


Form 2

INSTRUCTIONS FOR FILLING OF EFORM - 2 **(Return of allotment)**

S. No.		Detailed Instructions
		Note: Instructions are not provided for the fields which are self explanatory
		If it is required to file eform 23 in relation to the resolution passed for issue of shares; ensure that filing of eform 23 precedes filing of this eform
		Refer the relevant provisions of the Companies Act, 1956 and rules made there under with respect to the matter dealt in this eform
1	(a)	Enter the 'Corporate Identity Number' (CIN) of the company <ul style="list-style-type: none"> You may find CIN by entering existing registration number of the company in the 'Find CIN/GLN' service at the portal www.mca.gov.in
2	(a), (b)	Click the "Pre-fill" button. System will automatically display the name and registered office address of the company.
4		In case shares are allotted for cash, select both equity and preference shares if both kinds of shares are allotted, otherwise select which ever is applicable.
5		In case, the shares are allotted for consideration other than cash, select both equity and preference shares if both kind of shares are allotted otherwise select which ever is applicable
6		In case, bonus shares are issued, enter the necessary details.
8	(a), (b)	In case, allotment is made by passing special resolution under section 81 of the Companies Act, 1956 then enter the date of passing of special resolution and service request number of eform 23 filed with the registrar of companies. Note: In case the existing company does not have the service request number (SRN) of eform 23, enter "Z99999999" as SRN of Eeform 23 and attach the resolution passed for allotment of shares as an optional attachment
Attachments		<ul style="list-style-type: none"> List of allottees is the mandatory attachment. Copy of board or members' resolution approving the allotment of shares. In case of <i>allotment of shares for consideration otherwise than in cash</i>, attach copy of contract. In case of <i>issue of bonus shares</i>, attach copy of resolution specifying the allotment of bonus shares. In case of <i>issue of shares at a discount</i>, attach copy of resolution with a copy of the order of Central Government. Any other information can be provided as an optional attachment. <p>Note: If the size of eform including attachment is of bigger size then file the attachment (list of allottees) through addendum (i.e. the service available at the MCA portal).</p> <p>If the size of the attachment in isolation is of bigger size then submit the details in a floppy or compact disc at the office of the concerned registrar of companies</p>
Declaration		Enter the date of board resolution authorising the signatory to sign and submit the eform.
Digital signature		The eform should be digitally signed by managing director or director or manager or secretary of the company duly authorised by the board of directors
Certificate		The eform should be certified by chartered accountant or cost accountant or company secretary (in whole time practice) by digitally signing the eform.

Common Instruction Kit

Buttons	Particulars
Pre Fill	<p>When the user clicks the pre fill button after entering the corporate identity number in eform (excepting eform 1A), the name and address is displayed by the system.</p> <p>This button may appear more than once in a eform, and shall be required to be clicked for displaying the data pertaining to that field.</p> <p>You are required to be connected to the internet for pre-filling.</p>
Attach	<p>You have to click the attach button corresponding to the document you are making an attachment. In case you wish to attach any other document, please click the optional attach button.</p>
Remove attachment	<p>You can view the attachments added to eform in the rectangle box provided next to the list of attachment. If the user wants to remove or delete any attachment, select the attachment to be removed and press the “Remove attachment” button.</p>
Check Form	<p>Once the form is filled up. The user is required to press the Check Form button. When this button is pressed form level validation is done such as, Whether all the mandatory fields are filled up or not. If an error is displayed after pressing the button the user is required to correct the mistake and again press the “Check Form” button. When all the form level validation is done. A message is displayed that “Form level pre scrutiny is successful”. The Check Form is done without being connected to the internet.</p>
Modify	<p>“Modify” button gets enabled after the check form is done. By pressing this button the user can make the changes in the filled in form. If the user makes any change in the form again the user is required to press the “Check Form” button.</p>
Pre scrutiny	<p>Once the check form is done the user is required to Pre scrutinize the eform. This requires being connected to the MCA21 site for uploading the form. On pre-scrutiny the system level check is performed and if there are any errors it is displayed to the user and once the error is corrected and again on Pre scrutiny if the message displayed is “No errors found. Click on the button below to “Get Form” Press the Get Form button and make the required corrections.</p> <p>Note: before pressing Submit button attach the digital signature by clicking on the box appearing on the signature field </p>
Submit	<p>After pre scrutiny is done the user is required to submit the form. This requires being connected to the MCA21 site for uploading the form.</p> <p>In case of online filing the user can submit the form by pressing the “Submit” button</p> <p>Once the form is submitted the fee is displayed to the user. When the user press the “Pay” button the mode of payment option is displayed. On challan payment option, a challan is generated displaying the amount of fee to be paid. The user is required to take the print out of three copies of challan and submit the payment at authorized bank branch. The user has to submit three copies at bank and user shall receive one copy with bank acknowledgment for user’s record.</p>

Note: User is advised to refer to eform specific instruction kit.