Form 63

INSTRUCTIONS FOR FILLING OF EFORM -63
(Form for filing application for declaration as Nidhi Company)

Sl. No.		Detailed Instruction
		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 and notification GSR No. 555(E) dated the 26th July,2001, GSR 308(E) and 309(E) dated the 30th April,2002. with respect to the matter dealt in this eform		
1	(a)	Enter the 'Corporate Identity Number' (CIN) of the company, • 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.
9		Enter the number of branches opened by the company. Provide details for all the branches. If number of branches is more than five, provide the details for the rest in the same format as an attachment.
10		Net owned funds means the aggregate of paid up equity capital and free reserves as reduced by accumulated losses and intangible assets appearing in the last audited balance sheet of the company. A reserve shall be considered as a free reserve if it is available for distribution as dividend. The deposits that are applicable for computation of the ratio • Fixed deposit account • Recurring deposit account • Saving deposit account
Attachments		▪ Certificate from a chartered accountant is required if the company has complied with the directions contained in the notifications GSR No. 555(E) dated the 26th July,2001 and GSR 308(E) and 309(E) dated the 30th April,2002 ▪ Certificate from a chartered accountant regarding whether the ratio of loan on immovable property is within the prescribed limit ▪ Copy of resolution of the board of directors in support of the proposal of the company for recognition as a Nidhi company ▪ Certificate signed by two directors regarding the number of members as on the date of application (membership should not be less than 500 at any time) ▪ Certificate from the auditors of the company to the effect that the company has complied with the directions of the ministry of company affairs issued from time to time and has maintained its books of account according to the recognised principles of accounting ▪ Any other information can be provided as an optional attachment
Declaration		Enter the date of board resolution authorising the signatory to sign and submit the application
Signatures		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

Buttons	Particulars

Pre Fill	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. This button may appear more than once in a eform, and shall be required to be clicked for displaying the data pertaining to that field. You are required to be connected to the internet for pre-filling.
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.
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	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. Note: before pressing Submit button attach the digital signature by clicking on the box appearing on the signature field
Submit	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. In case of online filing the user can submit the form by pressing the “Submit” button 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.

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