Company Affirmation of Readiness towards COVID-19
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1. O CIN O FCRN O LLPIN O FLLPIN [Pre-fill]
2. Name of the company/ foreign company/ LLP/ Foreign LLP
3. Whether the Company/LLP is in compliance of COVID-19 Guidelines including work from home policy O Yes O No
4. Authorized Signatory of the Company/ LLP O DIN O PAN O Membership Number [Pre-fill]
5. Mobile Number [Send OTP]
6. OTP [Verify OTP]

[Cancel] [Submit]
Key features

- It is a simple web form deployed on 23.03.2020 with minimum fields and can be filed from anywhere.
- No Payment of Fee
- No DSC
- Available as a ‘Post-login’ service for both ‘Registered’ as well ‘Business User’
- Applicable for all Indian companies/ Foreign companies/ LLPs/ Foreign LLPs
- Any one of the current Authorized Signatories of the Company/LLP can submit the form online
- Only OTP verification
- No SRN is generated
- System based acknowledgment shall be sent to:
  - Email ID of the respective Company/Foreign Company/ LLP or Foreign LLP
  - Email ID of the Authorized Signatory who is providing the affirmation
  - Email ID of the FO user who is submitting the affirmation
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1. O CIN  O FCRN  O LLPIN  O FLLPIN
2. Name of the company/ foreign company/ LLP/ Foreign LLP
3. Whether the Company/LLP is in compliance of COVID-19 Guidelines including work from home policy
   O Yes   O No

- Step 1: Enter valid CIN/ FCRN/ LLPIN/ FLLPIN
- Step 2: Click on Pre-fill
- Step 3: System will Pre-fill the name of the Indian company or a Foreign company or LLP or Foreign LLP
- Step 4: Select whether Company/LLP is in compliance of COVID-19 Guidelines including work from home policy
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4. Authorized Signatory of the Company/ LLP

<table>
<thead>
<tr>
<th>O DIN</th>
<th>O PAN</th>
<th>O Membership Number</th>
</tr>
</thead>
</table>

- **Step 5:** Select whether the Authorized Signatory of the Company/LLP who is providing the affirmation has a valid DIN/ PAN or Membership Number.

  *Note: Ensure that such authorized signatory is currently associated with the company/LLP.*

- **Step 6:** Enter valid DIN in case of Director/ PAN in case of other Key Managerial Personnel/ Membership Number in case of Company Secretary in full time employment.

- **Step 7:** Click on Pre-fill

- **Step 8:** In case DIN of a Director is entered, mobile number available in database shall be Pre-filled.

  *Note: Where mobile number is not Pre-filled, the field shall be editable and mobile number can be entered by the user.*
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5. Mobile Number

6. OTP

- Step 9: Click on ‘Send OTP’ button. OTP shall be sent to the mobile number entered.
- Step 10: Enter OTP received on the mobile number and click on ‘Verify OTP’ button
- Step 11: Once OTP is verified, success message shall be displayed.
- Step 12: Click on ‘Submit’ button to submit the form.

Note: Companies/LLPs are advised to use the service w.e.f 23rd March 2020 onwards at the earliest convenience.
Thank You