

HOW TO APPLY?

Process for Changing Registered Office Address

1. **Board Meeting:**

Convene a board meeting to discuss and approve the change of the registered office address. Document the decision in the minutes of the meeting.

2. **Resolution:**

Pass a resolution to approve the change of the registered office address. This resolution should be recorded in the minutes of the board meeting.

3. **Filing Required Forms:**

Prepare and file the necessary forms with the Registrar of Companies (ROC):

- **Form MGT-14:** This form is required for filing the resolution with the ROC.
- **Form INC-22:** This form is to be filed if the new address is outside the local limits of the existing registered office.

4. **Documentation:**

Gather the following documents to support the application:

- **Board Resolution:** A certified copy of the board resolution approving the change.
- **New Address Proof:** Utility bill, rental agreement, or any other document that serves as proof of the new address.
- **Updated Memorandum and Articles of Association:** (if applicable).

5. **Submission:**

Submit the completed forms along with the supporting documents to the ROC. This can usually be done online through the MCA (Ministry of Corporate Affairs) portal.

6. **Payment of Fees:**

Pay the required filing fees for the forms, which may vary based on the company's authorized capital.

7. **ROC Approval:**

Once the forms are submitted, the ROC will process the application. If everything is in order, the new registered office address will be updated in the ROC records.

8. **Update Company Records:**

Update the company's statutory registers and records with the new address. Inform stakeholders, clients, and service providers about the change of address.

9. **Public Notice (Optional):**

Although not mandatory, it's a good practice to publish a notice in a local newspaper regarding the change of the registered office address to keep all stakeholders informed.

10. **Documentation:**

Keep copies of all filed documents and correspondence with the ROC for future

reference.

Notes:

- The entire process should be completed within a stipulated time frame to avoid penalties.
- Ensure compliance with all relevant regulations and guidelines set by the Ministry of Corporate Affairs.