

## **Form 62**

### **INSTRUCTIONS FOR FILLING OF EFORM –62 (Form for submission of documents with Registrar of Companies)**

<b>S. No.</b>		<b>Detailed Instruction</b>
		Note: Instructions are not provided for the fields which are self explanatory
		If it is required to file eform 23 in relation to the document being filed through this eform; 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 and click 'Pre-fill' button. <ul style="list-style-type: none"><li>You may find CIN by entering existing registration number of the company in the 'Find CIN/GLN' service at the portal <a href="http://www.mca.gov.in">www.mca.gov.in</a></li></ul>
2		System will automatically display the name and registered office address of the company.
3		Select any one option for the document being filed through this eform.
4		If 'others' has been selected then specify the details of the document being filed.
5		Enter details of eform 23 filed with registrar of companies in respect of the filing of the following documents: <ul style="list-style-type: none"><li>Altered article of association</li><li>Altered memorandum of association</li><li>Statement in lieu of prospectus as per schedule IV</li><li>Prospectus as per schedule II</li><li>eform 149 for declaration of solvency</li></ul> Note: In case the existing company does not have the service request number (SRN) of eform 23, enter "Z99999999" as SRN of eform 23 and attach the resolution passed as an optional attachment
6		Enter the section(s) of the Companies Act under which the following document is being filed. <ul style="list-style-type: none"><li>Altered memorandum of association (MoA) - section under which MoA has been changed.</li><li>For filing of altered articles of association (AoA) - section under which AoA has been changed.</li><li>For others document</li></ul>
7		Enter details of document being filed. The details should contain the nature of document and purpose of filing of the document etc.
8		In case eform 23 details have been filled, the date of passing of resolution will automatically be displayed as date of event. In case of return of deposits the date of event will automatically be displayed this will be the end date of financial year as to be filled in field 9. In case of compliance certificate, enter the date of AGM, if held. In case of Alteration of memorandum of Association, enter <ul style="list-style-type: none"><li>Date on which resolution is passed in case of change of name, capital or object clause</li><li>Date of Company law board order for change of registered office clause</li></ul> For eform 4A, enter the date of board/general meeting resolution where buy back has been approved. For eform 149, enter date of special resolution. for winding up of the company For eform 152, enter date of appointment of liquidator.

	<p>For eform 153, enter date of commencement of winding up.</p> <p>For eform 154, enter date of commencement of winding up.</p> <p>For eform 156, enter date of closure of winding up.</p> <p>For eform 157, enter date of final winding up meeting.</p> <p>For eform 158, enter date of final winding up meeting.</p> <p>For eform 159, enter date of the completion of winding up.</p>
9	<p>Enter the financial year start date and end date to which the document relates for the following options:</p> <ul style="list-style-type: none"> <li>• 'Return of deposits pursuant to rule 10 of the Companies (Acceptance of Deposits) Rules, 1975'.</li> <li>• 'Compliance certificate pursuant to rule 3 of the Companies (Compliance certificate) Rules, 2001'.</li> </ul>
Attachments	<ul style="list-style-type: none"> <li>• eforms which is selected in field 3 is required to be attached in the format as prescribed by the General Rules and Forms or Court Rules as applicable</li> <li>• Prospectus is required to be prepared and authenticated as per section 56 and 60 read with schedule II of the Companies Act, 1956 and attached to the eform</li> <li>• Statement in lieu of prospectus is required to be prepared and authenticated as per section 44 read with schedule II of the Companies Act, 1956 and attached to the eform</li> </ul> <p>Any other information can be provided as an optional attachment.</p> <p>Note: If the size of eform including attachment is of bigger size then file the attachment (Prospectus) 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 concerned registrar of companies office</p>
Declaration	Enter the date of board resolution authorizing signatory to sign & submit the eform.
Digital signature	<p>To be digitally signed by managing director or director or manager or secretary of the company authorised by the board of directors.</p> <p>In case of filing of documents under Companies (Court) Rules, 1959 then it should be digitally signed by Liquidator(s) of the company.</p>

Note: The original duly filled in and signed eform 4A, 149, 154 on stamp paper are required to sent to concerned RoC Office simultaneously, failing which the filing will not be considered and legal action will be taken.

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	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.
Remove attachment	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.
Check Form	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

	<p>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 <input type="text"/></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.