

# Form No. MSC-3

Return of dormant companies

[Pursuant to Section 455(5) of The  
Companies Act, 2013 and Rule 7 and 8 of  
the Companies(Miscellaneous) Rules, 2014]



Form language  English  Hindi

Refer the instruction kit for filing the form.

1.\* (a) CIN

(b) GLN

2.(a) Name of the company

(b) Registered office address

(c) email Id

3. Date of issue of certificate of dormant company

4.\* Brief particulars of the principal business activities of the company

5.\* Financial year end date to which this return relates

6.\* Number of directors

7. Particulars of the Board meeting(s) held

S. No.	Date of meeting	Total number of directors as on the Date of Meeting	Total number of Directors present in the Date of Meeting
	<input type="text"/>		

8. Change in the management of the company

Date of Change	Names of the key persons in the new Management	Reason(s) of change
<input type="text"/>		

9. Statement of transactions other than significant accounting transactions; if any

Particulars	Amount (in Rupees)
Payments for maintenance of its office and records	<input type="text"/>
Payments made to fulfill the requirements of the Act	<input type="text"/>
Payment of fees to Registrar	<input type="text"/>

10. Particulars of allotment of shares, if any

- (a) Date of allotting the shares  (latest date in the current year)
- (b) Purpose of allotment
- (c) Number of shares allotted
- (d) Face value per share  (e) Paid up value of such shares
- (f) Consideration received in

11.\* Particulars of the annual fee (Amount in Rupees)   
 (Enter the amount to be paid along with this form)

12.\* Whether any significant transaction is carried out during the year  Yes  No

13. Shareholding pattern of the company

S. No.	Category of share holders	Percentage as on <input type="text"/>	Percentage as on <input type="text"/>
1.	Government(Central and State)		
2.	Government Companies		
3.	Public financial institutions		
4.	Nationalized or other bank(s)		
5.	Mutual Funds		
6.	Venture Capital		
7.	Foreign holdings (Foreign Institutional Investors, Foreign companies, Non-resident Indians, Foreign financial institutions or Overseas corporate bodies)		
8.	Bodies Corporate (not mentioned above)		
9.	Directors or relatives of directors		
10.	Other top fifty shareholders (other than mentioned above)		
11.	Others		
12.	Total		
	Total number of shareholders		

**Attachments**

- 1.\* Copy of Board resolution showing authorization given for filing this declaration;
- 2.\* Duly audited statement of financial position;
- 3. Optional attachment(s), if any.

List of Attachments

**Declaration**

I am authorized by the Board of Directors of the Company vide resolution number \*  dated \*  to sign this form and declare that all the requirements of Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. It is further declared that all the required attachments have been completely, correctly and legibly attached to this form.

The status of the Company continues to be a Dormant Company under Section 455(1) of the Act as on date.

\*To be digitally signed by

\*Designation

\*DIN of the director; or DIN or PAN of the manager or CEO or CFO; or Membership number of the secretary

**Certificate by practicing professional**

I declare that I have been duly engaged for the purpose of certification of this form. It is hereby certified that I have gone through the provisions of the Companies Act, 2013 and rules thereunder for the subject matter of this form and matters incidental thereto and I have verified the above particulars (including attachment(s)) from the original/certified records maintained by the Company/applicant which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed.

I further certify that:

- i. The said records have been properly prepared, signed by the required officers of the Company and maintained as per the relevant provisions of the Companies Act, 2013 and were found to be in order;
- ii. All the required attachments have been completely and legibly 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

\* Certificate of practice number

---

**Note: Attention is also drawn to the provisions of section 448 of the Companies Act, 2013 which provides for punishment for false statements.**

---

For office use only:

eForm Service request number (SRN)  eForm filing date  (DD/MM/YYYY)

This e-Form is hereby registered

**Digital signature of the authorising officer**

Date of signing  (DD/MM/YYYY)