars of person(s) charged for the purpose of sub clause (iii) or (iv) of clause 60 of section 2

[Pursuant to the Companies Act, 2013 and sub rule (3) of rule 12 of the Companies Registration Offices and Fees) Rules, 2014]

Form language

English

Hindi

सत्यमेव जयते

Refer instruction kit for filing the form

All fields marked in \* are mandatory

#### Entity details

1 *Corporate Identity Number (CIN)	<input type="text"/>
2 (a)* Name of the company	<input type="text"/>
(b)* Address of the registered office of the company	<input type="text"/>
(c)* Email ID of the company	<input type="text"/>

#### Officer Details

3 *Number of person(s) charged	<input type="text"/>
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#### Particulars of person(s) charged

*Whether consent is accepted or withdrawn or revoked	
<input type="radio"/> Acceptance	<input type="radio"/> Withdrawal
	<input type="radio"/> Revocation
*Date of consent or revocation given under sub-clause (iii) of clause (60) of section 2 (DD/MM/YYYY)	<input type="text"/>
*Officer in default	<input type="text"/> <input checked="" type="checkbox"/>
*Name	<input type="text"/>
*Provision(s) of the Companies Act to which the consent relates	<input type="text"/>
*Director Identification Number (DIN) or income tax permanent Account number (income-tax PAN) (Please provide DIN in case of director)	<input type="text"/>
*Designation	<input type="text"/>
*Date of Birth (DD/MM/YYYY)	<input type="text"/>
Qualification	<input type="text"/>

Verify

\*Father's or Husband's Name

 Father's Name  Husband's Name

\*Name

Permanent Residential Address

\*Address Line 1

Address Line 2

\*Country

\*PIN/Zip code

\*Area/Locality

\*City

District

\*State/UT

\*Nationality

\*Mobile

\*Email ID

4 \*Date of the board resolution (DD/MM/YYYY)

**Attachments**

(a) \*Copy of Board resolution

Max 2 MB

Choose

Remove

Download

(b) Optional attachment(s), if any

Max 2 MB

Choose

Remove

Download

**Verification**

To the best of our knowledge and belief, the information given in this form and its attachments is correct and complete.

I or we have been authorised by the Board of directors' resolution number\*  
dated \*

(DD/MM/YYYY) to sign and submit this form.

 \*I or we hereby consent to act as the person(s) charged for the purpose of Section 2(60)(iii) of the Companies Act, 2013**\*To be digitally signed by the person charged**

DSC BOX

\*DIN/ PAN of person charged

**\*To be digitally signed by**

DSC BOX

\*Designation

(Director/Manager/Company Secretary/ CFO/CEO/Managing Director)

\*Director identification number of the director or Managing Director; or DIN or PAN of the

manager or CEO or CFO; or Membership number of the company 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:

- 1 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;
- 2 All the required attachments have been completely and legibly attached to this form

To be digitally signed by

DSC BOX

Certified By

- Chartered accountant (in whole time practice)
- Company secretary (in whole-time practice)
- Cost accountant (in whole time practice)

Whether associate or fellow

- Fellow  Associate

Membership number

Certificate of Practice number

Save

Submit

**Note: Attention is drawn to provisions of Section 448 and 449 of the Companies Act, 2013 which provide for punishment for false statement / certificate and punishment for false evidence respectively.**

*For office use only:*

eForm Service request number (SRN)

eForm filing date (DD/MM/YYYY)

**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 company.**



**Form No. GNL-4**

**Form for filing Addendum for rectification of defects or incompleteness**  
 [Pursuant to Rule 10 of the Companies (Registration Offices and Fees) Rules, 2014]

Form language

 English  Hindi

सत्यमेव जयते

Refer instruction kit for filing the form

All fields marked in \* are mandatory

**Form Details**

1 \*Service Request Number (SRN) of relevant form(s)

(Mention SRN of relevant form(s) in respect of which addendum is being filed. Ensure that correct SRN is mentioned in this field and verify the system displayed details below)

2 (a) \*Date of SRN (DD/MM/YYYY)

(b) \*Form number(s)

**Company Information**

3 Corporate Identity Number (CIN) or Foreign Company Registration Number (FCRN)

4 (a) Name of the company

(b) Address of the registered office or of the principal place of business in India of the company

(c) Name of the person filing form (applicable in case of filing in respect of non-company or company yet to be incorporated)

(d) \*E-mail ID

**Defect details and Other information**

5 (a) \*Details of the defects pointed out or further information called by the Registrar of Companies (RoC) or any other competent authority

(b) \*Details of rectification of the defects or further information furnished

6 (a) SRN of additional (differential) stamp duty payment

**Details of additional (differential) stamp duty**

(b) (i) Amount of stamp duty

Document name



(ii) Amount of stamp duty

Document name



(iii) Amount of stamp duty

Document name



(Ensure that correct type of document is selected from the list of documents given in the dropdown below. Maximum five documents can be attached)

### Attachment

(a) Type of document	<input type="text"/>	<input type="button" value="Choose"/>	<input type="button" value="Remove"/>	<input type="button" value="Download"/>
(b) Type of document	<input type="text"/>	<input type="button" value="Choose"/>	<input type="button" value="Remove"/>	<input type="button" value="Download"/>
(c) Type of document	<input type="text"/>	<input type="button" value="Choose"/>	<input type="button" value="Remove"/>	<input type="button" value="Download"/>
(d) Type of document	<input type="text"/>	<input type="button" value="Choose"/>	<input type="button" value="Remove"/>	<input type="button" value="Download"/>
(e) Type of document	<input type="text"/>	<input type="button" value="Choose"/>	<input type="button" value="Remove"/>	<input type="button" value="Download"/>

### Verification

To the best of my/our knowledge and belief, the information given in this form and attachments is correct and complete.

#### To be digitally signed by

Director or Managing Director or Manager or CEO or CFO or Company Secretary (in case of existing Company); or Authorised representative (in case of foreign Company); or Authorised person of the bank; or Designated partner of a LLP

DSC BOX

Designation

(Managing Director/Director/Manager/CFO/ CEO/ Company Secretary/Authorised Representative/Authorised Person/Designated partner)

DIN of the director or Managing director; or PAN of the manager or CEO or CFO or Member or Authorised representative or Authorised Person; or Membership number of the Company Secretary; or DIN of the designated partner

Director or Member

DSC BOX

Designation

(Director/Member)

DIN of the director; or DIN/PAN of the Member

Charge holder, Applicant, Promoter, Liquidator, Individual, Partner, Auditor, Partner of auditor's firm

DSC BOX

Designation

(Charge holder/Applicant/Promoter/Liquidator/Individual/Partner/Auditor/ Partner of auditor's firm)

Income tax PAN or Membership number

ARC or Assignee, Chairman, Person charged, others

DSC BOX

Designation

(ARC or Assignee/Chairman/Person charged/others)

Capacity

DIN or Income tax PAN or Membership number

**Certificate**

It is hereby certified that I have verified the above particulars (including attachment(s)) from the records of  and found them to be true and correct. I further certify that all required attachment(s) have been completely attached to this form.

Category of professional

DSC BOX

- Chartered accountant (in whole time practice)  
 Company secretary (in whole-time practice)  
 Cost accountant (in whole time practice)

Whether associate or fellow

- Associate  Fellow

Membership number or Certificate of practice number

Save

Submit

**This eForm is not required to be signed by authorising officer as this has been filled in respect of an already filled eForm**

[F. No. 01/16/2013 CL-V (Pt-I)]

MANOJ PANDEY, Jt. Secy.

**Note:** The principal rules were published in the Gazette of India, Part II, Extra ordinary, Section 3, Sub-section (i) *vide* number G.S.R. 268(E), dated the 31st March, 2014 and subsequently amended, *vide* G.S.R.12(E) dated the 11<sup>th</sup> January, 2022.