

Form 1B


INSTRUCTIONS FOR FILLING OF EFORM -1B
(Application for approval of the Central Government
for change of name or conversion of a public
company into a private company)

S No.		Detailed Instructions
		Note: Instructions are not provided for the fields which are self explanatory
		If it is required to file eForm 23 in relation to the resolution passed for change of name or conversion of the status of public company; 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
<u>In case of Change of Name</u>		
2	(a)	Enter 'Corporate Identity Number' (CIN) of the company <ul style="list-style-type: none"> You may find CIN by entering your existing registration number in the Find CIN/GLN service at the portal. www.mca.gov.in
	(c)	Enter the service request number of eForm 1A (obtained before filing this application) Note: Before filing an application in eForm 1B for approval of change of name of the company, the company is required to obtain approval of name availability by filing eForm 1A
3, 4		Click the "Pre-fill" button System will automatically display the name, registered office address, email ID and proposed name of the company. In case there is any change in the email ID, enter the new valid email ID.
6		Enter particulars of eForm 23 filed for registration of resolution. Ensure that altered Memorandum and articles of association is filed as an attachment to eForm 23, as applicable.
7		In case of companies incorporated in MCA21 system, system will automatically display the name of the company at the time of incorporation. In all other cases, this will have to be entered. Ensure that the name entered is correct as the same shall be displayed in the certificate to be issued by the RoC office.
8	(a),(b) (c)	Enter the details of number of members and number of shares held by them. In case of companies not having share capital, zero may be entered as number of shares held.
Attachments		<ul style="list-style-type: none"> Copy of minutes of the meeting of members where resolution has been passed is to be enclosed Copy of any approval order obtained from the concerned authorities (such as, RBI, IRDA, SEBI etc.) or the concerned department If change of name is due to change in main activity of the company, a certificate from chartered accountant regarding turnover details from new activity should be enclosed Copy of any previous approval order taken for change of name of the company Any other information can be provided as an optional attachment.
Verification		Select the first option Enter the serial number and date of board resolution authorising the signatory to sign & submit the eForm.
Digital Signature		To be digitally signed by the managing director or director or manager or secretary of the company authorised by the board of directors.
Designation		Select the designation of the person digitally signing the eForm. Enter the DIN in case the person digitally signing the eForm is a director or managing director

		Enter income-tax PAN in case the person signing the eForm is a manager Enter membership number or income-tax PAN in case the person digitally signing the eForm is a secretary.
<u>In case of Conversion of a Public company into a Private company</u>		
2	(a)	Enter 'Corporate Identity Number' (CIN) of the company <ul style="list-style-type: none"> You may find CIN by entering your existing registration number in the Find CIN/GLN service at the portal. www.mca.gov.in
3, 4		Click the "Pre-fill" button System will automatically display the name, registered office address, email ID and proposed name of the company. In case there is any change in the email ID, enter the new valid email ID.
6		Enter particulars of eForm 23 filed for registration of resolution. Ensure that altered Memorandum and articles of association is filed as an attachment to eForm 23, as applicable.
7		In case of companies incorporated in MCA21 system, system will automatically display the name of the company at the time of incorporation. In all other cases, this will have to be entered. Ensure that the name entered is correct as the same shall be displayed in the certificate to be issued by the RoC office.
8	(a),(b) (c)	Enter the details of number of members and number of shares held by them. In case of companies not having share capital, zero may be entered as number of shares held.
Attachments		<ul style="list-style-type: none"> Copy of minutes of the meeting of members where resolution has been passed has to be enclosed Copy of any approval order obtained from the concerned authorities (such as, RBI, IRDA SEBI etc.) or the concerned department Certified copy of the order for condonation of delay will be mandatory to attach if the form is being filed after the due date of filing. Any other information can be provided as an optional attachment
Verification		Select the second option. Enter the serial number and date of board resolution authorising the signatory to sign and submit the application.
Digital Signature		The eForm should be digitally signed by the managing director or director or manager or secretary of the company duly authorised by the board of directors.
Designation		Select the designation of the person digitally signing the eForm. Enter the DIN in case the person digitally signing the eForm is a director or managing director Enter income-tax PAN in case the person signing the eForm is a manager Enter membership number or income-tax PAN in case the person digitally signing the eForm is a secretary.

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 an 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	You can view the attachments added to eForm in the rectangle box provided next to the list of

attachment	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 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 </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.