

# FORM NO. INC-22

[Pursuant to section 12(2) & (4) of The Companies Act, 2013 and Rule 25 and 27 of The Companies(Incorporation) Rules, 2014]



Notice of situation or change  
of situation of registered  
office

Form language

- English  Hindi

Refer the instruction kit for filling the form.

1. \* This Form is for  New company  Existing company

2. \* (a) Corporate identity number (CIN) of company

(b) Global location number (GLN) of company

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, within the same RoC and state  
 Change in RoC within the same state  
 Change in state within the jurisdiction of same RoC  
 Change in state outside the jurisdiction of existing RoC

4. Notice is hereby given that

- \* (a) The address of the registered office of the company is situated with effect from

(DD/MM/YYYY) at

the date of incorporation of company is

\* Address Line I

Line II

\* City

\* District

\* State/Union Territory

Country

\* Pin Code

\* email 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

Address Line II

\* City

State/Union Territory

\* Pincode

(e) \* Particulars of the Utility Services Bill depicting the address of the registered office  
(not older than two months)

**Attachments**

- (1) \*Proof of Registered Office address (Conveyance/Lease deed/Rent Agreement etc. along with the rent receipts)
- (2) \*Copies of the utility bills as mentioned above (not older than two months)
- (4) \*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)
- (6) List of all the companies (specifying their CIN) having the same registered office address, if any
- (7) Optional attachment, if any

Attach

Attach

Attach

Attach

Attach

List of attachments

Lease Agreement.pdf

Electricity bill.pdf

Remove attachment

**Declaration**


I \*

- A person named in the articles as a  of the company
- have been authorized by the Board of Directors of the company vide resolution number  dated  to sign this form and declare that

\* all the requirements of The Companies Act,2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with.

\* I also declare that all the information given herein above is true, correct and complete including the attachments to this form and nothing material has been suppressed.

It is hereby further certified that  , a  having Membership number  and certificate of practice no  certifying this form has been duly engaged for this purpose.

\* To be digitally signed by 

\* Designation

\* DIN of the director ; or DIN or PAN of the manager or CEO or CFO; or membership number of the Company Secretary

**Certificate by practicing professional**

I declare that I have been duly engaged for the purpose of certification of this form. It is hereby certified that I have gone through the provisions of The Companies Act, 2013 and rules thereunder for the subject matter of this form and matters incidental thereto and I have verified the above particulars (including attachment(s)) from the original records maintained by the company which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed. I further certify that :

1. The said records have been properly prepared, signed by the required officers of the company and maintained as per the relevant provisions of The Companies Act, 2013 and were found to be in order;
2. All the required attachments have been completely and legibly attached to this form;
3. I further declare that I have personally visited the registered office given in the form at the address mentioned herein above and verified that the said registered office of the company is functioning for the business purposes of the company.

To be digitally signed by 

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

Whether  Associate  Fellow

Membership number

Certificate of Practice number

**Note: Attention is drawn to provisions of Section 448 and 449 which provide for punishment for false statement/certificate and punishment for false evidence respectively.**

Modify

Check Form

Prescrutiny

Submit

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