

**VS ASSOCIATES****(Company Secretaries)**110 Shri Krishna Business Center,  
3/93 Lalita Park , Laxmi Nagar, Delhi-110092**Ph:** 011- 43026621 **Fax:** 22456650**Cell:** +91 9971072221, 9871287637**E-mail:** vijayatrey@yahoo.com , vijayatrey@gmail.com**Website:** www. vsassociate.com**VS ASSOCIATES**

Company Secretaries

**DETAIL OF ROC FEES****Authorised Capital Fees****PARTICULARS****AMOUNT (IN Rs.)**

IF UPTO 1 LAC

4000/-

MORE THAN 1 LAC BUT UPTO 5 LAC

4000+3000 PER LAC

MORE THAN 5 LAC BUT UPTO 50 LAC

16000+2000 PER LAC

MORE THAN 50 LAC BUT UPTO 1.00 CRORE

106000+1000 PER LAC

MORE THAN 1.00 CRORE BUT UPTO 400.00 CRORE

156000+500 PER LAC

ABOVE 400.00 CRORE

2.00 CRORE

**LIST OF IMPORTANT DOCUMENT FILED WITH ROC**

<b>Form No.</b>	<b>Event for which form is required to submit</b>	<b>Due Date of filing</b>	<b>Remark</b>
1A	Name availability application	NA	
1B	Application for approval of the Central Government for change of name or conversion of a public company into a private company	Within 30 days from the date of event	
Form 1	Application or declaration for incorporation of a company	Within 60 days from the date of approval of name and if extension is taken than 90 days	
Form 2	Return of allotment	Within 30 days from the date of event	

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Form 3	Particular of contract relating to share allotted for consideration other than cash	Within 30 days from the date of event	
Form 5	increase in share capital or increase in number of members ,Notice of consolidation, division, etc.	Within 30 days from the date of event	
Form 8	Particulars for creation or modification of charges (other than those related to debentures	Within 30 days from the date of event	If delay is more than 60 days condonation of delay U/s 141 from CLB is required
Form 10	Particulars for registration of charges for Debenture	Within 30 days from the date of event	If delay is more than 60 days condonation of delay U/s 141 from CLB is required
Form 14	Form for intimating to Registrar of Companies of conversion of the company into limited liability partnership (LLP).		
Form 17	Particulars for complete satisfaction of charges	Within 30 days from the date of event	If delay is more than 30 days condonation of delay U/s 141 from CLB is required
Form 18	Notice of Situation or change of situation of registered office	Within 30 days from the date of event	
Form 20	Commencement of Business Certificate	Within 30 days from the date of event	
Form 21	Notice of Court/CLB order	With in the time specified in the Order	If not filed within time order will be treated as invalid
Form 22	Statutory report of a public company	Within 30 days from the date of event	
Form 23	Registration of resolution(s) and agreement(s)	Within 30 days from the date of event	
Form 23B	Information by Auditor to Registrar	Within 7 from the date of Intimation received from the company	
Form 32	Particulars of appointment of managing director, directors, manager and secretary and the changes among them or consent of candidate to act as a managing director or director or manager or secretary of a company and/ or undertaking to take and pay for qualification shares	Within 30 days from the date of event	
Annual filing form			
Form 20B	Annual Report	Within 60 days from the date of event	

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Form 23AC	Balance Sheet	Within 30 days from the date of event	
Form 23ACA	Profit and Loss Account	Within 30 days from the date of event	
Form 66	Compliance Certificate	Within 30 days from the date of event	

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