

## **Form 21A**

### **INSTRUCTIONS FOR FILLING OF EFORM -21A**

**(Particulars of annual return of the company not having share capital)**

**NOTE:**

- The information provided in the eForm should be earlier of the date of AGM or the date on which the AGM should have been held.
- After the eForm has been filled, click the Prescrutiny button to prescrutinise the eForm. If the eForm is not prescrutinised, it shall be rejected when you attempt to upload the eForm.
- This eForm shall be taken on record through electronic mode without any processing at the Registrar of Companies office. Ensure that all particulars in the eForm are correct as per the records. There is no provision for resubmission of this eForm.
- No attachment can be submitted through the addendum service in respect of this eForm.

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 in with respect to the matter dealt in this eForm			
Enter the Number of Members as on the date of filing of the eForm (This shall be used for calculation of filing fees of the 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 ( <a href="http://www.mca.gov.in">www.mca.gov.in</a> )	
2	(a) (b)	Click the "Pre-fill" button. The system will automatically display the name of the company. Enter the address of the registered office and email ID of the company Enter the website address, if available	
3	(a) (c)	The system will automatically display the existing sub-category of the company Enter the new sub-category of the company, only in case of a change	
5	Enter the number of past and present members of the company.		
Attachments		<ul style="list-style-type: none"><li>• Details of particulars of the total amount of indebtedness of the company as on the date of annual general meeting</li><li>• Details of past and present members in the format given below(not required if the company holds the license under section 25 of the Companies Act and is exempted from using the word Limited as the last word of its name.) .(As</li></ul>	

	<p>per the format given below)</p> <ul style="list-style-type: none"> <li>Particulars of persons who are directors, managing directors, manager or secretary on the day of the latest general meeting or the latest due date thereof.(As per the format given below)</li> <li>Any other information can be provided as an optional attachment to eForm</li> </ul>
Verification	Enter the date of board resolution authorising the signatory to sign and submit the eForm.
Digital Signature	<p>The eForm should be digitally signed by minimum two persons, by manager, secretary or managing director and one director of the company.</p> <p>If there is no manager, secretary or managing director in the company then, by two directors of the company.</p> <p>Signatories should be duly authorised by the board of directors.</p>
Designation	<p>Select the designation of the person digitally signing the eForm</p> <p>Enter the DIN in case the person digitally signing the eForm is a director or managing director</p> <p>Enter membership number in case the person digitally signing the eForm is a secretary (if available)</p>
Pre-scrutiny	After the check form is successful and required documents have been attached, pre-scrutinise the eForm. This is a mandatory step.

#### Annexure: Formats of the attachment(s)

##### **I. Format for the details of past and present members:**

Folio in Register of members	Name, Address and occupation, if any of member	Name of Father or Husband	Date on which they become members	Date on which they ceased to be members	Remarks, if any
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**II. Format for the details of Directors, Managing director of the company:**

Director identification Number (DIN)	Present name(s) and surname(s) in full and whether director or managing director	Any former name(s) or surname(s) in full	Father's/ Husband's name and surname	Nationality and nationality of origin if different from present nationality	Usual residential address	Business occupation and particulars of directorships, managing directorships, manager ships and secretary ships held in other companies/ bodies corporate	Date of birth and age	Date of appointment	Date of cessation if any
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**III. Format for the details of Directors, Managing director of the company:**

Income-tax Permanent account number (PAN)	Present name(s) and surname(s) in full and whether Manager or Secretary	Any former name(s) or surname(s) in full	Father's/ Husband's name and surname	Nationality and nationality of origin if different from present nationality	Usual residential address	Business occupation and particulars of directorships, managing directorships, manager ships and secretary ships held in other companies/ bodies corporate	Date of appointment	Date of cessation if any
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**Common Instruction Kit**

Buttons	Particulars
Pre Fill	When you click the pre fill button after entering the Corporate Identity Number in the eForm, the name 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	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.
Remove attachment	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.
Check Form	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.
Modify	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.

	Once you have changed the filled eForm, click the Check Form button again.
Pre scrutiny	<p>The "Pre scrutiny" button gets enabled once check form is done.</p> <p>You are required to be connected to the Internet for pre scrutiny.</p> <p>On pre-scrutiny, the system level check is performed and if there are any errors, the same are displayed to the user.</p> <p>After correcting the pre scrutiny errors, attach the digital signature on the eForm in the signature field.</p>
Upload eForm	Once the eForm is pre scrutinised, filled and signed, it is ready for uploading on the MCA21 portal. Login to the MCA21 portal with your user ID and password for uploading the eForm.