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Instruction Kit for eForm SPICe AOA (INC-34) (Article of Association)

About this Document

The Instruction Kit has been prepared to help you file eForms with ease. This document provides references to law(s) governing the eForms, instructions to fill the eForm at field level and common instructions to fill all eForms. The document also includes important points to be noted for successful submission.

User is advised to refer instruction kit specifically prepared for each eForm.

This document is divided into following sections:

[Part I – Laws Governing the eForm](#)

[Part II – Instructions to fill the eForm](#)

[Part III – Important Points for Successful Submission](#)

Click on any section link to refer to the section.

Part I – Law(s) Governing the eForm

In Pursuance to Schedule I (see Sections 4 and 5) to the Companies Act, 2013.

Purpose of the eForm

This document describes the System Requirements Specifications of Form SPICe AOA (INC-34). This document lays down the software requirements for the application that have been captured through a detailed study of the business functions.

eForm Number as per Companies Act, 1956

This e-form is newly introduced under rules notified under the Companies Act, 2013.

Part II – Instructions to fill the eForm

Specific Instructions to fill the eForm SPICe AOA (INC-34) at Field Level

Instructions to fill the eForm are tabulated below at field level. Only important fields that require detailed instructions to be filled in eForm are explained. Self-explanatory fields are not discussed.

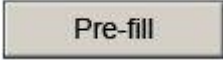


S. No/ Section Name	Field Name	Instructions
1	SRN of form INC-1	Enter the same SRN of form INC-1 as mentioned in the linked form SPICe (INC-32), if any
2	Table	Select the applicable standard table as notified under Schedule I to the Companies Act, 2013. On the basis of selection, relevant 'Articles' will be populated
3	Name of the Company	Enter the name of the company as mentioned in e-form SPICe (INC-32). This may pre-fill based on the SRN of form INC-1.
4	Articles	Applicable standard articles will be auto populated based on selection of Table notified under Schedule I to the Companies Act, 2013. To hide any article, click on 1 st check box 'Not applicable' against the respective article. To entrench the article, click on 2 nd check box 'Altered' against the respective article. Director name(s) should be entered mandatorily under "Board of directors". Mention different appointments as a sub-article E.g. (a) – Managing Director, (b) – Director Names etc. Articles in addition to the standard table shall be mentioned in last blank box 'Others'.
	Subscriber Details table Name	Mention the details of subscribers in the prescribed format. Details of the subscribers shall match with form SPICe (INC-32) hence enter same DIN or PAN or Passport number as mentioned in that form for individual subscriber and/or authorized representative of body corporate subscriber.

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S. No/ Section Name	Field Name	Instructions
	Address, Description and Occupation	Maximum details of subscribers allowed through form SPICe (INC-32) is seven. In case of more subscribers, follow the normal incorporation procedure.
	Signed Before Me	Enter the details of the witness along with his/her DSC

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Common Instructions to fill eForm

Buttons	Particulars
Pre-Fill 	<p>The Pre-fill button can appear more than once in an eForm. The button appears next to a field that can be automatically filled using the MCA database.</p> <p>Click this button to populate the field.</p> <p>Note: You are required to be connected to the Internet to use the Pre-fill functionality.</p>
Check Form 	<ol style="list-style-type: none"> 1. Click the Check Form button after, filling the eForm. System performs form level validation like checking if all mandatory fields are filled. System displays the errors and provides you an opportunity to correct errors. 2. Correct the highlighted errors. 3. Click the Check Form button again and. system will perform form level validation once again. On successful validations, a message is displayed “Form level pre scrutiny is successful”. <p>Note: The Check Form functionality does not require Internet connectivity.</p>
Modify 	<p>The Modify button is enabled, after you have checked the eForm using the Check Form button.</p> <p>To make changes to the filled and checked form:</p> <ol style="list-style-type: none"> 1. Click the Modify button. 2. Make the changes to the filled eForm. 3. Click the Check Form button to check the eForm again.

Part III - Important Points for Successful Submission

Fee Rules

S. No.	Purpose of the form	Fee applicable
1.	SPICe AOA (INC-34)	The Companies (Registration offices and Fees) Rules, 2014 -Annexure A

Fees payable is subject to changes in pursuance of the Act or any rule or regulation made or notification issued thereunder.

Processing Type

The eForm will go as linked form with INC-32 and will be processed in Non-STP mode.

Email

Certificate of Incorporation will be sent on the mail ID of the company as specified in the application form mentioning the CIN of company.

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Annexure A

Registration fee for Articles of Association (AOA) (in case of company having share capital)

Nominal Share Capital	Fee applicable
Less than 1,00,000	Rupees 200
1,00,000 to 4,99,999	Rupees 300
5,00,000 to 24,99,999	Rupees 400
25,00,000 to 99,99,999	Rupees 500
1,00,00,000 or more	Rupees 600

Registration fee for Articles of Association (AOA) (in case of company not having share capital)

Fee applicable
Rupees 200 per document

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