

# FORM NO. ADT-1

[Pursuant to section 139 of the Companies Act, 2013 and Rule 4(2) of the Companies (Audit and Auditors) Rules, 2014]



Notice to the Registrar  
by company for  
appointment of auditor

Form language ☐ English ☐ Hindi

Refer instruction kit for Filing the form.

1 (a) \*Corporate identity number (CIN) of company

Pre-Fill

(b) Global location number (GLN) of company

2 (a) Name of the company

(b) Address of the  
registered office  
of the company

(c) \*email id of the company

3. (a) \*Whether company is falling under any class of companies as per section 139(2) ☐ Yes ☐ No

3 (b) Nature of appointment

4. \*Whether joint auditors have been appointed ☐ Yes ☐ No

\*Number of auditor(s) appointed

1. (a) \*Category of auditor ☐ Individual ☐ Auditor's firm

(b) \*Income-tax permanent account number of auditor or auditor's firm

(c) \*Name of the auditor or auditor's firm

(d) \*Membership number of auditor or auditor's firm's registration number

(e) \*Address of the auditor Line I  
or auditor's firm

Line II

\*City

\*State

Country

\*Pin code

\*e-mail ID of the  
auditor or auditor's firm

(f) \*Period of accounts for which appointed

From

(DD/MM/YYYY)

To

(DD/MM/YYYY)

(g) \*Number of financial year(s) to which appointment relates

(h) \*Whether the appointment of auditor is within the limit of twenty companies as specified in sub section 3(g) of section 141 ☐ Yes ☐ No

(i) Specify the tenure of previous appointment(s) of the auditor or auditor's firm or its member in the same company in which audit was conducted or is functioning (excluding previous years having break of five or more years as specified in Rule 6)

\*Number of financial year(s)

S. No.	Person appointed as auditor	Financial year Start date	Financial year End date

5. (a) \* Whether auditor(s) have been appointed in Annual general meeting (AGM)

Yes

No

(b) If yes, date of AGM

(DD/MM/YYYY)

6. \*Date of appointment

(DD/MM/YYYY)

7. (a) \*Whether auditor is appointed due to casual vacancy in the office of auditor ☐ Yes ☐ No

(b) \*Specify the SRN of relevant form

(c) \*Person vacated the office ☐ Individual ☐ Auditor's firm

(d) \*Mention the membership number of auditor or Registration number of auditor's firm who has vacated the office

(e) \*Mention the date of such vacancy

(f) \*Reasons of the casual vacancy

### Attachments

1. Copy of the intimation sent by company;
2. \*Copy of written consent given by auditor;
3. \*Copy of resolution passed by the company;
4. Copy of the letter of appointment from C&AG
5. Copy of the order of the Tribunal
6. Optional attachments, if any.

Attach

Attach

Attach

Attach

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List of attachments

Remove 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. I also declare that all the information given herein above is true, correct and complete including the attachments to this form and nothing material has been suppressed.

\*To be digitally signed by

DSC Box

\*Designation

\*Director identification number of the director; or

DIN or PAN of the manager/CEO/CFO; or

Membership number of the Company Secretary

**Note:** Attention is also drawn to provisions of Section 448 of the Companies Act which provide for punishment for false statement.

Check Form

This eForm has been taken on file maintained by the registrar of companies through electronic mode and on the basis of statement of correctness given by the company