

**GOVERNMENT OF PAKISTAN
SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN**

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Islamabad, the 8th October, 2018

NOTIFICATION

S.R.O. 1225 (I)/2018.— In exercise of the powers conferred under sub-section (1) of section 512 of the Companies Act, 2017 (XIX of 2017), the Securities and Exchange Commission of Pakistan is pleased to make the following regulations, the same having been previously published vide S.R.O. 758(I)/2018 dated 11th June, 2018 as required by proviso to sub-section (1) of said section 512, namely—

1. Short title and commencement.—(1) These Regulations shall be called the Companies (General Provisions and Forms) Regulations, 2018.

(2) They shall come into force at once.

2. Definitions.—(1) In these regulations, unless there is anything repugnant in the subject or context,-

(i) “Act” means the Companies Act, 2017 (XIX of 2017);

(ii) “authorized officer” for the purpose of these regulations includes a chief executive officer, director, company secretary, chief financial officer of the company or an authorized intermediary to sign a document or proceeding requiring authentication by the company:

Provided that—

(a) in the case of a company in relation to which an administrator has been appointed under sub-section (1) of section 291, the administrator of such company; or

(b) in the case of a company in liquidation, the liquidator of such company;

shall be the authorized officer of the company;

(iii) “authorized intermediary” shall have the same meaning as assigned to it in the Intermediaries (Registration) Regulations, 2017;

(iv) “fee” means fee as specified in seventh schedule of the Act;

(v) “Form” means a form attached to these regulations and includes a return;

(vi) “registrar concerned” shall have the same meaning as assigned to it under the Companies (Registration Offices) Regulations, 2018; and

(vii) “section” means section of the Act;

(2) The words and expressions used but not defined in these regulations shall have the same meaning as are assigned to them in the Act, Securities and Exchange Commission of Pakistan Act, 1997(XLII of 1997), Securities Act, 2015 (III of 2015) and any rules made thereunder.

3. Prescribed particulars.—The particulars contained in the forms or returns are hereby specified as the particulars, if any, required under the relevant provisions of the Act.

4. Forms and Returns.—Pursuant to the provision of section 506 of the Act, formats of following forms and returns are specified which shall be used in all matters to which those forms and returns refer:

S.No.	Name of Form	Description	Relevant section /regulation
1.	Form A	Annual return of company having share capital	Section 130(1)
2.	Form B	Annual return of company not having share capital	Section 130(2)
3.	Form C	Annual return of companies in case there is no change of particulars since last annual return filed with the registrar	Section 130(5)

4.	Form D	Annual return of inactive company	Sections 130(1) & 424(5) and Regulation 36
5.	Form 1 with Appendix	Receipt of subscription money	Section 17(3)
6.	Form 2	Application for conversion of status of company	Sections 46, 47, 48 & 49 and Regulations 11
7.	Form 2A	Filing of altered memorandum and articles of association after approval of the commission for conversion of status of a Company	Sections 46, 47, 48 & 49 and Regulations 11
8.	Form 3 with Appendix	Return of allotments of shares	Section 70 and Regulation 12
9.	Form 3A	Change of more than twenty five percent in shareholding or membership or voting rights	Section 465(4) and Regulation 14
10.	Form 4	Intimation about Principal line of business or change therein	Sections 26, 27, 28, 29 & 32
11.	Form 5	Petition for alteration of memorandum	Section 32(1)(a) or (c) and Regulation 10

12.	Form 6	Notice of consolidation, division or sub-division of shares, specifying the shares so consolidated, divided or sub-divided or the cancellation of shares (otherwise than in connection with a reduction of share capital under section 89 of the act)	Section 85(1)(b), (c), (d)
13.	Form 7	Notice of alteration in share capital	Section 85(1)(a)
14.	Form 8	Application for change of name	Sections 11 & 12
15.	Form 9	Notice of the court's order disallowing / confirming the variations of the rights of holders of/ special class of shares	Section 59(4)
16.	Form 10	Particulars of mortgages, charges, pledge, etc.	Sections 100, 105 & 448 and Regulation 18
17.	Form 11	Particulars of mortgage or charge subject to which property has been acquired	Section 100(4) & 448 and Regulation 18
18.	Form 12	Register of mortgages, charges, pledge etc., to be maintained by a company	Section 112 & 448
19.	Form 13	Registration of entire series of debentures/ redeemable capital	Sections 101 & 448 and Regulation 18

20.	Form 14	Particulars of an issue of redeemable capital / debentures in a series when more than one issue in the series is made	Sections 101 & 448 and Regulation 18
21.	Form 15	Notice of appointment or change of nominee or change in his particulars (for single member company only).	Sections 14(1)(c) and Regulation 27
22.	Form 16	Particulars of modification of mortgage, charge, pledge, etc.	Sections 106 & 448 and Regulation 18
23.	Form 17	Memorandum of complete satisfaction of mortgage, charge, pledge, etc.	Sections 109 & 448
24.	Form 18	Notice of appointment/ cessation of receiver or manager to be given by the person who obtained an order for appointment of / appointed a receiver or manager	Sections 113 & 449
25.	Form 19	Notice to be given by receiver /manager on ceasing to act as such	Sections 114(1) & 449
26.	Form 20	Receiver or manager's abstract of receipts and payments	Sections 114(1) & 449
27.	Form 21	Notice of situation of registered office or any change therein	Section 21
28.	Form 22	Declaration regarding compliance with the conditions of section 19 of the Companies Act, 2017	Section 19(1)(d)

		before commencing business in case of a company issuing prospectus	
29.	Form 23	Declaration before commencing business in case of a company filing statement in lieu of prospectus	Section 19(1)(e)
30.	Form 24	Notice of rectification of register of members/ directors	Sections 128 & 197(9)
31.	Form 25	Statutory Report	Section 131(6)
32.	Form 26	Special Resolution	Section 150
33.	Form 27	Declaration to be submitted to the court by provisional manager/official liquidator	Section 315(5)
34.	Form 28	Consent to act as director / chief executive	Section 167
35.	Form 29	Particulars of directors and officers, including the chief executive, secretary, chief financial officer, auditors and legal adviser or of any change therein	Section 197 and Regulation 20
36.	Form 30	Notification of particulars of beneficial ownership to the company	Section 452(1) and Regulation 37
37.	Form 31	Return containing particulars of substantial shareholders/ officers for Companies' global register of beneficial ownership	Section 452(2) & (4) and Regulation 37

38.	Form 32	Return containing particulars of companies for companies' global register of beneficial ownership	Section 452(3) and Regulation 37
39.	Form 33	Notice of address where books of accounts are maintained	Section 220 & 449
40.	Form 34	Pattern of Shareholding	Section 227(2)(f)
41.	Form 35	Filing of copy of scheme of amalgamation	Section 284(5) and Regulation 33
42	Form 36	Notice of Dissenting Shareholders	Section 285(1) and Regulation 32
43	Form 37 with appendix	Information to be furnished in relation to any offer of a scheme or contract involving the transfer of shares or any class of shares in the transferor company to the transferee company	Section 285(5) and Regulation 32
44	Form 38	Application for obtaining status of inactive company	Section 424(1) and Regulation 36
45	Form 39	Application for conversion of status from inactive to active company	Section 424(5) and Regulation 36

5. Filing Procedure.—(1) Subject to the provision of sub-section (4) of section 471 of the Act, any form, return, application, document or report required to be filed or lodged by a company under any provision of the Act or these regulations shall be filed or lodged either online through e-service or in physical form in the following manner to the Commission or the Registrar, as the case may be:

- (a) duly signed by the authorized officer as defined in regulation 2;

- (b) accompanied by original paid bank challan or other evidence in respect of payment of fee as per Seventh Schedule (not applicable in case of online filing through e-service); and
- (c) in case of appeal, other than appeal in the appellate bench of the Commission, or application, it shall, in addition to complying with any other requirement of the Act or the rules or regulations, be –
 - (i) duly signed and verified by an affidavit by the applicant indicating complete name, address, contact numbers (official/cell phone) and email address if any; in the case of a company, signed and verified by an affidavit of an authorized officer of the company;
 - (ii) neatly and legibly typed or printed, setting out precisely the facts, grounds and claims or relief applied for in serially numbered paragraphs and specifying the relevant provisions of the Act under which action or relief is applied for; and
 - (iii) accompanied by documents referred to in the application or relied upon and, in the case of an appeal against any order or decision, by a copy of such order or decision.

(2) The Commission or the registrar, as the case may be, may require such documentary proof with respect to the status, designation or entitlement of the person or individual making or authenticating the application as it or he may deem necessary.

6. Payment of fees, etc.—(1) Except as otherwise provided in the Act, all fees, charges or other amounts payable, under the Act, rules, regulations or any notification issued by the Federal Government, Commission or registrar shall be deposited with the designated bank branch and accounted for to the Commission.

(2) The original copy of the receipt thereof shall be furnished to the Commission or the registrar, along with the relevant document, return or application:

Provided that in case of online submission, the paid challan or other evidence of payment of fee shall not be required to be furnished to the Commission or the registrar.

7. Modes of payment of fee.—The fee required to be paid to the Commission and the registrar in respect of the several matters specified in Seventh Schedule to the Act, may be paid through—

- (i) credit card; or
- (ii) debit card; or
- (iii) other mode of online payment approved by the Commission; or
- (iv) challan in the designated branch of the bank.

8. Service of documents on Commission, registrar or company.—(1) An application or any document required to be submitted to the Commission or the registrar in pursuance to or for the purposes of any of the provisions of the Act shall, unless otherwise proved, be deemed to have been received or delivered to it or him on the day on which it is received by its or his office.

(2) An application or any document required to be served on the company or any of its officers in pursuance to or for the purposes of any of the provisions of the Act or rules or regulations made thereunder shall be served at the registered office of the company against an acknowledgement or by post or courier service or through electronic means including facsimile and email or by leaving it at the registered office of the company.

Provided that a document may also be served at the residential address of the officers of the company, wherever deemed necessary.

9. Circulation of reports and notices by companies.—Unless otherwise provided by the Act or these regulations, any report, notice, statement, circular or other document required under the Act or any rule or regulations made thereunder to be circulated, transmitted or forwarded to the members, debenture-holders or creditors shall, unless it is delivered against an acknowledgement be served on a member, debenture-holder or creditor at his registered address or, if he has no registered address in Pakistan, at the address provided by him to the company for the giving of notices to him against an acknowledgement or by post or courier service or through electronic means or in any other manner as may be notified by the Commission.

10. Alteration of memorandum.—Subject to the provisions of section 32 of the Act, the company shall submit a petition to the Commission for amendment in memorandum pursuant to

clause (a) or clause (c) of sub-section (1) of section 32 as per Form 5, within sixty days from the date of special resolution.

11. Conversion of status of a company.— (1) Subject to the requirements of sections 46, 47, 48 and 49 of the Act, a company desirous of converting its status shall, not later than sixty days from the date on which the special resolution was passed, make an application on Form 2 to the Commission for its approval, in any of the following circumstances, namely—

- (i) conversion of a public company into a private company or a single member company;
or
- (ii) conversion of a private company into a single-member company; or
- (iii) conversion of an unlimited company into a limited company; or
- (iv) conversion of a company limited by guarantee into a company limited by shares.

(2) The company shall file a copy of the memorandum and articles of association as altered on Form 2A with the registrar within fifteen days from the date of the order of the Commission.

12. Return of allotments of shares.—(1) Subject to the provisions of section 70 and 83 of the Act, a company having a share capital shall file a return of allotment of shares, with the registrar as per Form 3 within forty-five days after the date of allotment.

(2) Where shares are allotted against consideration otherwise than in cash as per requirements of clause (c) of sub-section (1) of section 70 of the Act, the documents which are to be filed with the registrar along with the return of allotment, shall be verified in the following manner, namely—

- (i) by an affidavit of an authorized officer that these are true copies;
- (ii) by certification of the public officer having custody of the original document, where applicable:

Provided that the company shall comply with the requirements of the Companies (Issue of Capital) Rules, 1996 and any other relevant rules or regulations issued by the Federal Government or the Commission, as the case may be.

13. Transfer of shares by member of a private company.—(1) Subject to the provisions of sub-section (1) of section 76 of the Act, a member of a private company, not being a single member company, desirous to sell any share(s) held by him shall intimate the board of his intention through a notice.

(2) The transferor shall offer shares for sale at a specific price or at some other price arrived at through negotiation between the offering member and the board of directors of the company.

(3) In case all the members decline to accept the offer or if any of the shares are left over, the shares may be sold to any other person:

Provided that shares shall not be offered to outsiders at a price lower than the offered price.

(4) Nothing in this regulation shall apply to—

- (i) the transfer of qualification shares which are required to be held by the director under section 200 of the Act; or
- (ii) the shares, which are required to be transferred by operation of law; or
- (iii) the shares, which have been gifted to family;

Explanation: For the purpose of this clause the word “family” means “spouse”, “children”, “siblings”, lineal ascendants and descendants.

14. Return for change in shareholding etc.—Subject to the provisions of sub-section (4) of section 465 of the Act, a company other than a listed company, shall inform the registrar about any change of more than twenty five percent in its shareholding or membership or voting rights as per Form 3A within fifteen days after the day on which the threshold of more than twenty five percent is reached.

15. Further issue of Shares.— Subject to the provisions of section 83 of the Act, the letter of offer to be sent to the members shall, among other matters and information, expressly state—

- (i) Authorized and paid up capital along with the number of shares and par value of each share;

- (ii) Profits & Losses, dividend, bonus declared during preceding three years (or such shorter period for which the company may have issued accounts;
- (iii) Amount of the proposed issue (indicating the number of shares and par value of each share);
- (iv) Proportion of new issue to existing shares with any condition applicable thereto;
- (v) Purpose of the issue specifying the main object for which additional funds are required;
- (vi) date upto which the offer, if not accepted, shall be deemed to have been declined; and
- (vii) Any other material information.

16. Issue of certificate of shares.—(1) Subject to the provisions of section 62 of the Act, the physical certificate of any share or shares of a company shall be issued in the following manner, namely—

- (i) in pursuance of a resolution passed by the Board; and
- (ii) on surrender to the company of letter of allotment, save in cases of issues against letters of acceptance or of renunciation, or in cases of issue of bonus shares:

(2) No certificate of any share or shares shall be issued either in exchange for those which are sub-divided or consolidated or in replacement of those which are defaced, torn or old decrepit, worn-out, or in cases where space for recording transfers has been duly utilized, unless the certificate in lieu of which it is issued is surrendered to the company.

(3) The duplicate share certificate or letter of allotment shall be issued in accordance with the provision of section 73 of the Act.

(4) The certificate of shares issued in physical form shall specify the certificate number, folio number, name of company, authorized and paid up capital of the company at the time of issuance of certificate, date of issue, name(s) of the person(s) in whose favor the certificate is issued, class and kind of share, par value of share and in case of transfer, name of transferee, date of transfer, signature of authorized officer of the company:

Provided that in case duplicate share certificate is issued, the date of initial issuance along with word “DUPLICATE” shall be mentioned on the certificate.

(5) Every share certificate shall be issued under the company’s common seal, which shall be affixed in the presence of, and signed by two directors duly authorized by the Board of Directors of the company for the purpose if so authorized by the Board:

Provided that, in case of a single member company, every share certificate shall be issued under the common seal of the company, which shall be affixed and signed by the single director of the company.

17. Issuance of shares in book-entry form.—Subsequent to the notification under section 72 of the Act, all companies required to replace its physical shares with book-entry form shall apply to a Central Depository in terms of the relevant Regulations for declaration of company’s shares as eligible securities and comply with the requirements of the Central Depository for issuance of shares in book entry form.

18. Verification of copies for purposes of sections 100, 101 and 106.—A copy of every instrument or deed creating or evidencing any charge or mortgage or pledge and required to be filed with the registrar in pursuance of section 100, 101 and 106 shall be verified as follows, namely—

- (a) Where the instrument or deed relates, whether wholly or partly, to property situated in Pakistan, the copy shall be verified in following manner—
 - (i) by an affidavit of an authorized officer that these are true copies; or
 - (ii) by a certification of the public officer having custody of the original document.
- (b) Where the instrument or deed relates solely to property situated outside Pakistan, the copy shall be verified by an affidavit of an authorized officer of the company, or of a person interested in the mortgage or charge or pledge on behalf of any person other than the company, stating that it is a true copy.

19. Particulars of members and debenture-holders.—Subject to the provisions of section 119 and 122 of the Act, every company shall keep a register of its members and a register of debenture-holders containing the following particulars, namely—

- (a) in case of a member or debenture-holder who is a natural person—
 - (i) folio number;
 - (ii) full name;
 - (iii) father's name/ husband name;
 - (iv) NIC/NICOP/Passport Number;
 - (v) nationality;
 - (vi) mobile number/landline number;
 - (vii) email address, if available;
 - (viii) usual residential address;
 - (ix) occupation, if any;
 - (x) in case of foreign national or dual national, country of origin;
 - (xi) in case of minor member or debenture-holder, his date of birth along with name and address of his guardian;
 - (xii) date on which name was entered in the register as a member /debenture-holder; and
 - (xiii) date on which the person ceased to be a member / debenture-holder and reason of cessation.

- (b) in case of member or debenture-holder other than a natural person—
 - (i) folio number;
 - (ii) name of legal person;
 - (iii) official address;
 - (iv) name of authorized representative/designated partner and his particulars as required in (a)(ii) to (a)(xi) above;

- (v) date on which name was entered in the register as a member /debenture-holder; and
 - (vi) date on which the person ceased to be a member/ debenture-holder and reason of cessation.
- (c) additional particulars in the case of a company having a share capital—
- (i) number of shares/debentures held by each member/ debenture-holder;
 - (ii) class or kind, if any, of shares/ debentures held;
 - (iii) distinctive number of each share held, where applicable; and
 - (iv) number of shares / debentures held by member/ debenture-holder which are subject to encumbrance, if any, along with nature of encumbrance.

20. Particulars of directors and officers.—(1) Subject to the provisions of section 197 of the Act, every company shall keep a register of its directors and officers, including the chief executive, company secretary, chief financial officer, auditors and legal adviser, containing their particulars as specified through Form 29 which have been furnished to the company by each of the aforementioned director and officer in pursuance of the provisions of sub-section 2 of section 197 of the Act.

(2) The company shall file a return with the registrar as per Form 29 in pursuance of sub-section (3) of section 197:

Provided that in case of resignation of a director or chief executive officer, Form 29 shall be supported by the resignation letter duly signed by the resigning director, which shall be verified through an affidavit on stamp paper duly signed by the person who has signed Form 29 and attested by an oath commissioner and witnessed.

21. Particulars of contracts or arrangements in which directors are interested.—(1) Subject to the provisions of section 209 of the Act, the company shall keep one or more separate registers containing following particulars of all contracts or arrangements including particulars relating to the concern or interest of any director in any association having contract or arrangement with the company and other information relating to such director, namely—

- (i) the date of the contract or arrangement;
- (ii) the names of the parties thereto;
- (iii) the principal terms and conditions thereof;
- (iv) amount of contract or arrangement;
- (v) the name of the director interested in the contract or arrangement;
- (vi) name of the association and the extent or nature of interest of director therein and also his relationship with association; and
- (vii) date on which interest or concern arises or changes.

(2) Subject to the provision of sub-section (2) of section 209, the particulars as mentioned in clauses (v), (vi) and (vii) of sub-regulation (1) or any change therein, shall be disclosed to the company by each of the relevant director within thirty days.

22. Qualifications and Experience of company secretary.—Subject to the provisions of section 194 of the Act, the public company shall appoint as company secretary—

- (a) a person who is a member of—
 - (i) a recognized body of professional accountants; or
 - (ii) a recognized body of corporate or chartered secretaries; or
- (b) a person holding a master degree in business administration or commerce or being a law graduate from a university recognized by the Higher Education Commission of Pakistan or in case of foreign qualification in the above disciplines, holds an equivalence certificate from Higher Education Commission of Pakistan and having at least five years relevant experience in case of listed company or two years relevant experience in case of other public company; or
- (c) a retired government servant in BS-18 or equivalent or above with at least fifteen years' service:

Provided that a person already engaged by a public company as company secretary in terms of the Companies (General Provisions and Forms) Rules 1985 may continue in that capacity.

23. Female representation on the board of public interest company.—The board of a public interest company not being a listed company, shall have at least one female director having at least bachelor's degree from an institution recognized by Higher Education Commission:

Provided that a company having no female representation on its board, shall, in addition to its elected or nominated directors, appoint at least one female director within one year from the date of commencement of these Regulations:

Provided further that this regulation shall not apply in case, a company has already female representation on its board having requisite educational qualification.

24. Fresh election of directors of a listed company.—(1) Any member of a listed company having acquired requisite shareholding to get him elected as a director on the board, may file a requisition along with following documents to the company for holding fresh election in terms of provisions of section 162 of the Act—

- (i) evidence of acquisition of requisite shareholding to get him elected as a director;
- (ii) an affidavit to the effect that he has complied with the requirements of all other relevant laws while acquiring the requisite shareholding in the company; and
- (iii) an undertaking to the effect that he shall not dispose of the shares till next election of directors of the company.

(2) The listed company shall hold fresh election of directors in accordance with the procedure laid down in section 159:

Provided that the notice of the meeting as specified in sub-section (2) of section 159 shall also disclose the fact that fresh elections are being held on application of a member under section 162 of the Act:

25. Availability of financial statements on the website of listed Company.—Subject to the provisions of section 223 and 237 of the Act, a listed company shall make available its annual and quarterly financial statements for the last ten years, where applicable, on its website.

26. Intimation about change in nominee or his particulars.—A single member company shall report change in nominee or change in particulars thereof or appointment in case of conversion of status to a single member company, within fifteen days of the change or conversion of status to the registrar on Form 15.

27. Application for extension in the period for holding annual general meeting and laying of financial statements.—(1) Subject to the requirements of section 132 and section 223 of the Act, an application for the grant of an extension in the time for—

- (i) holding any annual general meeting, pursuant to the proviso to sub-section (1) of section 132; or
- (ii) laying before the annual general meeting financial statements, pursuant to the proviso to sub section (2) of section 223;

shall, in the case of a listed company, be submitted to the Commission and, in any other case, to the registrar concerned not less than thirty days before the last date on which such general meeting is required to be held under the said section:

Provided that the registrar concerned or the Commission, as the case may be, may for special reasons to be recorded in writing, entertain an application which is submitted less than thirty days before the last date on which the annual general meeting is required to be held under the said sections.

- (2) The application aforesaid shall state—
 - (i) the registration number, name and address of the company;
 - (ii) the date on which the last annual general meeting, if any, was held and the financial year of which the financial statements were laid at therein;
 - (iii) the date up to which the annual general meeting is required to be held for the purposes of the said sections and the date up to which the financial statements are required to be laid therein;
 - (iv) reasons for not being able to hold the annual general meeting or not laying the financial statements at the general meeting by the date mentioned in clause (iii) and justification for extension in the period to the extent applied for; and

- (v) when the delay is attributed to non-completion of books of accounts or non-finalization of audit, the exact state of books of accounts with reasons for non-completion of such books or for non-finalization of the audit, as the case may be, such information being accompanied by a certificate of the company's auditor as to the state of its accounts, reasons for delay in completion of audit and the minimum time required for the purpose.

28. Conduct of shareholders in the meeting.—(1) The chairman of the meeting shall read out the manner in which general meeting shall be conducted that includes providing opportunity to the members seeking any explanation and meaningful discussion, choice of suitable language and time allocated to members to participate in the proceedings of the meetings.

(2) The shareholders shall observe following conduct in general meetings in terms of section 215 of the Act—

- (i) shall not bring such material that may cause threat to participants or premises where meeting is being held;
- (ii) shall confine themselves to the agenda items covered in the notice of meeting;
- (iii) shall keep comments and discussion restricted to the affairs of the company; and
- (iv) shall not conduct in a manner to disclose any political affiliation.

29. Video link facility for meetings.—Where the company provides facility to its members for attending meeting through video link subject to the provisions of clause 73 of sub-section (1) of section 2, section 134 of the Act and its articles of association, the meeting shall be conducted in the following manner—

- (i) the company shall ensure that the notice of general meeting specifically mentions therein that participation through video link shall be arranged on demand by members residing in a city and holding ten percent of the total paid up capital;
- (ii) the chairman of the meeting and company secretary shall ensure that no person other than the member or proxy holder is attending the meeting

through video link and shall take any further steps to maintain integrity of such meetings;

- (iii) the chairman of the meeting and company secretary shall take the responsibility to ensure availability of adequate facilities at specified locations without interruption / distortion and appoint coordinator at the place of video conference facility to conduct voting and assist chairman of the meeting; and
- (iv) the company secretary shall secure the tele/video recording of the proceedings of the meetings and keep the same in his custody along with other relevant record.

30. Application under section 256.—(1) Every application for investigation into the affairs of a company under clause (a) or clause (b) of section 256 shall specify—

- (i) the name and address of the registered office of the company whose affairs are sought to be investigated;
- (ii) the names and addresses of the applicants, and, in the case of a company having a share capital, also the total number of shares of the company held by each of them together with the amount paid up thereon;
- (iii) if the company has a share capital, the issued and paid-up capital of the company and the nominal or face value of the shares or, if the company has no share capital, the total number of its members;
- (iv) the precise and specific reasons for requesting the investigation with particulars of alleged irregularities, including the period to which it extends; and
- (v) whether the applicants agree to give security for payment of the costs of investigation and the ceiling of the amount up to which they so agree.

(2) Every such application shall be accompanied by such documentary evidence in support of the reasons for requesting the investigation and the alleged irregularities as is reasonably open to the applicants.

(3) Every such application shall be signed by the applicants and shall be verified by their affidavit stating, *inter-alia*, the paragraphs of the application which contain statements true to their knowledge and the paragraphs of the application which contain statements true to the best of their information and belief.

(4) The Commission may, before passing any order on the application, require the applicants or any one or more of them to produce such further documentary or other evidence as the Commission may consider necessary for—

- (i) the purpose of satisfying itself as to the veracity of the allegations made in the application; or
- (ii) ascertaining any information which, in the opinion of the Commission, is necessary for enabling it to pass orders on the application; or
- (iii) ascertaining the eligibility of applicants or any one or more of them to make the application.

31. Authentication of copy of Inspector’s report under section 271.—A copy of the report of an inspector or inspectors, shall, for the purposes of section 271, be authenticated by an officer of the Commission.

32. Manner of giving notice under section 285.—(1) A notice required to be given by a transferee company—

- (i) to any dissenting shareholder of the transferor company in pursuance of sub-section (1) of section 285; or
- (ii) to any shareholder of the transferor company who has not assented to the scheme or contract in pursuance of clause (a) of sub-section (2) of said section;

shall be given on Form 36 in the manner provided in section 55 and regulation 9 for the service of documents by a company on a member thereof.

(2) While making or issuing any offer or issuing any circular containing any recommendation from the directors of the transferor company to the members of that company to

accept such offer, the company shall furnish to them the information specified in Form 37 in addition to the statement referred to in clause (b) of sub section (5) of section 285.

33. Filing of copy of scheme of amalgamation in case of amalgamation of wholly owned subsidiary(ies) or companies wholly owned by a person.—(1) Subject to the provisions of section 284 of the Act, the transferee company shall file a copy of the scheme of amalgamation as approved by each amalgamating company, on Form 35 with the registrar within thirty days of date of resolution.

(2) Where the amalgamating companies have passed the resolution on different dates, Form 35 along with scheme of amalgamation shall be filed within thirty days of last date of resolution.

34. Investment of retained funds by liquidator in voluntary winding up.—Subject to the requirements of section 372 of the Act, any amounts retained by the liquidator for meeting any claim against the company which may be *subjudice* or subject matter of adjudication or assessment, shall be invested by the official liquidator in Special Saving Certificates or shall be deposited or invested in the National Savings Schemes in the name of the company in liquidation.

35. Remuneration of receiver or manager.—Subject to the provisions of section 117 of the Act, the remuneration of receiver or manager shall be such amount as fixed by the court while passing the order for appointment of receiver or manager.

36. Inactive Company .—(1) Subject to the provisions of section 424 of the Act, a company may file an application to the registrar as per Form 38 for obtaining status of an inactive company.

(2) An inactive company shall comply with the following requirements to retain its inactive status in the register—

- (i) shall have minimum number of one director in case of a single member company, two directors in case of a private limited company and three directors in case of public limited company;
- (ii) shall file Annual return on Form D along with payment of annual fee as per Seventh Schedule to the Act.

(3) Any company which was earlier granted status of inactive company and now desirous of starting operations shall apply as per Form 39 to the registrar to become active company.

37. Global Register of Beneficial Ownership.—(1) Subject to the requirements of section 452, the substantial shareholder or officer of a company having shareholding in a foreign company or body corporate shall report to the company his shareholding or any other interest as notified by the Commission, as per Form 30 within thirty days of holding such position or interest.

(2) The company shall submit all the information received by it, in terms of sub-regulation (1) during the year to the registrar as per Form 31 along with the annual return. In case the company is not required to file annual return, it shall only file Form 31 within thirty (30) days from the last day of the calendar year to which it relates.

(3) The company shall also report to the registrar the requisite information in terms of provisions of sub-section (3) of section 452 of the Act as per Form 32 along with the annual return.

38. Maximum fees to be charged by companies.—The maximum limits of fees as are required to be paid to or charged by companies from members, creditors or other persons for supply of copies of documents, inspection of records and other services under the Act shall not exceed the fee specified in the Seventh Schedule for the inspection of a document or register or for the supply of a certified copy of an extract of any document or register kept by the registrar or for other services.

39. Copies of applications to various authorities, etc., to be forwarded to others.—A copy of every application together with a copy of each of the documents enclosed therewith shall be forwarded by the applicant—

- (i) in the case of an application made to the Federal Government, to the Commission and the registrar concerned;
- (ii) in the case of an application made to the Commission or the registrar who is head of the organisation for the registration of companies in Pakistan, to the registrar concerned;

and this fact shall be stated in the application.

40. Translation of documents other than those under Part XII of the Act.—(1) If any document or portion of any document required to be filed or registered with the registrar or

containing any fact required to be recorded by him in pursuance of any provision contained in any part of the Act (except Part XII) is not in English language or in Urdu language, a translation of that document or portion either in English language or in Urdu language certified in the manner provided in sub-regulation (2) and (3), as the case may be, to be correct translation thereof, shall be attached to each copy of the document which is furnished to the registrar.

(2) Where any such translation is made outside Pakistan, it shall be authenticated by the signature and seal, if any, of—

- (i) the public officer in the country where the company is incorporated to whose custody the original is committed; or
- (ii) a Notary Public of the country where the company is incorporated:

Provided that signature or seal of the person so certifying shall be authenticated by a Pakistan diplomatic consular or consulate officer.

(3) Where such translation is made within Pakistan, it shall be authenticated by an affidavit of any person having, in the opinion of the registrar, an adequate knowledge of the language of the original and of English or Urdu, as the case may be.

41. Persons authorised to represent in proceedings under sections 479 and 480.—(1) Except as otherwise provided in the Act, the following persons shall be entitled to appear before the Federal Government or the Commission or the registrar in any proceedings under sub-section (5) of section 479 or section 480, namely—

- (a) If the proceedings are against a company—
 - (i) the chief executive of the company; or
 - (ii) any other person who could make a declaration under clause (a) of sub-section (1) of section 16 of the Act; or
 - (iii) secretary of the company; or
 - (iv) an advocate, entitled to appear before any High Court in Pakistan or the Supreme Court; or

- (v) a member of the Institute of Chartered Accountants of Pakistan or the Institute of Cost and Management Accountants of Pakistan practicing in Pakistan; or
 - (vi) such other person who possesses the qualification as notified by the Commission; and
- (b) if the proceedings are against an officer of a company or some other individual allegedly responsible for the offence—
- (i) the officer or person so alleged; or
 - (ii) unless otherwise required by the Federal government, the Commission or the registrar, any other person as mentioned in sub-clauses (ii), (iv) & (v) of clause (a) above, duly authorised in writing by the said officer or person for the purpose of the proceedings.

(2) Where a person authorised under clause (a) or sub-clause (ii) of clause (b) of sub-regulation (1) proposes to appear on behalf of a company or any other person in any proceedings, the written authority entitling him so to do shall be furnished to the federal government, the Commission or the registrar as the case may be, prior to the proceedings.

42. Interpretation of the requirements of the forms.—For the application and interpretation of the requirements of the forms, unless the subject or context otherwise requires, the following shall apply, namely—

- (i) if an information is required to be disclosed and, in the application of the provision to a company, there is no information which could be so disclosed, an express statement giving the factual position would be required to be made instead of the information to be stated;
- (ii) if a certain information is required to be disclosed “if practicable”, “if determinable”, “as near thereto as circumstances admit” or under some other similar expression, and it is not practicable for a company to disclose or provide information as required, the precise reasons as to why it is not practicable to provide the information or it is not possible to determine the required information or the circumstances which necessitate deviation from

the actual requirements shall be included instead of the information required to be stated.

43. Permanent preservation of memorandum and articles of association of company.—Notwithstanding anything contained in any other regulations, a company shall maintain and preserve permanently at its registered office, copies of its original and altered memorandum and articles of association since incorporation.

44. Penalty for contravention of these regulations.—Whoever fails or refuses to comply with, or contravenes any provision of these regulations, or authorises or permits such failure, refusal or contravention shall, in addition to any other liability under the Act, be also punishable with penalty as provided in sub-section (2) of section 512 of the Act.

45. Repeal.—(1) The following rules and notifications hereinafter referred to as repealed instruments are hereby repealed, namely—

- (a) The Companies (General Provisions and Forms) Rules, 1985;
- (b) The Single Member Companies Rules, 2003; and
- (c) SRO 546(I) /2017 issued under section 452 of the Act.

(2) Anything done, actions taken, orders passed, registration granted, notifications issued, proceedings initiated and instituted, prosecutions filed, processes or communications issued, fee charged and powers conferred, assumed or exercised by the Commission under the repealed instruments, shall, on the coming into operation of these regulations, be deemed to have been validly done, taken, passed, granted, charged, issued, initiated or instituted, filed, conferred, assumed and exercised and every action, prosecution or proceeding instituted and every order, directive, notification, circular etc. issued by the Commission shall be deemed to have been initiated, instituted or issued under these regulations and shall be proceeded with to completion and be enforced and have effect accordingly.

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 130(1) and Regulation 4]**

ANNUAL RETURN OF COMPANY HAVING SHARE CAPITAL

PART-I

(Please complete in typescript or in bold block capitals.)

- 1.1 CUIIN (Registration Number)
- 1.2 Name of the Company
- 1.3 Fee Payment Details 1.3.1 Challan No 1.3.2 Amount
- 1.4 Form A made up to
- 1.5 Date of AGM

PART-II

Section-A

- 2.1 Registered office address
- 2.2 Email Address:
- 2.3 Office Tel. No.:
- 2.4 Office Fax No.:
- 2.5 Principal line of business
- 2.6 Mobile No. of Authorized officer
(Chief Executive/ Director/ Company
Secretary/Chief Financial Officer)

2.7 Authorized Share Capital

Classes and kinds of Shares	No. of Shares	Amount	Face Value
Ordinary Shares			

2.8 Paid up Share Capital

Classes and kinds of Shares	No. of Shares	Amount	Face Value
Ordinary Shares			

2.9	Particulars of the holding /subsidiary company, if any		
	Name of company	Holding/Subsidiary	% of shares held

2.10 **Chief Executive Officer**

Name													
Address													
NIC No													

2.11 **Chief Financial Officer**

Name													
Address													
NIC No													

2.12 **Secretary**

Name													
Address													
NIC No													

2.13 **Legal Advisor**

Name													
Address													
NIC No													

2.14 **Particulars of Auditor(s)**

Name	Address

2.15 **Particulars of Share Registrar (if applicable)**

Name	
Address	
e-mail	

Section-B

2.16 List of Directors as on the date annual return is made

S#	Name	Residenti al Address	Nation al ity	NIC No. (Passport No. if foreigner)										Date of appointme ntor election				¹ [Name of member or creditor nominating or appointing the director

Use separate sheet, if necessary

2.17 List of members & debenture holders on the date upto which this Form is made

S #	Folio #	Na me[²]	Add ress	Nat io s nali ty	No. of shar es held /D ebe ntu re	³ [Percenta ge of sharehold ing of member having 25% or more sharehold ing]	NIC No. (Passport No. if foreigner)										
Members																	
Debenture holders																	

¹ Added through SRO 928 dated 28-09-2020
² Added through SRO 928 dated 28-09-2020
³ Added through SRO 928 dated 28-09-2020

5. In case a body corporate is a member, registration number may be mentioned instead of NIC number.
6. In case of foreign nationals, indicate “passport number” in the space provided for “NIC No.” Pakistani nationals will only indicate “NIC No.”
7. This form is to be filed within 30 days of the date indicated in S.No.1.4.

2.10 Chief Financial Officer

Name													
Address													
NIC No													

2.11 Secretary

Name													
Address													
NIC No													

2.12 Legal Advisor

Name													
Address													
NIC No													

2.13 Particulars of Auditor(s)

Name	Address

2.14 List of Directors as on the date of Form B

S #	Name	Residential Address	Nationality	NIC No. (Passport No. if foreigner)	Date of appointment or election	¹ [Name of member or creditor nominating or appointing the director

Use separate sheet, if necessary

PART-II-B

2.15 List of members & debenture holders on the date upto which this Form is made

--	--

¹ Added through SRO 928 dated 28-09-2020

S. No.	Name ² [*]	Address	Nationality	NIC No. (Passport No. if foreigner)																				
Members																								
Debenture holders																								

Use separate sheet, if necessary

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

3.3 Signatures

3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

	Day	Month	Year
	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

INSTRUCTIONS FOR FILLING FORM-B

1. The Form shall be made upto the date of last AGM of the Company or the last date of the calendar year where no AGM is held during the year.
2. The total number of members must be added up, to agree with number stated against No.2.7.
3. If the space provided in the Form is insufficient, the required particulars should be listed in a separate statement attached to this return which should be similarly certified and signed.
4. In case a body corporate is a member, NIC number may be omitted to be given.
5. In case of foreign nationals, indicate “passport number” in the space provided for “NICNo.” Pakistani nationals will only indicate “NIC No.”
6. This form is to be filed within 30 days of the date indicated in S.No.1.4

² Added through SRO 928 dated 28-09-2020

2.14 List of Directors as on the date of Form B

S#	Name	Residential Address	Nationality	NIC No. (Passport No. if foreigner)												Date of appointment or election			

Use separate sheet, if necessary

PART-II-B

2.15 List of members & debenture holders on the date upto which this Form is made

S. No.	Name	Address	Nationality	NIC No. (Passport No. if foreigner)															
Members																			
Debenture holders																			

Use separate sheet, if necessary

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

--	--

3.3 Signatures

--

- 3.4 Registration No of Authorized Intermediary, if applicable
- 3.5 Date

Day	Month	Year

INSTRUCTIONS FOR FILLING FORM-B

1. The Form shall be made upto the date of last AGM of the Company or the last date of the calendar year where no AGM is held during the year.
2. The total number of members must be added up, to agree with number stated against No.2.7.
3. If the space provided in the Form is insufficient, the required particulars should be listed in a separate statement attached to this return which should be similarly certified and signed.
4. In case a body corporate is a member, NIC number may be omitted to be given.
5. In case of foreign nationals, indicate “passport number” in the space provided for “NIC No.” Pakistani nationals will only indicate “NIC No.”
6. This form is to be filed within 30 days of the date indicated in S.No.1.4

Form C

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 130(5) and Regulation 4]**

**ANNUAL RETURN OF COMPANIES IN CASE THERE IS NO CHANGE OF
PARTICULARS SINCE LAST ANNUAL RETURN FILED WITH THE REGISTRAR**

PART-I

(Please complete in typescript or in bold block capitals.)

- 1.1 CUIIN (Registration Number)
- 1.2 Name of the Company
- 1.3 Fee Payment Details 1.3.1 Challan No 1.3.2 Amount

PART-II

- 2.1 Date of Annual General Meeting

Day	Month	Year

PART-III

- 3.1 Declaration:

I do hereby solemnly and sincerely declare that:

- (i) AGM of the company has been held on the date given above in accordance with the provisions of the Companies Act.
- (ii) since there is no change in particulars of annual return which was filed with the registrar as per date given above, therefore, filing of annual return for the current financial year is not required as per law.

I further declare that the information provided in the form is:

- (iii) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (vi) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

3.3 Signatures

3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

--	--

 Day

--	--

 Month

--	--

 Year

--	--	--	--

Form D

THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Sections 130(1) & 424(5) and Regulations 4 & 36]

ANNUAL RETURN OF INACTIVE COMPANY

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

1.2 Name of the Company

1.3 Annual Fee Payment Details 1.3.1 Challan No 1.3.2 Amount

PART-II

2.1 Address of Company

2.2 Email Address, if any:

2.3 Tel. No. if any:

2.4 List of members and directors as on the date of this annual return

S#	Folio No if applicable	Name	Nationality	No. of shares held, if any	Date of becoming member /director	NIC No/passport. of member and/ or director

2.2 Paid up capital

--	--	--	--

PART-III

3.1 Precise reasons for conversion

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3.2 Date of passing special resolution

dd			-	mm			-	yyyy			
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PART-IV

4.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

4.2 Name of Authorized Officer with designation/ Authorized Intermediary

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4.3 Signatures

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4.4 Registration No of Authorized Intermediary, if applicable

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4.5 Date

Day			-	Month			-	Year			
-----	--	--	---	-------	--	--	---	------	--	--	--

Enclosures:

- 1. Copy of Form 26 (Special Resolution)
- 2. Draft amended copy of Memorandum and Articles of Association highlighting the amendments
- 3. NOC (Original) of concerned authority in case doing licensed/specialized business.
- 4. NOCs (original) of registered charge holders/creditors.
- 5. In case of conversion of a company limited by guarantee to a company limited by shares, particulars of persons who have agreed to take shares in the proposed capital of the company along with number of shares against each.

FORM 2A

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Sections 46 to 49 and Regulations 4 & 11]**

**FILING OF ALTERED MEMORANDUM AND ARTICLES OF ASSOCIATION AFTER
APPROVAL OF THE COMMISSION FOR CONVERSION OF STATUS OF:**

(i)	A public company into a private company (including single member company)	
-----	---	--

(ii)	A private company into a single member company	
(iii)	An unlimited company into a limited company	
(iv)	A company limited by guarantee to a company limited by shares	

(Please tick one relevant box)

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

1.2 Name of the Company

1.3	Fee Payment Details	1.3.1	Challan No	<input type="text"/>	1.3.2	*Amount	<input type="text"/>
-----	---------------------	-------	------------	----------------------	-------	---------	----------------------

*fee for authorized capital, if applicable plus filing fee of this form

PART-II

2. Capital structure of the Company

	Existing share capital, if applicable		Proposed share capital after conversion, if applicable	
	Number of Shares	Amount	Number of Shares	Amount

2.1 Authorized capital

2.2 Paid up capital

2.3 Date of the order of the Commission allowing the conversion of status

	Day		Month		Year			
<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

3.3 Signatures

3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

	Day		Month		Year			
<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enclosures:

2.6 SECTION A — SHARES ALLOTTED AGAINST CASH CONSIDERATION

2.6.1	No of shares	indicating class, if any
	<input type="text"/>	<input type="text"/>
2.6.2	Per share (Rs)	Total Amount (Rs)
Nominal amount	<input type="text"/>	<input type="text"/>
2.6.3		
Premium	<input type="text"/>	<input type="text"/>
2.6.4	()	()
2.6.5		
Total (Amount paid on each share 2.6.2 to 2.6.4)	<input type="text"/>	<input type="text"/>
2.6.6	Specify currency	Total Amount of foreign currency
Consideration received against allotment in foreign currency (<i>equivalent amount in PKR included in total amount mentioned at 2.6.5</i>)	<input type="text"/>	<input type="text"/>

2.7 SECTION B — SHARES ALLOTTED FOR CONSIDERATION OTHERWISE THAN IN CASH

2.7.1	No of shares	indicating class, if any
	<input type="text"/>	<input type="text"/>
2.7.2	Per share (Rs)	Total Amount (Rs)
Nominal amount	<input type="text"/>	<input type="text"/>
2.7.3		
Premium	<input type="text"/>	<input type="text"/>
2.7.4	()	()
2.7.5		
Total (2.7.2 to 2.7.4)	<input type="text"/>	<input type="text"/>
2.7.6	The consideration for which shares have been allotted is as follow:	
		Amount (Rs.)
(a)	Property and assets acquired (give description)	<input type="text"/>
(b)	Good will	<input type="text"/>
(c)	Services (give nature of services)	<input type="text"/>
(d)	Other items (to be specified)	<input type="text"/>
(e)	Total (a to d)	<input type="text"/>

2.8 SECTION C — ALLOTMENT OF BONUS SHARES

		No of shares		indicating class, if any
2.8.1				
		Allotment Ratio (Existing shares / bonus shares)		Total Amount (Rs)
2.8.2	Details of Bonus Shares			

		Resolution number		Day		Month		Year
2.8.3	Particulars of resolution of Board of directors / shareholders							

2.9 SECTION D—NAME, ADDRESSE, AND OTHER PARTICULARS, OF THE ALLOTTEES

Date of allotment	Name of allottee in full	Father's / husband's name	Nationality	Country of origin in case of foreign national	Address of the allottee	Number of shares allotted	NIC No./NICOP/Passport No. of allottee/Registration Number, if any(in case of allottee other than natural person)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<i>dd</i>	<i>mm</i>	<i>yyyy</i>					<i>Please enter NIC No. without (-)</i>

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

3.3 Signatures

3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

Day

--	--

Month

--	--

Year

--	--	--	--

Enclosures:

1. In case shares are allotted against cash consideration, a report from Auditor of the Company in terms of section 70(1)(b) of the Act as per Appendix attached herewith, to the effect that the amount of consideration has been received in full.
2. In case shares are allotted against consideration otherwise than in cash, a copy of the contract in writing constituting the title of the allottee to the allotment together with a contract of sale, or for services or other consideration in respect of which that allotment was made, such contract being duly stamped.
3. In case bonus shares are issued, copies of the resolution of Board of Directors /members authorizing the issue of such shares.
4. In case the shares are issued at discount, a copy of the special resolution passed by the members authorizing such issue and where the maximum rate of discount exceeds limits specified in the Act, a copy of the order of the Commission permitting the issue at the higher percentage.
5. In case of allotment of shares in consequence of the exercise of the option for conversion in terms of an agreement for participation term certificates, term finance certificates, redeemable capital, musharika or hire-purchase shall be reported in Section-B and copies of the relevant documents submitted with the return.
6. Any other document, certificate, report etc required under any regulation pertaining to issuance of shares.

APPENDIX TO FORM 3

(On letterhead of practicing chartered accountant/cost and management accountant)

**AUDITORS' CERTIFICATE VERIFYING RECEIPT OF CONSIDERATION MONEY
[Section 70(1) and Regulations 4 & 12]**

I / We have examined the record of M/S <Name of company>, and it is, hereby, reported that a total amount of Rs. < amount> has been received on account of consideration money against allotment of <# Number of shares > each of <Face value > by the company and shares have been issued to each allottee.

Signature: _____

Name: _____

Date: _____

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 465 (4) and Regulations 4 & 14]**

**CHANGE OF MORE THAN TWENTY FIVE PERCENT IN SHAREHOLDING OR
MEMBERSHIP OR VOTING RIGHTS**

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

1.2 Name of the Company

1.3 Fee Payment Details 1.3.1 Challan No 1.3.2 Amount

PART-II

2.1 Change in shareholding

2.1.1 Total Number of paid up shares

2.1.2 Particulars of change in shareholding

Name of Transferor	€NIC/ Passport No. of Transferor, if applicable	Name of Transferee /Allottee	€NIC/ Passport No. of Transferee/ Allottee, if applicable	Address of Transferee/ Allottee	No of shares transferred/ Allotted	Kind / Class of Shares	Date of transfer/ Allotment

Use separate sheet, if necessary.

2.2 Change in voting right

2.2.1 Reason & details of change in voting rights

2.2.2 Effective date of change in voting right Day Month Year

2.3 Change in membership

2.3.1 Total Number of members prior to change

2.3.2 Particulars of change in members

Particulars of Outgoing Member(s), if any			Particulars of New Member(s)		
Name	CNIC/ Passport No.	Date of cessation	Name	CNIC/ Passport No.	Date of Admission

Use separate sheet, if necessary

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

3.3 Signature

3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

Day	Month	Year

Form 4

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Sections 26, 27, 28, 29 & 32 and Regulation 4]**

INTIMATION ABOUT PRINCIPAL LINE OF BUSINESS OR CHANGE THEREIN

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

1.2 Name of the Company

1.3 Fee Payment Details 1.3.1 Challan No 1.3.2 Amount

PART-II

2.1 SECTION A — CHANGE IN PRINCIPAL LINE OF BUSINESS

2.1.1 Previous Principal line of business

2.1.2 New Principal line of business

2.1.3 Date of change

Day	Month	Year

2.2 SECTION B — INTIMATION ABOUT PRINCIPAL LINE OF BUSINESS

2.2.1 Principal line of business
(applicable if the object stated at serial number 1 of the object clause of memorandum is not the principal line of business of the company)

--

2.2.2 Date of change (if applicable)

Day		Month		Year			

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

--	--

3.3 Signatures

--

3.4 Registration No of Authorized Intermediary, if applicable

--

3.5 Date

Day		Month		Year			

Enclosures:

- 1. Copy of the Special Resolution
- 2. Amended/revised Copy of the Memorandum of Association

Form 5

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 32(1) (a) or (c) and Regulations 4 & 10]**

PETITION FOR ALTERATION OF MEMORANDUM

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

--	--	--	--	--	--	--	--

1.2 Name of the Company

--

1.3 Fee Payment Details

	1.3.1 Challan No		1.3.2 Amount	
--	------------------	--	--------------	--

PART-II

2.1 Please specify nature of alteration:

- Change in place of registered office as per section 32(1)(a)
- Adoption of any business activity or any change therein which is subject to license, registration, permission or approval under any law as per section 32(1)(c)

2.2 Date of passing special resolution

Day		Month		Year			

2.3 Precise reason for Alteration

Applicable only in case of change in place of registered office

2.4 Previous place of Registered office

2.5 New place of Registered office

2.6 With effect from

Day		Month		Year			

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

--	--

3.3 Signatures

3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

Day		Month		Year			

Enclosures:

1. Copy of the special resolution;
2. Copy of draft amended memorandum of association and if applicable, copy of articles of association;
3. Comparative statement containing existing provision, proposed provision of the memorandum;

4. No objection certificate from relevant department of the Commission or other relevant authority, where applicable.
5. No objection certificate from all registered creditors.

Form 6

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 85(1)(b)(c)(d) and Regulation 4]**

**NOTICE OF CONSOLIDATION, DIVISION OR SUB-DIVISION OF SHARES,
SPECIFYING THE SHARES SO CONSOLIDATED, DIVIDED OR SUB-DIVIDED OR
THE CANCELLATION OF SHARES (OTHERWISE THAN IN CONNECTION WITH A
REDUCTION OF SHARE CAPITAL UNDER SECTION 89 OF THE ACT)**

PART-I

(Please complete in typescript or in bold block capitals.)

- 1.1 CUIIN (Registration Number)
- 1.2 Name of the Company
- 1.3 Fee Payment Details 1.3.1 Challan No 1.3.2 Amount

PART-II

- 2.1 Date of Passing of Special Resolution
- 2.2 Notice is hereby given, in accordance with section 85 of the Companies Act, 2017 for the purpose of:-
- 2.2.1 Consolidation and division of shares or
- 2.2.2 Sub-division of shares or
- 2.2.3 Cancellation of shares

(Mark the relevant checkbox)

	Number of shares	Rs. Per share	Amount (Rs)
2.2.4 Existing share capital	<input style="width: 150px; height: 25px;" type="text"/>	<input style="width: 150px; height: 25px;" type="text"/>	<input style="width: 150px; height: 25px;" type="text"/>
2.2.5 Consolidated/divided	<input style="width: 150px; height: 25px;" type="text"/>	<input style="width: 150px; height: 25px;" type="text"/>	<input style="width: 150px; height: 25px;" type="text"/>
2.2.6 Sub-division of shares	<input style="width: 150px; height: 25px;" type="text"/>	<input style="width: 150px; height: 25px;" type="text"/>	<input style="width: 150px; height: 25px;" type="text"/>
2.2.7 Cancelled shares	<input style="width: 150px; height: 25px;" type="text"/>	<input style="width: 150px; height: 25px;" type="text"/>	<input style="width: 150px; height: 25px;" type="text"/>
2.2.8 New share capital	<input style="width: 150px; height: 25px;" type="text"/>	<input style="width: 150px; height: 25px;" type="text"/>	<input style="width: 150px; height: 25px;" type="text"/>

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

3.3 Signatures

3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Form 7

THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018 [See
[Section 85 (1) (a) Regulation 4]

NOTICE OF ALTERATION IN SHARE CAPITAL

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIN (Registration Number)

1.2 Name of the Company

1.3 Memorandum of fee for increase in authorized capital:

1.3.1 Total amount payable on capital as increased (Rs.)

1.3.2 Amount which would have been payable by reference to its capital immediately before the increase (Rs)

1.3.3 Difference of 1.4.1 and 1.4.2 (Rs.)

1.4 *Fee Payment Details 1.4.1 Challan No 1.4.2 Amount

** fee for increase in authorized capital plus filing fee of this form*

PART-II

2.1 Notice is hereby given pursuant to section 85 of the Companies Act, 2017 that a special resolution was passed for increase in authorized share capital on:

Day		Month		Year			

2.2 Share capital increased in pursuance of an obligation of the company under an agreement on (date of agreement with party to the agreement)

Day		Month		Year			

--

2.3 Increase in authorized share capital

	Amount (Rs)	Divided into (no of shares)	Of Rs. per share
2.3.1 Existing authorized share capital			
2.3.2 Addition			
2.3.3 New authorised share capital			
2.4 Conditions subject to which the new shares have been or are to be issued			

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

--	--

3.3 Signatures

--

3.4 Registration No of Authorized Intermediary, if applicable

--

3.5 Date

Day		Month		Year			

Enclosures:

1. Amended Memorandum of Association and if applicable, copy of articles of association.

Form 8

THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Sections 11 and 12 and Regulation 4]

APPLICATION FOR CHANGE OF NAME

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

--	--	--	--	--	--	--	--

1.2 Name of the Company

--

1.3	Fee Payment Details	1.3.1	Challan No		1.3.2	Amount	
-----	---------------------	-------	------------	--	-------	--------	--

** include fee, if any, for processing under Fast Track Registration Services*

PART-II

2.1 New name of the Company

--

2.2 Precise reason for Change

--

2.3 Date of Passing of Special Resolution

Day	Month	Year								
<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>				

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

--	--

3.3 Signatures

--

3.4 Registration No of Authorized Intermediary, if applicable

--

3.5 Date

Day	Month	Year								
<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>				

Enclosures:

1. Copy of NOC / permission / letter of intent of competent authority (if applicable)
2. Copy of NOC of registered creditors
3. Amended copy of the memorandum of association and if applicable, copy of articles of association
4. Name availability letter

Form 9

THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 59(4) and Regulation 4]

NOTICE OF THE COURT’S ORDER DISALLOWING / CONFIRMING THE VARIATIONS OF THE RIGHTS OF HOLDERS OF/SPECIAL CLASS OF SHARES

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

--	--	--	--	--	--	--	--

1.2 Name of the Company

--

1.3 Fee Payment Details 1.3.1 Challan No

--

 1.3.2 Amount

--

PART-II

2.1 The above mentioned company hereby forwards a duly certified copy of the order of the High Court issued pursuant to subsection (4) of section 59 of the Act, the same having been received by the company.

Name of the High Court									
Order passed on	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								
Order received by the company on	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								

Attach certified copy of the Order of Court and amended articles, if applicable

2.2 Pursuant to order of the high court the company has taken / contemplates to take the action on the date indicated hereafter:

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and

- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

3.3 Signatures

3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

Day	Month	Year

Form 10

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Sections 100, 105 & 448 and Regulations 4 & 18]**

PARTICULARS OF MORTGAGES, CHARGES, PLEDGE, ETC.

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

1.2 Name of the Company

1.3	Fee Payment Details	1.3.1	Challan No		1.3.2	Amount	
-----	---------------------	-------	------------	--	-------	--------	--

** include fee, if any, for processing under Fast Track Registration Services*

PART-II

2.1 Particulars of mortgage, charge, pledge etc. created by the company

- a. a mortgage or charge on any immovable property wherever situate, or any interest therein; or
- b. a mortgage or charge for the purposes of securing any issue of debentures;
- c. a mortgage or charge on book debts of the company;
- d. a floating charge on the undertaking or property of the company, including stock-in-trade; or
- e. a charge on a ship or aircraft, or any share in a ship or aircraft;
- f. a charge on goodwill or on any intellectual property;
- g. a mortgage or charge or pledge, on any movable property of the company;
- h. a mortgage or charge or other interest, based on agreement for the issue of any instrument in the nature of redeemable capital; or

- i. a mortgage or charge or other interest, based on conditional sale agreement, namely, lease financing, hire-purchase, sale and lease back, and retention of title, for acquisition of machinery, equipment or other goods

(Tick the appropriate box)

	dd	mm	yyyy
2.2	Date of instrument	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
2.3	Description of the instrument (if any) creating or evidencing the mortgage or charge or pledge or other interest (to be specified).	<input style="width: 100%; height: 40px;" type="text"/>	
2.4	Amount secured by the mortgage or charge, pledge etc.	<input style="width: 100%; height: 30px;" type="text"/>	
2.5	Short particulars of the property mortgaged, charge, pledge or other interest	<input style="width: 100%; height: 40px;" type="text"/>	
2.6	Gist of the terms and conditions and extent and operation of the mortgage, charge, pledge or other interest <i>(Also include description of the nature of the mortgage/charge e.g. equitable, pari-passu, etc.)</i>	<input style="width: 100%; height: 40px;" type="text"/>	
2.7	Names, addresses and description of the mortgagees or persons entitled to the charge or other interest.	<input style="width: 100%; height: 80px;" type="text"/>	

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

3.3 Signatures

3.4 Registration No of Authorized Intermediary, if applicable

	Day	Month	Year
3.5	Date	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 100(4) & 448 and Regulations 4 & 18]**

**PARTICULARS OF MORTGAGE OR CHARGE SUBJECT TO WHICH PROPERTY
HAS BEEN ACQUIRED**

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

--	--	--	--	--	--	--

1.2 Name of the Company

--

1.3	Fee Payment Details	1.3.1	Challan No		1.3.2	Amount	
-----	---------------------	-------	------------	--	-------	--------	--

** include fee, if any, for processing under Fast Track Registration Services*

PART-II

2.1 Particulars of a mortgage or pledge or charge subject to which property has been acquired by the above mentioned company.

2.2 Date of creation

Day	Month	Year								
<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>				

2.3 Description of the instrument creating or evidencing the mortgage, charge, pledge etc.

--

2.4 Memorandum or any other instrument regarding mortgage or charge or pledge subject to which property has been acquired

--

2.5 Date of acquisition of the property

Day	Month	Year								
<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>				

2.6 Amount owing on security of the mortgage or charge.

--

2.7 Short particulars of the property acquired subject to mortgage, charge, pledge etc.

--

2.8 Gist of the terms and conditions and extent and operations relating to the mortgage, charge, pledge etc.

--

Also to include description of the nature of the mortgage/charge e.g. equitable, pari-passu, etc.

2.9 Names, addresses and description of the mortgagees or persons entitled to the charge or other interest

--

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

--	--

3.3 Signatures

--

3.4 Registration No of Authorized Intermediary, if applicable

--

3.5 Date

Day		Month		Year			

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 112 & 448]**

Register of Mortgages, charges, pledge etc., to be maintained by a company

Name of Company _____

CUIN _____

Serial Number of document on file	Date of registration	Date of creation of each mortgage, charge, etc. and description thereof.	Date of acquisition of the property if acquired subject to mortgage, charge etc.	Amount secured by the mortgage, charge, etc. other than redeemable capital or debentures	Short particulars of the property mortgage charged, etc.	Gist of the terms or conditions or extent or operation relating to the mortgaged, charged, etc.	Names address and description of the mortgagees or trustees for the redeemable capital or debentures or persons entitled to charges	Particulars relating to issue of redeemable capital debentures of the series				
								Total amount secured by series of debenture / redeemable capital	Date and amount of each issue of the series / redeemable capital	Dates of resolutions authorizing the issue of the series / redeemable capital	Date and description of covering deed	
1	2	3	4	5	6	7	8	9	10	11	12	

Particulars of modification of mortgage, charge etc.			Memorandum of satisfaction			Receiver / manager		
Date of Registration of modification	Date of brief description of instrument of modification	Brief particulars of nature and extent of modification	Amount	Nature	Date of satisfaction	Names, address and date of appointment	Mode of appointment	Date of ceasing to act
13	14	15	16	17	18	19	20	21

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Sections 101 & 448 and Regulations 4 & 18]**

REGISTRATION OF ENTIRE SERIES OF DEBENTURES/REDEEMABLE CAPITAL

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIN (Registration Number)

--	--	--	--	--	--	--

1.2 Name of the Company

--

1.3	Fee Payment Details	1.3.1	Challan No		1.3.2	Amount	
-----	---------------------	-------	------------	--	-------	--------	--

** include fee, if any, for processing under Fast Track Registration Services*

PART-II

2. Particulars of a series of debentures/redeemable capital, containing or giving by reference to any other instrument; any charge to the benefit of which the Redeemable Capital / debenture-holders of the said series are entitled *pari passu*, created by this company

2.1 Total amount secured by the whole series (Rs.)

--

2.2 Amount of the present issue of the series (Rs.)

--

2.3 Date of resolutions authorizing the issue of the series.

Day	Month	Year								
<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>				

2.4 Date of the covering deed (if any) by which the security is created or defined; or if there is no such deed the first issue of any redeemable capital or debenture of the series.

Day	Month	Year								
<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>				

2.5 General description of the property charged

--

2.6 Gist of the terms and conditions and extent and operation of the mortgage, charge or other interest.

--

(Also to include description of the nature of the mortgage/charge e.g. equitable, pari-passu and attach copy of verified deed, if any etc.)

2.7 Names & addresses of trustees (if any) of the redeemable capital/ debenture holders.

--

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

--	--

3.3 Signatures

--

3.4 Registration No of Authorized Intermediary, if applicable

--

3.5 Date

Day		Month		Year			

Enclosures:

- 1. Copy of verified deed, if any

Form 14

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Sections 101 & 448 and Regulations 4 & 18]**

PARTICULARS OF AN ISSUE OF REDEEMABLE CAPITAL / DEBENTURES IN A SERIES WHEN MORE THAN ONE ISSUE IN THE SERIES IS MADE

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

--	--	--	--	--	--	--	--

1.2 Name of the Company

--

1.3	Fee Payment Details	1.3.1	Challan No		1.3.2	*Amount	
-----	---------------------	-------	------------	--	-------	---------	--

** include fee, if any, for processing under Fast Track Registration Services*

PART-II

2. Particulars of an issue of redeemable capital/debentures in series when more than one issue in the series is made

	Day	Month	Year
2.1 Date of the registration of the series	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.2 Date of present issue	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.3 Amount of present issue (Rs.)	<input type="text"/>		
2.4 Gist of the terms and conditions and extent and operation of the mortgage, charge or other interest.	<input type="text"/>		

Attach copy of verified deed, if any

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

3.3 Signatures

3.4 Registration No of Authorized Intermediary, if applicable

	Day	Month	Year
3.5 Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

FORM 15

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Sections 14(1)(c) and Regulation 27]**

**NOTICE OF APPOINTMENT OR CHANGE OF NOMINEE OR CHANGE IN HIS
PARTICULARS
(For Single Member Company only)**

THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Sections 106 & 448 and Regulations 4 & 18]

PARTICULARS OF MODIFICATION OF MORTGAGE, CHARGE, PLEDGE, ETC.

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

1.2 Name of the Company

1.3	Fee Payment Details	1.3.1	Challan No		1.3.2	*Amount	
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** include fee, if any, for processing under Fast Track Registration Services*

PART-II

2.1 Date of Instrument creating the original mortgage / charge, pledge etc. Day Month Year

2.2 Brief description of instrument(s) creating the original mortgage, charge, pledge etc.

2.3 Date(s) of modification of the mortgage, charge, pledge etc. prior to present modification Day Month Year

2.4 Brief description of instrument(s) modifying the mortgage, charge, pledge etc. prior to present modification

2.5 Date of modification of the mortgage, charge, pledge etc. Day Month Year

2.6 Brief description of instrument(s) modifying the mortgage, charge, pledge etc.

2.7 Particulars of the modification specifying the terms or conditions or the extent or operation and the details of the modification.

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

3.3 Signatures

3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

Day	Month	Year

Form 17

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Sections 109 & 448 and Regulations 4]**

**MEMORANDUM OF COMPLETE SATISFACTION OF MORTGAGE, CHARGE,
PLEDGE, ETC.**

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIN (Registration Number)

1.2 Name of the Company

1.3	Fee Payment Details	1.3.1	Challan No		1.3.2	*Amount	
-----	---------------------	-------	------------	--	-------	---------	--

** include fee, if any, for processing under Fast Track Registration Services*

PART-II

2. Particulars of the mortgage/charge satisfaction thereof (Attach evidence):

2.1 Amount of mortgage / pledge / charge etc. (Rs)

2.2 Date of registration of mortgage or pledge or charge

Day	Month	Year

2.3 Date of last modification, if any of mortgage or pledge or charge

Day	Month	Year

2.4 Date of satisfaction.

Day	Month	Year

2.5 Name(s) and address(es) of the mortgagees(s) / trustee(s) for the redeemable capital / debenture-holders, etc. (give description)

2.6 Brief description of instrument(s) through which mortgage, charge, pledge etc. was created and is now satisfied.

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

3.3 Signatures

3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

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 Day

--	--

 Month

--	--

 Year

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Form 18

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Sections 113 & 449 and Regulations 4]**

**NOTICE OF APPOINTMENT/CESSATION OF RECEIVER OR MANAGER
TO BE GIVEN BY THE PERSON WHO OBTAINED AN ORDER FOR APPOINTMENT
OF / APPOINTED A RECEIVER OR MANAGER**

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

--	--	--	--	--	--	--	--

1.2 Name of the Company

1.3 Fee Payment Details 1.3.1 Challan No 1.3.2 Amount

PART-II

2.1 Notice regarding Appointment Cessation
(Tick the appropriate box)

2.2 Name of person giving notice

2.3 NIC number, if applicable, of person giving notice

2.4 Address of person giving notice

2.5 Name of receiver / manager

2.6 Particulars (designation, profession, address etc.) of receiver / manager

2.7 Name of the Court issuing order

2.8 Date of order Day Month Year

(Enclose certified copy of order/attested copy of the instrument)

2.9 Instrument under which appointment is made

2.10 Particulars of the property

2.11 Date of appointment Day Month Year

2.12 Date of Cessation, if applicable Day Month Year

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of person giving notice

3.3 Signatures

3.4 Date

Day		Month		Year			

Form 19

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Sections 114(1) & 449 and Regulation 4]**

NOTICE TO BE GIVEN BY RECEIVER /MANAGER ON CEASING TO ACT AS SUCH

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

1.2 Name of the Company

1.3 Fee Payment Details

1.3.1 Challan No	<input type="text"/>	1.3.2 Amount	<input type="text"/>
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PART-II

2.1 Name of Receiver/manager

2.2 Particulars (address etc.) of receiver / manager

2.3 Date of ceasing to act as receiver / manager

Day		Month		Year			

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Receiver/Manager

3.3 Signatures

3.4 Date

Day		Month		Year			

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Receiver/ Manager

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3.3 Signatures

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3.4 Date

Day		Month		Year			

Form 21

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 21 and Regulation 4]**

NOTICE OF SITUATION OF REGISTERED OFFICE OR ANY CHANGE THEREIN

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

--	--	--	--	--	--	--	--

1.2 Name of the Company

--

1.3 Fee Payment Details

1.3.1 Challan No

--

1.3.2 Amount

--

PART-II

2.1 The situation of registered office of the company was changed from

(state previous address)

--

2.2 The registered office of the Company is now situated at

--

(State full address with identifiable number / name of the premises or building and street, road and locality besides the name of the town and postal area, where applicable)

Telephone Number Fax Number, if any

Email Address

2.3 With effect from

Day	
-----	--

Month	
-------	--

Year			
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PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

3.3 Signatures

3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

Day	
-----	--

Month	
-------	--

Year			
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FORM 22

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 19(1)(d) and Regulation 4]**

**DECLARATION REGARDING COMPLIANCE WITH THE CONDITIONS OF
SECTION 19 OF THE COMPANIES ACT, 2017 BEFORE COMMENCING BUSINESS
IN CASE OF A COMPANY ISSUING PROSPECTUS**

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

1.2 Name of the Company

1.3 Fee Payment Details 1.3.1 Challan No 1.3.2 Amount

PART-II

2.1 Name(s) of declarant(s)

2.2 I/We, the above named person(s), do hereby solemnly and sincerely declare as follows:

2.2.1 That the amount of the share capital of the company offered to the public for subscription is

Rs.

2.2.2 That the amount stated in the prospectus as the minimum amount which, in the opinion of the Directors, must be raised by the issue of share capital in order to provide for the matters given in the prospectus, is

Rs.

2.2.3 That shares held subject to the payment of the whole amount thereof in cash have been allotted to the amount of and the money has been received by the company

Rs.

2.2.4 That every Director of the Company has paid to the Company full amount on each of the shares taken or contracted to be taken by him and for which he is liable to pay in cash.

Rs.

2.2.5 That no money is, or may become, liable to be repaid to the applicants for any shares or participation term certificate/terms finance certificate/debentures which have been offered for public subscription by reason of any short subscription, failure to apply for, or to obtain permission for the shares or participation term certificates/terms finance certificates/debentures to be dealt on any stock exchange.

Rs.

2.3 Verified that the foregoing statements are true to the best of my/our knowledge and belief and that nothing has been concealed.

2.4 Details of declarant(s)

Name	Designation (CEO/Director/Company Secretary)	Signature

Note:- The declaration shall be given by Chief Executive or one of the directors and company secretary

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

3.3 Signatures

3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

Day	Month	Year

Enclosures:

- 1. Evidence of receipt of amount of minimum subscription by the Company

FORM 23

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 19(1)(e) and Regulation 4]**

**DECLARATION BEFORE COMMENCING BUSINESS IN CASE OF
A COMPANY FILING STATEMENT IN LIEU OF PROSPECTUS**

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

1.2 Name of the Company

1.3 Fee Payment Details 1.3.1 Challan No 1.3.2 Amount

PART-II

2.1 Name(s) of declarant(s)

2.2 I/We, the above named person(s), do hereby solemnly and sincerely declare as follows:

2.2.1 That the amount of the share capital of the company subject to the payment of the whole amount thereof in cash is Rs.

2.2.2 That the company has not issued a prospectus inviting the public to subscribe for its shares, and that it has filed with the Registrar a statement in lieu of prospectus on

Day	

Month	

Year			

2.2.3 That the amount fixed by the Memorandum or Articles and specified in the statement in lieu of prospectus as the minimum subscription upon which the directors may proceed to allotment is

Rs.					
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2.2.4 That shares held subject to the payment of the whole amount thereof in cash have been allotted to the amount of

Rs.					
-----	--	--	--	--	--

2.2.5 That every Director of the Company has paid to the Company full amount on each of the shares taken or contracted to be taken by him and for which he is liable to pay in cash.

2.3 Verified that the foregoing statements are true to the best of my/our knowledge and belief and that nothing has been concealed.

2.4 Details of declarant(s)

Name	Designation (CEO/Director/Company Secretary)	Signature

Note:- The declaration shall be given by Chief Executive or one of the directors and company secretary

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

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3.3 Signatures

--

3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

Day	Month	Year
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

Enclosures:

1. Statement in Lieu of Prospectus
2. Evidence of receipt of amount of minimum subscription by the Company

Form 24

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Sections 128 & 197(9) and Regulation 4]**

NOTICE OF RECTIFICATION OF REGISTER OF MEMBERS/DIRECTORS

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

1.2 Name of the Company

1.3 Fee Payment Details 1.3.1 Challan No 1.3.2 Amount

PART-II

2.1 Above named company hereby gives you notice pursuant to section 128/197 of the Companies Act, 2017, about the following order of the Court for rectification in register of members/directors.

2.1.1 Name of the Court

2.1.2 Date of order

dd	mm	yyyy
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

(Attach certified copy of the order of Court)

2.1.3 Case Number

2.1.4 Case Title

2.1.5 Rectification made in the register of members/directors of the Company

(Give details of the rectification ordered by the Court)

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

3.3 Signatures

3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Form 25

THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 131(6) and Regulation 4]

STATUTORY REPORT

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

1.2 Name of the Company

1.3 Fee Payment Details 1.3.1 Challan No 1.3.2 Amount

PART-II

2.1 Nominal share capital of the company No of shares
Rs. per share
Amount

2.2 Statutory report duly certified pursuant to section 131

2.2.1 Date of Report dd mm yyyy

2.2.2 Date of notice calling statutory meeting

2.2.3 Date on which the meeting is to be held

2.2.4 Place where meeting is to be held

2.3 The Statutory report to the members is as follows: |

2.3.1 Shares allotted and cash received up to

(the date should be within 15 days of the date of report) |

2.4 Particulars	Kind / Class of shares	No of shares	Nominal value of each share	Cash received
2.4.1 Allotted subject to payment thereof in cash.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.4.2 Allotted as fully paid up otherwise than in cash and the consideration for which the shares have been so allotted being: (to be specified)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2.4.3 Allotted at a discount per share of Rs.

2.5 Abstract of receipts and payments of the company upto the aforesaid date:
(Attach a copy of Auditor report)

Receipt	Rs	Payments	Rs
Shares: Advance payment for shares / Redeemable Capital / debentures Loans: Deposits	<input type="text"/>	Preliminary expenses Commission on issue or sale of shares / redeemable Capital / debentures. Discount on issue or sale of shares / redeemable Capital / debentures. Capital expenditure: Land..... Building..... Plant.....	<input type="text"/>

Other Sources (to be specified)		Machinery..... Other Items (to be specified) Balances..... In hand..... At Banks.....	
Total:		Total:	

2.6 Preliminary expenses as estimated in the Prospectus/Statement in lieu of Prospectus (Rs.): -

Preliminary expenses actually incurred up to the aforesaid date:-

(a) Legal & professional Charges	
(b) Printing expenses of Memorandum and Articles	
(c) Stamp and Registration fees	
(d) Advertisement	
(e) Commission on issue or sale of shares / redeemable capital/debentures.	
(f) Discount on issue or sale of shares / redeemable capital/debentures.	
(g) Other initial expenses (to be specified).	
Total:-	

2.7 Name, Father's Name, NIC No(s), addresses and occupations of the Directors, Chief Executive, Secretary, Auditors and Legal Advisers of the Company and the changes, if any, which have occurred since the date of the incorporation;

	Name	Fathers /Husband's Name	NIC No.	Addresses	Occupation	Particulars of Changes, if any
	2.7.1 Directors					
	2.7.2 Chief Executive					

	2.7.3 Secretary					
	2.7.4 Auditors					
	2.7.5 Legal Advisors					

2.8 Particulars of any contract the modification of which is to be submitted to the meeting for its approval together with the particulars of the modification or proposed modification.

--

The particulars must include dates of changes.

2.9 The extent to which underwriting contract if any, has been carried out, if contract not carried out fully, extent to which it has not been carried out and reasons therefor.

--

2.10 The particulars of any commission or brokerage paid or to be paid in connection with the issue or sale of shares to any director, chief executive, secretary or officer or to a private company of which he is director

--

2.11 Brief account of the Company's affairs since its incorporation and the business plan, including any change affecting the interest of shareholders and business prospects of the company.

--

2.12 We hereby certify this Report* as correct and that nothing has been concealed or withheld in this regard.

2.13	Signature			
2.14	Name of Signatories			

2.15	Designation	Chief Executive Officer	Director	Chief Financial Officer (only in case of listed company)
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PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

3.3 Signatures

3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

Day	Month	Year
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

Form 26

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 150 and Regulation 4]**

SPECIAL RESOLUTION

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIN (Registration Number)

1.2 Name of the Company

1.3 Fee Payment Details 1.3.1 Challan No 1.3.2 Amount

PART-II

2.1 Date of Dispatch of notice

dd	mm	yyyy
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

2.2 Specify the intention to propose the resolution as special resolution

dd mm yyyy

2.3 Date of passing of Special Resolution

2.4 Total Number of Members

Representing	# of shares	each of (Rs.)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

2.5 Members present in person or through proxy in the meeting or voted through postal ballot

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

2.6 Members voted for

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

2.7 Members voted against

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

2.8 At a general meeting of the members of the said company, duly convened and held at:

(Mention full address)

2.9 Place (City)

2.10 Text of special resolution *(attach copy, if space is insufficient to reproduce it)*

Resolved that,

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Director/Company Secretary

3.3 Signatures

3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

FORM 27

[Section 315(5) and Regulation 4]

[Heading as in Rule 4 of the Companies (Court) Rules, 1997]

Company Petition No.....of

**DECLARATION TO BE SUBMITTED TO THE COURT BY PROVISIONAL
MANAGER/OFFICIAL LIQUIDATOR**

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

1.2 Name of the Company

1.3 Case Title

PART-II

2.1 Declaration

I/We have been appointed by the Court as Provisional Manager(s)/ Official Liquidator(s) of this Company. I/We do hereby declare that:
(i) I/We have NO conflict of interest; and
(ii) I/We do NOT lack independence in respect of my/our appointment.
That the above obligation shall continue throughout the term of my/our appointment.

PART-III

3.1	Name(s)	Designation (Provisional Manager/ Official Liquidator)	Signature

3.2 Date

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Note: A copy of this form shall also be sent to the concerned Company Registration Office

Form 28

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 167 and Regulation 4]**

CONSENT TO ACT AS DIRECTOR / CHIEF EXECUTIVE

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

1.2 Name of the Company

1.3 Fee Payment Details 1.3.1 Challan No 1.3.2 Amount

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 197 and Regulations 4 & 20]**

PARTICULARS OF DIRECTORS AND OFFICERS, INCLUDING THE CHIEF EXECUTIVE, SECRETARY, CHIEF FINANCIAL OFFICER, AUDITORS AND LEGAL ADVISER OR OF ANY CHANGE THEREIN

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

1.2 Name of the Company

1.3 Fee Payment Details 1.3.1 Challan No 1.3.2 Amount

PART-II

2. Particulars*:

Present Name in Full	NIC No or passport No. in case of Foreign National	Father's / Husband's Name	Usual residential address	Designation	Nationality**	Business Occupation*** (if any)	Date of present appointment or change	Mode of appointment / change / any other Remarks****	Nature of directorship (nominee/independent/additional/other I/*****)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
2.1 New appointment/election:									
2.2 Ceasing of office/Retirement/Resignation:									
2.3 Any other change in particulars relating to columns (a) to (g) above:									

* In the case of a firm, the full name, address and above mentioned particulars of each partner, and the date on which each became a partner.

** In case the nationality is not the nationality of origin, provide the nationality of origin as well.

*** Also provide particulars of other directorships or offices held, if any.”

**** In case of resignation of a director, the resignation letter and in case of removal of a

¹ Added through SRO 0928 dated 28-09-2020

director, member's resolution be attached

****** In case of a director nominated by a member or creditor the name of such nominating or appointing body shall also be mentioned in column (j), and a copy of resolution from the nominating or appointing body be attached.*

PART-III

.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

3.3 Signatures

3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

Day

Month

Year

--	--

--	--	--	--

PART-II

2. I/we, the undersigned, have consented to act as Director(s) / Chief Executive of the above named company pursuant to section 167 of the Companies Act, 2017, and certify that I / We am / are not ineligible to become Director(s) / Chief Executive under section 153 or 177 of the Companies Act, 2017.

Name in full	Father's / husband's Name	Designation	Address	Occupation	NIC No or passport No. in case of Foreign National	Signature

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

3.3 Signatures

3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

Day	Month	Year

Form 29

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 197 and Regulations 4 & 20]**

PARTICULARS OF DIRECTORS AND OFFICERS, INCLUDING THE CHIEF EXECUTIVE, SECRETARY, CHIEF FINANCIAL OFFICER, AUDITORS AND LEGAL ADVISER OR OF ANY CHANGE THEREIN

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

1.2 Name of the Company

1.3 Fee Payment Details 1.3.1 Challan No 1.3.2 Amount

PART-II

2. Particulars*:

Present Name in Full	NIC No or passport No. in case of Foreign National	Father's / Husband's Name	Usual residential address	Designation	Nationality**	Business Occupation*** (if any)	Date of present appointment or change	Mode of appointment / change / any other Remarks****	Nature of directorship (nominee/independent/additional/other)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
2.1 New appointment/election:									
2.2 Ceasing of office/Retirement/Resignation:									
2.3 Any other change in particulars relating to columns (a) to (g) above:									

* *In the case of a firm, the full name, address and above mentioned particulars of each partner, and the date on which each became a partner.*

** *In case the nationality is not the nationality of origin, provide the nationality of origin as well.*

*** *Also provide particulars of other directorships or offices held, if any."*

**** *In case of resignation of a director, the resignation letter and in case of removal of a director, member's resolution be attached*

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

3.3 Signatures

3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

Day	

Month	

Year			

Form 30

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 452(1) and Regulations 4 & 37]**

**NOTIFICATION OF PARTICULARS OF BENEFICIAL OWNERSHIP TO THE
COMPANY**

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

1.2 Name of the Company

PART-II

2. Particulars of Substantial Shareholder/Officer and Beneficial Ownership

I. Particulars of substantial shareholder/officer	
(i)	Name
(ii)	CNIC/NICOP
(iii)	Other nationality, if holding dual citizenship
(iv)	Address for correspondence
(v)	Designation if an officer of the company

II. Particulars of beneficial ownership in foreign company or body corporate				
		Company 1	Company 2	*Company 3
(i)	Name of foreign company or body corporate in which ownership is held			
(ii)	No. of shares held in foreign company or body corporate			
(iii)	Cost of Investment			
(iv)	Currency			
(v)	Any interest other than shareholding in foreign company or body corporate			
(vi)	Percentage of Shareholding or other interest in foreign company or body corporate			
(vii)	Date of Shareholding / investment			
(viii)	Business address of foreign company or body corporate			
(ix)	Name of registration authority of foreign company or body corporate			

(x)	Country of incorporation of foreign company or body corporate			
-----	---	--	--	--

** Add additional columns for more companies, if needed.*

Signature											
Name of Signatory											
Date	Day		Month		Year						
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 452(2) & (4) and Regulations 4 & 37]**

**RETURN CONTAINING PARTICULARS OF SUBSTANTIAL SHAREHOLDERS /OFFICERS
FOR COMPANIES' GLOBAL REGISTER OF BENEFICIAL OWNERSHIP**

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

--	--	--	--	--	--	--

1.2 Name of the Company

--

1.3 Fee Payment Details

1.3.1 Challan No

--

1.3.2 Amount

--

PART-II

Particulars of Beneficial Ownership*

Sr. No.	(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	(xii)	(xiii)	(xiv)
	Name of Substantial Shareholder/ Officer of the Company	Designation (if officer of the Company)	NIC/ NIC OP	In case shares are owned, held or controlled indirectly, name and relationship with officer/ substantial shareholder	Name of foreign company or body corporate in which ownership is held	No. of shares held in foreign company or body corporate	Cost of investment	Currency	Any interest other than shareholding in foreign company or body corporate	Percentage of shareholding or other interest in foreign company or body corporate	Date of shareholding /investment	Business address of foreign company or body corporate	Name of registration authority of foreign company or body corporate	Country of incorporation of foreign company or body corporate

* Add additional rows for more shareholders/officers, if needed.

PART-III

3.1 Declaration:

I do hereby solemnly and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

--	--

3.3 Signatures

--

3.4 Registration No of Authorized Intermediary, if applicable

--

3.5 Date

	Day		Month		Year			
	<table border="1" style="display: inline-table; width: 20px; height: 20px;"></table>	<table border="1" style="display: inline-table; width: 20px; height: 20px;"></table>	<table border="1" style="display: inline-table; width: 20px; height: 20px;"></table>	<table border="1" style="display: inline-table; width: 20px; height: 20px;"></table>	<table border="1" style="display: inline-table; width: 20px; height: 20px;"></table>	<table border="1" style="display: inline-table; width: 20px; height: 20px;"></table>	<table border="1" style="display: inline-table; width: 20px; height: 20px;"></table>	<table border="1" style="display: inline-table; width: 20px; height: 20px;"></table>

Form 32

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 452 (3) and Regulations 4 & 37]**

**RETURN CONTAINING PARTICULARS OF COMPANIES
FOR COMPANIES' GLOBAL REGISTER OF BENEFICIAL OWNERSHIP**

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

--	--	--	--	--	--	--

1.2 Name of the Company

--

1.3 Fee Payment Details

1.3.1 Challan No

--

1.3.2 Amount

--

PART-II

Particulars of Beneficial Ownership*

Sr. No.	(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)
	Name of foreign company or body corporate in which ownership is held	No. of shares held in foreign company or body corporate	Cost of investment	Currency	Any interest other than shareholding in foreign company or body corporate	Percentage of shareholding or other interest in foreign company or body corporate	Date of shareholding /investment	Business address of foreign company or body corporate	Name of registration authority of foreign company or body corporate	Country of incorporation of foreign company or body corporate

*Add additional rows, if needed.

PART-III

3.1 Declaration:

I do hereby solemnly and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and

(ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

--	--

3.3 Signatures

--

3.4 Registration No of Authorized Intermediary, if applicable

--

3.5 Date

Day		Month		Year			

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Sections 220 & 449 and Regulation 4]**

NOTICE OF ADDRESS AT WHICH BOOKS OF ACCOUNTS ARE MAINTAINED

PART-I

(Please complete in typescript or in bold block capitals.)

- 1.1 CUIIN (Registration Number)
- 1.2 Name of the Company
- 1.3 Fee Payment Details 1.3.1 Challan No 1.3.2 Amount

PART-II

- 2.1 The above named company hereby gives you notice pursuant to the second proviso to sub-section (1) of section 220 of the Companies Act, 2017 that the Board of Directors of the Company have decided to keep the books of account of the company at the place other than registered office.

- 2.2 Date of resolution of Board of directors dd mm yyyy

- 2.3 Address of place at which books of accounts to be kept

- 2.4 Date of shifting / maintaining of books of account at above said address dd mm yyyy

PART-III

- 3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

- 3.2 Name of Authorized Officer with designation/ Authorized Intermediary

- 3.3 Signatures

- 3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

Day

--	--

Month

--	--

Year

--	--	--	--

Form 34

THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 227(2)(f)]

PATTERN OF SHAREHOLDING

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 Name of the Company

PART-II

2.1. Pattern of holding of the shares held by the shareholders as at

2.2. No of shareholders	<u>Shareholdings</u>	<u>Total shares held</u>
	shareholding from 1 to 100 shares	
	shareholding from 101 to 500 shares	
	shareholding from 501 to 1000 shares	
	shareholding from 1001 to 5000	
	shareholding from 5001 to 10000	
	(Add appropriate slabs of shareholdings)	
	Total	

2.3 Categories of shareholders	share held	Percentage
2.3.1 Directors, Chief Executive Officer, and their spouse and minor children.		
2.3.2 Associated Companies, undertakings and related parties.		
2.3.3 NIT and ICP		
2.3.4 Banks Development Financial Institutions, Non Banking Financial Institutions.		
2.3.5 Insurance Companies		
2.3.6 Modarabas and Mutual Funds		
2.3.7 Share holders holding 10%		
2.3.8 General Public		

a. Local	<input type="text"/>	<input type="text"/>
b. Foreign	<input type="text"/>	<input type="text"/>
2.3.9 Others (to be specified)	<input type="text"/>	<input type="text"/>

Note: In case there are more than one class of shares carrying voting rights, the information regarding each such class shall be given separately.

FORM 35

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 284(5) and Regulations 4 & 33]**

FILING OF COPY OF SCHEME OF AMALGAMATION IN CASE OF:

(i)	Amalgamation of wholly owned subsidiary(ies) of a holding company	<input type="checkbox"/>
(ii)	Amalgamation of two or more companies wholly owned by a person	<input type="checkbox"/>

(Please tick one relevant box)

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

1.2 Name of the Company

1.3 Fee Payment Details 1.3.1 Challan No 1.3.2 Amount

PART-II

2. Capital structure of the Company, if applicable

	Share capital prior to amalgamation		Share capital after amalgamation	
	Number of Shares	Amount	Number of Shares	Amount
2.1 Authorized capital	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.2 Paid up capital	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

a. Particulars of Board resolutions passed by each amalgamating company

S.#	Name of Company	Date of Board resolution	Gist of Board resolution (attach copy of Resolution)

2.3 Effective Date of amalgamation dd mm yyyy

- -

a. Date of notice of amalgamation to secured creditors of the company

S#	Name of secured creditors	Date of notice

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

3.3 Signatures

3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

Day	Month	Year

Enclosures:

1. A declaration verified by an affidavit to the effect that the transferee company will be able to pay its debts as they fall due during the period of one year immediately after the date on which the amalgamation is to become effective.
2. A copy of the approved scheme of amalgamation

FORM 36

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 285(1) and Regulations 4 & 32]**

NOTICE TO DISSENTING SHAREHOLDERS

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

1.2 Name of the Company

1.3 Fee Payment Details 1.3.1 Challan No 1.3.2 Amount

PART-II

2.1 In the matter of
(hereinafter called the transferor company)

2.2 Notice by
(hereinafter called the transferee company).

2.3 To:
Name(s) and addresses of dissenting shareholder(s).

2.4 Whereas on the undermentioned date of notice, being a date within 120 days of the date of the making thereof such offer was approved by the holders of not less than nine-tenths in value of the shares, given below, other than shares already held by or by a nominee for the transferee company or its subsidiary.

Now, therefore, the transferee company, in pursuance of section 285(1) of the Companies Act, 2017, hereby gives you notice that it desires to acquire the said shares held by you in the transferor company.

And further take notice that unless, upon application made in the Commission by you the above said dissenting shareholders on or before the date on which acquiring of shares is proposed, mentioned below, being thirty day from the date of this notice the Commission thinks fit to order otherwise, the transferee company will be entitled and bound to acquire the said shares held by you in the transferor company on the terms of the above-mentioned offer, approved by the offering shareholders of the Company.

2.5 Date of approval

dd	mm	yyyy

2.6 Date of notice

dd	mm	yyyy

2.7 No of shares

If the offer is limited to a certain class or classes of shareholders, state description of that class or those classes. Also give kind of shares

2.8 Date on which acquiring of shares is proposed:

dd	mm	yyyy

PART-III

3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

3.3 Signatures

3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

Day	Month	Year

FORM 37

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 285(5) and Regulations 4 & 32]**

**INFORMATION TO BE FURNISHED IN RELATION TO ANY OFFER OF A SCHEME
OR CONTRACT INVOLVING THE TRANSFER OF SHARES OR ANY CLASS OF
SHARES IN THE TRANSFEROR COMPANY TO THE TRANSFEREE COMPANY**

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

1.2 Name of the Company

1.3 Fee Payment Details 1.3.1 Challan No 1.3.2 Amount

PART-II

2.1 Name of the Company making the offer or issuing any circular in connection with the offer.

2.2 Capital structure of the transferee Company;

2.3 Management structure of the transferee Company (composition of Board of Directors and particulars regarding Chief Executive).

2.4 Extent of shareholding of the Chief Executive, Directors, Secretary or their associates in the transferee Company.

--

2.5 Extent of shareholding of the Chief Executive, Directors, Managing Agents (if any), Secretary and Chief Accountant or their associates of the transferee Company in the transferor Company.

--

2.6 If the offer is being made on behalf of the Company by any other person, the interest of the person in the Company which is making the offer

--

2.7 Name of the transferor Company

--

2.8 Capital structure of the transferor Company

--

2.9 Management structure (composition of Board of Directors, and particulars regarding Chief Executive).

--

2.10 Extent of shareholdings of the Chief Executive, Directors, Managing Agents (if any), Secretary and Chief Accountant or their associates, if any, of the transferor Company in the transferor and transferee Companies

--

2.11 A summary of the financial position of the transferee and transferor Companies to be given separately in the pro forma contained in the Appendix

2.12 The prices offered for the purchase of the shares of the transferor company; or

--

2.13 Full particulars of the consideration offered other than cash for the purchase of shares of the transferor company.

--

2.14 If the consideration offered involved allotment of shares in transferee company, then specify full particulars of the;

2.14.1 shares;

--

2.14.2 The right attached thereto;

--

- 2.14.3 Basis of valuation of shares of transferor company.
- 2.14.4 Valuation of the shares of transferee company proposed to be allotted.
- 2.15 Sources from which the transferee Company proposes to pay for the acquisition of the said shares, if the consideration is cash.
- 2.16 Details of transfers of shares in the transferor Company by its Chief Executive, Directors, Managing Agents (if any), Secretary and Chief Accountant or their associates in the two years preceding the offer.
- 2.17 Reasons for which the offer has been recommended for acceptance by the members of the transferor Company by its Directors. Every recommendation to the members of the transferor Company shall also contain a statement of the interest of its Chief Executive, Directors, Managing Agents (if any), Secretary and Chief Accountant or their associates in the transferee Company.
- 2.18 A certificate from the Auditor of the transferee Company that the information contained in the offer/ recommendation is correct should be attached.
- 2.19 Note: Statement pursuant to clause (b) of sub-section (5) of section 285 shall be furnished separately

APPENDIX TO FORM 37

- 2.20 Financial liquidity position of the Company according to the latest audited balance sheet.

	Rs.	Rs.
2.20.1 Current assets (including investments other than trade investments and investments in subsidiary Companies)	<input type="text"/>	<input type="text"/>
2.20.2 Less		
2.20.3 Current liabilities (including short-term loans liabilities).	<input type="text"/>	<input type="text"/>

2.20.4	Liquid Surplus Add _____		
2.20.5	Fixed Assets	<input type="text"/>	<input type="text"/>
2.20.6	Trade investments and investments in subsidiary Companies	<input type="text"/>	<input type="text"/>
	Less		
2.20.7	Long term loans and liabilities	<input type="text"/>	<input type="text"/>
2.20.8	Net worth as on _____ (date of statement of financial position)	<input type="text"/>	<input type="text"/>
2.20.9	Note: In making the above computation of net worth, adjustment in respect of the following items shall be made:-		
2.20.10	Intangible assets, e.g., goodwill, etc.	<input type="text"/>	<input type="text"/>
2.20.11	Doubtful assets, e.g. doubtful and bade debts, etc	_____	_____
2.20.12	Deferred revenue expenditure	_____	_____
2.20.13	Accumulated losses	_____	_____
2.20.14	Arrears of depreciation	_____	_____
2.20.15	Any other amount, appearing in the statement of financial position required to be deducted in accordance with accounting practices.	_____	_____
		-----	-----
		Total_____	_____
2.21	RECONCILIATION OF NET WORTH		
		Rs.	Rs.
2.21.1	Paid up Capital Add _____		
2.21.2	Reserves (Please specify details)		
2.21.3	Less _____		
2.21.4	Intangible assets and any other amount required to be deducted (vide note above)	-----	-----
2.21.5	Net worth as on.....		

Form 38

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 424(1) and Regulations 4 & 36]**

APPLICATION FOR OBTAINING STATUS OF INACTIVE COMPANY

PART-I

(Please complete in typescript or in bold block capitals.)

1.1 CUIIN (Registration Number)

1.2 Name of the Company

1.3 Fee Payment Details 1.3.1 Challan No 1.3.2 Amount

PART-III

2.1 Precise reasons for obtaining status of inactive company

2.2 Date of last AGM, if any

2.3 Date of special resolution
Attach copy of special resolution

2.4 Address of Company after obtaining inactive status.

PART-III

3.1 Declaration:
I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

I further declare that the company after obtaining inactive status, shall not carry on any business or operation or make any significant accounting transaction unless it obtains status of active company in terms of sub-section (5) of section 425 of the Act.

3.2 Name of Authorized Officer with designation/ Authorized Intermediary

3.3 Signatures

3.4 Registration No of Authorized Intermediary, if applicable

3.5 Date

Day		Month		Year			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**THE COMPANIES ACT, 2017
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018
[Section 424(5) and Regulations 4 & 36]**

APPLICATION FOR CONVERSION OF STATUS FROM INACTIVE TO ACTIVE COMPANY

PART-I

(Please complete in typescript or in bold block capitals.)

- 1.1 CUIIN (Registration Number)
- 1.2 Name of the Company
- 1.3 Fee Payment Details 1.3.1 Challan No 1.3.2 Amount

PART-III

- 2.1 Date of special resolution
(Attach copy of special resolution)

- 2.2 Effective Date Day Month Year

PART-III

- 3.1 Declaration:

I do hereby solemnly, and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

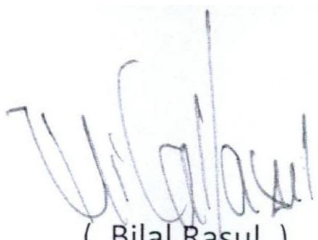
I further declare that the company, after obtaining inactive status, has not carried on any business or operation or made any significant accounting transaction.

- 3.2 Name of Authorized Officer with designation/ Authorized Intermediary

- 3.3 Signatures

- 3.4 Registration No of Authorized Intermediary, if applicable

- 3.5 Date Day Month Year


(Bilal Rasul)
Secretary to the Commission