

Form 65

INSTRUCTIONS FOR FILLING OF EFORM 65 (Form for filing application or documents with Central Government)

Sl. 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	(a)	Enter the 'Corporate Identity Number' (CIN) of the company <ul style="list-style-type: none"> You may find CIN by entering your existing registration number in the Find CIN/GLN service at the portal. www.mca.gov.in
2	(a), (b)	Click the "Pre-fill" button System will automatically display the name and registered office address of the company.
4-6		Enter details in field 4,5 and 6 if second option is selected in field 3 Note: In case the existing company does not have the service request number (SRN) of related cost audit report, enter "Z99999996" as SRN of related cost audit report
7		Enter the details of application if the third option "Others" is selected in field 3
8		Enter any other relevant details of the application or document attached to this eform
Attachments		<ul style="list-style-type: none"> Detailed application as per Companies (Application for extension of time or exemption under sub-section (8) of section 58A) Rules, 1979) is required to be attached if the first option is selected in field 3 (Refer the note below for other attachments along with the application) Documents referring to information or explanation relating to the explanation provided with respect to the qualifications in the cost audit report if the second option is selected in field 3` Any other information can be provided as an optional attachment
Declaration		Enter the date of board resolution authorizing to sign and submit this eform
Signatures		The eform should be digitally signed by managing director or director or manager or secretary of the company duly authorised by the board of directors

Note:

In case first option is selected in field 3 along with the detailed application as per Companies (Application for extension of time or exemption under sub-section (8) of section 58A) Rules, 1979) following attachments are also required.

1. Auditors Certificate regarding
 - a. That the company has not contravened any other provision of section 58(A) and the deposits ruled except those for which the application has been submitted.
 - b. That the deposits held by the company are within limits and no contravention of the provisions of section 58(A) and the deposit rules exist at present.
2. Deposits position of the company as per the Performa mentioned below duly certified by the statutory auditor.

Year Ended (1)	Rule under which deposit accepted (2)	Balance b/f (3)	Deposit accepted or renewed during the year (4)

Total (5)	Repaid (6)	Balance Outstanding (7)	Net Worth (8)

Permissible limit (w.e.f) (9)	Excess if any (10)	Remarks (11)

Note: User is not required to attach following documents (though mentioned in the rule)

1. Copy of the articles of association of the company
2. Copy of each of the audited accounts of the company together with Directors' report and auditors' report for the last 3 years of the company
3. Demand draft for the application fees

Common Instruction Kit

Buttons	Particulars
Pre Fill	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. This button may appear more than once in a eform, and shall be required to be clicked for displaying the data pertaining to that field. You are required to be connected to the internet for pre-filling.
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 <input type="text"/></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>

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

