



Instruction Kit for SPICe+ AOA (INC-34)  
(Articles of Association)

**Table of Contents**

**About this Document** ..... 2

**Part I – Law(s) Governing the web form**..... 2

    Purpose of the Web form ..... 2

**Part II – Instructions to fill the web form** ..... 3

    Specific Instructions to fill the web form SPICe+ AOA (INC-34) at Field Level..... 3

    Common Instructions to fill web form..... 5

**Part III - Important Points for Successful Submission** ..... 6

    Fee Rules..... 6

    Processing Type ..... 6

    Email ..... 6

    Annexure A..... 7

## Instruction Kit for SPICe+ AOA (INC-34) (Articles of Association)

### About this Document

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

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

This document is divided into following sections:

[Part I – Law\(s\) Governing the web form](#)

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

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

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

### Part I – Law(s) Governing the web form

In Pursuance to Schedule I (see Sections 4 and 5) to the Companies Act, 2013.

#### Purpose of the Web form

- Articles of Association

Instruction Kit for SPICe+ AOA (INC-34)  
(Articles of Association)

**Part II – Instructions to fill the web form**

**Specific Instructions to fill the web form SPICe+ AOA (INC-34) at Field Level**

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

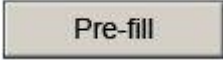



S. No/ Section Name	Field Name	Instructions
1	Table	<p>Select the applicable standard table as notified under Schedule I to the Companies Act, 2013.</p> <p>On the basis of selection, relevant ‘Articles’ will be populated</p>
2	Name of the Company	<p>Name shall pre-filled based on data entered in SPICe+ Part A.</p>
3	Articles	<p>Applicable standard articles will be auto populated based on selection of Table notified under Schedule I to the Companies Act, 2013.</p> <p>To hide any article, click on 1<sup>st</sup> check box ‘Not applicable’ against the respective article.</p> <p>To entrench the article, click on 2<sup>nd</sup> check box ‘Altered’ against the respective article.</p> <p>Director name(s) should be entered mandatorily under “Board of directors”. Mention different appointments as a sub-article E.g. (a) – Managing Director, (b) – Director Names etc.</p> <p>Articles in addition to the standard table shall be mentioned in last blank box ‘Others’.</p>
4	<b>Subscriber Details table</b> Name	<p>Mention the details of subscribers in the prescribed format.</p> <p>Details of the subscribers shall match with form SPICe+ (INC-32) hence enter same DIN or PAN or Passport number as</p>

Instruction Kit for SPICe+ AOA (INC-34)  
(Articles of Association)

S. No/ Section Name		Field Name	Instructions
		Address, Description and Occupation	mentioned in that form for individual subscriber and/or authorized representative of body corporate subscriber.  Maximum details of subscribers allowed through form SPICe+ AoA (INC-34) is seven. In case of more subscribers, please attach MoA and AoA to SPICe+(INC-32)
5		<b>Signed Before Me</b>	Enter the details of the witness along with his/her DSC

Instruction Kit for SPICe+ AOA (INC-34)  
(Articles of Association)

Common Instructions to fill web form

Buttons	Particulars
Pre-Fill 	<p>The <b>Pre-fill</b> button can appear more than once in an web form. 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>
Check Form 	<ol style="list-style-type: none"> <li>1. Click the <b>Check Form</b> button after, filling the web form. 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>
Modify 	<p>The Modify button is enabled, after you have checked the web form 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 web form.</li> <li>3. Click the <b>Check Form</b> button to check the web form again.</li> </ol>
PDF conversion Download 	<p>Once SPICe+ AOA is filled completely with all relevant details, the same would then have to be converted into pdf format for affixing DSCs. Thereafter digitally signed PDF application can be uploaded along with SPICe+ form as per the normal process.</p> <p>Changes/modifications to SPICe+ AOA (even after generating pdf and affixing DSCs), can be made up to five times by editing the same web form application which has been saved, generating the updated pdf affixing DSCs and uploading the same.</p>

### Part III - Important Points for Successful Submission

#### Fee Rules

S. No.	Purpose of the form	Fee applicable
1.	SPICe+ AOA (INC-34)	The Companies (Registration offices and Fees) Rules, 2014 - <a href="#">Annexure A</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 filed as linked form with SPICe+ (INC-32) and will be processed in Non-STP mode.

#### Email

Certificate of Incorporation will be sent on the mail ID of the company as specified in the application form mentioning the CIN of company.

**Instruction Kit for SPICe+ AOA (INC-34)**  
**(Articles of Association)**

**Annexure A**

**Registration fee for Articles of Association (AOA) (in case of company having share capital)**

Nominal Share Capital	Fee applicable
Less than 1,00,000	N/A
1,00,000 to 4,99,999	N/A
5,00,000 to 15,00,000	N/A
15,00,001 to 24,99,999	Rupees 400
25,00,000 to 99,99,999	Rupees 500
1,00,00,000 or more	Rupees 600

**Registration fee for Articles of Association (AOA) (in case of company not having share capital)**

Number of members	Fee applicable
Up to 20 members	N/A
More than 20 members	Rupees 200 per document

[Back](#)