

3.1 COMPANY ACT

Incorporation Related Forms:

Description	Form No.	
	Public & Private Companies	OPC
DIN Application	DIR-3	DIR-3
Reservation of Name	RUN	RUN
Application for Incorporation of Company	SPICE (INC-32)	SPICE (INC-32)
Nominee consent form	-	INC-3
Form for submission of documents with the registrar	GNL-2	GNL-2
Notice of Situation or Change of Situation of Registered Office	INC-22	INC-22
Appointment of Directors and key managerial personnel and changes among them	DIR-12	DIR-12

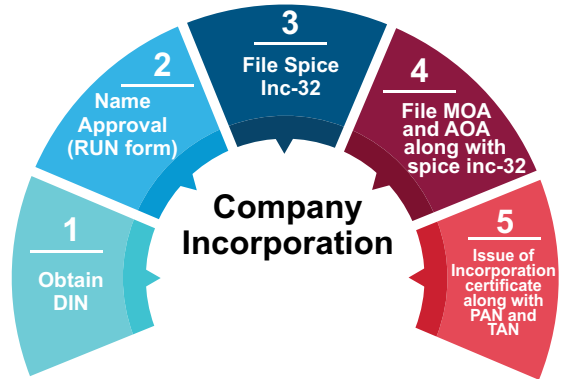
Incorporation Related Forms:

No.	Events	Form No.	Due Date (From date of event)
1	Application for DIN	DIR-3	Any Time
2	Intimation of change in particulars of Director to be given to the Central Government	DIR-6	30 Days
3	Appointment of Directors and key managerial personnel and changes among them	DIR-12	30 Days
4	Return of appointment of MD/WTD/Manager	MR-1	60 Days
5	Notice of resignation of a director to the Registrar	DIR-11	30 Days
6	Application for surrender of Director Identification Number	DIR-5	Any time
7	Notice of appointment of auditor by the company	ADT-1	15 Days
8	Application for removal of auditor(s) from his/their office before expiry of term	ADT-2	30 Days
9	Notice of Resignation by the Auditor	ADT-3	30 Days
10	Form for filing annual return by a company	MGT-7	60 Days
11	Form for filing Financial Statement and other documents with the registrar	ADT-3	30 Days

Other Important Forms (contd.)

No.	Events	Form No.	Due Date
1	Notice of Situation or Change of situation of registered office	INC-22	15 Days (For Existing Co.) 30 Days (For New Co.)
2	Application to Regional Director for approval to shift the Registered Office from one state to another state or from jurisdiction of one Registrar to another Registrar within the same State	INC-23	30 Days
3	Notice to Registrar of any alteration of share capital	SH-7	30 Days
4	Application for registration of creation, modification of charge (other than those related to debentures)	CHG-1	30 Days
5	Particulars for satisfaction of charge thereof	CHG-4	30 Days
6	Filing of Resolutions and agreements to the Registrar	MGT-14	30 Days

Basic Process of Incorporation of a Private Limited Co.



Depreciation Chart

No.	Block of Assets	I. Tax WDV%	Companies Act Useful life (Years)
1	Factory building - Non Residential	10	30
2	Other Building:-		
	(a) Building RCC frame structure	10	60
	(b) Building other than RCC frame structure	10	30
3	Furniture & Fixture (General)	15	15
4	Motor Cycles, scooters, other mopeds & motor cars	15	10*
5	Motor buses, motor lorries and taxis used in the business of running them on hire	30	6
6	Computer and data processing units:-		
	(a) Servers and networks	40	6
	(b) End user devices such as desktops, laptops, printers etc.	40	6

- ▶ In case of double shift depreciation will be increased by 50% and in case of triple shift depreciation will be increased by 100% for that period for the single shift asset.
- ▶ For Amortisation of Intangible Assets as per Companies Act 2013, the provisions of accounting standards shall apply except in case of BOOT and BOT projects.
- ▶ *** The useful life of Motor Car as per Companies Act is 8 years.**

4.1 LIST OF IMPORTANT FORMS OF LLP

Sr. no.	Purpose of the FORM	FORM NO
1	Details in respect of designated partners and partners of Limited Liability Partnership	Form 2A
2	Notice of appointment, cessation, change in name/ address/designation of a designated partner or partner. and consent to become a partner/designated partner	Form 4
3	Notice of appointment, cessation, change in particulars of a partners	Form 4A
4	Notice for change of name	Form 5
5	Statement of Account & Solvency	Form 8
6	Annual Return of Limited Liability Partnership (LLP)	Form 8
7	Form for intimating other address for service of documents	Form 12
8	Notice for change of place of registered office	Form 15
9	Application and statement for conversion of a firm into Limited Liability Partnership (LLP)	Form 17
10	Application and Statement for conversion of a private company/ unlisted public company into limited liability partnership (LLP)	Form 18
11	Notice of intimation of Order of Court/ Tribunal/CLB/ Central Government to the Registrar	Form 22
12	Application for direction to Limited Liability Partnership (LLP) to change its name to the Registrar	Form 23
13	Application to the Registrar for striking off name	Form 24
14	Application for reservation/ renewal of name by a Foreign Limited Liability Partnership (FLLP) or Foreign Company	Form 25
15	Form for registration of particulars by Foreign Limited Liability Partnership (FLLP)	Form 27
16	Return of alteration in the incorporation document or other instrument constituting or defining the constitution; or the registered or principal office; or the partner or designated partner of limited liability partnership incorporated or registered outside India.	Form 28
17	Notice of (A) alteration in the certificate of incorporation or registration; (B) alteration in names and addresses of any of the persons authorised to accept service on behalf of a foreign limited liability partnership (FLLP) (C) alteration in the principal place of business in India of FLLP (D) cessation to have a place of business in India	Form 29
18	Application for compounding of an offence under the Act	Form 31
19	Form for filing addendum for rectification of defects or incompleteness	Form 32
20	Form for intimating to Registrar of Firms about conversion of the firm into limited liability partnership (LLP). <i>*(To be filled in physical form and submitted to Registrar of Firms)</i>	Form 14