

Form 32 (Addendum)

INSTRUCTIONS FOR FILLING OF EFORM -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 or secretary of a company and/ or undertaking to take and pay for qualification shares)


S. No.	Detailed Instruction
	Note: Instructions are not provided for the fields which are self explanatory
	Refer the relevant provisions of the Companies Act, 1956 and rules made there under with respect to the matter dealt in this eForm
1	<p>Enter the service request number of the main eForm 32 for which this eForm 32 addendum is being used.</p> <p>From 3rd June, 2007 onwards, eForm 32 Addendum can be filed in following cases only:</p> <ol style="list-style-type: none"> 1. Where status of the SRN of form 32 Addendum is 'Required Resubmission' 2. Where eForm 32 Addendum is required to be filed in respect of remaining persons (Director, Manager or Secretary) in connection with eForm 32 filed on or before 2nd June, 2007, for more than three persons. <p>eForm 32 Addendum is not applicable in case eForm 32 has been filed on or after 3rd June, 2007. If number of persons for which eForm 32 is required to be filed exceeds 12 in case of director or 4 in case of Manager or Secretary, please file separate eForm 32.</p>
2	<p>(a) In case of an existing company, enter 'Corporate identity number' (CIN).</p> <ul style="list-style-type: none"> You may find CIN by entering existing registration number or name of the company in the 'Find CIN/GLN' service at the MCA21 portal <p>In case of a new company, enter 'eForm 1A reference number, i.e. 'Service Request Number of eForm 1A', filed for name approval.</p>
3	<p>(a), (b) Click the "Pre-fill" button.</p> <p>In case of an existing company, system will automatically display the name and address of the registered office of the company.</p> <p>In case of a new company, system will automatically display the name of the company. Address field will be disabled and is not required to be filled.</p>
4	Enter the total number of persons for whom this eForm needs to be filed. Three persons' details can be filed through this eForm. If the total number is more than three, then file eForm 32 Addendum for the details of the other persons.
	<p>Part II is applicable only in case of cessation.</p> <p>Directorship in other companies, Partnership held in partnership firm and Proprietorship held in proprietorship firm are not applicable in case of cessation.</p>
Part-I	<ul style="list-style-type: none"> Enter the particulars of the person Director identification number (DIN) in case of a director or Income-tax permanent account number (PAN) in case of a secretary or a manager. In case of a new company, only director details can be entered. For filing particulars of a secretary or a manager, file through a separate eForm 32 after CIN has been allotted to the company. Select whether the person is being appointed or is ceasing to be associated with the company or there is change in designation. Change in designation is applicable only in case of change within the various designations of a director.

	<ul style="list-style-type: none"> Select the designation of the person. In case of cessation, select the same designation as at the time of appointment or change in designation. In case of appointment of an alternate director, enter the DIN and name of director to whom the appointee is alternate. In case of appointment of a nominee director, enter the name of the company or institution whose nominee the appointee is. Age of the appointee cannot be less than eighteen years. Income-tax PAN field is not required to be filled again in case of a secretary or a manager. If 'Yes' is selected in the field 'Whether present residential address is same as the permanent residential address', the present residential address will be displayed same as the permanent residential address.
	<ul style="list-style-type: none"> Enter details if holding directorship in other companies. Enter details if holding partnership in any partnership firm Enter details if proprietor of any proprietorship firm.
Part-II	<p>Part II is applicable in case of cessation only.</p> <p>Select the designation of the person whose details has been given in the eForm, enter the date of cessation and select the reason of cessation from the drop-down list.</p>
Verification	<p>Point 1 is mandatory to be marked.</p> <p>Point 2 is required to be marked in case of appointment only.</p>
Attachments	<ul style="list-style-type: none"> Photograph of the persons appointed is a mandatory attachment. Evidence of payment of stamp duty is mandatory in case qualification shares have been taken. The text of the declaration should be as follows – 'I, ----- (Name of the appointee), having consented to act as a director of the company ----- (Name of the company), also hereby undertake to take from the said company and pay for ----- shares of Rs. ----- each, being the number/ value of the shares prescribed as the qualification shares for the office of director of the said company. In case of appointment, consent letter of appointee is required to be attached. The text of the declaration (in case the appointee is a director or managing director) should be as follows – 'I, the undersigned, having consented to act as a managing director/ director of the company ----- (Name of the company), pursuant to section 264(2)/ 266(1) (a) of the Companies Act, 1956 and certify that I have not been disqualified to act as a director under section 267 and/or 274 of the Companies Act, 1956.' The text of the declaration (in case the appointee is a manager or secretary) should be as follows – 'I, the undersigned, having consented to act as a managing manager/ secretary of the company ----- (Name of the company) and certify that I have not been disqualified to act as such.' In case cessation is due to resignation or disqualification or removal, attach the supporting evidence. Any other information can be provided as an optional attachment.
Declaration	<p>In case of an existing company, select the first check box and enter the date of board resolution authorising the signatory to sign and submit the eForm.</p> <p>In case of a new company, select the second check box.</p>
Digital signature	<p>In case of an existing company the eForm should be digitally signed by a managing director or director or manager or secretary of the company duly authorised by the board of directors.</p> <p>In case of a new company the eForm should be digitally signed by a managing director or director of the company whose name has been given in the articles of association of the company and is duly authorised by the promoters.</p>

Certificate	The eForm should be certified by a chartered accountant or cost accountant or company secretary (in whole-time practice) by digitally signing the eForm.
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Note: The original attachment relating to qualification shares duly filled in and signed on stamp paper are required to be sent to concerned RoC Office simultaneously, failing which the filing will not be considered and legal action will be taken.

Common Instruction Kit

Buttons	Particulars
Pre Fill	<p>When the user clicks the pre fill button after entering the corporate identity number in eForm (excepting eForm 1A), the name and address is displayed by the system.</p> <p>This button may appear more than once in eForm, and shall be required to be clicked for displaying the data pertaining to that field.</p> <p>You are required to be connected to the internet for pre-filling.</p>
Attach	You have to click the attach button corresponding to the document you are making an attachment. In case you wish to attach any other document, please click the optional attach button.
Remove attachment	You can view the attachments added to eForm in the rectangle box provided next to the list of attachment. If the user wants to remove or delete any attachment, select the attachment to be removed and press the "Remove attachment" button.
Check Form	Once the form is filled up. The user is required to press the Check Form button. When this button is pressed form level validation is done such as, Whether all the mandatory fields are filled up or not. If an error is displayed after pressing the button the user is required to correct the mistake and again press the "Check Form" button. When all the form level validation is done. A message is displayed that "Form level pre scrutiny is successful". The Check Form is done without being connected to the internet.
Modify	"Modify" button gets enabled after the check form is done. By pressing this button the user can make the changes in the filled in form. If the user makes any change in the form again the user is required to press the "Check Form" button.
Pre scrutiny	<p>Once the check form is done the user is required to Pre scrutinize the eForm. This requires being connected to the MCA21 site for uploading the form. On pre-scrutiny the system level check is performed and if there are any errors it is displayed to the user and once the error is corrected and again on Pre scrutiny if the message displayed is "No errors found. Click on the button below to "Get Form" Press the Get Form button and make the required corrections.</p> <p>Note: before pressing Submit button attach the digital signature by clicking on the box appearing on the signature field </p>
Submit	<p>After pre scrutiny is done the user is required to submit the form. This requires being connected to the MCA21 site for uploading the form.</p> <p>In case of online filing the user can submit the form by pressing the "Submit" button</p> <p>Once the form is submitted the fee is displayed to the user. When the user press the "Pay" button the mode of payment option is displayed. On challan payment option, a challan is generated displaying the amount of fee to be paid. The user is required to take the print out of three copies of challan and submit the payment at authorized bank branch. The user has to submit three copies at bank and user shall receive one copy with bank acknowledgment for user's record.</p>
Country code	The list of country code required to be mentioned in the form are as follows:

Note: User is advised to refer to eForm specific instruction kit.

List of ISO Country Code

Country Name	Country Code	Country Name	Country Code
AFGHANISTAN	AF	LIBERIA	LR
ÅLAND ISLANDS	AX	LIBYAN ARAB JAMAHIRIYA	LY
ALBANIA	AL	LIECHTENSTEIN	LI
ALGERIA	DZ	LITHUANIA	LT
AMERICAN SAMOA	AS	LUXEMBOURG	LU
ANDORRA	AD	MACAO	MO
ANGOLA	AO	MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF	MK
ANGUILLA	AI	MADAGASCAR	MG
ANTARCTICA	AQ	MALAWI	MW
ANTIGUA AND BARBUDA	AG	MALAYSIA	MY
ARGENTINA	AR	MALDIVES	MV
ARMENIA	AM	MALI	ML
ARUBA	AW	MALTA	MT
AUSTRALIA	AU	MARSHALL ISLANDS	MH
AUSTRIA	AT	MARTINIQUE	MQ
AZERBAIJAN	AZ	MAURITANIA	MR
BAHAMAS	BS	MAURITIUS	MU
BAHRAIN	BH	MAYOTTE	YT
BANGLADESH	BD	MEXICO	MX
BARBADOS	BB	MICRONESIA, FEDERATED STATES OF	FM
BELARUS	BY	MOLDOVA, REPUBLIC OF	MD
BELGIUM	BE	MONACO	MC
BELIZE	BZ	MONGOLIA	MN
BENIN	BJ	MONTENEGRO	ME
BERMUDA	BM	MONTSERRAT	MS
BHUTAN	BT	MOROCCO	MA
BOLIVIA	BO	MOZAMBIQUE	MZ
BOSNIA AND HERZEGOVINA	BA	MYANMAR	MM
BOTSWANA	BW	NAMIBIA	NA
BOUVET ISLAND	BV	NAURU	NR
BRAZIL	BR	NEPAL	NP
BRITISH INDIAN OCEAN TERRITORY	IO	NETHERLANDS	NL
BRUNEI DARUSSALAM	BN	NETHERLANDS ANTILLES	AN
BULGARIA	BG	NEW CALEDONIA	NC
BURKINA FASO	BF	NEW ZEALAND	NZ
BURUNDI	BI	NICARAGUA	NI
CAMBODIA	KH	NIGER	NE
CAMEROON	CM	NIGERIA	NG
CANADA	CA	NIUE	NU
CAPE VERDE	CV	NORFOLK ISLAND	NF
CAYMAN ISLANDS	KY	NORTHERN MARIANA ISLANDS	MP
CENTRAL AFRICAN REPUBLIC	CF	NORWAY	NO
CHAD	TD	OMAN	OM
CHILE	CL	PAKISTAN	PK

Country Name	Country Code	Country Name	Country Code
CHINA	CN	PALAU	PW
CHRISTMAS ISLAND	CX	PALESTINIAN TERRITORY, OCCUPIED	PS
COCOS (KEELING) ISLANDS	CC	PANAMA	PA
COLOMBIA	CO	PAPUA NEW GUINEA	PG
COMOROS	KM	PARAGUAY	PY
CONGO	CG	PERU	PE
CONGO, THE DEMOCRATIC REPUBLIC OF THE	CD	PHILIPPINES	PH
COOK ISLANDS	CK	PITCAIRN	PN
COSTA RICA	CR	POLAND	PL
COTE D'IVOIRE	CI	PORTUGAL	PT
CROATIA	HR	PUERTO RICO	PR
CUBA	CU	QATAR	QA
CYPRUS	CY	REUNION	RE
CZECH REPUBLIC	CZ	ROMANIA	RO
DENMARK	DK	RUSSIAN FEDERATION	RU
DJIBOUTI	DJ	RWANDA	RW
DOMINICA	DM	SAINT BARTHELEMY	BL
DOMINICAN REPUBLIC	DO	SAINT HELENA	SH
ECUADOR	EC	SAINT KITTS AND NEVIS	KN
EGYPT	EG	SAINT LUCIA	LC
EL SALVADOR	SV	SAINT MARTIN	MF
EQUATORIAL GUINEA	GQ	SAINT PIERRE AND MIQUELON	PM
ERITREA	ER	SAINT VINCENT AND THE GRENADINES	VC
ESTONIA	EE	SAMOA	WS
ETHIOPIA	ET	SAN MARINO	SM
FALKLAND ISLANDS (MALVINAS)	FK	SAO TOME AND PRINCIPE	ST
FAROE ISLANDS	FO	SAUDI ARABIA	SA
FIJI	FJ	SENEGAL	SN
FINLAND	FI	SERBIA	RS
FRANCE	FR	SEYCHELLES	SC
FRENCH GUIANA	GF	SIERRA LEONE	SL
FRENCH POLYNESIA	PF	SINGAPORE	SG
FRENCH SOUTHERN TERRITORIES	TF	SLOVAKIA	SK
GABON	GA	SLOVENIA	SI
GAMBIA	GM	SOLOMON ISLANDS	SB
GEORGIA	GE	SOMALIA	SO
GERMANY	DE	SOUTH AFRICA	ZA
GHANA	GH	SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS	GS
GIBRALTAR	GI	SPAIN	ES
GREECE	GR	SRI LANKA	LK
GREENLAND	GL	SUDAN	SD
GRENADA	GD	SURINAME	SR
GUADELOUPE	GP	SVALBARD AND JAN MAYEN	SJ
GUAM	GU	SWAZILAND	SZ

Country Name	Country Code	Country Name	Country Code
GUATEMALA	GT	SWEDEN	SE
GUERNSEY	GG	SWITZERLAND	CH
GUINEA	GN	SYRIAN ARAB REPUBLIC	SY
GUINEA-BISSAU	GW	TAIWAN, PROVINCE OF CHINA	TW
GUYANA	GY	TAJIKISTAN	TJ
HAITI	HT	TANZANIA, UNITED REPUBLIC OF	TZ
HEARD ISLAND AND MCDONALD ISLANDS	HM	THAILAND	TH
HOLY SEE (VATICAN CITY STATE)	VA	TIMOR-LESTE	TL
HONDURAS	HN	TOGO	TG
HONG KONG	HK	TOKELAU	TK
HUNGARY	HU	TONGA	TO
ICELAND	IS	TRINIDAD AND TOBAGO	TT
INDIA	IN	TUNISIA	TN
INDONESIA	ID	TURKEY	TR
IRAN, ISLAMIC REPUBLIC OF	IR	TURKMENISTAN	TM
IRAQ	IQ	TURKS AND CAICOS ISLANDS	TC
IRELAND	IE	TUVALU	TV
ISLE OF MAN	IM	UGANDA	UG
ISRAEL	IL	UKRAINE	UA
ITALY	IT	UNITED ARAB EMIRATES	AE
JAMAICA	JM	UNITED KINGDOM	GB
JAPAN	JP	UNITED STATES	US
JERSEY	JE	UNITED STATES MINOR OUTLYING ISLANDS	UM
JORDAN	JO	URUGUAY	UY
KAZAKHSTAN	KZ	UZBEKISTAN	UZ
KENYA	KE	VANUATU	VU
KIRIBATI	KI	VENEZUELA, BOLIVARIAN REPUBLIC OF	VE
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	KP	VIET NAM	VN
KOREA, REPUBLIC OF	KR	VIRGIN ISLANDS, BRITISH	VG
KUWAIT	KW	VIRGIN ISLANDS, U.S.	VI
KYRGYZSTAN	KG	WALLIS AND FUTUNA	WF
LAO PEOPLE'S DEMOCRATIC REPUBLIC	LA	WESTERN SAHARA	EH
LATVIA	LV	YEMEN	YE
LEBANON	LB	ZAMBIA	ZM
LESOTHO	LS	ZIMBABWE	ZW