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Shifting of Registered Office



About Us

Siddhant Dhyani & Associates ("SDA") is a firm of Company Secretaries based out of Delhi specialising in providing corporate secretarial compliance and advisory services in relation to Corporate Laws & Listing Regulations.

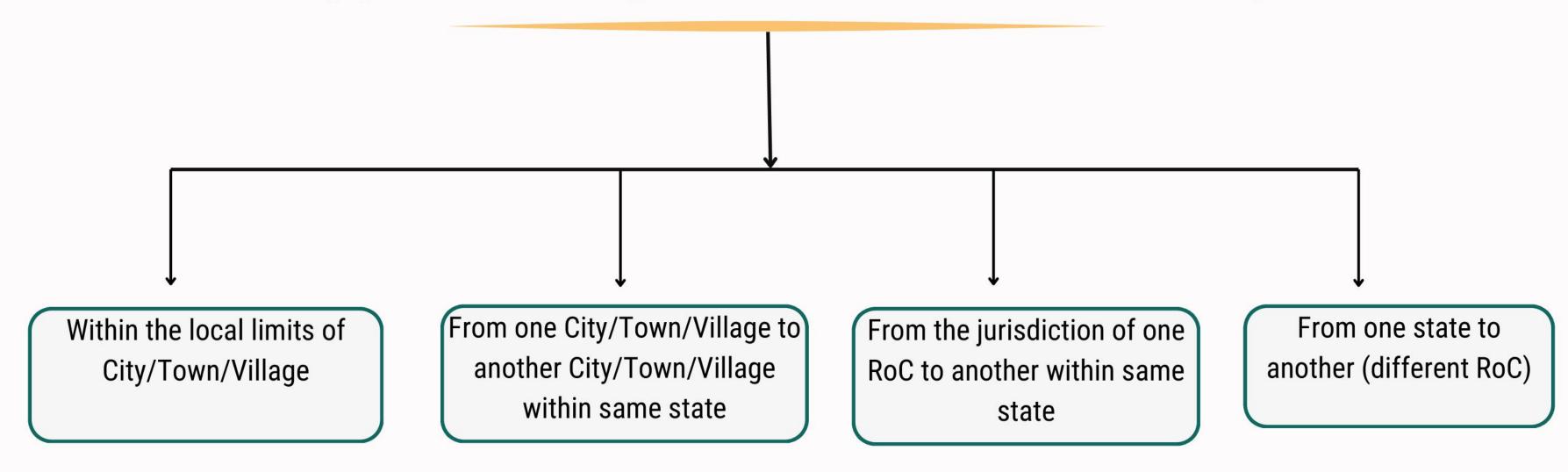
We are a team of professionals with extensive experience across various domains of corporate secretarial and listing laws. With the vision and mission of providing the highest quality of unmatched client experience, our firm provides all kinds of corporate secretarial compliance services ranging from incorporation, due diligence, transaction advisory, compliance health checks, remedial services, compliance retainer services and representation services to Companies, Limited Liability Partnerships (LLP's), Foreign entities, Startups & other forms of business organisation in India.





SDA,

Types of Registered Office Shifting





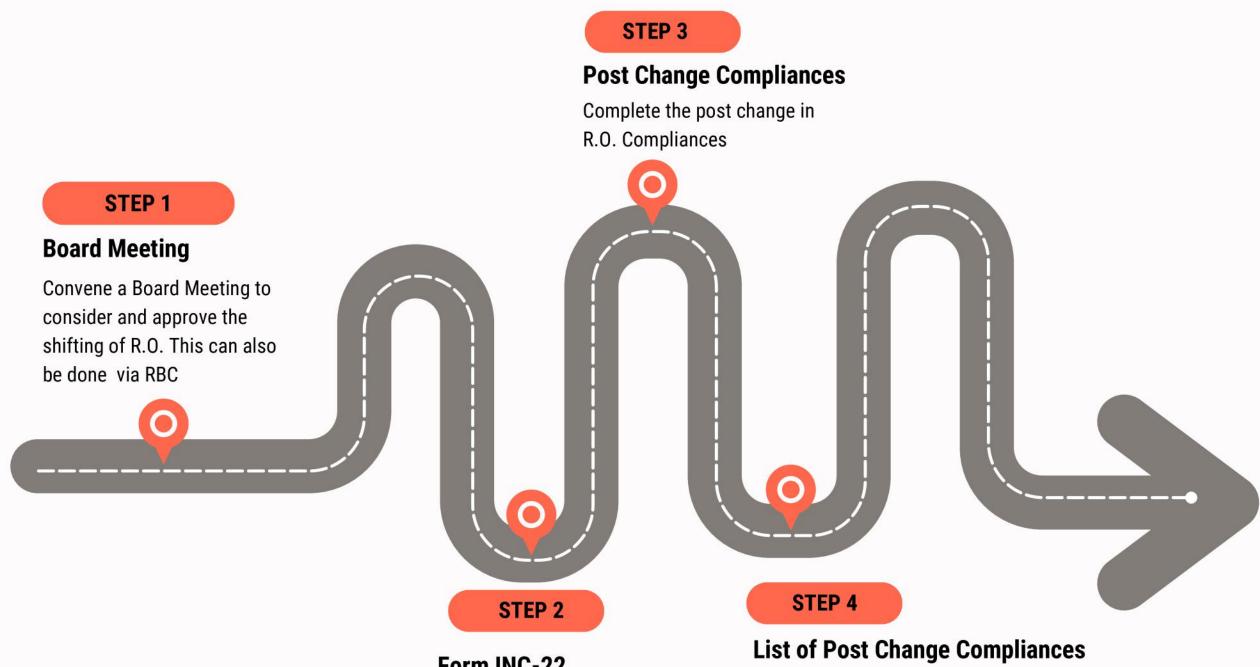








Within the local limits of City/Town/Village



Form INC-22

File the notice of change in R.O. in **eForm INC-22** with the concerned RoC within 30 days of passing the Board Resolution.

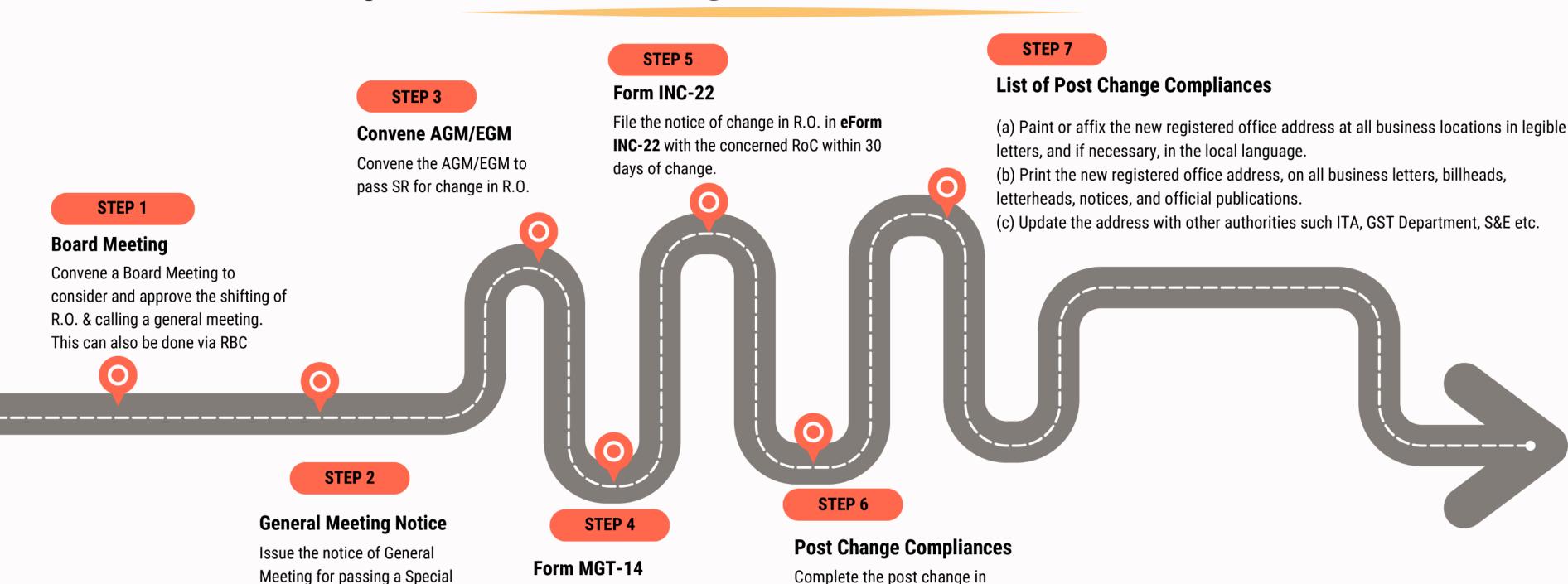
- (a) Paint or affix the new registered office address at all business locations in legible letters, and if necessary, in the local language.
- (b) Print the new registered office address, on all business letters, billheads, letterheads, notices, and official publications.
- (c) Update the address with other authorities such ITA, GST Department, S&E etc.

SDA,

Resolution approving the

shifting of R.O.

From one City/Town/Village to another City/Town/Village within same state



R.O. Compliances

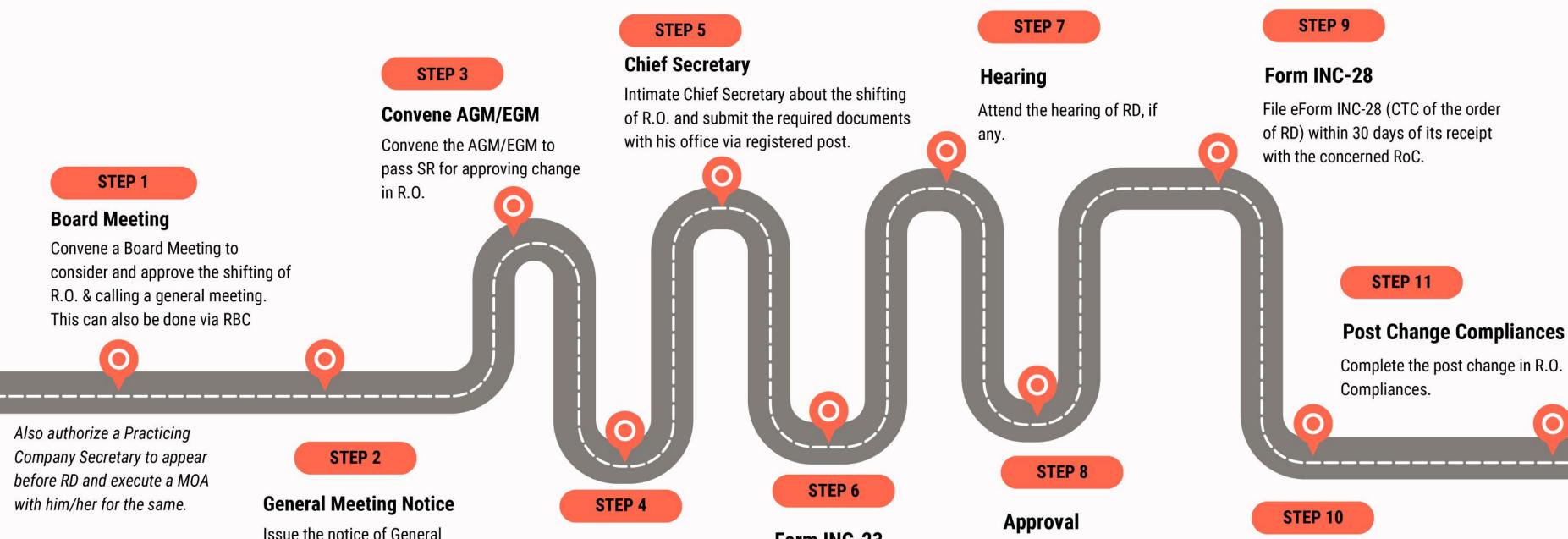
File the CTC of SR in eForm

MGT-14 with the concerned

RoC within 30 days of

passing the same.

From the jurisdiction of one RoC to another within same state



Issue the notice of General Meeting for passing a Special Resolution approving the

shifting of R.O.

Form MGT-14

File the CTC of SR in eForm MGT-14 with the concerned RoC within 30 days of passing the same.

Form INC-23

File the application in **eForm INC-23** along with required documents with the concerned RD.

After being satisfied with the submissions during hearing or submitted documents, RD may pass the order approving the shifting in R.O.

Form INC-22

Post approval of Form INC-28, file eForm INC-22 with the RoC, intimating change in R.O.



From one state to another (different RoC)

STEP 3

Convene AGM/EGM

Convene the AGM/EGM to pass SR for change in R.O. & consequent Alteration in MoA STEP 5

Prepare List of Creditors

Prepare a List of Creditors/DH which shall not be older than 30 days from the date of filing eForm INC-23 with the RD

STEP 7

Advertisement & Submission

Publish a NP Adv. in EP & VP circulating within state of R.O. of the Company (Form INC-26). Further submit the entire application with RoC and other concerned authorities.

STEP 1

Board Meeting

Convene a Board Meeting to consider and approve the shifting of R.O., consequent Alteration in MoA & Calling a general meeting.



Also authorize a Practicing Company Secretary to appear before RD and execute a MOA with him/her for the same.

STEP 2

General Meeting Notice

Issue the notice of General Meeting for passing a Special Resolution approving the shifting of R.O. & Consequent Alteration in MoA

Form MGT-14

File the CTC of SR in eForm MGT-14 with the concerned RoC within 30 days of passing the same.

STEP 4

STEP 6

Preparation of application

Prepare the required application for shifting of R.O. along with all the necessary documents such as affidavits, declarations, Minutes etc.

Chief Secretary

STEP 9

Submit a copy of shifting application to the Chief Secretary of the state, along with other required documents via registered post.

STEP 8

Creditor Serving

Dispatch the notice of shifting to the Creditors and DH for obtaining their NoC to the shifting of R.O.

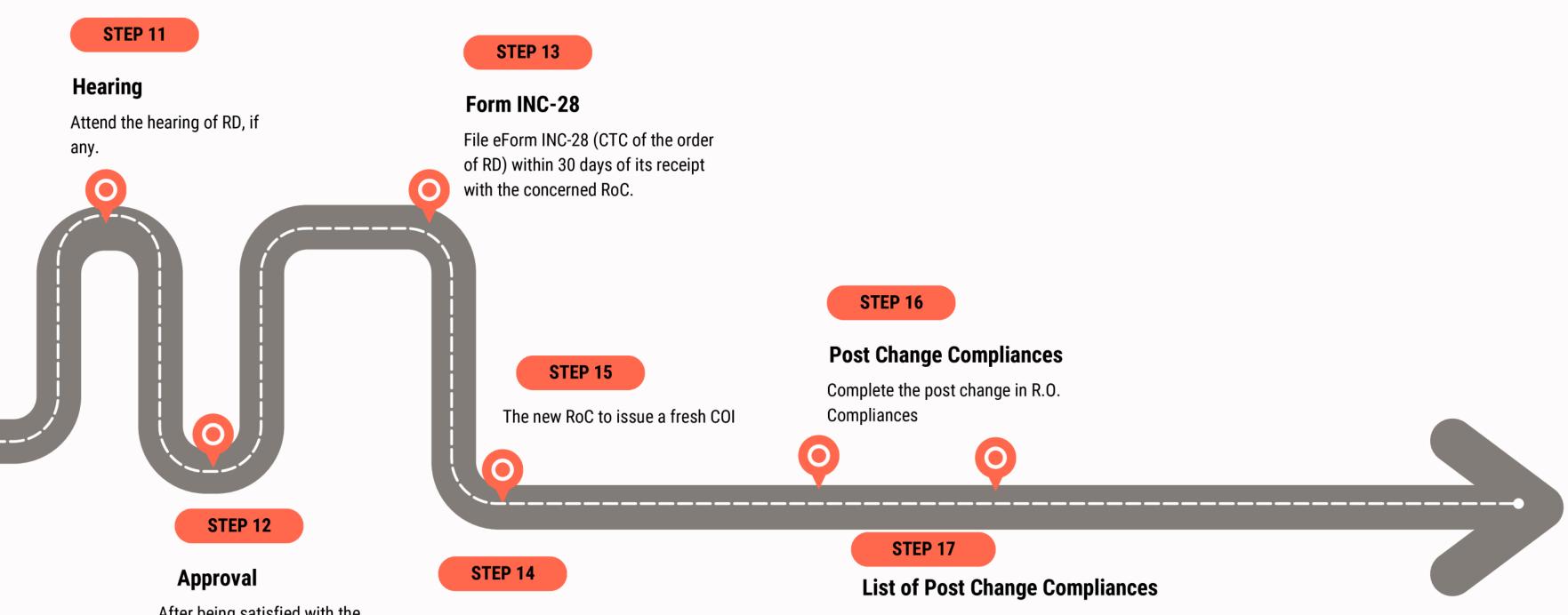
STEP 10

Form INC-23

Submit the of shifting application in eForm INC-23 along with required documents with the concerned RD. Also submit the entire set of documents physically with the RD's office



From one state to another (different RoC)



After being satisfied with the submissions during hearing or submitted documents, RD may pass the order approving the shifting in R.O.

Form INC-22

Post approval of Form INC-28, file eForm INC-22 with the RoC , intimating change in R.O.

- (a) Paint or affix the new registered office address at all business locations in legible letters, and if necessary, in the local language.
- (b) Print the new registered office address, on all business letters, billheads, letterheads, notices, and official publications.
- (c) Update the address with other authorities such ITA, GST Department, S&E etc.



How SDA can help you?

- Expertise & rich experience in Corporate Secretarial & Governance domain.
- Offering compliance solutions and insights tailored to your specific business needs.
- Helping you stay compliant with all relevant regulations and legal requirements.
- Simplifying complex compliance procedures to save time, effort & cost.
- Assisting with the preparation and filing of essential documents & eForms.
- O Dedicated team for keeping your compliances intact.
- Client centric personalised approach
- Monitoring and Control to mitigate compliance risk at all times



THANK YOU







DISCLAIMER:

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