

Instruction Kit for eForm LEAP-1
(Form for submission of Prospectus with the Registrar)

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**Instruction Kit for eForm LEAP-1
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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

Section and Rule Number(s)

Section 23(3):

Such class of public companies may issue such class of securities for the purposes of listing on permitted stock exchanges in permissible foreign jurisdictions or such other jurisdictions, as may be prescribed.

Rules 4. Listing on permitted stock exchanges in permissible jurisdictions.

An unlisted public company, which is not ineligible under rule 5 and which has no partly paid-up shares may issue equity shares for the purposes of listing on a stock exchange in a permissible jurisdiction.

Explanation. — For the purposes of this sub-rule, issue of equity shares shall include, offer for sale of equity shares by existing shareholders of the unlisted public company for listing on a stock exchange in a permissible jurisdiction.

(2) The unlisted public company or its existing shareholders referred to in sub-rule (1) shall also comply with the requirements of the Scheme.

(3) Listing of equity shares on permitted stock exchanges in permissible jurisdiction by an unlisted public company which also intends to get its equity shares listed with any recognized stock exchange as defined in clause (f) of section 2 of Securities Contracts (Regulation) Act, 1956 (42 of 1956) shall also be in compliance with such conditions as may be specified by the Securities and Exchange Board of India.

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(4) The unlisted public company shall file the Prospectus in e-Form LEAP-1 (Listing of equity shares in permissible jurisdictions-1) within seven days after the same has been finalised and filed in the permitted exchange.

(5) After the listing of the equity shares of a company on any of the stock exchanges in a permissible jurisdiction, the company shall comply with Indian Accounting Standards (Ind AS) as specified in the Annexure to the Companies (Indian Accounting Standards) Rules, 2015 in preparation of their financial statements, in addition to any other accounting standard, which they may be required to comply for the preparation of the financial statements filed before the concerned securities regulator, or with the concerned stock exchange, as the case may be.

Purpose of the eForm

Form for submission of Prospectus with the Registrar

Part II – Instructions to fill the eForm

Specific Instructions to fill the eForm LEAP-1 at Field Level

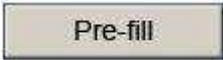
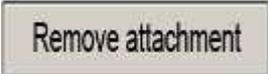
Instructions to fill the eForm are tabulated below at field level. Only important fields that require detailed instructions to be filled in eForm are explained. Self-explanatory fields are not discussed.

S. No/ Section name	Field name	Instructions
1	(a) Corporate identity number (CIN) of the company	Shall be a valid and ‘Active’ CIN of Public company
	Prefill Button	Click the “Pre-fill” button. System shall automatically display the name, address of registered office and email id of the company.
3	(a) Date of approval of Securities regulator/ stock exchange	Enter Date of approval of Securities regulator/ stock exchange.
	(b) Date of submission of prospectus with Securities regulator/ stock exchange	Enter date of submission of prospectus with Securities regulator/ stock exchange.
Attachments	<ul style="list-style-type: none"> - Copy of the approval of securities regulator/stock exchange - Copy of acknowledgement of filing of prospectus - Copy of the prospectus 	
Declaration	<p>To the best of my knowledge and belief, the information resolution dated...(DD/MM/YYYY) to sign and submit this form.</p> <p>It is further declared that the company has complied with all the provisions of these rules.</p>	Enter the resolution number and date authorizing the signatory to sign, give declaration and submit the eForm

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To be digitally signed by	DIN of the director; or PAN of the manager of CEO or CEO; or membership number of the company secretary	Enter as below instructions <input type="checkbox"/> If designation selected is director, please provide an approved DIN. <input type="checkbox"/> If designation selected is Manager or CEO or CFO, please provide a valid PAN. <input type="checkbox"/> If designation selected is Secretary, then Please provide a valid Membership number.
Certificate by Practicing Professional	It is hereby certified that I have gone..... been suppressed.	Ensure the eForm is digitally signed by a Chartered Accountant/ Cost Accountant or Company Secretary in whole-time practice. Enter the details of the practicing professional and attach the digital signature.

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. Click this button to populate the field. Note: You are required to be connected to the Internet to use the Pre- fill functionality.
Attach 	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. In case you wish to attach any other document, please click the optional attach button.
Remove Attachment 	You can view the attachments added to the eForm in the List of attachment field. To remove any attachment from the eForm, select the attachment in the List of attachment field and click the Remove attachment button.
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”. Note: The Check Form functionality does not require Internet connectivity.
Modify 	The Modify button is enabled, after you have checked the eForm using the Check Form button. To make changes to the filled and checked form: <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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Part III - Important Points for Successful Submission

Fee rules

S. No	Purpose of the form	Normal Fee	Additional Fee (Delay Fee)	Logic for Additional Fees		Remarks
				Event Date	Time limit(days) for filing	
1.	Form for submission of Prospectus with the Registrar	The Companies (Registration of offices and fees) Rules, 2014 Annexure B		Date of submission of prospectus with Securities regulator/ stock exchange	7 days[T+7 days]	

Processing Type

The eForm will be processed in STP mode.

SRN Generation

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

Annexure A

The Companies (Registration of offices and Fee) Rules, 2014

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

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Additional fee rules

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