

Form 1A

INSTRUCTIONS FOR FILLING OF EFORM – 1A (Application form for availability or change of name)

S. No.		Detailed Instruction
		Note: Instructions are not provided for the fields which are self explanatory
		Before filing this application, refer the guidelines, instructions and rules framed by the Ministry of Corporate Affairs, Government of India with regard to availability of name.
1		Select option for 'Incorporating a new company' or 'Changing the name of an existing company'.
		In case of application for Incorporation of a new company, only Part A is required to be filled. In case for Change of name, fields 8, 9, 11, 12a and 12b of Part A and Part B are required to be filled.
PART – A: AVAILABILITY OF NAME		
2	(a) to (k)	Enter the details of the applicant. Enter DIN or Income-tax PAN or Passport number of the applicant. In case DIN is entered it should be an approved DIN. In case of Passport number, prefix the number with zero(s) (0) to make it a 12 digit number. Example: 0000E1234567. On clicking the Pre-Fill button, system will automatically display the name and the present residential address in case of DIN. In case of Income-tax PAN or passport number, these details are required to be entered.
3	(a) to (d)	Select option for the proposed Company; whether 'New company (others)' or 'Section 25 company' or 'Part IX company' or 'Producer (Part IXA) company'. Details in respect of 'Part IX company' are given in Section 565 to 581 of the Companies Act, 1956; and in respect of 'Producer (Part IXA) company' are given in Section 581A to 581ZT of the Companies Act, 1956. Select the status (Public or Private), category and sub category of the proposed company. Note that the details entered in eForm 1A cannot be changed at the time of filing eForm 1 for Incorporation of the company; and hence ensure that particulars as being entered are correct.
4		Select whether the proposed company is having share capital or not. 'Not having share capital' cannot be selected if category of the company is selected as 'Company limited by shares'. Note that the option selected in eForm 1A cannot be changed at the time of filing eForm 1 for Incorporation of the company; and hence ensure that particulars as being entered are correct
5, 6		Select the state and office of the Registrar of Companies in which the proposed company is to be registered. In case the company has to be registered in the state of Maharashtra or Tamil Nadu, select the concerned Registrar of Companies having jurisdiction on district in which the registered office of the company will be situated. Maharashtra: RoC Pune is having jurisdiction on the following districts – Ahmednagar, Kolhapur, Pune, Ratnagiri, Sangli, Satara, Sindhudurg, Sholapur RoC Mumbai is having jurisdiction on the remaining districts in the state Tamilnadu: RoC Coimbatore is having jurisdiction on the following districts – Coimbatore, Dharmapuri, Dindigul, Erode, Krishnagiri, Namakkal, Nilgiris, Salem RoC Chennai is having jurisdiction on the remaining districts in the state
7		Enter the details of promoters (proposed first subscribers to Memorandum of association (MoA)). Minimum number of promoters should be two in case of a Private company and seven in case of a

		<p>Public company. Based on the number entered here, blocks for entering the details of promoters shall be displayed. Details of maximum seven promoter(s) can be filed through this eForm. If the total number is more than seven, then details of remaining person(s) can be provided as an optional attachment.</p> <p>Please ensure that the applicant is one of the promoters.</p> <p>Select the category of the promoter. In case the promoter is an Individual, enter either DIN or Income-tax PAN or passport number. In case DIN is entered it should be an approved DIN. In case of Passport number, prefix the number with zero(s) (0) to make it a 12 digit number. Example: 0000E1234567. In case promoter is a company or a foreign company under section 591, enter the corporate identity number (CIN) or foreign company registration number (FCRN) respectively. Status of CIN and FCRN should be Active. In case promoter is a company incorporated outside India or body corporate or others, enter the registration number of the promoter. On clicking the Pre-Fill button, system will automatically display the name of the promoter in case of DIN or CIN or FCRN. For all other cases name of the promoter is required to be entered.</p>
8	(a) to (f)	<p>Name should be entered in order of preference. RoC office will consider the same in the order as provided by you.</p> <p>The illustrative list of names based on the type of company is as follows: In case of a private limited company – ABC Private Limited In case of a public limited company – ABC Limited In case of a Company licensed under Section 25 of the Companies Act, 1956 – ABC In case of an Unlimited liability company – ABC (a company with an unlimited liability)</p>
13	(a), (b)	<p>Enter the proposed authorised capital in case the proposed company is having share capital. Minimum authorised share capital required for a Private company having share capital is Rs. 1,00,000/- and in case of a Public company having share capital is Rs. 5,00,000/-. In case of a Company licensed under Section 25 of the Companies Act, 1956 the authorised capital can be less than the above but should be greater than zero. System will automatically display the proposed authorised capital in words.</p> <p>Note that the amount of proposed authorised capital as entered in eForm 1A cannot be reduced at the time of filing eForm 1 for Incorporation of the company; and hence ensure that the amount being entered is correct.</p>
14		<p>Enter the particulars of the proposed directors of the company. Blocks for entering the details of proposed directors shall be displayed two times or three times or five times in case the proposed company is a private company or public company or producer company, respectively. Director identification number (DIN) – Every person intending to become a director is required to have/ obtain Director Identification Number (DIN) from MCA by filing eForm DIN 1. Enter the DIN of the director and click on Pre-Fill button. DIN should not be having status as rejected, revoked or lapsed. System will automatically display the director details based on the DIN entered. Verify that the details displayed are correct.</p>
PART – B: CHANGE OF NAME		
15	(a)	<p>Enter CIN of the company</p> <ul style="list-style-type: none"> You may find CIN by entering existing registration number or name of the company in the 'Find CIN/GLN' service at the portal mca.gov.in
16	(a) to (f)	<p>Click the Pre-fill button. System will automatically display the name, address of the registered office and the email ID of the company. In case there is any change in the email ID, enter the new valid email ID.</p>

	System will also display the present authorised capital or maximum number of members of the company; as the case may be.
Attachments	Ensure that the attachments as mentioned in the eForm are attached before signing the eForm. Any other information can be provided as an optional attachment.
Verification	In case of a new company, select the first check box. In case of change of name of an existing company, select the second check box and enter the serial number and date of board resolution authorising the signatory to sign and submit the application.
Digital signature	In case of a new company, the eForm should be digitally signed by the applicant (one of the promoters) duly authorised by the promoters. In case of change of name of an existing company, the eForm should be digitally signed by the managing director or director or manager or secretary of the company duly authorised by the board of directors.
Designation	Select the designation of the person digitally signing the eForm. Enter the DIN or income-tax PAN or passport number in case the person digitally signing the eForm is applicant. This should be same as the number mentioned in field 2(a). Enter the DIN in case the person digitally signing the eForm is a director or managing director Enter income-tax PAN in case the person digitally signing the eForm is a manager Enter membership number or income-tax PAN in case the person digitally signing the eForm is a secretary.

Common Instruction Kit

Buttons	Particulars
Pre-Fill	This button may appear more than once in an eForm, and shall be required to be clicked for displaying the data pertaining to that field. You are required to be connected to the internet for pre-filling.
Attach	You have to click the attach button corresponding to the document you are making an attachment. In case you wish to attach any other document, please click the optional attach button.
Remove attachment	You can view the attachments added to eForm in the rectangle box provided next to the list of attachment. If the user wants to remove or delete any attachment, select the attachment to be removed and press the "Remove attachment" button.
Check Form	Once the form is filled up. The user is required to press the Check Form button. When this button is pressed form level validation is done such as, Whether all the mandatory fields are filled up or not. If an error is displayed after pressing the button the user is required to correct the mistake and again press the "Check Form" button. When all the form level validation is done. A message is displayed that "Form level pre scrutiny is successful". The Check Form is done without being connected to the internet.
Modify	"Modify" button gets enabled after the check form is done. By pressing this button the user can make the changes in the filled in form. If the user makes any change in the form again the user is required to press the "Check Form" button.
Pre scrutiny	Once the check form is done the user is required to Pre scrutinize the eForm. This requires being connected to the MCA21 site for uploading the form. On pre-scrutiny the system level check is performed and if there are any errors it is displayed to the user and once the error is corrected and again on Pre scrutiny if the message displayed is "No errors found. Click on the button below to "Get Form". Press the Get Form button and make the required corrections. Note: before pressing Submit button attach the digital signature by clicking on the box appearing

	on the signature field <input type="text"/>
Submit	<p>After pre scrutiny is done the user is required to submit the form. This requires being connected to the MCA21 site for uploading the form.</p> <p>In case of online filing the user can submit the form by pressing the “Submit” button</p> <p>Once the form is submitted the fee is displayed to the user. When the user press the “Pay” button the mode of payment option is displayed. On challan payment option, a challan is generated displaying the amount of fee to be paid. The user is required to take the print out of three copies of challan and submit the payment at authorized bank branch. The user has to submit three copies at bank and user shall receive one copy with bank acknowledgment for user’s record.</p>
Country code	The list of country code required to be mentioned in the form are as follows:

Note: User is advised to refer to eForm specific instruction kit.

List of ISO Country Code

Country Name	Country Code	Country Name	Country Code
AFGHANISTAN	AF	CAPE VERDE	CV
ÅLAND ISLANDS	AX	CAYMAN ISLANDS	KY
ALBANIA	AL	CENTRAL AFRICAN REPUBLIC	CF
ALGERIA	DZ	CHAD	TD
AMERICAN SAMOA	AS	CHILE	CL
ANDORRA	AD	CHINA	CN
ANGOLA	AO	CHRISTMAS ISLAND	CX
ANGUILLA	AI	COCOS (KEELING) ISLANDS	CC
ANTARCTICA	AQ	COLOMBIA	CO
ANTIGUA AND BARBUDA	AG	COMOROS	KM
ARGENTINA	AR	CONGO	CG
ARMENIA	AM	CONGO, THE DEMOCRATIC REPUBLIC OF THE	CD
ARUBA	AW	COOK ISLANDS	CK
AUSTRALIA	AU	COSTA RICA	CR
AUSTRIA	AT	COTE D'IVOIRE	CI
AZERBAIJAN	AZ	CROATIA	HR
BAHAMAS	BS	CUBA	CU
BAHRAIN	BH	CYPRUS	CY
BANGLADESH	BD	CZECH REPUBLIC	CZ
BARBADOS	BB	DENMARK	DK
BELARUS	BY	DJIBOUTI	DJ
BELGIUM	BE	DOMINICA	DM
BELIZE	BZ	DOMINICAN REPUBLIC	DO
BENIN	BJ	ECUADOR	EC
BERMUDA	BM	EGYPT	EG
BHUTAN	BT	EL SALVADOR	SV
BOLIVIA	BO	EQUATORIAL GUINEA	GQ
BOSNIA AND HERZEGOVINA	BA	ERITREA	ER
BOTSWANA	BW	ESTONIA	EE
BOUVET ISLAND	BV	ETHIOPIA	ET
BRAZIL	BR	FALKLAND ISLANDS	FK

Country Name	Country Code	Country Name	Country Code
		(MALVINAS)	
BRITISH INDIAN OCEAN TERRITORY	IO	FAROE ISLANDS	FO
BRUNEI DARUSSALAM	BN	FIJI	FJ
BULGARIA	BG	FINLAND	FI
BURKINA FASO	BF	FRANCE	FR
BURUNDI	BI	FRENCH GUIANA	GF
CAMBODIA	KH	FRENCH POLYNESIA	PF
CAMEROON	CM		
CANADA	CA		
GABON	GA	FRENCH SOUTHERN TERRITORIES	TF
GAMBIA	GM	LAO PEOPLE'S DEMOCRATIC REPUBLIC	LA
GEORGIA	GE	LATVIA	LV
GERMANY	DE	LEBANON	LB
GHANA	GH	LESOTHO	LS
GIBRALTAR	GI	LIBERIA	LR
GREECE	GR	LIBYAN ARAB JAMAHIRIYA	LY
GREENLAND	GL	LIECHTENSTEIN	LI
GRENADA	GD	LITHUANIA	LT
GUADELOUPE	GP	LUXEMBOURG	LU
GUAM	GU	MACAO	MO
GUATEMALA	GT	MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF	MK
GUINEA	GN	MADAGASCAR	MG
GUINEA-BISSAU	GW	MALAWI	MW
GUYANA	GY	MALAYSIA	MY
HAITI	HT	MALDIVES	MV
HEARD ISLAND AND MCDONALD ISLANDS	HM	MALI	ML
HOLY SEE (VATICAN CITY STATE)	VA	MALTA	MT
HONDURAS	HN	MARSHALL ISLANDS	MH
HONG KONG	HK	MARTINIQUE	MQ
HUNGARY	HU	MAURITANIA	MR
ICELAND	IS	MAURITIUS	MU
INDIA	IN	MAYOTTE	YT
INDONESIA	ID	MEXICO	MX
IRAN, ISLAMIC REPUBLIC OF	IR	MICRONESIA, FEDERATED STATES OF	FM
IRAQ	IQ	MOLDOVA, REPUBLIC OF	MD
IRELAND	IE	MONACO	MC
ISRAEL	IL	MONGOLIA	MN
ITALY	IT	MONTSERRAT	MS
JAMAICA	JM	MOROCCO	MA
JAPAN	JP	MOZAMBIQUE	MZ
JORDAN	JO	MYANMAR	MM
KAZAKHSTAN	KZ	NAMIBIA	NA
KENYA	KE	NAURU	NR

Country Name	Country Code	Country Name	Country Code
KIRIBATI	KI	NEPAL	NP
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	KP	NETHERLANDS	NL
KOREA, REPUBLIC OF	KR	NETHERLANDS ANTILLES	AN
KUWAIT	KW	NEW CALEDONIA	NC
KYRGYZSTAN	KG	NEW ZEALAND	NZ
		NICARAGUA	NI
		NIGER	NE
		NIGERIA	NG
NIUE	NU	SPAIN	ES
NORFOLK ISLAND	NF	SRI LANKA	LK
NORTHERN MARIANA ISLANDS	MP	SUDAN	SD
NORWAY	NO	SURINAME	SR
OMAN	OM	SVALBARD AND JAN MAYEN	SJ
PAKISTAN	PK	SWAZILAND	SZ
PALAU	PW	SWEDEN	SE
PALESTINIAN TERRITORY, OCCUPIED	PS	SWITZERLAND	CH
PANAMA	PA	SYRIAN ARAB REPUBLIC	SY
PAPUA NEW GUINEA	PG	TAIWAN, PROVINCE OF CHINA	TW
PARAGUAY	PY	TAJIKISTAN	TJ
		TANZANIA, UNITED REPUBLIC OF	TZ
PERU	PE	THAILAND	TH
PHILIPPINES	PH	TIMOR-LESTE	TL
PITCAIRN	PN	TOGO	TG
POLAND	PL	TOKELAU	TK
PORTUGAL	PT	TONGA	TO
PUERTO RICO	PR	TRINIDAD AND TOBAGO	TT
QATAR	QA	TUNISIA	TN
REUNION	RE	TURKEY	TR
ROMANIA	RO	TURKMENISTAN	TM
RUSSIAN FEDERATION	RU	TURKS AND CAICOS ISLANDS	TC
RWANDA	RW	TUVALU	TV
SAINT HELENA	SH	UGANDA	UG
SAINT KITTS AND NEVIS	KN	UKRAINE	UA
SAINT LUCIA	LC	UNITED ARAB EMIRATES	AE
SAINT PIERRE AND MIQUELON	PM		
SAINT VINCENT AND THE GRENADINES	VC	UNITED KINGDOM	GB
SAMOA	WS	UNITED STATES	US
		UNITED STATES MINOR OUTLYING ISLANDS	UM
SAN MARINO	SM	URUGUAY	UY
SAO TOME AND PRINCIPE	ST	UZBEKISTAN	UZ
SAUDI ARABIA	SA	VANUATU	VU
SENEGAL	SN	VENEZUELA	VE
SERBIA AND MONTENEGRO	CS	VIET NAM	VN
SEYCHELLES	SC	VIRGIN ISLANDS, BRITISH	VG
SIERRA LEONE	SL	VIRGIN ISLANDS, U.S.	VI
SINGAPORE	SG		

Country Name	Country Code	Country Name	Country Code
SLOVAKIA	SK	WALLIS AND FUTUNA	WF
SLOVENIA	SI	WESTERN SAHARA	EH
SOLOMON ISLANDS	SB	YEMEN	YE
SOMALIA	SO	ZAMBIA	ZM
SOUTH AFRICA	ZA	ZIMBABWE	ZW
SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS	GS		