

Form 21


INSTRUCTIONS FOR FILLING OF EFORM – 21 **(Notice of the court or the company law board order)**

S. No.		Detailed Instructions
		Note: Instructions are not provided for the fields which are self explanatory
		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)	In case of an Indian company, enter the 'Corporate Identity Number' (CIN). In case of a Foreign company, enter the 'Foreign Company Registration Number'. <ul style="list-style-type: none"> You may find CIN by entering existing registration number 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 address of the registered office in case of an Indian company; and in case of a Foreign company the Name and address of the principal place of business in India.
3		Enter the name and location of the court or bench of the company law board, of which the order is being filed through this eform.
6	(a),-(b)	Select the Section of the Companies Act, 1956 under which the order has been passed. If the order has been passed under a section other than the listed down sections in 6a then select 'Others' and specify the section under which order has been passed.
Attachments		<ul style="list-style-type: none"> Copy of the court order or company law board order is a mandatory attachment. Any other information can be provided as an optional attachment.
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: <u>In case of an Indian company:</u> <ul style="list-style-type: none"> The managing director or director or manager or secretary of the company duly authorised by the board of directors. <u>In case of a Foreign company:</u> <ul style="list-style-type: none"> By an authorised representative of the company duly authorised by the board of directors.

NOTE: The original certified copy of the Court or CLB order is also required to be submitted at the concerned RoC Office simultaneously of filing eform 21, failing which the filing will not be considered and legal action will be taken.

Common Instruction Kit

Buttons	Particulars
Pre Fill	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. 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. You are required to be connected to the internet for pre-filling.
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 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.
Modify	“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.
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.