

Registered office of the company

Clause 12 as per NCA, 2013

Now by new Companies Act, 2013, we have required to make following changes in the matter of Registered Address & there related matter of the company.

Sub-clause (1)

A Company shall have its register office within 15 days of its incorporation (required to fill form INC-22 instead of Form-18)

Sub-clause (3)

(a) Company shall paint or affix its name and address of its register office on outside of every office or place in which its business is carried on.

(b) Companies Name in legible characters on Common seal;

(C) Every company is required to print following items on its entire business letters, bill heads (Sale Bill) letter paper and in all its notices and other publications

1. Name of the company

2. Registered address office of the company

3. Corporate identification Number (CIN)

4. Telephone number, fax number, e-mail and website addresses

(d) Company has its name printed on hundies, promissory notes, bill of exchange;

- In case of change of name, company required to mention its old names for a period of two years, at its register office and all other offices and all stationery like business letter, letter head etc.
- One person company required needs to mention in bracket below the name of company wherever printed, the words "One Person Company"

Sub-clause (4)

The intimation of change of its register office is required to be giving within 15 days to ROC. (Earlier is 30 days).

CS AMRUT K PARAKH

PRACTICING COMPANY SECRETARIES

12/404, Opp. Jain Hospital, Behind Jain Mandir,
ICHALKARANJI-416115

Landline=0230-2425617

Mobile -09423040074

Email – amrutparakh@gmail.com

(Format of letterhead required)

XYZ PRIVATE LIMITED/LIMITED

(Address of Registered Office of company)

CIN No. _____

Tel. No. _____ fax: _____

E-mail: _____ Web: _____
