

Form under Company Law Settlement Scheme (CLSS), 2011

INSTRUCTIONS FOR FILLING OF FORM under CLSS, 2011


(Application for issue of immunity certificate under the CLSS, 2011)

S. No.	Detailed Instructions
	<p>Note:</p> <ol style="list-style-type: none">1. Instructions are not provided for the fields which are self explanatory2. If the space within any of the fields is not sufficient to provide all the information, then additional details can be provided as an optional attachment to the eForm.
	<p>Please note the following:</p> <ul style="list-style-type: none">• Filing of this Form is not allowed in the following cases:<ul style="list-style-type: none">○ Company has not filed any eForm(s) under the CLSS, 2011 (i.e. with a waiver in additional fees.)○ There is any eForm filed under CLSS, 2011 (i.e. with a waiver in additional fees) which is pending for payment of fee or such eForm is under processing in respect of the company.○ Another application form for grant of immunity under CLSS 2011 is under processing or already approved in respect of the company.• This form can be filed only after closure of CLSS, 2011 and after the document(s) filed under CLSS, 2011 are taken on file, or on record or approved by the Registrar of Companies as the case may be, but not after the expiry of six months from the date of closure of the Scheme.• There is no fee for filing of this application for immunity under CLSS, 2011.• Refer General Circular No: 59/2011 dated 05.08.2011, Circular No: 60/2011 dated 10.08.2011, Circular No.: 65/2011 dated 04.10.2011 and Circular No.: 71/2011 dated 15.12.2011 in respect of Company Law Settlement Scheme, 2011 available on the MCA portal under the head 'Circulars' of main head 'Acts, Bills & Rules'.
1	<p>(a)</p> <p>Enter the Corporate Identity Number (CIN) or Foreign company registration number (FCRN) of the company</p> <ul style="list-style-type: none">• You may find CIN/ FCRN by entering existing registration number or name of the company in the 'Find CIN/GLN' service at the MCA21 portal <p>Click the "Pre-fill" button.</p>
2	<p>(a) to (d)</p> <p>System will automatically display the name, registered office address, date of incorporation (in case of Indian company) or name, address of and date of establishment of principal place of business in India (in case of foreign company) and email ID of the company. In case there is any change in the email ID, enter the new valid email ID.</p>
3	<p>Click the "Pre-fill" button</p> <p>Upon clicking the button, system will automatically display the details of documents filed by the company under CLSS 2011 (i.e. with waiver in additional fees.) and total</p>

S. No.	Detailed Instructions
	number of such SRNs.
Attachments	<ul style="list-style-type: none"> • Proof of withdrawal of any appeal(s) against any notice issued or complaint filed before the competent court (Mandatory if 'Yes' selected in field 4) • Details in respect of prosecution(s) pending against the company and its officers in respect of belated documents filed under the scheme which requires withdrawal by the Registrar (Mandatory if 'Yes' selected in field 5) • Details of director(s) declared as proclaimed offender or facing criminal case(s) for economic offences (Mandatory if 'Yes' selected in field 6) • Any other information can be provided as an optional attachment
Verification	Enter the serial number and date of board resolution authorising the signatory to sign and submit the eForm. This is not required to be entered in case of filing by a foreign company.
Signature	<p>The eForm should be digitally signed by following-</p> <p><u>In case of an Indian company</u></p> <ul style="list-style-type: none"> • Managing director or director or manager or secretary of the company authorised by the board of directors of Indian company <p><u>In case of an Foreign company</u></p> <ul style="list-style-type: none"> • By an authorised representative.
Designation	<p>Select the designation of the person digitally signing the eForm.</p> <p>Enter the DIN in case the person digitally signing the eForm is a director or managing director.</p> <p>Enter income-tax PAN in case the person signing the eForm is a manager or authorized representative.</p> <p>Enter membership number or income-tax PAN in case the person digitally signing the eForm is a secretary.</p>

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 an 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.

Buttons	Particulars
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>

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