

Form 39

INSTRUCTIONS FOR FILLING OF EFORM -39 (Registration of an existing company as a limited company)

| S. No. | Detailed Instructions |
|-------------------|--|
| | Note: Instructions are not provided for the fields which are self explanatory |
| | Refer the relevant provisions of the Companies Act, 1956 and rules made there under with respect to the matter dealt in this Eform |
| 1-2 | Enter 'Eform 1A-reference number/Service request number' (SRN) filed for name availability and click 'pre-fill' button. System will automatically display the name of the company as available through eform 1A. |
| PART - A | |
| 4 | Enter the date up to which the list of members of equity and preference share holders has been prepared and to be attached. |
| PART - B | |
| 6-7 | Enter the date and place of general meeting where the resolution has been passed by members for the registration with limited liability. |
| Verification | Enter the fields number out of 1 to 7 of the eform in which details has been filled, for which the directors declare that the detail filled are based on their knowledge and remaining fields are based on their information and belief. |
| Attachments | <ul style="list-style-type: none">• A copy of resolution passed at the general meeting assenting to registration with limited liability is to be attached.• Copy of resolution declaring the amount of guarantee is to be attached.• List of equity and preference shareholder separately in the format as described in schedule V is to be attached.• Any other information can be provided as an optional attachment. |
| Digital Signature | The eform should be digitally signed by two directors of the company duly authorised by the board of directors. |

Common Instruction Kit

| Buttons | Particulars |
|-------------------|---|
| Pre Fill | When the user clicks the pre fill button after entering the corporate identity number in eform (excepting eform 1A), the name and address is displayed by the system. This button may appear more than once in a eform, and shall be required to be clicked for displaying the data pertaining to that field. You are required to be connected to the internet for pre-filling. |
| Attach | 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 eform in the rectangle box provided next to the list of attachment. If the user wants to remove or delete any attachment, select the attachment to be removed and press the "Remove attachment" button. |
| Check Form | Once the form is filled up. The user is required to press the Check Form button. When this button is pressed form level validation is done such as, Whether all the mandatory fields are filled up or not. If an error is displayed after pressing the button the user is required to correct the mistake and again press the "Check Form" button. When all the form level validation is done. A message is |

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| | displayed that "Form level pre scrutiny is successful". The Check Form is done without being connected to the internet. |
| Modify | "Modify" button gets enabled after the check form is done. By pressing this button the user can make the changes in the filled in form. If the user makes any change in the form again the user is required to press the "Check Form" button. |
| Pre scrutiny | <p>Once the check form is done the user is required to Pre scrutinize the eform. This requires being connected to the MCA21 site for uploading the form. On pre-scrutiny the system level check is performed and if there are any errors it is displayed to the user and once the error is corrected and again on Pre scrutiny if the message displayed is "No errors found. Click on the button below to "Get Form" Press the Get Form button and make the required corrections.</p> <p>Note: before pressing Submit button attach the digital signature by clicking on the box appearing on the signature field <input type="text"/></p> |
| Submit | <p>After pre scrutiny is done the user is required to submit the form. This requires being connected to the MCA21 site for uploading the form.</p> <p>In case of online filing the user can submit the form by pressing the "Submit" button</p> <p>Once the form is submitted the fee is displayed to the user. When the user press the "Pay" button the mode of payment option is displayed. On challan payment option, a challan is generated displaying the amount of fee to be paid. The user is required to take the print out of three copies of challan and submit the payment at authorized bank branch. The user has to submit three copies at bank and user shall receive one copy with bank acknowledgment for user's record.</p> |

Note: User is advised to refer to eform specific instruction kit.