

Form 23

INSTRUCTIONS FOR FILLING OF EFORM -23 (Registration of resolution(s) and agreement(s))

S No.	Detailed Instructions	
	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		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.
5		Select both, resolution and agreement if the eForm is filed for both. otherwise select which ever is applicable
6		Select the purpose of passing the resolution and enter the details of the resolution passed. Ensure that you select the correct purpose as the processing by the RoC office shall be dependent upon the same. Details of maximum three resolutions passed in the same meeting can be provided through this eForm. The details of any more resolution can come as an optional attachment.
7		Enter the details of the agreement entered into. Details of maximum three agreements made in the same meeting can be provided through this eForm. The details of any more agreement can come as an attachment
Attachments		<ul style="list-style-type: none"> Copy of resolution along with copy of explanatory statement under section 173 in case of registration of resolution. Copy of agreement in case of registration of agreement. Memorandum of Association of the company, in case of any change in memorandum. Article of Association of the company in case of any change in Articles. Any other information can be provided as an optional attachment.
Declaration		Enter the serial number and date of board resolution authorising the signatory to sign and submit the eForm.
Digital Signature		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
Certificate		The eForm should be certified by a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice) or company secretary (in whole-time practice) by digitally signing the eForm. Select the relevant category of the professional and whether he/ she is an associate or fellow. In case the professional is a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice), enter the membership number. In case the practising professional is a company secretary (in whole-time practice), enter the certificate of practice number.

Common Instruction Kit

Buttons	Particulars
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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	<p>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>
Remove attachment	<p>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.</p>
Check Form	<p>Once the eForm 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.</p>
Modify	<p>"Modify" button gets enabled after the check form is done. By pressing this button the user can make the changes in the filled in eForm. If the user makes any change in the eForm again the user is required to press the "Check Form" button.</p>
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 eForm. 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 eForm. This requires being connected to the MCA21 site for uploading the eForm.</p> <p>Once the eForm 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>
Country code	<p>The list of country code required to be mentioned in the form are as follows:</p>

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