

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY,
PART – II, SECTION 3, SUB-SECTION (i)]

GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
NOTIFICATION

New Delhi, dated 24th December, 2012.

G.S.R. _____ (E). – In exercise of the powers conferred by sub-section (1) of section 642 read with section 610B of the Companies Act, 1956 (1 of 1956), the Central Government hereby makes the following rules further to amend the Companies (Central Government's) General Rules and Forms, 1956, namely: –

1. (1) These rules may be called the Companies (Central Government's) General Rules and Forms (Seventh Amendment) Rules, 2012.

(2) They shall come into force **with effect from 25.12.2012.**

2. In the Companies (Central Government's) General Rules and Forms, 1956, in Annexure 'A' for Form 18, the following Form shall be substituted, namely:-

FORM 18

[Pursuant to section 146 of the Companies Act, 1956]

Notice of situation or change of situation of registered office

Note - All fields marked in * are to be mandatorily filled.

1. This form is for New company Existing company

2.(a) * Form 1A reference number (Service request number (SRN) of Form 1A) or corporate identity number (CIN) of company

(b) Global location number (GLN) of company

Pre-fill

3.(a) Name of the company

(b) Address of the registered office of the company

(c) Name of office of existing Registrar of Companies (RoC)

(d) Purpose of the form

- Change within local limits of city, town or village
- Change outside local limits of city, town or village
- Change in office of RoC within same state
- Change in state within office of same RoC
- Change in state outside office of existing RoC

4. Notice is hereby given that

(a) The address of the registered office of the company with effect from

(DD/MM/YYYY) is

The date of incorporation of the company is

*Address

Line I

Line II

* City

* District

* State

Country

* Pin code

* e-mail ID

(b) * Registered Office is

- Owned by Company
- Owned by Director (Not taken on lease by company)
- Taken on Lease by company
- Owned by any other entity/ Person (Not taken on lease by company)

(c) * Name of office of proposed RoC or new RoC

(d) The full address of the police station under whose jurisdiction the registered office of the company is situated

* Name

* Address

Line I

Line II

* City

* State

* Pin code

5.(a) SRN of Form 23

(b) SRN of relevant form

(Mention the SRN of related Form 1AD, 21; if applicable)

6.(a) Date of order of company law board (CLB) or any other competent authority (DD/MM/YYYY)

(b) Petition number

Attachments

List of attachments

1. *Proof of Registered Office address.
2. No Objection Certificate from director if registered office is owned by director (not taken on lease by company)
3. A proof that the Company is permitted to use the address as the registered office of the Company if the same is owned by any other entity/ Person (not taken on lease by company).
4. Optional attachment(s) - if any

Verification

To the best of my knowledge and belief, the information given in this form and its attachments is correct and complete.

- I have been authorised by the Board of directors' resolution number dated (DD/MM/YYYY) to sign and submit this form.
- I am authorised to sign and submit this form.

* The company undertakes to file the Form 18 for change of registered office address with the RoC within prescribed period.

Managing director or director or manager or secretary of the company

* Designation

Director identification number of the director or Managing Director; or Income-tax permanent account number (income-tax PAN) of the manager; or Membership number, if applicable or income-tax PAN of the secretary (secretary of a company who is not a member of ICSI, may quote his/ her income-tax PAN)

Certificate

* It is hereby certified that I have verified the above particulars (including attachment(s)) from the records of

and found them to be true and correct. I further certify that all required attachment(s) have been completely attached to this form.

* I further certify that I have personally visited the new address, verified it and I am of the opinion that the premises are indeed at the disposal of the applicant company.

- Chartered accountant (in whole-time practice) or Cost accountant (in whole-time practice) or Company secretary (in whole-time practice)

* Whether associate or fellow Associate Fellow
* Membership number or certificate of practice number

For office use only:

eForm Service request number (SRN) Affix filing details
eForm filing date (DD/MM/YYYY)

Digital signature of the authorising officer

This e-Form is hereby registered

Date of signing (DD/MM/YYYY)

OR

This eForm has been taken on file maintained by the registrar of companies through electronic mode and on the basis of statement of correctness given by the filing company.

[F No 5/80/2012- CL V]


Renuka Kumar,
Joint Secretary

Note:- The principal notification was published in the Gazette of India, Part II, Section 3, Sub-section (i) vide number G.S.R. 432(E) dated the 18th January, 1956 and subsequently amended *vide* the following notifications:-

| Serial Number | Notification Number | Notification Date |
|---------------|---------------------|-------------------|
| 1. | SRO 2535 | 1.11.1956 |
| 2. | SRO 3135 | 21.12.1956 |
| 3. | SRO 237 | 19.1.1957 |
| 4. | SRO 2105 | 29.1.1957 |
| 5. | SRO 3038 | 28.9.1957 |
| 6. | SRO 3867 | 7.12.1957 |
| 7. | GSR 48 | 22.2.1958 |
| 8. | GSR 723 | 23.8.1958 |
| 9. | GSR 750 | 30.8.1958 |
| 10. | GSR 1026 | 1.11.1958 |
| 11. | GSR 14 | 3.1.1959 |
| 12. | GSR 548 | 9.5.1959 |
| 13. | GSR 1140 | 17.10.1959 |
| 14. | GSR 1224 | 7.11.1959 |
| 15. | GSR 1364 | 12.12.1959 |
| 16. | GSR 220 | 27.2.1960 |
| 17. | GSR 595 | 28.5.1960 |
| 18. | GSR 195 | 18.2.1961 |
| 19. | GSR 814 | 24.6.1961 |
| 20. | GSR 1105 | 09.09.1961 |
| 21. | GSR 1408 | 25.11.1961 |
| 22. | GSR 653 | 12.05.1962 |
| 23. | GSR 344 | 02.03.1963 |
| 24. | GSR 628 | 13.4.1963 |
| 25. | GSR 97 | 16.1.1965 |
| 26. | GSR 822 | 12.6.1965 |
| 27. | GSR 1570 | 30.10.1965 |
| 28. | GSR 368 | 19.3.1966 |
| 29. | GSR 421 | 18.3.1966 |

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| 30. | GSR 499 | 9.4.1966 |
| 31. | GSR 743 | 21.5.1966 |
| 32. | GSR 847 | 4.6.1966 |
| 33. | GSR 1266 | 13.8.1966 |
| 34. | GSR 130 | 20.1.1968 |
| 35. | GSR 667 | 30.6.1973 |
| 36. | GSR 327(E) | 10.6.1975 |
| 37. | GSR 414(E) | 16.7.1975 |
| 38. | GSR 2596 | 1.11.1975 |
| 39. | GSR 2828 | 13.12.1975 |
| 40. | GSR 154 | 31.1.1976 |
| 41. | GSR 248(E) | 24.3.1976 |
| 42. | GSR 627 | 14.5.1977 |
| 43. | GSR 24(E) | 9.1.1979 |
| 44. | GSR 1256 | 6.10.1979 |
| 45. | GSR 555(E) | 4.9.1982 |
| 46. | GSR 479(E) | 22.4.1988 |
| 47. | GSR 694(E) | 10.6.1988 |
| 48. | GSR 782(E) | 13.7.1988 |
| 49. | GSR 908(E) | 7.9.1988 |
| 50. | GSR 1032(E) | 26.10.1988 |
| 51. | GSR 449 (E) | 17.4.1989 |
| 52. | GSR 510(E) | 24.5.1990 |
| 53. | GSR 795(E) | 18.9.1990 |
| 54. | GSR 289(E) | 31.5.1991 |
| 55. | GSR 614(E) | 3.10.1991 |
| 56. | GSR 754(E) | 26.12.1991 |
| 57. | GSR 312(E) | 6.3.1992 |
| 58. | GSR 353(E) | 26.3.1992 |
| 59. | GSR 484(E) | 11.5.1992 |
| 60. | GSR 581 (E) | 27.8.1993 |
| 61. | GSR 621 (E) | 24.9.1993 |
| 62. | GSR 286(E) | 1.3.1994 |
| 63. | GSR 598(E) | 28.7.1994 |
| 64. | GSR 697(E) | 20.9.1994 |
| 65. | GSR 283(E) | 21.3.1995 |
| 66. | GSR 424(E) | 26.5.1995 |
| 67. | GSR 251(E) | 21.6.1996 |
| 68. | GSR 97(E) | 28.2.1997 |
| 69. | GSR 126(E) | 1.3.1997 |

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| 70. | GSR 16(E) | 6.1.1999 |
| 71. | GSR 23(E) | 12.1.1999 |
| 72. | GSR 130(E) | 23.2.1999 |
| 73. | GSR 788(E) | 29.11.1999 |
| 74. | GSR 58(E) | 17.1.2000 |
| 75. | GSR 363 (E) | 27.4.2000 |
| 76. | GSR 638(E) | 26.7.2000 |
| 77. | GSR 836(E) | 24.10.2000 |
| 78. | GSR 24(E) | 15.01.2001 |
| 79. | GSR 35(E) | 24.01.2001 |
| 80. | GSR 51(E) | 31.01.2001 |
| 81. | GSR 96(E) | 14.02.2001 |
| 82. | GSR 330(E) | 07.05.2002 |
| 83. | GSR 5(E) | 03.01.2003 |
| 84. | GSR 479(E) | 12.06.2003 |
| 85. | GSR 580(E) | 24.07.2003 |
| 86. | GSR 56(E) | 10-02-2006 |
| 87. | GSR 555(E) | 14-09-2006 |
| 88. | GSR 399 (E) | 30-05-2007 |
| 89. | GSR 500 (E) | 24-07-2007 |
| 90. | GSR 720(E) | 16-11-2007 |
| 91. | GSR 655(E) | 12-09-2008 |
| 92. | GSR 788(E) | 14-11-2008 |
| 93. | GSR 824(E) | 28-11-2008 |
| 94. | GSR 835(E) | 04-12-2008 |
| 95. | GSR 868(E) | 22-12-2008 |
| 96. | GSR 872(E) | 23-12-2008 |
| 97. | GSR 876(E) | 24-12-2008 |
| 98. | GSR 183(E) | 20-03-2009 |
| 99. | GSR 257(E) | 17-04-2009 |
| 100. | GSR 284(E) | 24-04-2009 |
| 101. | GSR 643(E) | 07-09-2010 |
| 102. | GSR 649(E) | 08-09-2010 |
| 103. | GSR 78 (E) | 10-02-2011 |
| 104. | GSR 259(E) | 26-03-2011 |
| 105. | GSR 351(E) | 29-04-2011 |
| 106. | GSR 407(E) | 26-05-2011 |
| 107. | GSR 408(E) | 26-05-2011 |
| 108. | GSR 514(E) | 07-07-2011 |
| 109. | GSR 533(E) | 14-07-2011 |

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| 110. | GSR 618(E) | 10-08-2011 |
| 111. | GSR 716(E) | 23-09-2011 |
| 112. | GSR 749(E) | 05-10-2011 |
| 113. | GSR 313(E) | 24-04-2012 |
| 114. | GSR 411 (E) | 31-05-2012 |
| 115. | GSR 548 (E) | 10-07-2012 |
| 116. | GSR 577 (E) | 19-07-2012 |
| 117. | GSR 588 (E) | 26-07-2012 |
| 118. | GSR 705 (E) | 21-09-2012 |
