

## Table of Contents

<b>Table of Contents .....</b>	<b>1</b>
<b>About this Document .....</b>	<b>2</b>
<b>Part I – Law(s) Governing the eForm.....</b>	<b>2</b>
Section and Rule Number(s) .....	2
Purpose of the eForm .....	9
eForm Number as per Companies Act, 1956.....	9
<b>Part II – Instructions to fill the eForm .....</b>	<b>9</b>
Specific Instructions to fill the eForm INC-1 at Field Level .....	9
Common Instructions to fill the eForm.....	18
<b>Part III - Important Points for Successful Submission .....</b>	<b>19</b>
Fee Rules.....	20
Processing Type .....	20
SRN Generation .....	20
Challan Generation .....	20
Email .....	20
Approval/ Rejection Letter .....	20
Rejection Codes .....	21
Annexure A.....	25

## Instruction Kit for eForm INC-1 (Application for reservation of Name)

### About this Document

The Instruction Kit has been prepared to help you file eForms with ease. This documents provides references to law(s) governing the eForms, instructions to fill the eForm at field level and common instructions to fill all eForms. The document also includes important points to be noted for successful submission.

User is advised to refer instruction kit specifically prepared for each eForm.

This document is divided into following sections:

[Part I – Laws Governing the eForm](#)

[Part II – Instructions to fill the eForm](#)

[Part III – Important Points for Successful Submission](#)

*Click on any section link to refer to the section.*

### Part I – Law(s) Governing the eForm

#### Section and Rule Number(s)

eForm INC-1 is required to be filed pursuant to Section 4(4) of the Companies Act, 2013 and Rule 8 & 9 of Companies (Incorporation) Rules, 2014 which are reproduced for your reference:

#### Section 4:

(2) The name stated in the memorandum shall not:

- (a) be identical with or resemble too nearly to the name of an existing company registered under this Act or any previous company law; or
- (b) be such that its use by the company—
  - (i) will constitute an offence under any law for the time being in force; or
  - (ii) is undesirable in the opinion of the Central Government.

(3) Without prejudice to the provisions of sub-section (2), a company shall not be registered with a name which contains—

- (a) any word or expression which is likely to give the impression that the company is in any way connected with, or having the patronage of, the Central Government, any State Government, or any local authority, corporation or body constituted by the Central Government or any State Government under any law for the time being in force; or

## Instruction Kit for eForm INC-1

### (Application for reservation of Name)

- (b) such word or expression, as may be prescribed, unless the previous approval of the Central Government has been obtained for the use of any such word or expression.
- (4) A person may make an application, in such form and manner and accompanied by such fee, as may be prescribed, to the Registrar for the reservation of a name set out in the application as:
- (a) the name of the proposed company; or
  - (b) the name to which the company proposes to change its name.
- (5) (i) Upon receipt of an application under sub-section (4), the Registrar may, on the basis of information and documents furnished along with the application, reserve the name for a period of sixty days from the date of the application.
- (ii) Where after reservation of name under clause (i), it is found that name was applied by furnishing wrong or incorrect information, then,—
- (a) if the company has not been incorporated, the reserved name shall be cancelled and the person making application under sub-section (4) shall be liable to a penalty which may extend to one lakh rupees;
  - (b) if the company has been incorporated, the Registrar may, after giving the company an opportunity of being heard:
    - (i) either direct the company to change its name within a period of three months, after passing an ordinary resolution;
    - (ii) take action for striking off the name of the company from the register of companies; or
    - (iii) make a petition for winding up of the company.

### **Rule 8:**

(1) In determining whether a proposed name is identical with another, the differences on account of the following shall be disregarded-

- (a) words, Private, Pvt, Pvt., (P), Limited, Ltd, Ltd., LLP, Limited Liability Partnership;
- (b) words appearing at the end of the names – company, and company, co., co, corporation, corp, corpn, corp.;
- (c) plural version of any of the words appearing in the name;
- (d) type and case of letters, spacing between letters and punctuation marks;
- (e) joining words together or separating the words does not make a name distinguishable from a name that uses the similar, separated or joined words;
- (f) use of a different tense or number of the same word does not distinguish one name from another;

### Instruction Kit for eForm INC-1

#### (Application for reservation of Name)

- (g) using different phonetic spellings or spelling variations will not be considered as distinguishing one name from another. Illustration (For example, P.Q. Industries limited is existing then P and Q Industries or Pee Que Industries or P n Q Industries or P & Q Industries will not be allowed. Similarly if a name contains numeric character like 3, resemblance shall be checked with 'Three' also;)
  - (h) misspelled words, whether intentionally misspelled or not, do not conflict with the similar, properly spelled words;
  - (i) the addition of an internet related designation, such as .com, .net, .edu, .gov, .org, .in does not make a name distinguishable from another, even where (.) is written as 'dot';
  - (j) the addition of words like New, Modern, Nav, Shri, Sri, Shree, Sree, Om, Jai, Sai, The, etc. does not make a name distinguishable from an existing name. Similarly, if it is different from the name of the existing company only to the extent of adding the name of the place, the same shall not be allowed; Such names may be allowed only if no objection from the existing company by way of Board resolution is submitted;
  - (k) different combination of the same words does not make a name distinguishable from an existing name, e.g., if there is a company in existence by the name of "Builders and Contractors Limited", the name "Contractors and Builders Limited" will not be allowed unless it is change of name of existing company;
  - (l) if the proposed name is the Hindi or English translation or transliteration of the name of an existing company or limited liability partnership in English or Hindi, as the case may be.
- (2) (a) The name shall be considered undesirable, if-
- (i) it attracts the provisions of section 3 of the Emblems and Names (Prevention and Improper Use) Act, 1950 (12 of 1950);
  - (ii) it includes the name of a registered trade mark or a trade mark which is subject of an application for registration, unless the consent of the owner or applicant for registration, of the trade mark, as the case may be, has been obtained and produced by the promoters;
  - (iii) it includes any word or words which are offensive to any section of the people;
- (b) The name shall also be considered undesirable, if-
- (i) the proposed name is identical with or too nearly resembles the name of a limited liability partnership;
  - (ii) it is not in consonance with the principal objects of the company as set out in the memorandum of association:

### Instruction Kit for eForm INC-1

(Application for reservation of Name)

Provided that every name need not be necessarily indicative of the objects of the company, but when there is some indication of objects in the name, then it shall be in conformity with the objects mentioned in the memorandum;

- (iii) the Company's main business is financing, leasing, chit fund, investments, securities or combination thereof, such name shall not be allowed unless the name is indicative of such related financial activities, viz., Chit Fund/ Investment/ Loan, etc.;
- (iv) it resembles closely the popular or abbreviated description of an existing company or limited liability partnership;
- (v) the proposed name is identical with or too nearly resembles the name of a company or limited liability partnership incorporated outside India and reserved by such company or limited liability partnership with the Registrar:

**Provided** that if a foreign company is incorporating its subsidiary company in India, then the original name of the holding company as it is may be allowed with the addition of word India or name of any Indian state or city, if otherwise available;

- (vi) any part of the proposed name includes the words indicative of a separate type of business constitution or legal person or any connotation thereof e.g. co-operative, sehkari, trust, LLP, partnership, society, proprietor, HUF, firm, Inc., PLC, GmbH, SA, PTE, Sdn, AG etc.;

Explanation: Name including phrase '**Electoral Trust**' may be allowed for Registration of companies to be formed under section 8 of the Act, in accordance with the Electoral Trusts Scheme 2013 notified by the Central Board of Direct Taxes (CBDT):

Provided that name application is accompanied with an affidavit to the effect that the name to be obtained shall be only for the purpose of registration of companies under Electoral Trust Scheme as notified by the CBDT.

- (vii) the proposed name contains the words 'British India';
- (viii) the proposed name implies association or connection with embassy or consulate or a foreign government;
- (ix) the proposed name includes or implies association or connection with or patronage of a national hero or any person held in high esteem or important personages who occupied or are occupying important positions in Government;
- (x) the proposed name is vague or an abbreviated name such as 'ABC limited' or '23K limited' or 'DJMO' Ltd: abbreviated name based

### Instruction Kit for eForm INC-1

(Application for reservation of Name)

on the name of the promoters will not be allowed. For example:- BMCD Limited representing first alphabet of the name of the promoter like Bharat, Mahesh, Chandan and David.

Provided that existing company may use its abbreviated name as part of the name for formation of a new company as subsidiary or joint venture or associate company but such joint venture or associated company shall not have an abbreviated name only e.g. Delhi Paper Mills Limited can get a joint venture or associated company as DPM Papers Limited and not as DPM Limited

However the companies well known in their respective field by abbreviated names are allowed to change their names to abbreviation of their existing name after following the requirements of the Act;

- (xi) the proposed name is identical to the name of a company dissolved as a result of liquidation proceeding and a period of two years have not elapsed from the date of such dissolution. Further, if the proposed name is identical with the name of a company which is struck off in pursuance of action under section 248 of the Act, then the same shall not be allowed before the expiry of twenty years from the publication in the Official Gazette being so struck off;
- (xii) it is identical with or too nearly resembles the name of a limited liability partnership in liquidation or the name of a limited liability partnership which is struck off up to a period of five years;
- (xiii) the proposed name include words such as 'Insurance', 'Bank', 'Stock Exchange', 'Venture Capital', 'Asset Management', 'Nidhi', 'Mutual fund' etc., unless a declaration is submitted by the applicant that the requirements mandated by the respective regulator, such as IRDA, RBI, SEBI, MCA etc. have been complied with by the applicant;
- (xiv) the proposed name includes the word "State", the same shall be allowed only in case the company is a government company.
- (xv) the proposed name is containing only the name of a continent, country, state, city such as Asia limited, Germany Limited, Haryana Limited, Mysore Limited
- (xvi) the name is only a general one, like Cotton Textile Mills Ltd. or Silk Manufacturing Ltd., and not Lakshmi Silk Manufacturing Co. Ltd;
- (xvii) it is intended or likely to produce a misleading impression regarding the scope or scale of its activities which would be beyond the resources at its disposal:

### Instruction Kit for eForm INC-1

#### (Application for reservation of Name)

- (xviii) the proposed name includes name of any foreign country or any city in a foreign country, the same shall be allowed if the applicant produces any proof of significance of business relations with such foreign country like MOU with a company of such country:

Provided further the name combining the name of a foreign country with the use of India like India Japan or Japan India shall be allowed if, there is a government to government participation or patronage. No company shall be incorporated using the name of an enemy country. (Enemy country means so declared by the Central Government from time to time).

(3) If any company has changed its activities which are not reflected in its name, it shall change its name in line with its activities within a period of six months from the change of activities after complying with all the provisions as applicable to change of name.

(4) In case the key word used in the name proposed is the name of a person other than the name(s) of the promoters or their close blood relatives, No objection from such other (s) shall be attached with the application for name. In case the name includes the name of relatives, the proof of relation shall be attached. It shall be mandatory to furnish the significance and proof thereof for use of coined words made out of the name of the promoters or their relatives.

(5) The applicant shall declare in affirmative or negative ( to affirm or deny ) whether they are using or have been using in the last 5 years , the name applied for incorporation of company or LLP in any other business constitution like Sole proprietor or Partnership or any other incorporated or unincorporated entity and if, yes details thereof and NOC from other partners and associates for use of such name by the proposed Company or LLP as the case may be and also a declaration as to whether such other business shall be taken over by the proposed company or LLP or not .

(6) For the purposes of clause (b) of sub-section (3) of section 4, the following words and combinations thereof shall not be used in the name of a company in English or any of the languages depicting the same meaning unless the previous approval of the Central Government has been obtained for the use of any such word or expression:

- (a) Board;
- (b) Commission;
- (c) Authority;
- (d) Undertaking;
- (e) National;

**Instruction Kit for eForm INC-1**  
(Application for reservation of Name)

- (f) Union;
- (g) Central;
- (h) Federal;
- (i) Republic;
- (j) President;
- (k) Rashtrapati;
- (l) Small Scale Industries;
- (m) Khadi and Village Industries Corporation;
- (n) Financial, forest, Corporation and the like;
- (o) Municipal;
- (p) Panchayat;
- (q) Development Authority;
- (r) Prime Minister or Chief Minister;
- (s) Minister;
- (t) Nation;
- (u) Forest corporation;
- (v) Development Scheme;
- (w) Statute or Statutory;
- (x) Court or Judiciary;
- (y) Governor;
- (z) the use of word Scheme with the name of Government (s) , State , India, Bharat or any government authority or in any manner resembling with the schemes launched by Central, state or local Governments and authorities; and
- (za) Bureau

(7) For the Companies under Section 8 of the Act, the name shall include the words foundation, Forum, Association, Federation, Chambers, Confederation, council, Electoral trust and the like etc. Every company incorporated as a “Nidhi” shall have the last word ‘Nidhi Limited’ as part of its name.



## Instruction Kit for eForm INC-1

(Application for reservation of Name)

(8) The names released on change of name by any company shall remain in data base and shall not be allowed to be taken by any other company including the group company of the company who has changed the name for a period of three years from the date of change subject to specific direction from the competent authority in the course of compromise, arrangement and amalgamation.

### Rule 9:

For the purposes of sub-section (4) of section 4, an application for the reservation of a name shall be made in **Form No. INC-1** along with the fee as provided in **Companies (Registration offices and fees) Rules, 2014**.

### Purpose of the eForm

An applicant seeking reservation of name for a proposed company or an existing company seeking to change its name shall make an application to Registrar in which the registered office of the company is situated or to be situated. User may apply for reservation of name by filing eForm INC-1. In case of new company, the applicant can propose six names for the company.

An existing company can also propose six names and change its name subject to special resolution and approval of Central Government. The proposed name applied should not be undesirable as per the relevant provisions of the Act and rules dealt with in this matter.

The Registrar may on the basis of information and documents filed as an application in this eForm, reserve the name for a period of sixty days from the date of the application.

### eForm Number as per Companies Act, 1956

Form 1A as per Companies Act, 1956.

## Part II – Instructions to fill the eForm

### Specific Instructions to fill the eForm INC-1 at Field Level

Instructions to fill the eForm are tabulated below at field level. Only important fields that require detailed instructions to be filled in eForm are explained. Self-explanatory fields are not discussed.

S. No/ Section Name	Field Name	Instructions
1	Application	In case you are filling the eForm for application for Incorporation of a <b>new company</b> , then you need to fill the Part A, B and C of the eForm.

Instruction Kit for eForm INC-1  
(Application for reservation of Name)

S. No/ Section Name		Field Name	Instructions
			<p>In case you are filling the eForm for change of name <b>of an existing company</b>, then you need to fill the Part B, C and D of the eForm.</p> <p><b>In case eForm is filed in respect of a new:</b></p> <p>a) Ensure that all particulars in the eForm are correct. There is no provision for resubmission of this eForm.</p> <p>b) All such approved names shall be verified by the concerned RoC user on a real time basis for immediate action. Therefore, filing of Incorporation documents in respect of such names shall not be allowed as per below timelines:</p> <ul style="list-style-type: none"> <li>• If the eForm is approved on or before 11.00 AM of any working day then the corresponding Incorporation eForms (like eForm INC-2 /INC-7/INC-12 as an attachment to RD-1) cannot be filed before 7.00 PM of the same working day.</li> <li>• If the eForm is approved after 11.00 AM of any working day or at any time on holiday/non-working day then the corresponding Incorporation eForms cannot be filed before 7.00 PM of the next working day.</li> </ul> <p>c) During verification, if the RoC user finds that the approved name ought not to have been allotted, the same shall be liable to be withdrawn by giving an opportunity of being heard to the applicant.</p> <p>d) By default, Saturday and Sunday shall be considered as non-working days.</p> <p>e) However this eForm shall be processed by the RoC in case of following:</p> <ul style="list-style-type: none"> <li>i) If the name exists as per trademark database.</li> <li>ii) In case any two or more words of proposed name appear in any existing name in the database.</li> <li>iii) If the proposed name includes the prohibited words which is allowed subject to approval of Central Government.</li> <li>iv) If the trademark database was not available at the time of processing of the eForm.</li> </ul>
<b>Part A: Reservation of name for incorporation of a new company</b>			
2	(a)	Director identification number (DIN) or Income tax	Enter the details of the applicant who is applying for reservation of name.

Instruction Kit for eForm INC-1  
(Application for reservation of Name)

S. No/ Section Name	Field Name	Instructions
	permanent account number (PAN) or passport number	<p>Enter an approved DIN in case the applicant has been allotted DIN else enter valid Income tax permanent account number (PAN) or passport number of the applicant.</p> <p>On clicking the <b>Pre-Fill</b> button, system will automatically display the name and residential address- in case DIN is entered and other particulars of the applicant are required to be entered.</p> <p>In case of Income-tax PAN &amp; passport number, all particulars are required to be entered. The name shall be verified by clicking on <b>Verify Details</b> button in case PAN is mentioned by the user.</p> <p>In case of Passport number, prefix the number with zero(s) (0) to make it a 12 digit number. Example: 0000E1234567.</p>
3	(b) State the class of the proposed company	<p>Select the class of the proposed company.</p> <p>In case of a proposed section 8 company, Private (One Person Company) cannot be selected. OPC class of the proposed company can be selected only in case of category 'New Company (others)'.</p> <p>OPC and section 8 company cannot be unlimited company.</p>
3	(d) State the sub-category of proposed company	<p>Select the sub-category of proposed company.</p> <p>In case the class of company selected is Private (One Person Company), one of the following options need to be selected:</p> <ul style="list-style-type: none"> <li>• Non-Government company</li> <li>• Guarantee and association company</li> </ul> <p>In case the category of company selected is limited by guarantee then, Guarantee and association company option can only be selected.</p> <p><b>Note:</b> The details entered in eForm INC-1 cannot be changed at the time of filing eForm INC-2 for incorporation of OPC or eForm INC-7 for Incorporation of any other company or eForm INC-2 for grant of license. Therefore, ensure that particulars entered in this eForm are correct.</p>
4	Name of the State/Union territory in which the	Select the state and office of the Registrar of Companies in which the proposed company is to be registered.

**Instruction Kit for eForm INC-1**  
(Application for reservation of Name)

S. No/ Section Name	Field Name	Instructions
	proposed company is to be registered	In case the company has to be registered in the state of Maharashtra or Tamil Nadu, select the concerned Registrar of Companies having jurisdiction on district in which the registered office of the company will be situated.
5	Name of the office of the Registrar of Companies in which the proposed company is to be registered	<p><b>State name: Maharashtra-</b> RoC Pune is having jurisdiction on the following districts – Ahmednagar, Kolhapur, Pune, Ratnagiri, Sangli, Satara, Sindhudurg, Sholapur RoC Mumbai is having jurisdiction on the remaining districts in the state.</p> <p><b>State name: Tamilnadu-</b> RoC Coimbatore is having jurisdiction on the following districts – Coimbatore, Dharmapuri, Dindigul, Erode, Krishnagiri, Nammakkal, Nilgiris, Salem RoC Chennai is having jurisdiction on the remaining districts in the state.</p>
6	Details of promoter(s)	<p>Enter the number of promoter(s).</p> <p>In case of OPC:</p> <ul style="list-style-type: none"> <li>• Minimum and maximum only one person who is an individual can be a promoter.</li> <li>• Ensure that the applicant is promoter.</li> <li>• Only individual who is an Indian citizen and resident of India can be a promoter.</li> </ul> <p>In case of private companies other than OPC, minimum number of promoters should be two.</p> <p>In case of a Public company, minimum number of promoters should be seven.</p> <p>Based on the number entered here, blocks for entering the details of promoters shall be displayed. Details of maximum seven promoter(s) can be filed through this eForm. If the total number is more than seven, then details of remaining person(s) can be provided as an optional attachment.</p>
6	Details of promoter(s)	Select the category of the promoter.

Instruction Kit for eForm INC-1  
(Application for reservation of Name)

S. No/ Section Name	Field Name	Instructions
	Category	
6	DIN or Income-tax PAN or passport number or corporate identification number (CIN) or foreign company registration number (FCRN) or any other registration number	<p>In case the promoter is an <b>Individual</b>, enter either approved DIN or valid Income-tax PAN or passport number. In case of Passport number, prefix the number with zero(s) (0) to make it a 12 digit number. Example: 0000E1234567.</p> <p>In case promoter is a <b>company or a foreign company</b> under section 379, enter the corporate identity number (CIN) or foreign company registration number (FCRN) respectively.</p> <p>Status of CIN and FCRN should be Active.</p> <p>In case promoter is a <b>company incorporated outside India or body corporate or others</b>, enter the registration number of the promoter.</p>
6	Name	<p>On clicking the <b>Pre-Fill</b> button, system will automatically display the name of the promoter in case of DIN or CIN or FCRN.</p> <p>For all other cases name of the promoter is required to be entered.</p>
8	Objects of the proposed Company to be included in its MoA	Describe the objects of the proposed company as mentioned in the Memorandum of Association.
<b>Part B Particulars about the proposed name(s)</b>		
12	Number of proposed names for the company	The applicant needs to mention the number of names to propose for the company. The maximum limit allowed is six.
12	Proposed name	<p>Enter the proposed name (in order of preference).</p> <p>The illustrative list of names based on the type of company is as follows:</p> <p>In case of an one person company – ABC Private Limited (OPC)</p> <p>In case of a private limited company – ABC Private Limited</p> <p>In case of a public limited company – ABC Limited</p> <p>In case of a Company licensed under Section 8 of the Companies Act, 2013 – ABC</p>

**Instruction Kit for eForm INC-1**  
(Application for reservation of Name)

S. No/ Section Name		Field Name	Instructions
			In case of an Unlimited liability company – ABC (a company with an unlimited liability)
12		Significance of key or coined word in the proposed name	Please state the significance of the key or coined word used in the proposed name. It should mention why such word cannot be done without in the name.
12		State the name of the vernacular language(s) if used in the proposed name	If the proposed name is or has used any word in any vernacular language eg: Hindi, Marathi, Tamil etc., then please mention the language.
13		Whether the proposed name is in resemblance with any class of Trade Marks Rules, 2002	Enter appropriate response whether proposed name is in resemblance with any class of Trade Mark Rules, 2002.
13		If Yes, Please specify the Class(s) of trade mark	Select from the list, the class of Trade Mark to which the proposed name has resemblance with.  User can select multiple options up to 5.
15		In case proposed name is similar to any existing company, user is required to specify CIN of such existing company and system will pre-fill the name of the company.  And in case of foreign holding company, name of the foreign holding company is required to be mentioned.	
16	(b)	Whether the proposed name including the phrase 'Electoral trust'	Affidavit to the effect that the name to be obtained shall be only for the purpose of registration of companies under Electoral Trust Scheme as notified by the CBDT. Electoral trust name can be proposed in case of section 8 company only.
<b>Part C. Names requiring Central Government approval</b>			

Instruction Kit for eForm INC-1  
(Application for reservation of Name)

S. No/ Section Name	Field Name	Instructions
17	State whether the proposed name(s) contain such word or expression for which the previous approval of Central Government is required.	This form shall be treated as an application to the Central Govt. for approval where the proposed name includes such words or expressions like Board, Commission, Authority, Undertaking, National etc. for which the previous approval of Central Government is required.
<b>Part D. Reservation of name for change of name by an existing Company</b>		
18	(a) CIN of the company	<p>If the eForm is filed for reservation of name seeking change of name by an existing Company, enter the active CIN of the company.</p> <p>On clicking the <b>Pre-Fill</b> button, system will automatically display name, registered office address &amp; email id of the company.</p> <p>In case there is any change in the email ID, you can enter the new valid email ID as it shall update the company's master data.</p>
21	Change in name requires change in objects	User is required to furnish a copy of certificate of change in objects in case change in name of existing company requires change in objects and ensure that eForm MGT-14/old eform23 must have been filed with RoC along with altered Memorandum of Association.
<b>To be digitally signed by</b>	Designation	Select applicant in case of new company and select one of the option from the drop-down list –Director / Manager / Company Secretary / CEO / CFO in case of an existing company.
	DSC	<ul style="list-style-type: none"> <li>Ensure that in case of a new company the eForm is digitally signed by the same person whose designation is reflected in S. No 2(a) of the eForm and should be one of the promoters duly authorized by other promoters and in case of an existing company, the person digitally signing the eForm should be authorized by board of directors to sign the eForm.</li> </ul>
	DIN or Income-tax PAN or passport number of the applicant or Director	<ul style="list-style-type: none"> <li>In case the person digitally signing the eForm is a Director - Enter the approved DIN.</li> </ul>

**Instruction Kit for eForm INC-1**  
(Application for reservation of Name)

S. No/ Section Name		Field Name	Instructions
		Identification Number of the director; DIN or PAN of the manager or CEO or CFO; or Membership number of the Company Secretary	<ul style="list-style-type: none"> <li>In case the person digitally signing the eForm is an applicant – Enter the approved DIN or valid Income tax PAN or passport number.</li> <li>In case the person digitally signing the eForm is Manager, Chief Executive Officer (CEO) or Chief Financial Officer (CFO) - Enter approved DIN or valid income-tax PAN.</li> <li>In case the person digitally signing the eForm is Company Secretary - Enter valid membership number.</li> </ul>
<b>Attachment(s) :</b>	1	In case of change of name of an existing company, a copy of Board resolution;	A certified true copy of board resolution is required to be attached in case eForm is filed by an existing company.
	2	If change of name is due to direction received from the Central Government, then copy of such direction;	A copy of direction received from the Central Government for change of name is required to be attached.
	3	In case the proposed name(s) are based on a registered trademark or is a subject matter of an application pending for registration under the Trade Marks Act, 1999, the approval of the owner of the trademark or the applicant	An approval of the owner of the trademark or the applicant of such application for registration of Trademark needs to be attached.



**Instruction Kit for eForm INC-1**  
(Application for reservation of Name)

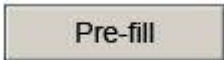
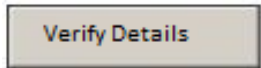
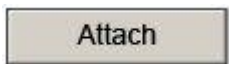
S. No/ Section Name	Field Name	Instructions
	of such application for registration of Trademark;	
4	Copy of Central Government's approval In case the proposed name contains such word(s) or expression(s) for which the approval of Central Government is required,;	Approval of Central Government needs to be attached if the proposed name(s) contain such word or expression.
5	Proof of relation;	Proof of relation is required to be attached if the proposed name(s) include(s) the name of relatives.
6	In principle approval from the concerned regulator	Approval from IRDA, RBI, SEBI, MCA or any other needs to be attached in case proposed name includes the word such as Insurance, Bank, Stock Exchange, Venture Capital, Asset Management, Nidhi, or Mutual Fund etc.
7	NOC from the sole proprietor/partners/other associates;	No objection certificate from the sole proprietor/partners/other associates needs to be attached if the promoters are carrying on any partnership firm, sole proprietary or unregistered entity in the name as applied for.
8	NOC from existing company;	In case the name is similar to any existing company or to the foreign holding company. Then, a certified true copy of No objection certificate by way of board resolution needs to be attached.
9	Copy of affidavit, in case proposed name including phrase 'Electoral Trust'	If the proposed name including the phrase 'Electoral trust' Then, affidavit executed on non-judicial stamp paper as per rule 8(2) (b) (vi) needs to be attached.
10	Resolution of unregistered companies in case of Chapter XXI (Part I) companies;	Such resolution is mandatory to be attached in case of Part I companies

## Instruction Kit for eForm INC-1


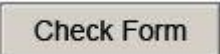
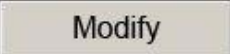

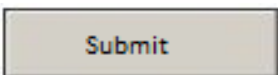
(Application for reservation of Name)

S. No/ Section Name	Field Name	Instructions
	11 Order of tribunal as required in Rule 8(8)	Order of Tribunal in course of compromise, arrangement and amalgamation is required to be attached in case proposed name is the name released on change of name.
	12 NOC from such other person as required in rule 8 (4)	In case the key word used in the proposed name is the name of a person other than the name(s) of the promoters or their close blood relatives, no objection from such other(s) is required to be attached.
	13 Optional attachment, if any.	Any other information can be provided as an optional attachment(s).  Ensure that the attachments as mentioned in the eForm are attached before signing the eForm.

### Common Instructions to fill the eForm

Buttons	Particulars
<b>Pre-Fill</b> 	<p>The <b>Pre-fill</b> button can appear more than once in an eForm. The button appears next to a field that can be automatically filled using the MCA database.</p> <p>Click this button to populate the field.</p> <p><b>Note:</b> You are required to be connected to the Internet to use the Pre-fill functionality.</p>
<b>Verify details</b> 	<p>The <b>Verify details</b> button appears on the eForm will verify the name of the applicant with the Income-tax PAN as entered by the applicant.</p>
<b>Attach</b> 	<p>Click this document to browse and select a document that needs to be attached to the eForm. All the attachments should be scanned in pdf format. 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.</p>

Instruction Kit for eForm INC-1  
(Application for reservation of Name)

Buttons	Particulars
Remove Attachment 	<p>You can view the attachments added to the eForm in the <b>List of attachment</b> field.</p> <p>To remove any attachment from the eForm, select the attachment in the <b>List of attachment</b> field and click the <b>Remove attachment</b> button.</p>
Check Form 	<ol style="list-style-type: none"> <li>1. Click the <b>Check Form</b> button after, filling the eForm. System performs form level validation like checking if all mandatory fields are filled. System displays the errors and provides you an opportunity to correct errors.</li> <li>2. Correct the highlighted errors.</li> <li>3. Click the <b>Check Form</b> button again and. system will perform form level validation once again. On successful validations, a message is displayed “Form level pre scrutiny is successful”.</li> </ol> <p><b>Note:</b> The Check Form functionality does not require Internet connectivity.</p>
Modify 	<p>The Modify button is enabled, after you have checked the eForm using the <b>Check Form</b> button.</p> <p>To make changes to the filled and checked form:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Modify</b> button.</li> <li>2. Make the changes to the filled eForm.</li> <li>3. Click the <b>Check Form</b> button to check the eForm again.</li> </ol>
Pre scrutiny 	<ol style="list-style-type: none"> <li>1. After checking the eForm, click the <b>Prescrutiny</b> button. System performs some checks and displays errors, if any.</li> <li>2. Correct the errors.</li> <li>3. Click the <b>Prescrutiny</b> button again. If there are no errors, a message is displayed “No errors found”.</li> </ol> <p><b>Note:</b> Attach the digital signature by clicking on the box appearing on the signature field.</p> <p>The <b>Prescrutiny</b> functionality requires Internet Connectivity.</p>
Submit 	<p>This button is disabled at present.</p>
Country code	<p>List of ISO country code which are required to be mentioned in the eForm are given in <a href="#">Annexure A</a></p>

### Part III - Important Points for Successful Submission

## Instruction Kit for eForm INC-1 (Application for reservation of Name)

### Fee Rules

S. No	Purpose	Normal Fee	Additional Fee (Delay Fee)	Logic for Additional Fees		Remarks
				Event Date	Time limit(days) for filing	
1.	Reservation of name	Rupees 1,000	#N/A	#N/A	#N/A	

Fees payable is subject to changes in pursuance of the Act or any rule or regulation made or notification issued thereunder.

### Processing Type

In case of an existing company or in case of a new company, the eForm will be sent to Registrar of Companies (RoC)/ Regional Director (RD) / Head Quarters (HQ) for approval as the case maybe.

### SRN Generation

On successful submission of the eForm INC-1, SRN will be generated and shown to you which will be used for future correspondence with MCA.

### Challan Generation

On successful submission of the eForm INC-1, Challan will be generated depicting the details of the fees paid by the user to the Ministry. It is the acknowledgement to the user that the eForm has been filed.

### Email

When an eForm is approved/ rejected by the authority concerned, an acknowledgement of approval/rejection with related documents, if any is sent to the user in the eForm of an email to the email id of the company/ applicant.

### Approval/ Rejection Letter

When an eForm is approved/rejected by the authority concerned, name approval/ rejection letter upon approval/ rejection of the eForm is generated and shall be digitally signed by the Registrar and shall be sent to the email id of the applicant or company. Rejection letter is rejected on the basis of rejection codes defined by the Ministry.

Instruction Kit for eForm INC-1  
(Application for reservation of Name)

Rejection Codes

Rejection Code	Description
1	Is too general without any distinct word or identity.
2	Does not include suitable prefix.
3	Furnish Central Government approval.
4	Please furnish No Objection by way of Resolution of the Board of the Group of Companies.
5	Applicant should be the promoter.
6	In case the Company's main business is finance, housing finance, chit fund, leasing, investments, securities or combination thereof, name should be indicative of such related financial activities, viz., Chit Fund/ Investment/ Loan.
7	Proposed name indicates the partnership or the patronage of any National Leader/hero or of Government or any person held in high esteem positions in Government. Please furnish necessary evidence in this regard to consider the matter further.
8	Please write the full names and addresses of the promoters/ remaining promoters duly signed.
9	Please furnish a copy of the Partnership deed, latest Assessment order, Balance Sheet of past two years and also Profit and Loss account. An affidavit signed by all the partners showing that the main objects of the Company will be to take over the business of present firm and thereafter the firm will be dissolved.

**Instruction Kit for eForm INC-1**  
(Application for reservation of Name)

<b>Rejection Code</b>	<b>Description</b>
10	<p>Please furnish the following documents/ information :-</p> <p>Board resolution of the existing company for change of name and reasons for change of name.</p> <p>Certified copy of latest Memorandum of Association, Balance Sheet and Profit and Loss account.</p> <p>Present business activities of the company and the proposed activities of the company specifying the object clause of the Memorandum under which the activities are covered.</p> <p>Turnover of the existing companies from the existing activities in the last 1 year.</p> <p>Turnover of the existing companies from the proposed activities in the last 1 year (specifying the exact period) duly certified by Statutory Auditors.</p> <p>NOC from the out-going promoters if fresh allotted name is being applied as a Change of Name.</p> <p>Whether eForm MGT-14 for alteration in the object clause has been registered in ROC office if so furnish a copy of Certificate issued.</p> <p>Whether the company has filed its A/R, B/S up to date, if so proof thereof.</p>
11	Please also file a power of attorney.
12	Furnish the Main objects.
13	Whether the company has done the business.
14	Annexure(s) should be signed.
15	File the reasons for change of name.
16	File Board's resolution.
17	File copy of Approval Letter.
18	File the present activities of the Company.
19	Modify the main object.

**Instruction Kit for eForm INC-1**  
(Application for reservation of Name)

<b>Rejection Code</b>	<b>Description</b>
20	The proposed name is resembled, suggest more names.
21	Applicant should be the existing company.
22	Furnish latest copy of the Memorandum & Articles of Association.
23	Furnish latest copy of Balance Sheet and Profit & Loss account.
24	Please furnish a certificate from Auditors of the Company that the company has derived a substantial portion of its income from the new objects inserted by the company in the main clause of Memorandum & Association.
25	Furnish copy of Certificates of Change of objects issued with altered copy of Memorandum & Articles of Association.
26	To clarify the Main objects in details.
27	Whether the company is registered with Reserve Bank of India as NBFC, furnish proof of the same.
28	Name is not available in view of the existence of identical or closely resembling Companies/LLP.
29	Provide trademark or copy of authorization to use trademark.
30	Proposed name(s) is offensive to certain section of people.
31	Provide No Objection Certificate from owners/partners.
32	Provide Affidavit for inclusion of Electoral Trust in proposed name(s).
33	Provide the name of vernacular language used in proposed name.
34	Provide the readable and legible attachment.
35	Proposed name(s) is attracting the provisions of section 3 of the Emblems and Names.
36	Proposed name(s) is not consonance with the objects of the company.
37	Proposed name(s) resembles closely with the popular or abbreviated description of an existing company or limited liability partnership.

**Instruction Kit for eForm INC-1**  
(Application for reservation of Name)

<b>Rejection Code</b>	<b>Description</b>
38	Proposed name is vague or an abbreviated name.
39	Furnish NOC or resolution from the foreign holding company/LLP as it resembles or too identical with name of a company or LLP incorporated outside India and reserved by such company or LLP with the Registrar.
40	Proposed name implies association or connection with embassy or consulate or a foreign government.
41	Proposed name includes the word “British India”.
42	Proposed name includes the name of an enemy country.
43	Provide any proof of significance of business relations with such foreign country as the proposed name includes name of any foreign country or any city in a foreign country.
44	Proposed name combines the name of a foreign country with the use of India and there is no government to government participation or patronage.
45	Proposed name is the Hindi or English translation or transliteration of the name of an existing company or LLP in English or Hindi.
46	Includes the word “State” and the same is allowed in case of government company only.
47	Includes only words the name of a continent, country, state, city etc.
48	Is the name of the Amalgamating Company/LLP.
49	Furnish in principle approval of concerned regulator as includes the word such as Insurance, Bank, Stock Exchange, Venture Capital, Asset Management, Nidhi, or Mutual Fund etc.
50	Is the name of a Dissolved (Liquidated) company/LLP.
51	Is the name of a Struck off (Defunct) company/LLP.
52	Is the complete match of the name belongs to the applicant company.
53	Includes the key words like corporation, International etc. will not be allowed in case the same justifies the scope and scale of business of the company.



**Instruction Kit for eForm INC-1**  
(Application for reservation of Name)

<b>Rejection Code</b>	<b>Description</b>
54	Proposed name includes the words indicative of a separate type of business constitution or legal person or any connotation thereof e.g. co-operative, sehkari, trust, LLP, partnership, society, proprietor, HUF, firm, Inc., PLC, GmbH, SA, PTE, Sdn, AG etc.
55	Produces a misleading impression regarding the scope or scale of activities of the company which would be beyond the resources at its disposal.
56	Furnish NOC from person(s) as the proposed name includes their name(s).
57	Furnish proof of relation as the name includes the name(s) of blood relatives.
58	Furnish the significance and proof thereof for use of coined words made out of the name of the promoters or their relatives.
59	Defaulting in filing its due Annual Returns or Balance Sheets or which has defaulted in repayment of matured deposits and debentures and/or interest thereon.
60	Furnish order of Tribunal in terms of rule 8(8).
Others	In this case the description is entered by Back Office User.

## Annexure A

### List of ISO Country Codes

Instruction Kit for eForm INC-1  
(Application for reservation of Name)

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

Instruction Kit for eForm INC-1  
(Application for reservation of Name)

Country Name	Country Code	Country Name	Country Code
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
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

Instruction Kit for eForm INC-1  
(Application for reservation of Name)

Country Name	Country Code	Country Name	Country Code
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
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

Instruction Kit for eForm INC-1  
(Application for reservation of Name)

Country Name	Country Code	Country Name	Country Code
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

[Back](#)