

FORM NO. INC-23

[Pursuant to section 12(5) and 13(4) of the Companies Act, 2013 and rule 28 and 30 of the Companies Rules, 2014]



Application to the Regional Director for approval to shift the Registered Office from one state to another state or from jurisdiction of one Registrar to another Registrar within the same State

Form language ☐ English ☐ Hindi

Refer the instruction kit for filing the form.

1. *Application is for shifting the Registered Office from
 - ☐ One state to another state
 - ☐ One registrar to another registrar within the State
2. (a) *Corporate identity number (CIN) of company Pre-fill
(b) Global location number (GLN) of company
3. (a) Name of the company
(b) Address of the registered office of the company

(c) Name of the existing ROC
4. *(a) Name of the state/Union territory where the new registered office of the company would be situated

*(b) Name of the office of new ROC where the new proposed registered office of the company would be situated

*(c) Reasons for shifting the registered office
5. *(a) Service request number of Form MGT-14
*(b) Date of filing Form MGT-14
*(c) Date of passing the special resolution
6. (a) Details of members present at the meeting where the decision of shifting was taken and number of shares held by them
 - (i) Number of members
 - (ii) Number of shares held by them
(b) Details of the members who voted in favour of the proposal and number of shares held by them
 - (i) *Number of members
 - (ii) Number of shares held by them
(c) Details of the members who voted against the proposal and number of shares held by them
 - (i) *Number of members
 - (ii) Number of shares held by them
(d) Details of members who abstained from voting and number of shares held by them

(i) *Number of members

(ii) Number of shares held by them

7. *(a) Total Number of creditors

*(b) Total Number of depositors

*(c) Total Number of debenture holders

(d) Brief details of the objections, if received any in response to the advertisement

8. *Whether any prosecution is pending against the company under the Act

☐ Yes ☐ No

If yes, Give brief details of the prosecution

9. *Whether any of the following is initiated against the company under the Act

☐ inquiry ☐ inspection ☐ investigation

If yes, Give brief details of the inquiry, inspection, investigation

10. *Whether the company has serviced the copy of the application with complete annexures with the Registrar and the chief secretary of the state

☐ Yes ☐ No

If yes, specify the date of service

11. Facts of the case are given below

(Give a concise statement of facts in a chronological order, each paragraph containing as nearly as possible a separate issue, fact or otherwise)

Attachments

1. Copy of Memorandum of Association;

Attach

2. *Copy of special resolution sanctioning alteration;

Attach

3. *Copy of the minutes of the general meeting authorizing such alteration;

Attach

- | | |
|---|---------------------------------------|
| 4. *Power of attorney/vakalatnama/Board resolution; | <input type="button" value="Attach"/> |
| 5. Declaration by directors about no retrenchment of employees; | <input type="button" value="Attach"/> |
| 6. Copy of newspaper advertisement for notice of shifting the registered office; | <input type="button" value="Attach"/> |
| 7. *Proof of service of the application to the Registrar, Chief secretary of the state, SEBI or any other regulatory authority (if applicable); | <input type="button" value="Attach"/> |
| 8. List of creditors or debentureholders duly verified, as per proviso to sub rule (2) to Rule 30 | <input type="button" value="Attach"/> |
| 9. Copy of objections (if received any); | <input type="button" value="Attach"/> |
| 10. Optional attachment(s), if any including those filed in MCA portal (investors complaint form). | <input type="button" value="Attach"/> |

Declaration

I am authorized by the Board of Directors of the Company vide resolution no. 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. I further declare that:

- ☐ Whatever is stated in this form and in the attachments thereto is true, correct and complete and no information material to the subject matter of this form has been suppressed or concealed and is as per the original records maintained by the company.
- ☐ All the required attachments have been completely and legibly attached to this form
- ☐ Any application, writ petition or suit had not been filed regarding the matter in respect of which this petition/application has been made, before any court of law or any other authority or any other Bench or the Board and not any such application, writ petition or suit is pending before any of them.
- ☐ the company has not defaulted in payment of dues to its workmen and has either the consent of its creditors for the proposed shifting or has made necessary provision for the payment thereof.
- ☐ the company shall not seek change in the jurisdiction of the Court where cases for prosecution are pending.

*To be digitally signed by

*Designation

*Director identification number of the director; or
DIN or PAN of the manager or CEO or CFO; or
Membership number of the Company secretary

Note: Attention is drawn to provisions of Section 448 and 449 which provide for punishment for false statement / certificate and punishment for false evidence respectively.

<input type="button" value="Verify"/>	<input type="button" value="Check Form"/>	<input type="button" value="Prescrutiny"/>	<input type="button" value="Submit"/>
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For office use only :

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

Digital signature of the authorising officer

This e-Form is hereby approved

This e-Form is hereby rejected

Date of signing

(DD/MM/YYYY)