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**Instruction Kit for eForm RD-2**  
(Form for filing application to Central Government (Regional Director))

## 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 – Laws 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 RD-2 is required to be filed pursuant to the Companies Act, 2013.

### Purpose of the eForm

Certain applications which are required to be filed to Regional Director under Companies Act, 2013 for its approval are filed in eForm RD-2.

### eForm Number as per Companies Act, 1956

Form 24AAA as per Companies Act, 1956.

## Part II – Instructions to fill the eForm

### Specific Instructions to fill the eForm RD-2 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	Category of applicant	Select the category of the applicant out of company, foreign company and others.

S. No/ Section Name	Field Name	Instructions
2	(a) Corporate identity number (CIN) or Foreign Company Registration Number (FCRN) of company	In case of an Indian company, enter the 'Corporate Identity Number' (CIN). In case of a Foreign company, enter the 'Foreign Company Registration Number (FCRN)'. In case of Others, enter either 'Corporate Identity Number' (CIN)' or 'Foreign Company Registration Number (FCRN)' in respect of which the petition is being filed. • You may find CIN by entering your existing registration number in the Find CIN/GLN service at the portal. <a href="http://www.mca.gov.in">www.mca.gov.in</a>
3	(a) to (c) Pre-fill button	Click the <b>Pre-fill</b> button. On clicking the button, system shall automatically display the name and registered office address of the company (in case of an Indian company) or name and address of principal place of business in India(in case of a foreign company) and email ID of the company.  In case there is any change in the email ID, enter the new valid email ID of the company.
4		In case category of the applicant is 'Others', enter the name, address and e-mail ID of applicant.
5	Please indicate the purpose of the application	Select the purpose of filing application.
6	(a) & Service request number (SRN) of relevant form	Enter the SRN of relevant eForm. It is mandatory to enter SRN of eForm CHG-1, CHG-4 or CHG-9. Ensure that you enter the correct SRN of the relevant charge eForm and the status of the same should be pending in case of condonation of delay in filing charge forms and status of eForm should be approved in case of application for condonation of omission or mis-statement of any particulars in charge eForms.
	(b) Date of SRN	Click the " <b>Pre-fill</b> " button. System will automatically display the date of SRN.
7	(a) to (d) Charge creation identification (ID) number	It is mandatory to enter the Charge details.  Enter the charge ID and Click the " <b>Pre-fill</b> " button.

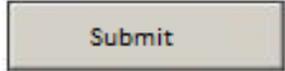
S. No/ Section Name	Field Name	Instructions
		Details of charge holder (name, address and email ID) to the charge will automatically be displayed based on the charge ID. In case the displayed details are required to be updated, provide the updated details.
8		Describe the relevant details of application.
To be digitally signed by	Verification	<p>Select the relevant check boxes.</p> <p>Enter the serial number and date of board resolution authorizing the signatory to sign and submit the eForm.</p>
	DSC	Ensure the eForm is digitally signed by the Director, Manager, CEO, CFO or Company Secretary in case of an Indian company and by authorized representative in case of foreign company. In case category of applicant is 'Others', the same be signed by charge holder or ARC or assignee or chartered accountant (in whole-time practice) or company secretary (in whole-time practice) or cost accountant (in whole-time practice)
	DIN or Income-tax PAN or Membership number	<ul style="list-style-type: none"> <li>• In case the person digitally signing the eForm is a Director or managing director- Enter the approved DIN.</li> <li>• In case the person digitally signing the eForm is Manager or Authorized representative - Enter valid income-tax PAN.</li> <li>• In case the person digitally signing the eForm is Chief Executive Officer (CEO) or Chief Financial Officer (CFO) - Enter valid income-tax PAN/approved DIN.</li> <li>• In case the person digitally signing the eForm is Company Secretary - Enter valid membership number.</li> </ul> <p>In case of charge holder or ARC or assignee; enter the designation of the person digitally signing the eForm. In case the person signing the eForm is a chartered accountant or cost accountant or company secretary (in whole-time practice); select the relevant category of the professional and whether he/ she is an associate or fellow. In case the professional is a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice), enter the membership number. In case the</p>

S. No/ Section Name	Field Name	Instructions
		practicing professional is a company secretary (in whole-time practice), enter the certificate of practice number.
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Copy of application in form CHG-8</li> <li>• Affidavit verifying the application</li> <li>• Other necessary attachments as per applicable rules and sections</li> </ul>	Any other information can be provided as an optional attachment(s).

Common Instructions to fill eForm

Buttons	Particulars
Pre-Fill 	<p>The <b>Pre-fill</b> 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.</p> <p>Click this button to populate the field.</p> <p><b>Note:</b> You are required to be connected to the Internet to use the Pre-fill functionality.</p>
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>
Remove Attachment 	<p>You can view the attachments added to the eForm in the <b>List of attachment</b> field.</p> <p>To remove any attachment from the eForm, select the attachment in the <b>List of attachment</b> field and click the <b>Remove attachment</b> button.</p>
Check Form 	<ol style="list-style-type: none"> <li>1. Click the <b>Check Form</b> 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.</li> <li>2. Correct the highlighted errors.</li> <li>3. Click the <b>Check Form</b> button again and. system will perform form level validation once again. On successful validations, a message is displayed “Form level pre scrutiny is successful”.</li> </ol>

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Buttons	Particulars
	<b>Note:</b> The Check Form functionality does not require Internet connectivity.
Modify 	The Modify button is enabled, after you have checked the eForm using the <b>Check Form</b> button.  To make changes to the filled and checked form: 1. Click the <b>Modify</b> button. 2. Make the changes to the filled eForm. 3. Click the <b>Check Form</b> button to check the eForm again.
Pre scrutiny 	1. After checking the eForm, click the <b>Prescrutiny</b> button. System performs some checks and displays errors, if any. 2. Correct the errors. 3. Click the <b>Prescrutiny</b> button again. If there are no errors, a message is displayed “No errors found.”  The <b>Prescrutiny</b> functionality requires Internet Connectivity.
Submit 	This button is disabled at present.

### Part III - Important Points for Successful Submission

#### Fee Rules

S. No.	Purpose	Normal Fee	Additional Fee (Delay Fee)	Logic for Additional Fees	
				Event Date	Time limit(days) for filing
1.	Form for filing application to Central Government (Regional Director)	<a href="#">Annexure A</a>	#N/A	#N/A	#N/A

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

## Instruction Kit for eForm RD-2 (Form for filing application to Central Government (Regional Director))

### Processing Type

The eForm will be processed by the office of Regional Director (Non STP).

### SRN Generation

On successful submission of the eForm RD-2, 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 RD-2, 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.

### 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. In case email is not possible, a printout is generated and sent to the applicant by regular mail. All correspondence will be sent by RD.

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**Annexure A**

Fee applicable in case purpose is ‘Application under section 87’

	Application made	Other than OPC & Small company	OPC & Small company
(i)	By a company having an authorized share capital of:	2,000	1,000
	a) Up to Rupees 25,00,000	5,000	2,500
	b) Above Rupees 25,00,000 but up to Rupees 50,00,000		
	c) Above Rupees 50,00,000 but up to Rupees 5,00,00,000	10,000	N/A
	d) Above Rupees 5,00,00,000 but up to Rupees 10 crore or more	15,000	N/A
	e) Above Rupees 10 crore	20,000	N/A
(ii)	By a company limited by guarantee but not having a share capital	2,000	N/A
(iii)	By a company having a valid license issued under section 8 of the Act (Section 8 Company)	2,000	N/A

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