

Instruction Kit for eForm CHG-6
(Notice of appointment or cessation of receiver or manager)

Table of Contents

About this Document	2
Part I – Law(s) Governing the eForm	2
Section and Rule Number(s)	2
Purpose of the eForm	3
eForm Number as per Companies Act, 1956.....	3
Part II – Instructions to fill the eForm	3
Specific Instructions to fill the eForm CHG-6 at Field Level.....	3
Common Instructions to fill eForm.....	5
Part III - Important Points for Successful Submission	7
Fee Rules.....	7
Processing Type	7
SRN Generation	7
Challan Generation	7
Email	8
Annexure A.....	10

Instruction Kit for eForm CHG-6
(Notice of appointment or cessation of receiver or manager)

About this Document

The Instruction Kit has been prepared to help you file eForms with ease. This document provides references to law(s) governing the eForms, instructions to fill the eForm at field level and common instructions to fill all eForms. The document also includes important points to be noted for successful submission.

User is advised to refer instruction kit specifically prepared for each eForm.

This document is divided into following sections:

[Part I – Law Governing the eForm](#)

[Part II – Instructions to fill the eForm](#)

[Part III – Important Points for Successful Submission](#)

Click on any section link to refer to the section.

Part I – Law(s) Governing the eForm

Section and Rule Number(s)

eForm CHG-6 is required to be filed pursuant to section 84(1), 384 of the Companies Act, 2013 and Rule 9(1) of Companies (Registration of Charges) Rules, 2014 which are reproduced for your reference:

Section 84:

(1) If any person obtains an order for the appointment of a receiver of, or of a person to manage, the property, subject to a charge, of a company or if any person appoints such receiver or person under any power contained in any instrument, he shall, within a period of thirty days from the date of the passing of the order or of the making of the appointment, give notice of such appointment to the company and the Registrar along with a copy of the order or instrument and the Registrar shall, on payment of the prescribed fees, register particulars of the receiver, person or instrument in the register of charges.

Section 384:

(1) The provisions of section 71 shall apply mutatis mutandis to a foreign company.

(2) The provisions of section 92 shall, subject to such exceptions, modifications and adaptations as may be made therein by rules made under this Act, apply to a foreign company as they apply to a company incorporated in India.

Instruction Kit for eForm CHG-6

(Notice of appointment or cessation of receiver or manager)

(3) The provisions of section 128 shall apply to a foreign company to the extent of requiring it to keep at its principal place of business in India, the books of account referred to in that section, with respect to monies received and spent, sales and purchases made, and assets and liabilities, in the course of or in relation to its business in India.

(4) The provisions of Chapter VI shall apply mutatis mutandis to charges on properties which are created or acquired by any foreign company.

(5) The provisions of Chapter XIV shall apply mutatis mutandis to the Indian business of a foreign company as they apply to a company incorporated in India.

Rule 9:

For the purposes of sub-section (1) of section 84, notice of appointment or cessation of a receiver of, or of a person to manage, the property, subject to charge, of a company shall be filed with the Registrar in Form No.CHG-6 along with fee.

Purpose of the eForm

Where any person obtains an order of the Court for appointment of any receiver or manager of the property of any company, subject to a charge or appoints such person or receiver under the power of any instrument, shall notify the RoC in eForm CHG-6 within 30 days of such order/appointment. The person appointed as receiver or manager shall also notify the RoC in eForm CHG-6 about the cessation of such appointment within 30 days of such cessation.

eForm Number as per Companies Act, 1956

Form 15 of the Companies Act, 1956.

Part II – Instructions to fill the eForm

Specific Instructions to fill the eForm CHG-6 at Field Level

Instructions to fill the eForm are tabulated below at field level. Only important fields that require detailed instructions to be filled in eForm are explained. Self-explanatory fields are not discussed.

S. No/ Section Name		Field Name	Instructions
1	(a)	Corporate identity number (CIN) or foreign company registration number (FCRN) of the company	Enter the corporate identity number (CIN) in case of an Indian company and enter the Foreign company registration number (FCRN) in case of a foreign company. Please make sure that CIN or FCRN entered is valid CIN or FCRN respectively.

Instruction Kit for eForm CHG-6
(Notice of appointment or cessation of receiver or manager)

S. No/ Section Name		Field Name	Instructions
			You may find CIN/FCRN by entering existing registration number or name of the company in the 'Find CIN' service available under the menu MCA services on the MCA website.
		Pre-fill Button	Click the Pre-fill button. In case of an Indian company, system shall automatically display the name and address of registered office of the company. In case of a Foreign company, system shall automatically display the name and address of principal place of business in India of such company.
3	(a) & (b)	Details about Notice	Select the option in notice being filed by and type of notice. Notice for appointment of receiver or manager is required to be filed by person having such power under the order of the court or any instrument and notice for cessation of such appointment can be filed by person himself who is appointed as receiver or manager.
4	(a) to (f)	Particulars of receiver or manager	Enter the particulars of the receiver or manager. Enter income tax PAN number, name and present residential address of the receiver or manager. In case of cessation - Enter the income tax permanent account number of receiver or manager and click 'Pre-fill' button, name and address will automatically be displayed.
5 & 6		Date of appointment and cessation	Enter the date of appointment and date of cessation
8	(a) & (b)	Number of charges Pursuance to an order of court	Enter the number of charges. In case appointment or cessation is in pursuance to an order of the court, then enter the court reference, date of court order and the charge ID and also the

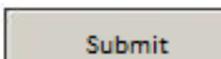
Instruction Kit for eForm CHG-6
(Notice of appointment or cessation of receiver or manager)

S. No/ Section Name	Field Name	Instructions
		details whether appointment relates to the whole of the property or income arising out of whole of such property of the company.
	(c)	Pursuance to any instrument In case of appointment or cessation is in pursuance to an instrument, then enter the details describing the instrument, date of instrument and Charge ID
Declaration	Declaration is required to be given by the person filing the notice of such appointment or cessation stating that all information furnished is true, complete and correct.	
To be digitally signed by	DSC	Ensure the eForm is digitally signed by the person appointing receiver or manager in case of appointment and by receiver or manager himself in case of such cessation.
	PAN	Enter a valid income tax PAN of the person signing the eForm.
Attachments	<ul style="list-style-type: none"> • In case the appointment of receiver/manager is pursuant to an instrument then attach a copy of instrument. • In case the appointment of receiver/manager is in pursuant to a court order then attach a copy of court order. • List of specified property of the company in case the appointment relates to specified property of the company • List of specified property of the company in case the appointment relates to income arising from specified property of the company. <p>Any other information can be provided as an optional attachment(s).</p>	

Common Instructions to fill eForm

Buttons	Particulars
Pre-Fill 	The Pre-fill button can appear more than once in an eForm. The button appears next to a field that can be automatically filled using the MCA database. Click this button to populate the field. Note: You are required to be connected to the Internet to use the Pre-fill functionality.

Instruction Kit for eForm CHG-6
(Notice of appointment or cessation of receiver or manager)

Buttons	Particulars
Attach 	<p>Click this document to browse and select a document that needs to be attached to the eForm. All the attachments should be scanned in pdf format. 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>
Check Form 	<ol style="list-style-type: none"> 1. Click the Check Form button after, filling the eForm. System performs form level validation like checking if all mandatory fields are filled. System displays the errors and provides you an opportunity to correct errors. 2. Correct the highlighted errors. 3. Click the Check Form button again and. system will perform form level validation once again. On successful validations, a message is displayed “Form level pre scrutiny is successful”. <p>Note: The Check Form functionality does not require Internet connectivity.</p>
Modify 	<p>The Modify button is enabled, after you have checked the eForm using the Check Form button.</p> <p>To make changes to the filled and checked form:</p> <ol style="list-style-type: none"> 1. Click the Modify button. 2. Make the changes to the filled eForm. 3. Click the Check Form button to check the eForm again.
Pre scrutiny 	<ol style="list-style-type: none"> 1. After checking the eForm, click the Prescrutiny button. System performs some checks and displays errors, if any. 2. Correct the errors. <p>Click the Prescrutiny button again. If there are no errors, a message is displayed “No errors found.”</p> <p>The Prescrutiny functionality requires Internet Connectivity.</p>
Submit 	<p>This button is disabled at present.</p>

Instruction Kit for eForm CHG-6
(Notice of appointment or cessation of receiver or manager)

Part III - Important Points for Successful Submission

Fee Rules

S. No	Purpose of the form	Normal Fee	Additional Fee (Delay Fee)	Logic for Additional Fees		Remarks
				Event Date	Time limit(days) for filing	
1.	Notice of appointment or cessation of receiver or manager		The Companies (Fee for filings with Registrar of Companies) Rules, 2014-Annexure A	Date of appointment	30 Days	-
2	Notice of cessation of receiver or manager		The Companies (Fee for filings with Registrar of Companies) Rules, 2014- Annexure A	Date of cessation	30 Days	-

Fees payable is subject to changes in pursuance of the Act or any rule or regulation made or notification issued thereunder.

Processing Type

The eForm will be processed by the office of Registrar of companies.

SRN Generation

On successful submission of the eForm CHG-6, SRN will be generated and shown to the user which will be used for future correspondence with MCA.

Challan Generation

On successful submission of the eForm CHG-6, challan will be generated depicting the details of the fees paid by the user to the Ministry. It is the acknowledgement to the user that the eForm has been filed.

Instruction Kit for eForm CHG-6
(Notice of appointment or cessation of receiver or manager)

Email

When an eForm is completely processed by the authority concerned, an acknowledgement of the same is sent to the user in the form of an email to the email id of the company.



Instruction Kit for eForm CHG-6
(Notice of appointment or cessation of receiver or manager)

Instruction Kit for eForm CHG-6
(Notice of appointment or cessation of receiver or manager)

Annexure A

In case of Indian company having share capital

Nominal Share Capital	Fee applicable
Less than 1,00,000	Rupees 200
1,00,000 to 4,99,999	Rupees 300
5,00,000 to 24,99,999	Rupees 400
25,00,000 to 99,99,999	Rupees 500
1,00,00,000 or more	Rupees 600

In case of Indian company not having share capital

Rupees 200

In case of foreign company

Rupees 6,000

Additional fees

Period of delays	Fee applicable
Up to 30 days	2 times of normal fees
More than 30 days and up to 60 days	4 times of normal fees
More than 60 days and up to 90 days	6 times of normal fees
More than 90 days and up to 180 days	10 times of normal fees
More than 180 days	12 times of normal fees

[Back](#)