

Form 24A

INSTRUCTIONS FOR FILLING OF EFORM -24A (Form for filing application to Central Government (Regional Director))

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 filing this application; 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)	<p>Enter the Corporate Identity Number (CIN) of the company</p> <ul style="list-style-type: none"> You may find CIN by entering your existing registration number in the Find CIN/GLN service at the portal. www.mca.gov.in <p>Enter eform 1A reference number or service request number in case application is filed for issue of license under section 25 of Companies Act, 1956 by a new association</p>
2	(a), (b)	<p>Click the "Pre-fill" button</p> <p>System will automatically display the name and registered office address of the existing company and proposed name for new company.</p>
3		<p>Select the purpose of filing an application</p> <p>If the purpose is to service a notice for application under section 391 and 394 then select "Others" option</p>
4		If 'others' has been selected as purpose of application in field 3 then specify the details
5		Field 5 (a), (b) are applicable only if option for rectification of name has been selected in field 3.
6		<p>Enter the date of Annual General Meeting.</p> <p>This field is mandatory to be filled in case option for Appointment of auditor under section 224(3) has been selected.</p>
7		<p>Enter the service request number (SRN) of eform 23 and other details relating to the resolution passed</p> <p>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</p>
8		Enter justification and other relevant facts of the application made
Attachments		<p><u>For issue of licence u/s 25</u></p> <ul style="list-style-type: none"> <u>In case of new association</u> <ul style="list-style-type: none"> Memorandum of association (MoA). Articles of association (AoA). Declaration as per annexure V of Companies Regulation Act 1956. Declaration by advocate of Supreme Court or High Court, attorney or pleader entitled to appear before a High Court, or a company secretary or chartered accountant in whole time practice that the MoA and AoA have been drawn in conformity with provisions of the Act. Details of the promoters and of the proposed directors of the company. A list of the names, addresses, descriptions and occupations of its directors and of its managers or secretary, if any, together with the names of companies, associations and other institutions, in which

	<p>the directors of the applicant company are directors or hold responsible positions, if any with the descriptions of the positions so held.</p> <ul style="list-style-type: none"> • Statement of the grounds on which application is made • If any of the above documents is not in English or Hindi, then a translation of such document in English or Hindi <ul style="list-style-type: none"> ▪ <u>In case of company already registered</u> <ul style="list-style-type: none"> • Future annual income and expenditure estimates • Assets and liability statement with their estimated value as on seven days before making the application. • Last two years' accounts, balance sheet and report on working of the association as submitted to the members of the association • Statement of brief description of the work, if already done by the association and work proposed to be done. • If any of the above documents is not in English or Hindi, a translation of such document in English or Hindi <p><u>For approval for entering into contract under section 297</u></p> <ul style="list-style-type: none"> ▪ Copy of agreement containing particulars of contract ▪ Copy of board resolution and proceedings of meeting ▪ Detailed application should be filed as an optional attachment containing details relating to the following <ul style="list-style-type: none"> Whether the terms of the contract conform to the prevailing market rates Whether the company has entered into any contract with any other person in respect of sale, purchase or supply of the same kind of goods, materials or services and whether the terms of such contract are similar to the terms of the proposed contract(s). Reasons for variation in rates, if any should be indicated <p><u>For notice under section 391 and 394</u></p> <ul style="list-style-type: none"> ▪ Complete copy of petition filed in the high court or Tribunal <p><u>Rectification of name</u></p> <ul style="list-style-type: none"> ▪ Copy of board resolution <p><u>Removal of auditor under section 224(7)</u></p> <ul style="list-style-type: none"> ▪ Copy of ordinary resolution ▪ Copy of special notice under section 224(7) ▪ Copy of the representation if any made by the statutory auditor <p><u>Appointment of auditor under section 224(3)</u></p> <ul style="list-style-type: none"> ▪ Copy of proceedings of the general meeting <p>Any other information can be provided as an optional attachment</p>
Declaration	<p>Select first radio button in case of existing company and enter the date of board resolution authorizing to sign and submit the application.</p> <p>Select second radio button for new company.</p>
Signature	<p>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.</p> <p>In case of issue of licence under section 25 to a new association the eform should be digitally signed by the applicant of the company, who should be the person named as managing director or director or manager or secretary in the Articles of the company or an authorised signatory on behalf of them.</p>

Note: In case of application by a new association for issue of licence following attachments are required to be submitted at the concerned regional director office on the stamp paper simultaneously of filing an application, failing which the filing will not be considered and legal action will be taken

1. Declaration as per annexure V of Companies Regulation Act 1956.
2. Declaration by advocate of Supreme Court or High Court, attorney or pleader entitled to appear before a High Court, or a company secretary or chartered accountant in whole time practice that the MoA and AoA have been drawn in conformity with provisions of the Act.

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 <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.