

ROC FORMS

FORM NO.	PARTICULARS	FEES
1A	Application form for availability or change of a name	1,000.00
5	Notice of consolidation, division, etc. or increase in share capital or increase in number of members	Depends on amount of increase in Authorized Capital or members or Authorized Capital, as the case may be
18	Notice of situation or change of situation of registered office	Depends on Change within the ROC or Change from one ROC to another ROC and Authorized Capital Around 200 – 500
32	Particulars of appointment of managing director, directors, manager and secretary and the changes among them or consent of candidate to act as a managing director or director or manager or secretary of a company and/ or undertaking to take and pay for qualification shares	Depends on Authorized Capital Around 200 – 500
8	Particulars for creation or modification of charge (other than those related to debentures) including particulars of modification of charge by asset reconstruction companies	Depends on Authorized Capital Around 200 – 500
15	Appointment or cessation of receiver or manager	Around 200-500
17	Particulars of satisfaction of charge	Around 200-500
DIN 1	Application for allotment of Director Identification Number	100
DIN 4	Intimation of change in particulars of Director to be given to C.G.	NIL
1	Application or declaration for incorporation of a company	Company with Authorized Capital of ₹1,00,000 → 4,400 Further depends on Authorized Capital
39	Registration of an existing company as a limited company	Around 200-500
68	Application for rectification of mistakes apparent on record	1,000
2	Return of Allotment	Around 200-500
3	Particulars of contract relating to shares allotted as fully or partly paid-up otherwise than in cash	Around 200-500
4C	Return in respect of buy Back of Shares	Around 200-500
23B	Information by Auditor to Registrar	NIL
CSR	Voluntary reporting of CSR	NIL
23AA	Notice of address at which books of account are maintained	Around 200-500

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FORM NO.	PARTICULARS	FEES
24	Form of application to the Central Government for increase in the number of directors of the company	Around 500-2000
20B	Form for filing annual return by a company having a share capital with the Registrar	Around 200-500
23AC	Form for filing balance sheet and other documents with the Registrar	Around 200-500
23ACA	Form for filing Profit and Loss account and other documents with the Registrar	NIL
66	Form for submission of compliance certificate with the Registrar	Around 200-500
23AC-XBRL	Form for filing XBRL document in respect of balance sheet and other documents with the Registrar	Around 200-500
23ACA-XBRL	Form for filing XBRL document in respect of Profit and Loss account and other documents with the Registrar	NIL
14	Form for intimating to Registrar of Companies of conversion of the company into limited liability partnership (LLP)	NIL
Refund Form	Application for requesting refund of fees paid	NIL
67 (Addendum)	Form for filing addendum for rectification of defects or incompleteness	NIL
No Form	Viewing Company Documents on Portal	50

Important Note:

- Additional Stamp Duty Charges shall apply in respect of Form 1, MOA, AOA and Form 5.
- Additional Charges applicable for delay are as follows:
 - Upto 30 days → 2 times of normal fee
 - 30 – 60 days → 4 times of normal fee
 - 60 – 90 days → 6 times of normal fee
 - More than 90 days → 9 times of normal fee