

Form 18

INSTRUCTIONS FOR FILLING OF EFORM – 18 **(Notice of situation or change of situation of registered office)**

IN CASE OF A NEW COMPANY

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
2	(a)	Enter 'eForm 1A reference number, i.e. 'Service Request Number (SRN) of eForm 1A', filed for name approval
3	(a), (b), (c), (d)	Click the "Pre-fill" button. System will automatically display the Name of the company. Fields for address, name of office of existing Registrar of Companies (RoC) and purpose of the form will be disabled and are not required to be filled.
4	(a)	The registered office address of the company will always be from the date of incorporation. Enter the details of the address of the registered office of the company. In case the address is in the state of Maharashtra or Tamil Nadu, the district-wise jurisdiction of the concerned Registrar of Companies is as below. Maharashtra: 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 Tamilnadu: 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 Enter the email Id of the company for communication purposes. Ensure that this email ID is valid as intimation regarding processing of the eForms, important communication from RoC office shall also be communicated electronically at the email ID being mentioned here.
4	(b)	Select the type of ownership of registered office.
4	(c)	System will automatically display the name of office of proposed RoC on the basis of SRN of eForm 1A.
4	(d)	Enter the details of the address of the police station under whose jurisdiction the registered office of the company is situated.
Attachments		<ol style="list-style-type: none">i. Proof of Registered Office address (Mandatory in all cases).ii. No Objection Certificate from director (Mandatory if registered office is owned by director (not taken on lease by company).iii. A proof that the Company is permitted to use the address as the registered office of the Company (Mandatory if registered office is owned by any other entity/ person (not taken on lease by company).iv. Any other information can be provided as an optional attachment.

S. No.	Detailed Instructions
Verification	Select the second and third check box.
Digital signature	The eForm should be digitally signed by the managing director or director or manager or secretary whose name has been given in the articles of association of the company and is duly authorised by the promoters.
Designation	Select the designation of the person digitally signing the eForm. Enter the DIN in case the person digitally signing the eForm is a director or managing director Enter income-tax PAN in case the person digitally signing the eForm is a manager Enter membership number or income-tax PAN in case the person digitally signing the eForm is a secretary.
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.

IN CASE OF AN EXISTING COMPANY

S. No.	Detailed Instructions
	<p>Note:</p> <ul style="list-style-type: none"> Instructions are not provided for the fields which are self explanatory In case of change in registered office of a company within local limits of city, town or village or outside local limits of city, town or village but within same state and with same RoC: <ol style="list-style-type: none"> After the eForm has been filled, click the Prescrutiny button to pre-scrutinise the eForm. If the eForm is not pre-scrutinised, it shall be rejected when you attempt to upload the eForm. For filings done on or after 1st May, 2011, this eForm shall be taken on record through electronic mode without any processing at the Registrar of Companies office. Ensure that all particulars in the eForm are correct. There is no provision for resubmission of this eForm. No attachment can be submitted through Form 67 (Addendum) in respect of this eForm.
	Refer the relevant provisions of the Companies Act, 1956 and rules made there under with respect to the matter dealt in this eForm
	<p>Please Note: In case the registered office of the company is shifted from the jurisdiction of one RoC Office to another RoC office then the company is required to file both eForm 21/ eForm 1AD, as the case may be, and eForm 18 only once.</p> <p>Old RoC office shall process the eForm and forward the same to the new RoC office for registration. Please note that approval of such eForm 18 shall not be allowed in case there is any other eForm(s) pending for payment of fee or is under processing in respect of the company.</p> <p>Company shall be required to obtain the changed CIN and the Certificate for change of registered address from the RoC office, where the company is shifting (that is from the office of new RoC).</p>
2	<p>(a) Enter Corporate Identity Number (CIN) of the company</p> <ul style="list-style-type: none"> You may find CIN by entering existing registration number or name of the company in the 'Find CIN/GLN' service at the MCA21 portal
3	<p>(a), (b), (c) Click the "Pre-fill" button.</p> <p>System will automatically display the name, address of the registered office of the company and name of office of existing RoC.</p>
3	(d) Select the purpose of filing the form.

S. No.		Detailed Instructions
4	(a)	<p>Enter the date from which the registered office of the company has changed. Enter the details of address of the changed registered office of the company. In case the address is in the state of Maharashtra or Tamil Nadu, the district-wise jurisdiction of the concerned Registrar of Companies is as below.</p> <p>Maharashtra: 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>Tamilnadu: 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> <p>Enter the email Id of the company for communication purposes. Ensure that this email ID is valid as intimation regarding processing of the eForms, important communication from RoC office shall also be communicated electronically at the email ID being mentioned here.</p>
4	(b)	Select the type of ownership of registered office.
4	(c)	Enter the name of office of new RoC. In case there is no change in the office of RoC, mention the name of office of existing RoC.
4	(d)	Enter the details of the address of the police station under whose jurisdiction the changed registered office of the company is situated.
5	(a), (b)	<p>Enter the SRN of relevant eForm 23 in case purpose of the form is other than 'Change within local limits of city, town or village'</p> <p>Enter the SRN of relevant eForm 1AD in case of shifting of registered office from one RoC to another within the same state.</p> <p>Enter the SRN of relevant eForm 21 in case of shifting of registered office from one state to another.</p>
6	(a), (b)	Enter the date of order of company law board (CLB) or any other competent authority and petition number in case of change of registered office from one state to another.
Attachments		<ol style="list-style-type: none"> i. Proof of Registered Office address (Mandatory in all cases). ii. No Objection Certificate from director (Mandatory if registered office is owned by director (not taken on lease by company). iii. A proof that the Company is permitted to use the address as the registered office of the Company (Mandatory if registered office is owned by any other entity/ person (not taken on lease by company). iv. Copy of the board resolution in case the company's registered office is shifted within the local limits of the city or town or village in which it was earlier situated is to be enclosed v. Copy of the special resolution in case the company's registered office is shifted outside the local limits of the city or town or village in which it was earlier situated is to be enclosed. vi. Any other information can be provided as an optional attachment.
Verification		<p>Select the first check box and enter the serial number and date of board resolution authorising the signatory to sign and submit the eForm.</p> <p>Select the third check box.</p>

S. No.	Detailed Instructions
Digital signature	The eForm should be digitally signed by the managing director or director or manager or secretary of the company duly authorised by the board of directors.
Designation	Select the designation of the person digitally signing the eForm. Enter the DIN in case the person digitally signing the eForm is a director or managing director Enter income-tax PAN in case the person digitally signing the eForm is a manager Enter membership number or income-tax PAN in case the person digitally signing the eForm is a secretary.
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.
Pre-scrutiny	After the check form is successful and required documents have been attached, pre-scrutinise the eForm. This is a mandatory step.

Common Instruction Kit

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 an 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 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.
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 eForm. If the user makes any change in the eForm 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 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. Note: before pressing Submit button attach the digital signature by clicking on the box appearing on the signature field <input type="text"/>

Buttons	Particulars
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>

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