

**FORM NO. ADT-2**

**Application for removal of auditor(s) from his/their office  
before expiry of term**

[See rule 7(1) of Companies (Audit and Auditors) Rules, 2014]

**1.** (a) Corporate identity number (CIN) or foreign company registration number (FCRN) of the company:

(b) Global Location Number (GLN) of company:

**2.** (a) Name of the company:

(b) Address of the registered office or of the principal place of business in India of the company:

(c) E-mail ID of the company:

**3.**(a) Service request number of relevant special resolution

(b) date of filing the form

(c) date of passing the special resolution

(d) date of the annual/extraordinary general meeting

4. Details of the application clearly indicating the grounds for seeking removal of auditor

5. Whether the accounts have been qualified during last three years (if yes, give details)

6. Details of opportunity given to auditor concerned for being heard
7. Whether any civil or criminal proceedings are pending between the company and the concerned officers. \_\_\_ Yes \_\_\_ No. If yes, give complete details.
8. Date of appointment of the concerned auditor and SRN of notice of his appointment and period for which the auditor was appointed.
9. Whether any special notice has been received for removal of auditors. Yes or No. If yes, the date of receipt of notice and the percentage of capital held by the members giving such notice or percentage of the number of members in case of company limited by members.
10. Whether all due audit fee has been paid to the concerned auditors. If no mention the amount of arrears.
11. Details of other services been rendered by such auditors to the company.
12. Pendency of Audit i.e, number of financial years for which audit is pending.
13. Stage of accounts of the company for each of such financial year i.e, yet to be approved by the Board or approved by the Board but yet to be handed over to auditors or approved by the Board, handed over to auditors but audit not yet completed or audit completed, draft report not yet given by the auditors.
14. Whether there is any dispute with regard to the Books of Accounts in the possession of auditors but not delivered back to the company. Yes or No.

**Verification**

I am authorized by the Board of Directors of the Company vide resolution no..... dated..... to sign this form and declare that all the requirements of Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. I also declare that all the information given herein above is true, correct and complete including the attachments to this form and nothing material has been suppressed.

**To be digitally signed by**

Designation (to be given)

DIN of the person signing the form

**Attachments:**

1. Copy of the special resolution
2. Details of the grounds for seeking removal of auditor
3. Minutes of the annual general meeting or extraordinary general meeting
4. Optional attachments, if any

Note:

Attention is also drawn to provisions of Section 448 and 449 which provide for punishment for false statement and punishment for false evidence respectively.

For office use only: E-form Service Request Number (SRN)..... E-form filing date....

Digital signature of the authorizing officer

This e-form is hereby approved/rejected

Date of signing