



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Set up by an Act of Parliament)

Corporate Laws & Corporate Governance Committee The Institute of Chartered Accountants of India

05th July, 2021

ANNOUNCEMENT

Sub: List of Forms where additional fees has been waived off as per Circular 11/2021 and 12/2021 issued by the Ministry of Corporate Affairs

This is to inform you that in view of the continued difficulties faced by the stakeholders due to CoVID-19, the Ministry of Corporate Affairs has extended the timelines as mentioned in circular no 06/2021 and 07/2021 dated 03rd May, 2021 by its circular no 11/2021 and 12/2021 dated 30th June, 2021.

Pursuant to the aforesaid extension of timelines, few new forms have been added in the list of forms, in addition to the forms prescribed earlier in the said list.

The first list of 10 forms was released on 13th May 2021, the 2nd revised list of 18 forms was released on 22nd May 2021, 3rd revised list of 40 forms was issued on 28th May, 2021, 4th revised list of 53 forms was issued on 3rd June, 2021 and now a revised list of 57 forms has been issued.

Accordingly, the Ministry of Corporate Affairs has extended the benefit of waiver of additional fee in respect of 57 forms.

The list of the fifty seven (57) forms where additional fees has been waived off is tabulated below:

S No.	Form Id	Form Description	Applicable Circular to be referred
1.	Form CHG-1	Application for registration of creation, modification of charge (other than those related to debentures)	07/2021 dated 3 rd May 2021 read with 12/2021 dated 30 th June, 2021
2.	Form CHG-9	Application for registration of creation or modification of charge for debentures or rectification of particulars filed in respect of creation or modification of charge for debentures	
3.	Form ADT-1	Information to the Registrar by company for appointment of auditor	06/2021 dated 3 rd May 2021 read with 11/2021 dated 30 th
4.	Form INC-22	Notice of Situation or Change of situation of	

		Registered Office of the Company	June, 2021
5.	Form NDH-3	Return of Nidhi Company for the half year ended	
6.	Form FC-4	Annual Return of a Foreign Company	
7.	Form MSC-3	Return of dormant companies	
8.	Form INC-27	Conversion of public company into private company or private company into public company	
9.	Form NDH-2	Application for extension of time	
10.	Form IEPF-3	Statement of shares and unclaimed or unpaid dividend not transferred to the Investor Education and Protection Fund	
11.	Form AOC-4	Form for filing financial statement and other documents with the Registrar	
12.	Form AOC-4 NBFC	Form for filing financial statement and other documents with the Registrar for NBFCs	
13.	Form AOC-4 XBRL	Form for filing XBRL document in respect of financial statement and other documents with the Registrar	
14.	Form MGT-7	Form for filing Annual Return by a Company	
15.	LLP Form-3	Information with regard to LLP Agreement and changes, if any, made therein	
16.	LLP Form -11	Annual Return of Limited Liability Partnership (LLP)	
17.	Form DIR-11	Notice of resignation of a director to the Registrar	
18.	Form MGT-14	Filing of Resolutions and Agreements to the Registrar	
19.	Form INC-20A	Declaration for commencement of business	
20.	Form MGT-15	Form for filing Report on Annual General Meeting	
21.	Form PAS-6	Reconciliation of Share Capital Audit Report (Half-yearly)	
22.	Form AOC- 4 CFS NBFC	Form for filing consolidated financial statements and other documents with the Registrar for NBFCs	
23.	Form AOC- 4 CFS	Form for filing consolidated financial statements and other documents with the Registrar	
24.	Form FC-1	Information to be filed by foreign company	
25.	Form FC-2	Return of alteration in the documents filed for registration by foreign company	
26.	Form PAS-3	Return of allotment	
27.	Form MR-1	Return of appointment of	

		MD/WTD/Manager	
28.	Form INC-4	One Person Company- Change in Member/Nominee	
29.	Form INC-6	One Person Company- Application for Conversion	
30.	Form IEPF-5 eVerification Report	Company eVerification Report	
31.	Form INC-20	Intimation to Registrar of revocation/surrender of license issued under section 8	
32.	Form NDH-4	Application for declaration as Nidhi Company and for updation of status by Nidhis	
33.	Form IEPF-4	Statement of shares transferred to the Investor Education and Protection Fund	
34.	Form GNL-3	Details of persons/directors/charged/specified	
35.	Form MGT-6	Persons not holding beneficial interest in shares	
36.	Form GNL-2	Form for submission of documents with the Registrar.	
37.	Form ADT-3	Notice of Resignation by the Auditor	
38.	Form DIR-12	Particulars of appointment of Directors and the key managerial personnel and the changes among them	
39.	Form SH-11	Return in respect of buy-back of securities	
40.	Form CRA-4	Form for filing Cost Audit Report with the Central Government.	
41.	Form BEN-2	Return to the Registrar in respect of declaration under section 90	
42.	Form IEPF-1	Statement of amounts credited to Investor Education and Protection Fund	
43.	Form IEPF-7	Statement of amounts credited to IEPF on account of shares transferred to the fund	
44.	Form AOC-5	Notice of address at which books of account are maintained	
45.	Form SH-7	Notice to Registrar of any alteration of share capital	
46.	Form CRA-2	Form of intimation of appointment of cost auditor by the company to Central Government	
47.	Form-15	Notice for change of place of registered office	
48.	Form-4	Notice of appointment, cessation, change in name/ address/designation of a designated	

		partner or partner. and consent to become a partner/designated partner	
49.	Form-5	Notice for change of name	
50.	Form-12	Form for intimating other address for service of documents	
51.	Form-22	Notice of intimation of Order of Court/ Tribunal/CLB/ Central Government to the Registrar	
52.	Form-29 LLP	Notice of (A) alteration in the certificate of incorporation or registration; (B) alteration in names and addresses of any of the persons authorised to accept service on behalf of a foreign limited liability partnership (FLLP) (C) alteration in the principal place of business in India of FLLP (D) cessation to have a place of business in India	
53.	Form-27 LLP	Form for registration of particulars by Foreign Limited Liability Partnership (FLLP)	
54.	DPT-3	Return of deposits	11/2021 dated 30 th June, 2021
55.	IEPF-2	Statement of unclaimed or unpaid amounts	
56.	NDH-1	Annual accounts along with the list of all principal places of business in India established by foreign company	
57.	FC-3	Return of Statutory Compliances	

Clarification (revised list of forms) is available at the link:

<https://www.mca.gov.in/bin/dms/getdocument?mids=xIk8LHJKnBG4BVxiUSaSFQ%253D%253D&type=open>

Members may take note of the above and plan accordingly.

Sincerely Yours,

Chairman and Vice Chairman
Corporate Laws & Corporate Governance Committee
The Institute of Chartered Accountants of India