

Form 1A

INSTRUCTIONS FOR FILLING OF EFORM – 1A (Application form for availability or change of name)

S. No.	Detailed Instruction
	Note: Instructions are not provided for the fields which are self explanatory
	<p><u>In case eForm is filed in respect of a new company and is being certified by a practicing professional:</u></p> <ol style="list-style-type: none"> a) 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. b) For filings done on or after 24th July, 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. c) No attachment can be submitted through Form 67 (Addendum) in respect of this eForm. d) 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: <ul style="list-style-type: none"> • If the Form is approved on or before 11.00 AM of any working day then the corresponding Incorporation eForms (like Form 1, Form 18, Form 32, Form 37, Form 39, Form 24A) cannot be filed before 7.00 PM of the same working day. • If the Form 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. e) 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if the RoC user finds that the approved name ought not to have been allotted, the same shall be liable to be withdrawn by giving an opportunity of being heard to the applicant.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>Refer General circular number 7/2012 available on the Ministry's portal (www.mca.gov.in) under the head 'Circulars' of main head 'Acts, Bills & Rules'</p> <p><u>In case eForm is filed by an existing company or in case of new company where form is not certified by the practicing professional, in such case it shall be processed by the concerned Registrar of Companies office.</u></p>
	<p>Refer the relevant provisions of the Companies Act, 1956, Name Availability Guidelines, 2011, and rules made there under with respect to the matter dealt in this eForm.</p> <p>Refer General Circular No: 45/2011 dated 08.07.2011, 48/2011 dated 22.07.2011 and 7/2012 dated 25.04.2012 in respect of Name Availability Guidelines available on the MCA portal under the head 'Circulars' of main head 'Acts, Bills & Rules'.</p>
1	Select option for 'Incorporating a new company' or 'Changing the name of an existing company'.
	<p>In case of application for Incorporation of a new company, only Part A is required to be filled. In case for Change of name, fields 9,10,11,12, 13, 16(a) and 16(b) of Part A and Part B are required to be filled.</p>
PART – A: AVAILABILITY OF NAME	
2	<p>(a) to (k) Enter the details of the applicant. Enter DIN or Income-tax PAN or Passport number of the applicant. In case the applicant has been allotted DIN, then it is mandatory to enter such DIN. In case DIN is entered it should be an approved DIN. In case of Passport number, prefix the number with zero(s) (0) to make it a 12 digit number. Example: 0000E1234567. On clicking the Pre-Fill button, system will automatically display the name and the present residential address in case of DIN. In case of Income-tax PAN or passport number, these details</p>

		are required to be entered.
3	(a) to (d)	Select option for the proposed Company; whether 'New company (others)' or 'Section 25 company' or 'Part IX company' or 'Producer (Part IXA) company'. Details in respect of 'Part IX company' are given in Section 565 to 581 of the Companies Act, 1956; and in respect of 'Producer (Part IXA) company' are given in Section 581A to 581ZT of the Companies Act, 1956. Select the status (Public or Private), category and sub category of the proposed company. Note that the details entered in eForm 1A cannot be changed at the time of filing eForm 1 for Incorporation of the company; and hence ensure that particulars as being entered are correct.
4		Select whether the proposed company is having share capital or not. 'Not having share capital' cannot be selected if category of the company is selected as 'Company limited by shares'. Note that the option selected in eForm 1A cannot be changed at the time of filing eForm 1 for Incorporation of the company; and hence ensure that particulars as being entered are correct
5, 6		Select the state and office of the Registrar of Companies in which the 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. 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.
7		Enter the details of promoters (proposed first subscribers to Memorandum of association (MoA)). Minimum number of promoters should be two in case of a Private company and seven in case of a Public company. 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. Please ensure that the applicant is one of the promoters. Select the category of the promoter. In case the promoter is an Individual, enter either DIN or Income-tax PAN or passport number. In case the promoter has been allotted DIN, then it is mandatory to enter such DIN. In case DIN is entered it should be an approved DIN. In case of Passport number, prefix the number with zero(s) (0) to make it a 12 digit number. Example: 0000E1234567. In case promoter is a company or a foreign company under section 591, enter the corporate identity number (CIN) or foreign company registration number (FCRN) respectively. Status of CIN and FCRN should be Active. In case promoter is a company incorporated outside India or body corporate or others, enter the registration number of the promoter. On clicking the Pre-Fill button, system will automatically display the name of the promoter in case of DIN or CIN or FCRN. For all other cases name of the promoter is required to be entered.
9	(a) to (f)	Name should be entered in order of preference. RoC office will consider the same in the order as provided by you. In case of new company where the form is being certified by a practicing professional, only one name can be entered. The illustrative list of names based on the type of company is as follows: In case of a private limited company – ABC Private Limited In case of a public limited company – ABC Limited In case of a Company licensed under Section 25 of the Companies Act, 1956 – ABC In case of an Unlimited liability company – ABC (a company with an unlimited liability)
14	(a),	Enter the proposed authorised capital in case the proposed company is having share capital.

	(b)	<p>Minimum authorised share capital required for a Private company having share capital is Rs. 1,00,000/- and in case of a Public company having share capital is Rs. 5,00,000/-. In case of a Company licensed under Section 25 of the Companies Act, 1956 the authorised capital can be less than the above but should be greater than zero.</p> <p>System will automatically display the proposed authorised capital in words.</p> <p>Note that the amount of proposed authorised capital as entered in eForm 1A cannot be reduced at the time of filing eForm 1 for Incorporation of the company; and hence ensure that the amount being entered is correct.</p>
15		<p>Enter the particulars of the proposed directors of the company.</p> <p>Blocks for entering the details of proposed directors shall be displayed two times or three times or five times in case the proposed company is a private company or public company or producer company, respectively.</p> <p>Director identification number (DIN) – Every person intending to become a director is required to have/ obtain Director Identification Number (DIN) from MCA by filing eForm DIN 1.</p> <p>Enter the DIN of the director and click on Pre-Fill button. DIN should not be having status as rejected, revoked or lapsed. System will automatically display the director details based on the DIN entered. Verify that the details displayed are correct.</p>
PART – B: CHANGE OF NAME		
17	(a)	<p>Enter the 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
18	(a) to (f)	<p>Click the Pre-fill button.</p> <p>System will automatically display the name, address of the registered office and the email ID of the company. In case there is any change in the email ID, enter the new valid email ID.</p> <p>System will also display the present authorised capital or maximum number of members of the company; as the case may be.</p>
Attachments		<p>Ensure that the attachments as mentioned in the eForm are attached before signing the eForm. Any other information can be provided as an optional attachment.</p>
Verification		<p>Select the first check box in case of a new company.</p> <p>In case of change of name of an existing company, select the check box 'I have been authorised by.....submit this application' and enter the serial number and date of board resolution authorising the signatory to sign and submit the application.</p>
Digital signature		<p>In case of a new company, the eForm should be digitally signed by the applicant (one of the promoters) duly authorised by the promoters.</p> <p>In case of change of name of an existing company, 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.</p>
Designation		<p>Select the designation of the person digitally signing the eForm.</p> <p>Enter the DIN or income-tax PAN or passport number in case the person digitally signing the eForm is applicant. This should be same as the number mentioned in field 2(a).</p> <p>Enter the DIN in case the person digitally signing the eForm is a director or managing director</p> <p>Enter income-tax PAN in case the person digitally signing the eForm is a manager</p> <p>Enter membership number or income-tax PAN in case the person digitally signing the eForm is a secretary.</p>
Certificate		<p>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 in case 'Yes' is selected in field 'Whether the application is being certified by a</p>

	practicing professional. 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 practicing 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. (This shall be applicable in cases where the Form is filed through STP mode)

Common Instruction Kit

Buttons	Particulars
Pre-Fill	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 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 <input type="text"/>
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.
Country code	The list of country code required to be mentioned in the form are as follows:

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

List of ISO Country Code

Country Name	Country Code	Country Name	Country Code
AFGHANISTAN	AF	LIBERIA	LR

Country Name	Country Code	Country Name	Country Code
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
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

Country Name	Country Code	Country Name	Country Code
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
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

Country Name	Country Code	Country Name	Country Code
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
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