

Details of New Forms and Fees

As you are all aware, the Ministry of Company Affairs has notified the e-Forms as of 10th February, 2006 and made operational from 28th February, 2006, it has been felt that there may be lack of clarity about the use of newly notified forms in so far as these relate to various services vis-à-vis the old Forms. This is due to the re-engineering/ merger of the old Forms. In order to clarify the issue and leave no doubt in this respect, a statement has been prepared in an annotated form which shows the old Forms, the corresponding newly notified e-Forms and the method of fee calculation in each case for convenience of use by all the stakeholders.

S. No.	Old Form No.	Corresponding revised e-Form No.	Subject	Category	Modalities for fee computation (incl. additional fees)
1	Form 1	Form 1	Application and declaration for incorporation of a company	Company Registration	Existing Practice of levying fee.
2	Form 1A	Form 1A	Application form for availability or change of name	Company Registration/ Change services	Rs. 500/-
3	Form 1AA, 1AC	Form 1AA	Particulars of person(s) or director(s) or charged or specified for the purpose of clause (f) or (g) of section 5	Informational services	Existing Practice of levying fee.
4	Form 1AD	Form 1AD	Application for confirmation by Regional Director for change of registered office of the company within the state from the jurisdiction of one Registrar to the jurisdiction of another Registrar	Approval services - Regional Director	Rs. 500/-
5	Form 1B (For Conversion of public company to private company)	Form 1B	Application for approval of the Central Government for change of name or conversion of a public company into a private company	Approval services - Registrar of companies/ Change services	As Per Companies (Fees On Application) Rules, 1968
6	Form 2	Form 2	Return of allotment	Compliance related filing	Existing Practice of levying fee.
7	Form 3	Form 3	Particulars of contract relating to shares allotted as fully or partly paid-up otherwise than in cash	Compliance related filing	Existing Practice of levying fee.

S. No.	Old Form No.	Corresponding revised e-Form No.	Subject	Category	Modalities for fee computation (incl. additional fees)
8	Form 4	Form 4	Statement of amount or rate percent of the commission payable in respect of shares or debentures and the number of shares or debentures for which persons have agreed for a commission to subscribe for absolutely or conditionally	Compliance related filing	Existing Practice of levying fee.
9	Form 4C	Form 4C	Return in respect of buy back of securities	Compliance related filing	Existing Practice of levying fee.
10	Form 5	Form 5	Notice of consolidation, division, etc. or increase in share capital or increase in number of members	Change services	Existing Practice of levying fee.
11	Form 8, 13, 55, 56, 59	Form 8	Particulars for creation or modification of charges (other than those related to debentures)	Charge management	Existing Practice of levying fee in respect of Form 8
12	Form 10, 13, 57, 59	Form 10	Particulars for registration of charges for debentures	Charge management	Existing Practice of levying fee in respect of Form 10.
13	Form 15, 16, 13	Form 15	Appointment or cessation of receiver or manager	Charge management	Existing Practice of levying fee in respect of Form 15.
14	Form 17, 13, 60	Form 17	Particulars for satisfaction of charges	Charge management	Existing Practice of levying fee in respect of Form 7/60..
15	Form 18	Form 18	Notice of situation or change of situation of registered office	Company Registration/ Change services	Existing Practice of levying fee.
16	Form 19	Form 19	Declaration of compliance with the provisions of section 149(1)(a), (b) and (c) of the Companies Act, 1956	Company Registration	Existing Practice of levying fee.
17	Form 20	Form 20	Declaration of compliance with the provisions of section 149(2)(b) of the Companies Act, 1956	Company Registration	One Fee For Form 20 And another on SLP-Schedule. III- as per existing practice.
18	Form 20A	Form 20A	Declaration of compliance with the provisions of section 149(2A) or of section 149(2B)	Company Registration	Existing Practice of levying fee.
19	None	Form 20B [Refer Section 159 of the Companies Act, 1956]	Form for filing annual return of a company having a share capital	Compliance related filing	As One Document Filing Fee
20	Form 21	Form 21	Notice of the court or the company law board	Informational services	Existing Practice of levying

S. No.	Old Form No.	Corresponding revised e-Form No.	Subject	Category	Modalities for fee computation (incl. additional fees)
			order		fee.
21	Form 21A	Form 21A	Particulars of annual return for the company not having share capital	Compliance related filing	Existing Practice of levying fee.
22	Form 22	Form 22	Statutory Report	Compliance related filing	Existing Practice of levying fee.
23	None	Form 22B	Form of return to be filed with the Registrar	Informational services	Existing Practice of Form 3 for fee.
24	Form 23	Form 23	Registration of resolution(s) and agreement(s)	Informational services	Existing Practice of levying fee.
25	Form 23AA	Form 23AA	Notice of address at which books of account are maintained	Informational services	Existing Practice of levying fee.
26	None	Form 23AAA	Application to Central Government for modification in the matters to be stated in the company's balance sheet or profit and loss account	Approval services-Head Quarters	As per Companies (Fees on Application Rules 1999)
27	None	Form 23AAB	Application for exemption from attaching the annual accounts of the subsidiary companies	Approval services - Head Quarters	- DO-
28	None	Form 23AAC	Application to Central Government for not providing depreciation	Approval services-Head Quarters	-DO-
29	None	Form 23AC	Form for filing balance sheet, profit and loss account and other documents with the Registrar	Compliance related filing	As One Document Filing Fee
30	Form 23B	Form 23B	Information by auditor to Registrar	Compliance related filing	Existing Practice- No Fee
31	Form 23C	Form 23C	Form of application to the Central Government for appointment of cost auditor	Approval services - Head Quarters	Existing Practice of levying fee.
32	Form 24	Form 24	Form of application to the Central Government for increase in the number of directors of the company	Provisions relating to managerial personnel	Existing Practice of levying fee.
33	Form 24A	Form 24A	Form for filing application to Central Government (Regional Director)	Approval services - Regional Director	Existing Practice of levying fee.
34	None	Form 24AB	Form for filing application for giving loan, providing security or guarantee in connection with a loan	Approval services - Head Quarters	As per Companies (Fees on Application Rules 1999)
35	Form 24B	Form 24B	Form of application to the Central Government for obtaining prior consent for holding of any office or	Approval services - Head	As per Existing practice

S. No.	Old Form No.	Corresponding revised e-Form No.	Subject	Category	Modalities for fee computation (incl. additional fees)
			place of profit in the company by certain persons	Quarters	
36	Form 25A, 26	Form 25A	Form of application to the Central Government for approval of appointment and remuneration or increase in remuneration or waive for excess or over payment to managing or whole - time director(s) or manager	Provisions relating to managerial personnel	As per Existing practice of levying fee on F-25 A
37	Form 25B	Form 25B	Form of application to the Central Government for approval to amendment of provisions relating to managing, whole - time or non - rotational directors	Provisions relating to managerial personnel	As per Existing practice
38	Form 25C	Form 25C	Return of appointment of managing director or whole - time director or manager	Compliance related filing	Existing Practice of levying fee.
39	Form 32, 29	Form 32	Particulars of appointment of managing director, directors, manager and secretary and the changes among them or consent of candidate to act as a managing director or director or manager r secretary of a company and/ or undertaking to take and pay for qualification shares	Company Registration/ Change services	Existing Practice of levying fee.
40	None	Form 32 Addendum	Particulars of appointment of managing director, directors, manager and secretary and the changes among them or consent of candidate to act as a managing director or director or manager o secretary of a company and/ or undertaking to take and pay for qualification shares - addendum to Form 32.	Company Registration/ Change services	No fee applicable
41	Form 35A	Form 35A	Information to be furnished in relation to any offer of a scheme or contract involving the transfer of shares or any class of sares in the transferor company to the transferee	Informational services	Existing Practice of levying fee.
42	Form 36	Form 36	Receiver s or manager s abstract of receipt and payments	Charge Management	Existing Practice of levying fee.
43	Form 37, 38	Form 37	Application by an existing joint stock company or by an existing company (not being a joint stock company) for registration as a public limited or private limited or an unlimited company	Company Registration	Existing Practice of levying fee.

S. No.	Old Form No.	Corresponding revised e-Form No.	Subject	Category	Modalities for fee computation (incl. additional fees)
44	Form 39, 40, 41, 42	Form 39	Registration of an existing company as a limited company	Company Registration	Existing Practice of levying fee.
45	Form 44	Form 44	Documents delivered for registration by a foreign company	Company Registration	Existing Practice of levying fee
46	Form 49	Form 49	Return of alteration in the charter, statute or memorandum and articles of association, address of the registered or principal office and directors and secretary of a foreign company	Change services	Existing Practice of levying fee
47	Form 52	Form 52	Notice of (A) alteration in names and addresses of persons resident in India authorized to accept service on behalf of a foreign company (B) alteration in the address of principal place of business in India of a foreign company (C) list of places of business established by a foreign company (D) cessation to have a place of business in India	Change services	Existing Practice of levying fee
48	None	Form 61	Form for filing an application with Registrar of Companies	Approval services - Registrar of companies	Application Fee As per Companies (Fees On Application) Rules 1968.
49	Form 4A, Return of Deposits, Liquidation forms (Voluntary), Compliance Certificate form	Form 62	Form for submission of documents with the Registrar	Compliance related filing	Each event as separate document & separate Filing Fee as Existing Practice
50	None	Form 63	Form for filing application for declaration as Nidhi company	Approval services - Head Quarters	As per Central Government Rules
51	None	Form 64	Form for filing application for opening branch(s) by a nidhi company	Approval services - Regional Director	As per Central Government Rules
52	Application as prescribed under Companies	Form 65	Form for filing application or documents with Central Government	Approval services - Head Quarters	As per the present practice of levying fee in regard to the form attached.

S. No.	Old Form No.	Corresponding revised e-Form No.	Subject	Category	Modalities for fee computation (incl. additional fees)
	(Application for Extension of Time or Exemption under Sub - section (8) of Section 58A) Rules, 1979. For other application None				
53	Form II [Pursuant to Rule 2 of the Companies (Appointment of Sole Agents) Rules	Form II [Pursuant to Rule 2 of the Companies (Appointment of Sole Agents) Rules, 1975]	Form of application for approval of the Central Government for the appointment of sole buying agent by a company	Approval services - Head Quarters	Existing Practice of levying fee
54	Form DD - B [Pursuant to section 274(1)(g) read with rule 5 of Companies (Disqualification of Directors under section 274(1)(g) of the Companies Act, 1956) Rules, 2001]	Form DD - B [Pursuant to section 274(1)(g) read with rule 5 of Companies (Disqualification of Directors under section 274(1)(g) of the Companies Act, 1956) Rules, 2001]	Return by a public company	Compliance related filing	Existing Practice of levying fee
55	Form I [Pursuant to Rule 2 of the Companies (Appointment	Form I [Pursuant to Rule 2 of the Companies (Appointment of Sole Agents)	Form of application for approval of the Central Government for the appointment of sole selling agents by the company	Approval services - Head Quarters	Existing Practice of levying fee

S. No.	Old Form No.	Corresponding revised e-Form No.	Subject	Category	Modalities for fee computation (incl. additional fees)
	of Sole Agents) Rules	Rules, 1975]			
56	None	Form DD - C [Pursuant to section 274 read with Companies (Disqualification of Directors under section 274(1)(g) of the Companies Act, 1956) Rules, 2001]	Form of application for removal of disqualification of directors	Provisions relating to managerial personnel	As per fee on application Rules
57	None	Form [Pursuant to the Companies (Declaration of Dividend out of Reserve) Rule 1975 for approval for Declaration of Dividend of Reserve Rules, 1975	Form of application for approval for declaration of dividend out of reserves Reserves) Rules, 1975]	Approval services - Head Quarters	As per fees on application Rules.
58	Part II - Form [Pursuant to section 159 of the Companies Act, 1956 and rule 3 of Application of section 159 to Foreign Companies Rules, 1975]	Form [Pursuant to section 159 of the Companies Act, 1956 and rule 3 of Application of section 159 to Foreign Companies Rules, 1975]	Form of annual return of a foreign company having a share capital	Compliance related filing	Existing Practice of levying fee
59	Form 1 [Pursuant to	Form 1 [Pursuant to Rule	Statement of amounts credited to investor education and protection fund	Compliance related filing	Existing Practice of levying fee

S. No.	Old Form No.	Corresponding revised e-Form No.	Subject	Category	Modalities for fee computation (incl. additional fees)
	Rule 3 of Investor Education and Protection Fund (Awareness and Protection of Investors) Rules	3 of Investor Education and Protection Fund (Awareness and Protection of Investors) Rules, 2001]			
60	Cost Audit Report	Form [Pursuant to section 233B(4), 600(3)(b) of the Companies Act, 1956 and rule 2(c) and rule 4 of the Cost Audit (Report) Rules, 2001]	Form for filing cost audit report and other documents with the Central Government	Compliance related filing	Existing Practice of levying fee
61	None	Investor Complaint Form	Investor Complaint Form	Investor services	No fee