

Form 20B

INSTRUCTIONS FOR FILLING OF EFORM 20B –SCHEDULE-V (Form for filing annual return by a company having a share capital with the Registrar of companies)

NOTE: The information to be provided in the eform should belong to the date of AGM.																																																													
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, Schedule V 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 <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. 																																																												
2	(a),- (b) Click the "Pre-fill" button System will automatically display the name of the company Enter the address of the registered office of the company																																																												
3	<p>In case shares of the company are listed on recognised stock exchange, enter stock exchange code:</p> <p>The Stock exchange code are as follows:</p> <table border="0"> <thead> <tr> <th><u>Exchange code</u></th> <th><u>Stock exchange</u></th> <th><u>Exchange code</u></th> <th><u>Stock exchange</u></th> </tr> </thead> <tbody> <tr> <td>A 1</td> <td>Bombay</td> <td>B 1</td> <td>OTCEI</td> </tr> <tr> <td>A 2</td> <td>Delhi</td> <td>B 2</td> <td>Nagpur</td> </tr> <tr> <td>A 3</td> <td>Calcutta</td> <td>B 4</td> <td>Coimbatore</td> </tr> <tr> <td>A 8</td> <td>Madras</td> <td>B 8</td> <td>Cochin</td> </tr> <tr> <td>A 16</td> <td>Bangalore</td> <td>B 16</td> <td>MP</td> </tr> <tr> <td>A 32</td> <td>Hyderabad</td> <td>B 32</td> <td>Jaipur</td> </tr> <tr> <td>A 64</td> <td>Ahmedabad</td> <td>B 64</td> <td>Rajkot</td> </tr> <tr> <td>A 128</td> <td>Pune</td> <td>B 128</td> <td>Gauhati</td> </tr> <tr> <td>A 256</td> <td>Kanpur</td> <td>B 256</td> <td>Bhubaneshwar</td> </tr> <tr> <td>A 512</td> <td>Ludhiana</td> <td>B 512</td> <td>Magadh</td> </tr> <tr> <td>A 1024</td> <td>National Stock Exchange</td> <td>B 1024</td> <td>Vadodra</td> </tr> <tr> <td></td> <td></td> <td>B 2048</td> <td>Rajkot</td> </tr> </tbody> </table> <p>If company is listed in more than one exchange, add the respective codes to arrive at the total under the same category. For example a company listed in Bombay, Pune, Nagpur and cochin. Fill exchange code as follows:</p> <table border="0"> <tr> <td><input type="text" value="A"/></td> <td><input type="text" value="129"/></td> <td><input type="text" value="B"/></td> <td><input type="text" value="10"/></td> </tr> <tr> <td></td> <td>(1+128)</td> <td></td> <td>(2+8)</td> </tr> </table>	<u>Exchange code</u>	<u>Stock exchange</u>	<u>Exchange code</u>	<u>Stock exchange</u>	A 1	Bombay	B 1	OTCEI	A 2	Delhi	B 2	Nagpur	A 3	Calcutta	B 4	Coimbatore	A 8	Madras	B 8	Cochin	A 16	Bangalore	B 16	MP	A 32	Hyderabad	B 32	Jaipur	A 64	Ahmedabad	B 64	Rajkot	A 128	Pune	B 128	Gauhati	A 256	Kanpur	B 256	Bhubaneshwar	A 512	Ludhiana	B 512	Magadh	A 1024	National Stock Exchange	B 1024	Vadodra			B 2048	Rajkot	<input type="text" value="A"/>	<input type="text" value="129"/>	<input type="text" value="B"/>	<input type="text" value="10"/>		(1+128)		(2+8)
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4	Enter the closing date of the annual accounts adopted in the annual general meeting. If the annual general meeting is not held, closing date of the annual accounts proposed to be adopted																																																												
I. Capital structure of the company																																																													

6-10	Enter details for the authorised, issued, subscribed and paid-up share capital break up and debenture break up of the company as mentioned in the attached schedule V.
II. Enter the details for the change of particulars of director or manager or secretary, if there is any.	
	Particulars of the change in address of any director, manager or secretary are to be given. Particulars of such directors, manager or secretary are also to be given for whom eform 32 is not filed since the last filing of the annual return. User is also advised to file eform 32 for such appointee.
IV. Equity share break-up (percentage of total equity)	
	Enter the shareholding in percentage for the different categories as per attached schedule V.
Attachments	<ul style="list-style-type: none"> Duly signed Annual Return prepared and authenticated as per section 159 and 161 read with schedule V of the Companies Act, 1956 is a mandatory attachment. Any other information can be provided as an optional attachment. <p>Note: If the size of eform including attachment is of bigger size then file the attachment (list of allottees) through addendum (i.e. the service available at the MCA portal).</p> <p>If the size of the attachment in isolation is of bigger size then submit the details in a removable storage media (such as, floppy or compact disc) at the concerned registrar of companies office</p>
Declaration	Enter the date of board resolution authorising the signatory to sign and submit the eform.
Digital signature	The eform should be digitally signed by managing director or director or manager or secretary of the company authorised by the board of directors.

Common Instruction Kit

Buttons	Particulars
Pre Fill	<p>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.</p> <p>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.</p> <p>You are required to be connected to the internet for pre-filling.</p>
Attach	<p>You have to click the attach button corresponding to the document you are making an attachment.</p> <p>In case you wish to attach any other document, please click the optional attach button.</p>
Remove attachment	<p>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.</p>
Check Form	<p>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.</p>
Modify	<p>"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.</p>
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</p>

	on the signature field <input type="text"/>
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>
Country code	The list of country code required to be mentioned in the form are as follows:

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

List of ISO Country Code

Country Name	Country Code	Country Name	Country Code
AFGHANISTAN	AF	CAPE VERDE	CV
ÅLAND ISLANDS	AX	CAYMAN ISLANDS	KY
ALBANIA	AL	CENTRAL AFRICAN REPUBLIC	CF
ALGERIA	DZ	CHAD	TD
AMERICAN SAMOA	AS	CHILE	CL
ANDORRA	AD	CHINA	CN
ANGOLA	AO	CHRISTMAS ISLAND	CX
ANGUILLA	AI	COCOS (KEELING) ISLANDS	CC
ANTARCTICA	AQ	COLOMBIA	CO
ANTIGUA AND BARBUDA	AG	COMOROS	KM
ARGENTINA	AR	CONGO	CG
ARMENIA	AM	CONGO, THE DEMOCRATIC REPUBLIC OF THE	CD
ARUBA	AW	COOK ISLANDS	CK
AUSTRALIA	AU	COSTA RICA	CR
AUSTRIA	AT	COTE D'IVOIRE	CI
AZERBAIJAN	AZ	CROATIA	HR
BAHAMAS	BS	CUBA	CU
BAHRAIN	BH	CYPRUS	CY
BANGLADESH	BD	CZECH REPUBLIC	CZ
BARBADOS	BB	DENMARK	DK
BELARUS	BY	DJIBOUTI	DJ
BELGIUM	BE	DOMINICA	DM
BELIZE	BZ	DOMINICAN REPUBLIC	DO
BENIN	BJ	ECUADOR	EC
BERMUDA	BM	EGYPT	EG
BHUTAN	BT	EL SALVADOR	SV
BOLIVIA	BO	EQUATORIAL GUINEA	GQ
BOSNIA AND HERZEGOVINA	BA	ERITREA	ER
BOTSWANA	BW	ESTONIA	EE
BOUVET ISLAND	BV	ETHIOPIA	ET
BRAZIL	BR	FALKLAND ISLANDS	FK

Country Name	Country Code	Country Name	Country Code
		(MALVINAS)	
BRITISH INDIAN OCEAN TERRITORY	IO	FAROE ISLANDS	FO
BRUNEI DARUSSALAM	BN	FIJI	FJ
BULGARIA	BG	FINLAND	FI
BURKINA FASO	BF	FRANCE	FR
BURUNDI	BI	FRENCH GUIANA	GF
CAMBODIA	KH	FRENCH POLYNESIA	PF
CAMEROON	CM		
CANADA	CA		
GABON	GA	FRENCH SOUTHERN TERRITORIES	TF
GAMBIA	GM	LAO PEOPLE'S DEMOCRATIC REPUBLIC	LA
GEORGIA	GE	LATVIA	LV
GERMANY	DE	LEBANON	LB
GHANA	GH	LESOTHO	LS
GIBRALTAR	GI	LIBERIA	LR
GREECE	GR	LIBYAN ARAB JAMAHIRIYA	LY
GREENLAND	GL	LIECHTENSTEIN	LI
GRENADA	GD	LITHUANIA	LT
GUADELOUPE	GP	LUXEMBOURG	LU
GUAM	GU	MACAO	MO
GUATEMALA	GT	MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF	MK
GUINEA	GN	MADAGASCAR	MG
GUINEA-BISSAU	GW	MALAWI	MW
GUYANA	GY	MALAYSIA	MY
HAITI	HT	MALDIVES	MV
HEARD ISLAND AND MCDONALD ISLANDS	HM	MALI	ML
HOLY SEE (VATICAN CITY STATE)	VA	MALTA	MT
HONDURAS	HN	MARSHALL ISLANDS	MH
HONG KONG	HK	MARTINIQUE	MQ
HUNGARY	HU	MAURITANIA	MR
ICELAND	IS	MAURITIUS	MU
INDIA	IN	MAYOTTE	YT
INDONESIA	ID	MEXICO	MX
IRAN, ISLAMIC REPUBLIC OF	IR	MICRONESIA, FEDERATED STATES OF	FM
IRAQ	IQ	MOLDOVA, REPUBLIC OF	MD
IRELAND	IE	MONACO	MC
ISRAEL	IL	MONGOLIA	MN
ITALY	IT	MONTSERRAT	MS
JAMAICA	JM	MOROCCO	MA
JAPAN	JP	MOZAMBIQUE	MZ
JORDAN	JO	MYANMAR	MM
KAZAKHSTAN	KZ	NAMIBIA	NA
KENYA	KE	NAURU	NR

Country Name	Country Code	Country Name	Country Code
KIRIBATI	KI	NEPAL	NP
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	KP	NETHERLANDS	NL
KOREA, REPUBLIC OF	KR	NETHERLANDS ANTILLES	AN
KUWAIT	KW	NEW CALEDONIA	NC
KYRGYZSTAN	KG	NEW ZEALAND	NZ
		NICARAGUA	NI
		NIGER	NE
		NIGERIA	NG
NIUE	NU	SPAIN	ES
NORFOLK ISLAND	NF	SRI LANKA	LK
NORTHERN MARIANA ISLANDS	MP	SUDAN	SD
NORWAY	NO	SURINAME	SR
OMAN	OM	SVALBARD AND JAN MAYEN	SJ
PAKISTAN	PK	SWAZILAND	SZ
PALAU	PW	SWEDEN	SE
PALESTINIAN TERRITORY, OCCUPIED	PS	SWITZERLAND	CH
PANAMA	PA	SYRIAN ARAB REPUBLIC	SY
PAPUA NEW GUINEA	PG	TAIWAN, PROVINCE OF CHINA	TW
PARAGUAY	PY	TAJIKISTAN	TJ
		TANZANIA, UNITED REPUBLIC OF	TZ
PERU	PE	THAILAND	TH
PHILIPPINES	PH	TIMOR-LESTE	TL
PITCAIRN	PN	TOGO	TG
POLAND	PL	TOKELAU	TK
PORTUGAL	PT	TONGA	TO
PUERTO RICO	PR	TRINIDAD AND TOBAGO	TT
QATAR	QA	TUNISIA	TN
REUNION	RE	TURKEY	TR
ROMANIA	RO	TURKMENISTAN	TM
RUSSIAN FEDERATION	RU	TURKS AND CAICOS ISLANDS	TC
RWANDA	RW	TUVALU	TV
SAINT HELENA	SH	UGANDA	UG
SAINT KITTS AND NEVIS	KN	UKRAINE	UA
SAINT LUCIA	LC	UNITED ARAB EMIRATES	AE
SAINT PIERRE AND MIQUELON	PM		
SAINT VINCENT AND THE GRENADINES	VC	UNITED KINGDOM	GB
SAMOA	WS	UNITED STATES	US
		UNITED STATES MINOR OUTLYING ISLANDS	UM
SAN MARINO	SM	URUGUAY	UY
SAO TOME AND PRINCIPE	ST	UZBEKISTAN	UZ
SAUDI ARABIA	SA	VANUATU	VU
SENEGAL	SN	VENEZUELA	VE
SERBIA AND MONTENEGRO	CS	VIET NAM	VN
SEYCHELLES	SC	VIRGIN ISLANDS, BRITISH	VG
SIERRA LEONE	SL	VIRGIN ISLANDS, U.S.	VI
SINGAPORE	SG		

Country Name	Country Code	Country Name	Country Code
SLOVAKIA	SK	WALLIS AND FUTUNA	WF
SLOVENIA	SI	WESTERN SAHARA	EH
SOLOMON ISLANDS	SB	YEMEN	YE
SOMALIA	SO	ZAMBIA	ZM
SOUTH AFRICA	ZA	ZIMBABWE	ZW
SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS	GS		