



Instruction Kit for eForm MGT-15
(Form for filing Report on Annual General Meeting)

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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

eForm MGT-15 is required to be filed pursuant to section 121(1) of the Companies Act, 2013 and Rule 31(2) of Companies (Management and Administration) Rules, 2014 which are reproduced for your reference.

Section 121(1): Every listed public company shall prepare in the prescribed manner a report on each annual general meeting including the confirmation to the effect that the meeting was convened, held and conducted as per the provisions of this Act and the rules made thereunder.

Rule 31(2): The copy of the report prepared in pursuance of sub-section (1) of section 121 and sub-rule (1), shall be filed with the Registrar in Form No. MGT-15 within thirty days of the conclusion of the annual general meeting along with the fee.

Purpose of the eForm

Every listed public company shall prepare a report on each annual general meeting including the confirmation to the effect that the meeting was convened, held and conducted and file the same in eForm MGT-15 with ROC.

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EForm Number as per Companies Act, 1956

This eForm has been newly introduced in the Companies Act 2013.

Part II – Instructions to fill the eForm

Specific Instructions to fill the eForm MGT-15 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.

S. No/ Section Name		Field Name	Instructions
1	a	Corporate Identification Number (CIN) of the company	Enter the valid CIN of the company. You may find CIN by entering existing registration number or name of the company on the MCA website.(www.mca.gov.in) Also the Company should be in 'Active' status. Please check the status in Master data of the company available at MCA portal.
1		Pre-fill button	Click the Pre-fill button. On clicking the button, system shall automatically display the name, registered office address and email id. In case there is any change in the email ID, you can enter the new valid email ID.
3	(i) to (iv)	Details of the meeting	Provide the date of the Annual General Meeting, its start & end time and the venue of AGM.
3	(v)	Whether chairman of the meeting appointed	Specify whether chairman of the meeting was appointed or not.
3	(vi)	Name of the chairman	Provide the name of the chairman in case duly appointed.
3	(vii)	Number of members attended the meeting	Provide number of the members attended AGM.
3	(viii)	Whether the requisite quorum is present	Specify as if requisite quorum was present or not.
3	(ix)	Business transacted at the meeting and result thereof	Mention the details of business transacted at the meeting and result thereof.

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S. No/ Section Name		Field Name	Instructions
3	(x)	Particulars with respect to any adjournment of meeting and change in venue	Provide the details if meeting was adjourned and if there was any change in the venue.
3	(xi)	Particulars with respect of postponement of meeting and change in venue	Provide the reasons of adjournment of the meeting and the reasons of change in the venue, if applicable.
3	(xii)	Any other points relevant for inclusion in the Report	Mention any other points relevant for inclusion in the report.
4		Fair summary of proceedings of the meeting	Mention some key points related to the meeting held.
5		Confirmed that the meeting was called, convened, held and conducted as per the provisions of the Act, the rules and secretarial standards made thereunder.	Kindly confirm that the meeting was called, convened, held and conducted as per the provisions of the Act, the rules and secretarial standards made thereunder.

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S. No/ Section Name	Field Name	Instructions
To be digitally signed by	Declaration	To the best of my knowledge and belief, the information given in this form and its attachments is correct and complete.
	DSC	Ensure the eForm is digitally signed by the chairman or Director, Manager, CEO, CFO or Company Secretary. One of signatures is mandatory. Director, Manager, CEO, CFO or Company Secretary should have registered his/her DSC with MCA by using the following link (www.mca.gov.in). If not already registered, then please register before signing e-form. Disqualified director should not be able to sign the form.
	DIN or Income-tax PAN or Membership number	<ul style="list-style-type: none"> In case the person digitally signing the eForm is a Director - Enter the approved DIN. In case the person digitally signing the eForm is Manager, Chief Executive Officer (CEO) or Chief Financial Officer (CFO) - Enter valid income-tax PAN or approved DIN. <p>In case the person digitally signing the eForm is Company Secretary - Enter valid membership number for other than Section 8 Company. In case of Section 8 company, either membership number/ PAN shall be entered.</p>
Attachments	Optional attachment(s) -if any	

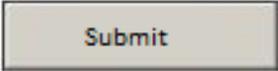
Common Instructions to fill eForm

Buttons	Particulars
Pre-Fill 	The Pre-fill 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.

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Buttons	Particulars
	<p>Click this button to populate the field.</p> <p>Note: You are required to be connected to the Internet to use the Pre-fill functionality.</p>
Attach 	<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>
Remove Attachment 	<p>You can view the attachments added to the eForm in the List of attachment field.</p> <p>To remove any attachment from the eForm, select the attachment in the List of attachment field and click the Remove attachment button.</p>
Check Form 	<ol style="list-style-type: none"> 1. Click the Check Form 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. 2. Correct the highlighted errors. 3. Click the Check Form button again and. system will perform form level validation once again. On successful validations, a message is displayed “Form level pre scrutiny is successful”. <p>Note: The Check Form functionality does not require Internet connectivity.</p>
Modify 	<p>The Modify button is enabled, after you have checked the eForm using the Check Form button.</p> <p>To make changes to the filled and checked form:</p> <ol style="list-style-type: none"> 1. Click the Modify button. 2. Make the changes to the filled eForm. 3. Click the Check Form button to check the eForm again.
Pre scrutiny 	<ol style="list-style-type: none"> 1. After checking the eForm, click the Prescrutiny button. System performs some checks and displays errors, if any. 2. Correct the errors.

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

Common Instructions to fill eForm 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 Report on Annual General Meeting	The Companies (Registration offices and Fees) Rules, 2014 - Annexure A		Date of the Annual General Meeting	30 Days

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 auto approved under straight through processing mode.

Email

When an eForm is registered by the authority concerned, an acknowledgement of the same is sent to the user in the form of an email at the end of the day to the email id of the company.

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Annexure A

The Companies (Registration offices and Fees) Rules, 2014

Normal fee applicable

Nominal Share Capital	Fee applicable
Less than 1,00,000	Rupees 200 per document
1,00,000 to 4,99,999	Rupees 300 per document
5,00,000 to 24,99,999	Rupees 400 per document
25,00,000 to 99,99,999	Rupees 500 per document
1,00,00,000 or more	Rupees 600 per document

Additional fee applicable

Period of delays	All forms
Up to 30 days	2 times of normal fees
More than 30 days and up to 60 days	4 times of normal fees
More than 60 days and up to 90 days	6 times of normal fees
More than 90 days and up to 180 days	10 times of normal fees
More than 180 days	12 times of normal fees

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