

## MINISTRY OF CORPORATE AFFAIRS

### NOTIFICATION

New Delhi, the 24th February, 2015

**G.S.R. 122(E).**—In exercise of the powers conferred by Sections 396, 398, 399, 403, and section 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. (1) These rules may be called the Companies (Registration Offices and Fees) Amendment Rules, 2015.

(2) In the Companies (Registration Offices and Fees) Rules, 2014,—

(a) in rule 10, after sub-rule (6), the following sub-rule shall be inserted, namely:—

*“7. Any further information or documents called for, in respect of application or e-form or document, filed electronically with the Ministry of Corporate Affairs shall be furnished in Form No. GNL-4 as an addendum”*

(b) in the Annexure, after Form No. GNL-3, the following Form shall be inserted, namely:—

**FORM NO. GNL-4**

*[Pursuant to Rule 10(7) of the Companies  
(Registration offices and Fee) Rules, 2014]*



**Form for filing addendum for rectification  
of defects or incompleteness**

Form Language ☐ English ☐ Hindi

Note - All fields marked in \*are to be mandatorily filled.

1. Service request number (SRN) of relevant form(s\*)

Pre-Fill

(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)

3. (a) Corporate identity number (CIN) or foreign company registration number (FCRN) of the company

(b) Global location number (GLN) of company

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 this form (applicable in case of filing in respect of non-company or company yet to be incorporated)

(d) \*e-mail ID

5. (a) Details of 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

Pre-Fill

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

(b) (i) Amount of stamp duty	<input type="text"/>	Document name	<input type="text"/>
(ii) Amount of stamp duty	<input type="text"/>	Document name	<input type="text"/>
(iii) Amount of stamp duty	<input type="text"/>	Document name	<input type="text"/>

(Ensure that correct type of document is selected from the list of documents given in the drop down below.

Maximum five documents can be attached).

7. (a) Type of document	<input type="text"/>	<input type="button" value="Attach"/>
(b) Type of document	<input type="text"/>	<input type="button" value="Attach"/>
(c) Type of document	<input type="text"/>	<input type="button" value="Attach"/>
(d) Type of document	<input type="text"/>	<input type="button" value="Attach"/>
(e) Type of document	<input type="text"/>	<input type="button" value="Attach"/>

List of attachments

**Verification**

To the best of my/our knowledge and belief, the information given above and in the attached documents is correct and complete.

**To be digitally signed by**

1. Director or Managing Director or manager or CEO or CFO or secretary (In case of an Indian company) or an authorised representative (In case of a foreign company)

Designation



Director identification number (DIN) of the director or Managing Director; or

Income-tax PAN of the manager or CEO or CFO or authorised representative; or

Membership number, if applicable or income-tax PAN of the secretary (secretary of a company who is not a member of ICSI, may quote his/ her income-tax PAN)




2. Director or Managing Director

Designation



DIN of the director or Managing Director

3. In case the form in respect of which addendum is being filed was signed by applicant or subscriber or advocate or attorney or pleader or person charged or chargeholder or ARC or assignee or trustee of debenture holder or receiver or person securing appointment or auditor or liquidator or cost auditor or chartered accountant (in whole-time practice) or company secretary (in whole-time practice) or cost accountant (in whole-time practice) or others

I.	Designation	<input type="text"/>	
	Capacity	<input type="text"/>	
II.	Designation	<input type="text"/>	
III.	Designation	<input type="text"/>	

**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.

☐ Chartered accountant (in whole-time practice) or ☐ Cost accountant (in whole-time practice) or

☐ Company secretary (in whole-time practice)

Whether associate or fellow ☐ Associate ☐ Fellow

Membership number or certificate of practice

[Modify](#)[Check Form](#)[Prescrutiny](#)[Submit](#)

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

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

AMARDEEP SINGH BHATIA, Jt. Secy.

**Note:—**The principal rules were published in the Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i), *vide* number. G.S.R. 268(E), dated the 31st March, 2014 and was last amended by notification *vide* number G.S.R 297(E), dated the 28th April, 2014.