

Form 62

INSTRUCTIONS FOR FILLING OF EFORM –62 (Form for submission of documents with Registrar of Companies)

S. No.	Detailed Instruction
Note: Instructions are not provided for the fields which are self explanatory	
If it is required to file eForm 23 in relation to the document being filed through this eForm; ensure that filing of eForm 23 precedes filing of this eForm	
Refer the relevant provisions of the Companies Act, 1956 and rules made there under with respect to the matter dealt in this eForm	
1	(a) Enter the Corporate Identity Number (CIN) of the company. • You can find the CIN by entering the existing registration number of the company in the 'Find CIN/GLN' service at the portal (www.mca.gov.in)
2	The system will automatically display the name and registered office address of the company.
3	Select any one option for the document being filed through this eForm.
4	If 'others' has been selected then specify the details of the document being filed.
5	Enter details of eForm 23 filed with registrar of companies with respect to the filing of the following documents: • Statement in lieu of prospectus as per schedule IV • Prospectus as per schedule II
6	Enter the Section(s) of the Companies Act under which the document is being filed by selecting the Others option in field 3.
7	Enter details of document being filed. The details should contain the nature of document and purpose of filing of the document.
8	In case eForm 23 details have been filled, the date of passing of resolution will automatically be displayed as date of event. In case of return of deposits, the date of event will automatically be displayed. This will be the end date of the financial year as to be filled in field 9. For Form 4A, enter the date of board/ general meeting resolution where buy back has been approved. For Form 149, enter date of board resolution for winding up of the company For Form 152, enter date of appointment of liquidator. For Form 153, enter date of commencement of winding up. For Form 154, enter date of commencement of winding up. For Form 156, enter date of closure of winding up. For Form 157, enter date of final winding up meeting. For Form 158, enter date of final winding up meeting. For Form 159, enter date of the completion of winding up.

9	Enter the financial year start date and end date for which the document relates – 'Return of deposits pursuant to rule 10 of the Companies (Acceptance of Deposits) Rules, 1975'.
Attachments	<ul style="list-style-type: none"> • Form selected in field 3 in the format as prescribed by the General Rules and Forms or Court Rules as applicable • Prospectus, prepared and authenticated as per Sections 56 and 60, read with Schedule II of the Companies Act, 1956 • Statement in lieu of prospectus, prepared and authenticated as per Section 44, read with Schedule II of the Companies Act, 1956 • Any other information can be provided as an optional attachment to eForm.
Verification	Enter the date of board resolution authorizing signatory to sign and submit the eForm.
Digital signature	<p>To be digitally signed by the managing director, director, manager or secretary of the company authorised by the board of directors.</p> <p>In case of filing of documents under Companies (Court) Rules, 1959 except for Form 149, the eForm, , should be digitally signed by Liquidator(s) of the company</p>

Note: The original duly filled in and signed Forms 4A, 149, 154 on stamp paper are required to be sent together to the concerned RoC Office failing which the filing will not be considered and legal action will be taken.

Common Instruction Kit

Buttons	Particulars
Pre Fill	<p>When you click the pre fill button after entering the Corporate Identity Number in the eForm, the name is displayed by the system.</p> <p>This button may appear more than once in an eForm, and shall be required to be clicked for displaying the data pertaining to that field.</p> <p>You are required to be connected to the Internet for pre-filling.</p>
Attach	<p>Click the Attach button corresponding to the document you wish to attach. In case you wish to attach any other document, click the Optional Attachment button (Through Optional attachment, you can attach maximum five attachments).</p>
Remove attachment	<p>You can view the attachments added to eForm in the rectangle box provided next to the list of attachment. If you want to remove or delete any attachment, select the attachment to be removed and click the "Remove attachment" button.</p>
Check Form	<p>Once the eForm is filled up, click the Check Form button for form level validation, for example, to check whether all the mandatory fields have been filled or not. If an error is displayed, rectify the error and click the "Check Form" button again. When the form level validation is complete, the message, "Form level pre scrutiny is successful", is displayed. The form level validation (Check Form) is done without being connected to the Internet.</p>
Modify	<p>The "Modify" button gets enabled after the check form is done. By clicking this button, you can make changes in the filled eForm. The digital signatures, if already attached, shall be removed.</p> <p>Once you have changed the filled eForm, click the Check Form button again.</p>
Pre scrutiny	<p>Once form is filled, you are required to get it prescrutinised.</p> <p>You are required to be login to MCA21 portal for pre scrutiny</p> <p>On pre-scrutiny the system level check is performed and if there are any errors, it is displayed to the user</p> <p>After correcting the pre scrutiny error, attach the digital signature on the eForm on the signature field</p>
Upload eForm	<p>Once the eForm is pre scrutinised, filled and signed, it is ready for uploading on the MCA portal. Login to the MCA21 portal with your user ID and password for uploading the eForm.</p> <p>Alternatively, you can directly upload the eForm instead of first prescrutiny and then upload.</p>