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## Instruction Kit for eForm RD-1 (Form for filing application to Central Government (Regional Director))

### **About this Document**

The Instruction Kit has been prepared to help you file eForms with ease. This document provides references to law(s) governing the eForms, instructions to fill the eForm at field level and common instructions to fill all eForms. The document also includes important points to be noted for successful submission.

User is advised to refer instruction kit specifically prepared for each eForm.

This document is divided into following sections:

[Part I – Laws Governing the eForm](#)

[Part II – Instructions to fill the eForm](#)

[Part III – Important Points for Successful Submission](#)

*Click on any section link to refer to the section.*

### **Part I – Law(s) Governing the eForm**

#### [Section and Rule Number\(s\)](#)

eForm RD-1 is required to be filed pursuant to the Companies Act, 2013.

#### [Purpose of the eForm](#)

A company can seek approval from Regional Director by filing application in eForm RD-1 for certain mentioned purposes under Companies Act, 2013.

#### [eForm Number as per Companies Act, 1956](#)

Form 24A as per Companies Act, 1956.

### **Part II – Instructions to fill the eForm**

#### [Specific Instructions to fill the eForm RD-1 at Field Level](#)

Instructions to fill the eForm are tabulated below at field level. Only important fields that require detailed instructions to be filled in eForm are explained. Self-explanatory fields are not discussed.

### Instruction Kit for eForm RD-1

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S. No/ Section Name		Field Name	Instructions
1	(a)	Corporate identity number (CIN) of company or Form INC-1 reference number	Enter the Corporate identity number (CIN) of the company.  You may find CIN by entering existing registration number or name of the company in the 'Find CIN' service under the menu MCA services on the MCA website.  Enter the approved SRN of eForm INC-1 filed for reservation of name in case application is filed for section 8 companies of Companies Act, 2013 by a new association.
2	(a) & (b)	Pre-fill button	Click the <b>Pre-fill</b> button. On clicking the button, system shall automatically display the name and registered office address of the company (in case of an existing company) or proposed name in case of new company.
3, 4		Please indicate the purpose of the application If others, then specify	Select the purpose of filing petition and of 'others' has been selected as purpose of application then specify the details.
5	(a) & (b)	CIN/ GLN of company.....of name is being made	Field 5 (a), (b) are applicable only if option for rectification of name has been selected in field 3.
6		Date of annual general meeting (AGM)	Enter the date of Annual General Meeting.
7		Details of form MGT-14	Enter the service request number (SRN) of eForm MGT-14 and other details relating to the resolution passed
8		Details of application	Describe justification and other relevant facts of the application made.
<b>To be digitally signed by</b>		Declaration	Select first radio button in case of existing company and enter the date of board resolution authorizing to sign and submit the application. Select second radio button for new company.







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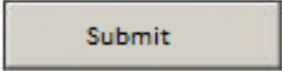
S. No/ Section Name	Field Name	Instructions
	DSC	<p>Ensure the eForm is digitally signed by the Director, Manager, CEO, CFO or Company Secretary of the company.</p> <p>In case of issue of license under section 8 to a new association the eForm should be digitally signed by the applicant of the company, who should be the person named as director or manager or secretary in the Articles of the company or an authorized signatory on behalf of them.</p>
<b>Attachments</b>	For issue of license u/s 8	<p>In case of new association</p> <ul style="list-style-type: none"> <li>• Memorandum of association (MoA).</li> <li>• Articles of association (AoA).</li> <li>• Declaration as per rule 19 of the Companies (Incorporation) rules, 2014.</li> <li>• Details application in Form INC-12</li> <li>• Statement of brief description of the work, if already done by the association and work proposed to be done.</li> <li>• Statement of the grounds on which application is made</li> <li>• Other necessary attachments as per rules 19 of the Companies (Incorporation) rules, 2014</li> </ul> <p>In case of company already registered</p> <ul style="list-style-type: none"> <li>• Detailed application in Form INC-12</li> <li>• Assets and liability statement as per rule 20 of the Companies (Incorporation) rules, 2014</li> <li>• Last two years' accounts, balance sheet and report on working of the association as submitted to the members of the association</li> <li>• Statement of brief description of the work, if already done by the association and work proposed to be done.</li> <li>• Other necessary attachments as per rules 20 of the Companies (Incorporation) rules, 2014</li> </ul> <p>Rectification of name</p> <ul style="list-style-type: none"> <li>• Copy of board resolution</li> </ul> <p>Removal of auditor</p> <ul style="list-style-type: none"> <li>• Copy of ordinary resolution</li> <li>• Copy of special notice</li> <li>• Copy of the representation if any made by the statutory auditor</li> </ul> <p>Any other information can be provided as an optional attachment(s).</p>

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Common Instructions to fill eForm

Buttons	Particulars
<p>Pre-Fill</p> 	<p>The <b>Pre-fill</b> button can appear more than once in an eForm. The button appears next to a field that can be automatically filled using the MCA database.</p> <p>Click this button to populate the field.</p> <p><b>Note:</b> You are required to be connected to the Internet to use the Pre-fill functionality.</p>
<p>Attach</p> 	<p>Click this document to browse and select a document that needs to be attached to the eForm. All the attachments should be scanned in pdf format. You have to click the attach button corresponding to the document you are making an attachment.</p> <p>In case you wish to attach any other document, please click the optional attach button.</p>
<p>Remove Attachment</p> 	<p>You can view the attachments added to the eForm in the <b>List of attachment</b> field.</p> <p>To remove any attachment from the eForm, select the attachment in the <b>List of attachment</b> field and click the <b>Remove attachment</b> button.</p>
<p>Check Form</p> 	<ol style="list-style-type: none"> <li>1. Click the <b>Check Form</b> button after, filling the eForm. System performs form level validation like checking if all mandatory fields are filled. System displays the errors and provides you an opportunity to correct errors.</li> <li>2. Correct the highlighted errors.</li> <li>3. Click the <b>Check Form</b> button again and. system will perform form level validation once again. On successful validations, a message is displayed “Form level pre scrutiny is successful”.</li> </ol> <p><b>Note:</b> The Check Form functionality does not require Internet connectivity.</p>
<p>Modify</p> 	<p>The Modify button is enabled, after you have checked the eForm using the <b>Check Form</b> button.</p> <p>To make changes to the filled and checked form:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Modify</b> button.</li> <li>2. Make the changes to the filled eForm.</li> <li>3. Click the <b>Check Form</b> button to check the eForm again.</li> </ol>
<p>Pre scrutiny</p> 	<ol style="list-style-type: none"> <li>1. After checking the eForm, click the <b>Prescrutiny</b> button. System performs some checks and displays errors, if any.</li> <li>2. Correct the errors.</li> </ol>

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Buttons	Particulars
	3. Click the <b>Prescrutiny</b> button again. If there are no errors, a message is displayed “No errors found.”  The <b>Prescrutiny</b> functionality requires Internet Connectivity.
Submit 	This button is disabled at present.

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### Part III - Important Points for Successful Submission

#### Fee Rules

S. No.	Purpose	Normal Fee	Additional Fee (Delay Fee)	Logic for Additional Fees	
				Event Date	Time limit(days) for filing
1.	Form for filing application to Regional Director	<a href="#">Annexure A</a>	#N/A	#N/A	#N/A

Fees payable is subject to changes in pursuance of the Act or any rule or regulation made or notification issued thereunder.

#### Processing Type

The eForm will be processed by the office of Regional Director (Non STP).

#### SRN Generation

On successful submission of the eForm RD-1, SRN will be generated and shown to the user which will be used for future correspondence with MCA.

#### Challan Generation

On successful submission of the eForm RD-1, Challan will be generated depicting the details of the fees paid by the user to the Ministry. It is the acknowledgement to the user that the eForm has been filed.

#### Email

When an eForm is processed by the authority concerned, an acknowledgement of the same is sent to the user in the form of an email to the email id of the company/applicant.

#### Certificate

License is issued pursuant to approval of the eForm in case eForm is filed for the purpose of grant of license under section 8 of the Act.

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**Annexure A**

**1. For all purposes except Issue of license under section 8:**

	Application made	Other than OPC & Small company	OPC & Small company
(i)	By a company having an authorized share capital of:		
	a) Up to Rupees 25,00,000	2,000	1,000
	b) Above Rupees 25,00,000 but up to Rupees 50,00,000	5,000	2,500
	c) Above Rupees 50,00,000 but up to Rupees 5,00,00,000	10,000	N/A
	d) Above Rupees 5,00,00,000 but up to Rupees 10 crore or more	15,000	N/A
	e) Above Rupees 10 crore	20,000	N/A
(ii)	By a company limited by guarantee but not having a share capital	2,000	N/A
(iii)	By a company having a valid license issued under section 8 of the Act (Section 8 Company)	2,000	N/A

**2. Issue of license under section 8 to new or existing association**

Rupees 2,000/-

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