

B. OBJECTIVES OF THE ACT

To promote the development of the economy by encouraging entrepreneurship and enterprise efficiency and creating flexibility and simplicity in the formation and maintenance of companies;

To encourage transparency, accountability and high standards of corporate governance;

To recognize various new concepts and procedures facilitating ease of doing business while protecting interests of all the stakeholders;

To enforce strict action against the fraud & gross non compliance with the company law provisions

To set up institutional structure in the form of various authorities, bodies and panels as well as by including recognition of various roles for professionals and other experts; and

To cater to the need for more effective and time bound approvals and compliance requirements

1. "Accounting standards" 2(2) : "means the standards of accounting or any addendum thereto for companies or class of companies referred to in section 133."

Section 133 : The Central Government may prescribe the standard of accounting or any addendum thereto, as recommended by the Institute of Chartered Accountant of India, constituted under Section 3 of the Chartered Accountant Act, 1949, in consultation with & after examination of the recommendations made by the National Financial Reporting Authority.

Explanation : These definitions were incorporated with the view that in globalised era there must be a standard format & thus enabling uniformity in the accounting standard. The accounting standard is set by the International Accounting Standard Board. Thus Indian Accounting Standards will be made mandatory since 2016. Prior to Accounting standard they were known as "Generally Accepted Accounting Principle" which is known as GAAP. The basic object of the Accounting standard is to bring uniformity. The standard is framed by the Central Government on the recommendation of Institute of Chartered Accountant of India & in consultation & examination by the National Financial Reporting Authority.

2. Auditing standards 2(7) : "means the standards of auditing or any addendum thereto for companies or class of companies referred to in sub-section (10) of section 143".

Auditing means an inspection of books of accounts. The auditing standards represent the honest & best practice of the profession & adopted by the professionals. Uniformity in maintaining the books of accounts can be practiced. Central Government in consultation with the National Financial Authority has framed the accounting standard. It is the duties & responsibility of the auditors to ensure the maintenance of accounting standard.

3. Books of account Section 2(13): "Includes records maintained in respect of:

- all sums of money received and expended by a company and matters in relation to which the receipts and expenditure take place;
- all sales and purchases of goods and services by the company;
- the assets and liabilities of the company; and
- the items of cost as may be prescribed under section 148 in the case of a company which belongs to any class of companies specified under that section".

Every company must maintain books of accounts. Books of accounts must reflect fair & true state of affairs of the company including its branch or branches as the case may be. Generally the top level management is responsible for maintaining books of accounts. Top management refers to Managing Director, Whole Time Director, Chief Financial Officer, etc. Top level management is responsible to take all major decision & secure the compliance of the company as per company law regarding the maintenance of the books.

4. Deposit Section 2(31): "Includes any receipt of money by way of deposit or loan or in any other form by a company, but does not include such categories of amount as may be prescribed in consultation with the Reserve Bank of India."

This section must be referred along with sections 73 to 76 of the companies Act, 2013 & section 2(c) of the Companies (Acceptance of Deposits) Rules, 2014. Deposits are received from the public in different methods namely :

➤ Loan from individuals, Financial Institutions

- Amount guaranteed by central, State Government
- Amount received from public sector, private sector & foreign banks.
- Any amount received by way of interest from trust, financial institution, etc.
- Advances received or amount received from the public, promoters, directors, shareholders & employees.
- Company receiving deposits are required to maintain necessary register with complete details at the corporate office. In case of violation of any rules, the company & the officer in-charge shall be punishable to the extent of ₹ 5000/- & for continuing offence further fine of ₹ 500/- per day during the continuance of the contravention period.

5. Financial year, Section 2(41) : "In relation to any company or body corporate, means the period ending on the 31st day of March every year, and where it has been incorporated on or after the 1st day of January of a year, the period ending on the 31st day of March of the following year, in respect whereof financial statement of the company or body corporate is made up: Provided that on an application made by a company or body corporate, which is a holding company or a subsidiary of a company incorporated outside India and is required to follow a different financial year for consolidation of its accounts outside India, the Tribunal may, if it is satisfied, allow any period as its financial year, whether or not that period is a year: Provided further that a company or body corporate, existing on the commencement of this Act, shall, within a period of two years from such commencement, align its financial year as per the provisions of this clause".

Explanation: The Companies Act, 2013 came into effect from 1st April, 2014, the format of reporting financial statements has also been revised. Every Company shall follow a uniform financial year, from 1st April to 31st March. Companies that are still following a different financial year need to align with the new requirement of law within two years of implementation of Act, i.e by 31st March 2016. A Company or a Body Corporate, which is holding or subsidiary of a Company incorporated outside India, may follow a different financial year only with permission of Tribunal.

6. Foreign company 2(42) : means "any company or body corporate incorporated outside India which:

- a) has a place of business in India whether by itself or through an agent, physically or through electronic mode; and
- b) conducts any business activity in India in any other manner"

Explanation: Foreign Company means any company or body corporate incorporated outside India which:

- Has a place of business (includes a share transfer or registration office) in India whether by itself or through an agent, physically or by electronic mode; and
- Conducts any business activity in India in any other manner.
- As per FEMA, no person resident outside India shall, without prior approval of RBI establish in India a branch or liaison office or any other place of business by whatever name called.
- A foreign company is required to register with ROC within 30 days from the date of its establishing a place of business in India.
- Not less than 50% of the paid up share capital whether equity or preference or partly equity & partly preference of a foreign company shall

be held by one or more citizens of India or by one or more companies or body corporate in India.

7. Independent director Section 2(47) : "means an independent director referred to in sub-section (5) of section 149".

Explanation : One of the significant aspects of the 2013 Act is the effort made towards incorporating some of the salient requirements mandated by the SEBI in clause 49 of the listing agreement in the 2013 Act itself. To this effect, the 2013 Act requires every listed public company to have at least one-third of the total number of directors as independent directors. Further, the central government in the draft rules has prescribed the minimum number of independent directors in case of the following classes of public companies [section 149(4) of 2013 Act].

- i) Public companies having paid up share capital of 100 crore INR or more; or
- ii) Public companies having turnover of 300 crore INR or more
- iii) Public companies which have, in aggregate, outstanding loans or borrowings or debentures or deposits, exceeding 200 crore INR

"Independent director" means a person other than an executive officer or employee of the company or any other individual having a relationship which, in the opinion of the issuer's board of directors would interfere with the exercise of independent judgment in carrying out the responsibilities of a director. The need for the independent directors aroused due to the need of a strong framework of corporate governance in the functioning of the company. There is a "growing importance" of their role and responsibility. The Act, 2013 makes the role of ID's very different from that of executive directors. An independent director is vested with a variety of roles, duties and liabilities for good corporate governance. He helps a company to protect the interest of minority shareholders and ensure that the board does not favour any particular set of shareholders or stakeholders. Introducing the concept of independent director is to take unbiased decisions and to check various decisions taken by the management and majority stakeholders. An independent director brings the accountability and credibility to the board process. These ID's are the trustees of good corporate governance.

The Act, 1956 : The Act, 1956 do not specifically give the definition of the independent director. However one can find parameters mentioned in the Clause 49 of the listing agreement which is applicable to all listed companies in order to recognize a director as an independent director. Moreover he is not related to promoters or persons occupying management positions at the board level or at one level below the board and has not been an executive of the company in the immediately preceding three financial years...

Section 149(6) of the Act, ID means a director other than a managing director or whole-time director or a nominee director,

- a) Who, in the opinion of the Board, is a person of integrity and possesses relevant expertise and experience;
- b) Who is or was not a promoter of the company & Who is not related to promoters or directors in the company
- c) Who has or had no pecuniary relationship with the company
- d) None of whose relative has or had pecuniary relationship or transaction with the company.
- e) Who, neither himself nor any relative---
 - Holds or has held the position of a key managerial personnel

- Is or has been an employee or proprietor or a partner, in any of the three financial years preceeding.
 - Holds together with his relative two per cent or more of the total voting power of the company; or
 - Is a Chief Executive or director, of any nonprofit organization, or who possesses such other qualifications as may be prescribed.
- f) The following public companies must appoint independent director.
- Listed company
 - Company having ₹ 10 Crore or more paid up share capital
 - Company with a turnover of 100 Crore rupees or more; or
 - Company having in aggregate outstanding loans, debentures & deposits more than ₹ 50 Crore.

8. Indian Depository Receipt Section 2(48) : "means any instrument in the form of a depository receipt created by a domestic depository in India and authorized by a company incorporated outside India making an issue of such depository receipts."

Explanation : Indian Depository Receipt" (IDR) means any instrument in the form of a depository receipt created by a Domestic Depository in India and authorized by a company incorporated outside India making an issue of such depository receipts. No company incorporated or to be incorporated outside India, whether the company has or has not established, or may or may not establish, any place of business in India shall make an issue of Indian Depository Receipts (IDRs) unless such company complies with the conditions mentioned under this rule, in addition to the Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2009 and any directions issued by the Reserve Bank of India. [Rule 13(1) of the Companies (Registration of foreign Companies) Rules, 2014]

For issue of IDR, an issuing company shall comply—

- Rule 13 of the Companies (Registration of foreign Companies) Rule 2014,
- the Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2009,
- Directions issued by Reserve Bank of India, which includes FEMA compliances.

An IDR is an instrument denominated in Indian Rupees in the form of a depository receipt created by a Domestic Depository (custodian of securities registered with the Securities and Exchange Board of India) against the underlying equity of issuing company to enable foreign companies to raise funds from the Indian securities Markets.

Overseas Custodian Bank is a banking company which is established in a country outside India and has a place of business in India and acts as custodian for the equity shares of issuing company against which IDRs are proposed to be issued in the underlying equity shares of the issuer is deposited. Domestic Depository who is a custodian of securities registered with the as SEBI and authorized by the issuing company to issue Indian Depository Receipts. Merchant Banker registered with SEBI who is responsible for due diligence and through whom the draft prospectus for issuance of the IDR is filed with SEBI by the issuer company

IDRs can be converted into the underlying equity shares only after the expiry of one year from the date of the issue of the IDR, subject to the compliance of the

related provisions of Foreign Exchange Management Act and Regulations issued thereunder by RBI in this regard.

On the receipt of dividend or other corporate action on the IDRs, the Domestic Depository shall distribute them to the IDR holders in proportion to their holdings of IDRs. According to SEBI rules, the base offer sum in an IDR issue is ₹ 20,000 for every applicant. Like in any open issue in India, inhabitant Indian retail (singular) speculators can apply up to a measure of INR 2, 00,000 and non-institutional financial specialists can apply above INR 1, 00,000. SEBI has as of late enabled shareholders to change over their depository receipts into equity shares of the issuer company and the other way around.

9. One Person Company Section 2(62) : "means a company which has only one person as a member".

Explanation : The concept of One Person Company (OPC) is first time introduced in Companies Act, 2013. According to Section 2(62), one person company means a private company which has only one person as a member.

It should be noted that OPC is also a private company. It should be noted that in company form of business members may be natural persons (human beings) or artificial persons (not human beings but having legal existence in the eyes of law like company, body corporate etc.). But in case of OPC, member shall be natural person only. Such person shall be Indian citizen and resident in India (means who stayed in India for a period of 182 days or more during the immediately preceding one year). It means only a natural person who is Indian Citizen and Resident in India can incorporate an OPC and can become member of OPC. A minor cannot be a member of OPC; nor can he/she be beneficial owner of shares in OPC.

As OPC can be incorporated only by one individual, such individual shall nominate a natural person (Indian citizen and resident in India) who shall become the member of the company in case of death or incapability of the member (who nominated him/her). It should be noted that a person can become nominee only in one OPC. Minor cannot be the nominee in case of OPC. Voluntary Conversion of OPC can opt to be converted into normal private company or public company only after 2 years of its incorporation. Mandatory Conversion of OPC shall be converted into private company or public company (even before completion of 2 years of incorporation) if the Paid up capital of such company exceeds ₹ 50 lakh or its average turnover of immediately preceding three consecutive financial year exceeds 2 crore rupees. OPC cannot be incorporated/converted as/to Section 8 Company or OPC cannot carry out Non-Banking Financial activities or OPC cannot invest in securities of other companies or body corporate. OPC enjoys the benefits of a private company. No Board meeting is necessary. No requirements of appointment of statutory auditor. Encourages entrepreneurship.

10. Small company Section 2(85) "means a company, other than a public company, where the maximum paid-up share capital amount which can be prescribed for the purpose of determining a company as a small company has been increased from fifty lakh rupees to ten Crore rupees and prescribed turnover amount from two Crore rupees to one hundred Crore rupees. Further turnover should be as per profit and loss account for the immediately preceding financial year and not as per its last financial year.

Explanation :

- Only a private company can be classified as a small company.
- Holding company, subsidiary company, charitable company and company governed by any Special Act cannot be classified as a small company.

- For a small company, either the paid up capital should not exceed ₹10 Crore or the turnover as per latest statement of profit & loss should not exceed ₹ 100 crores.
- The status of a company as "Small Company" may change from year to year. Thus the benefits which are available during a particular year may stand withdrawn in the next year and become available again in the subsequent year.

For qualifying as a small company, it is enough if either the capital is less than ₹ 10crore or turnover is less than ₹100 crore. It is sufficient if either one of the requirement is met without meeting the other requirement. However, these limits may be raised but not exceeding ₹ 20 crore in case of capital and ₹ 100 crore in case of turnover.

A company falling under the limits of capital or turnover as prescribed will automatically be covered under the category of "small company" and can avail the exemptions and privileges it is entitled to. However, the status of a company as "Small Company" may change from year to year. Thus the benefits which are available during a particular year may stand withdrawn in the next year and become available again in the subsequent year.

Company” is derived from two words: “com”- group and “panies”- bread. Therefore, it means group that eat their bread together.

A company is: - an association or collection of individuals, whether natural persons, legal persons, or a mixture of both.

- Company members share a common purpose and unite
- in order to focus their various talents and organize their collectively available skills or resources to achieve specific, declared goals
- not merely a legal institution
- a legal device for attainment of social (Section 25/8) or economic end and to a large extent publicly and socially responsible

A company as an entity has many distinct features which together make it a unique organization. The essential characteristics of a company are following:

1.2 CHARACTERISTICS OF THE COMPANY

1. Voluntary association:

A company is a voluntary association formed by an individual or group of individuals. Most companies are formed with the motive of profit-making except the Section 8 companies that is Non-Governmental Organization . Profit earned is divided among the shareholders or saved for the future expansion of the company.

2. Separate Legal Entity:

A company becomes a separate legal entity as compared to its members when it registered with an appropriate authority that is ROC (Registrar of Company). The company is distinct and different from its members in law. It has its own seal and its own name; its assets and liabilities are separate and distinct from those of its members. It is capable of owning property, incurring debt, and borrowing money, employing people, having a bank account, entering into contracts and suing and being sued separately.

Case Law: Salomon v/s Salomon: Salomon had a business in leather and shoe manufacturing. Due to some circumstances, he created his own company and sells his previous business of shoe manufacturing to this company. Salomon gave one share each to his wife, daughter, sons, and the rest of the company’s shares were held by him. After few years, the company was wound up and had some existing liabilities but did not have enough assets to pay off the liabilities. Unsecured creditors sued Salomon for repayment of their money, but the court held that the company was not an agent or a trustee for Salomon. The company is entirely different from the individual, and hence the contentions of the creditors could not be upheld.

3. Limited Liability:

The liability of the members of the company is limited to contribution to the assets of the company up to the face value of shares held by him. A member is liable to pay only the uncalled money due on shares held by him. If the assets of the firm are not sufficient to pay the liabilities of the firm, the creditors can force the partners to make good the deficit from their personal assets. This cannot be done in the case of a company once the members have paid all their dues towards the shares held by them in the company.

The liability of a company may be limited either by Shares or Guarantee.

Company limited by Guarantee: Liability of shareholders is limited to a certain amount of guarantee mentioned in the memorandum payable only at the time of wind up and losses occurred by the company.

Company limited by Shares: Liability of the members shall be limited to the extent of unpaid money or shares held by them.

4. Perpetual Succession:

“Perpetual Succession” in a company is best defined by this line - *Members may come and go but the company goes on forever*. It means company never dies. If any member dies or leaves the company it does not make any difference to the corporate existence of the company. It is one of the fundamentals of a company's existence. Perpetual succession means that a company's life is not determined by the longevity of its members, shareholders, promoters, directors, employees or anyone else. If a shareholder dies, or hypothetically, all the shareholders die, only their shares in the company will be transferred to new people. If even a key director resigns, he/she will be replaced but the company will continue on.

5. Separate Property:

A company is a distinct legal entity. The company's property is its own. A member cannot claim to be owner of the company's property during the existence of the company.

6. Transferability of Shares:

Shares in a company are freely transferable, subject to certain conditions, such that no share-holder is permanently or necessarily wedded to a company. When a member transfers his shares to another person, the transferee steps into the shoes of the transferor and acquires all the rights of the transferor in respect of those shares.

7. Common Seal:

A company is an artificial person and does not have a physical presence. Thus, it acts through its Board of Directors for carrying out its activities and entering into various agreements. Such contracts must be under the seal of the company. The common seal is the official signature of the

company. The name of the company must be engraved on the common seal. Any document not bearing the seal of the company may not be accepted as authentic and may not have any legal force.

8. Capacity to sue and being sued:

A company can sue and be sued in its name and may even sue its members. It also has a right to seek damages where a defamatory matter is published about the company, which affects its business.

9. Separate Management:

A company is administered and managed by its managerial personnel i.e. the Board of Directors. The shareholders are simply the holders of the shares in the company and need not be necessarily the managers of the company.

1.3 DISADVANTAGE OF INCORPORATION OF COMPANY

1. Cumbersome Formalities and Cost
2. Separation of control from ownership
3. Greater Social Responsibility
4. Greater Tax Burden in Certain Cases
5. Winding Up Procedure is lengthy

Cumbersome Formalities and Cost:

Incorporation of a company is a very complex legal process and it involves a considerable amount of time and money. These elaborate procedures have been established so as to discourage people from doing business who not serious and passionate about it.

Even after the incorporation of the company, it has to be run and managed very strictly. In accordance with the legal provisions provided by the Companies Act. The returns and other documents have to be registered at the Registrar of Companies.

Certain particular events or activities such as accounts, corporate audits, meetings, borrowing, lending, investment and issue of capital, dividends etc, are necessarily required to be conducted and carried out by the provisions of the Companies Act.

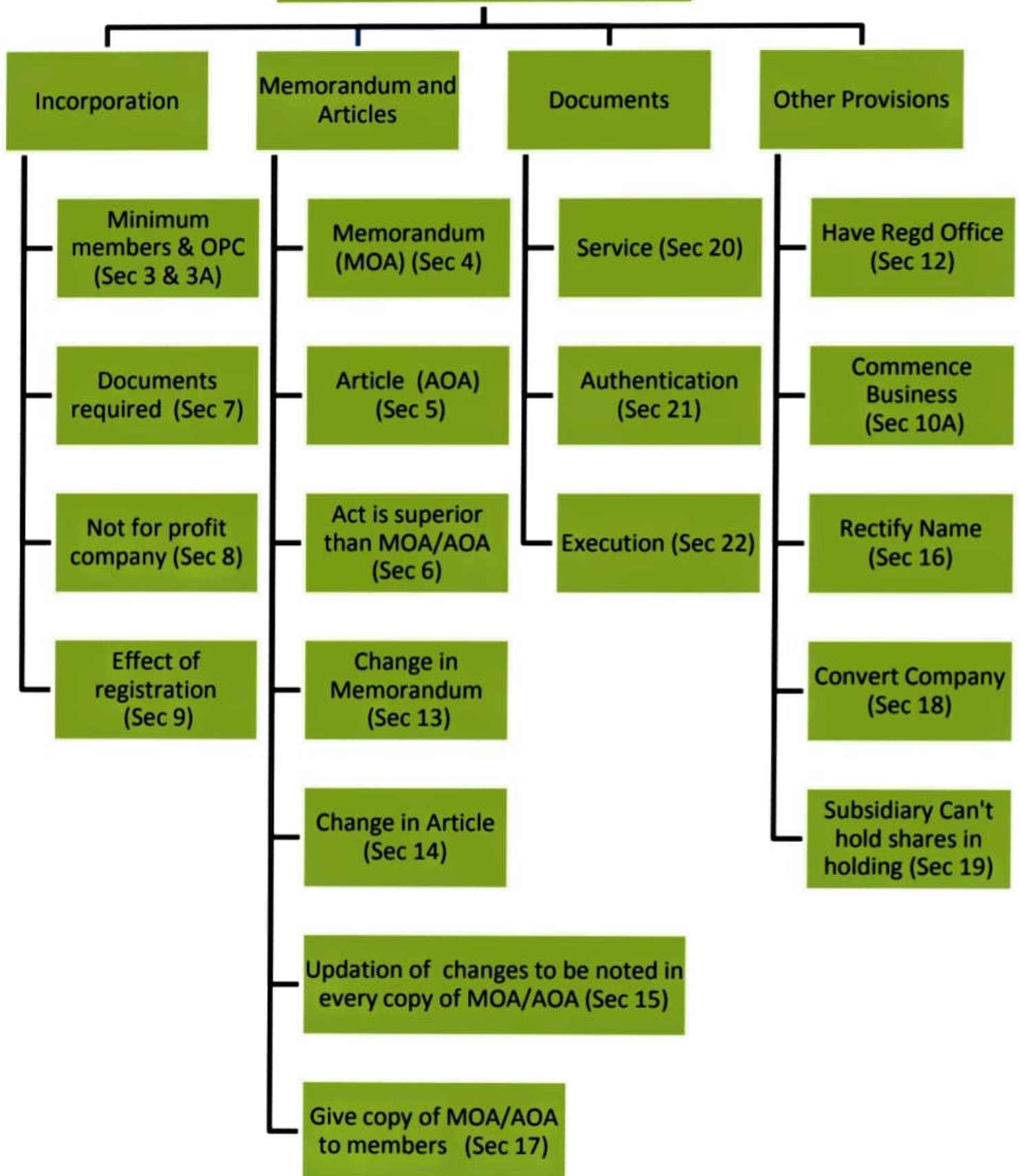
Separation of control from ownership:

Members of small shareholders of a company do not have any effective control over the functions and decisions of the company because, the number of people in the company is large in number that an individual or even a small group of people cannot have a big effect on the functioning of the organisation.

CHAPTER OVERVIEW



Incorporation of company and related matters



1. INTRODUCTION TO INCORPORATION OF COMPANIES

A company is a **separate** legal entity with **perpetual** succession for **lawful** purpose. Development of this concept is equally significant in economic terms as invention of steam engine is for the industrial revolution.

Persons who initiate promotion of a company are known as **promoters**. All persons who take steps for the registration of a company e.g., those associated with the **preparation of a prospectus** or in drawing up the **Memorandum of Association** of the company and assisting in its **registration** are regarded as promoters.

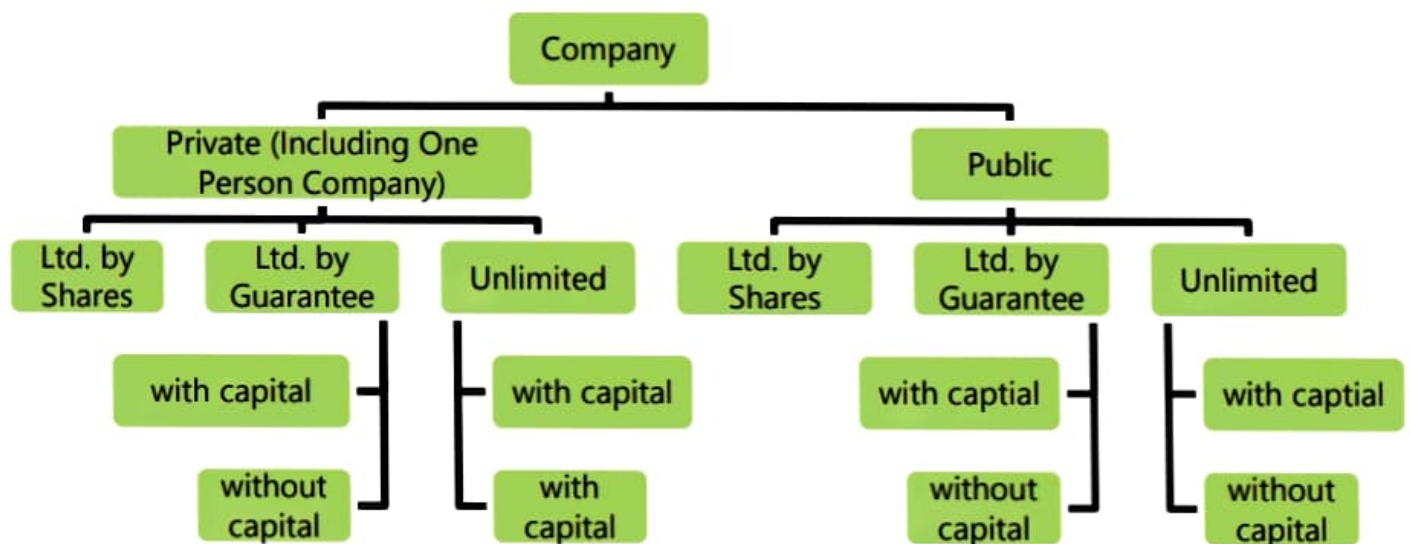
The Companies Act, 2013 defines the term "**Promoter**" under section 2(69) which means a person—

- who has been named as such in a **prospectus** or is identified by the company in the **annual return** referred to in section 92; or
- who has **control** over the affairs of the company, directly or indirectly whether as a shareholder, director or otherwise; or
- in accordance with whose **advice, directions or instructions** the Board of Directors of the company is accustomed to act.

However, a person who is **acting merely in a professional Capacity**, shall not be regarded as promoter [under (c)], e.g., the solicitor, banker, accountant etc. are not regarded as promoters.

2. FORMATION OF COMPANY (SECTION 3)

Companies are broadly of below types:



As you can observe in above chart that companies could be with limited liability (by shares or guarantee) or with unlimited liability.^{1&2}

Note: For **Government Companies**, suffix **"Pvt. Ltd / Ltd."** not required (Notification dated 5th June 2015). This exception shall be applicable to a government company which has not committed a default in filing its financial statements under section 137 or annual return under section 92 with the Registrar [Notification dated 13th June 2017].

Section 3 of the Companies Act, 2013 deals with the basic requirement with respect to the constitution of the company. In the case of a **public** company with or without limited liability any **7** or more persons can form a company for any lawful purpose by subscribing their names to memorandum and complying with the requirements of this Act in respect of registration. In exactly the same way, **2** or more persons can form a **private** company and **1** person where company to be formed is **one person company**.

However, that one person company need to specify the **name of one nominee** in the **Memorandum of Association (MOA)** who would take his place in case of his death or his incapacity to contract. The **nominee could be changed** as per the process and this will **not attract** process for alteration of the Memorandum of Association.

Extract of Act [Section 3]

"(1) A company may be formed for any lawful purpose by—

(a) seven or more persons, where the company to be formed is to be a public company;

(b) two or more persons, where the company to be formed is to be a private company; or

(c) one person, where the company to be formed is to be One Person Company that is to say, a private company,

by subscribing their names or his name to a memorandum and complying with the requirements of this Act in respect of registration:

Provided that the memorandum of One Person Company shall indicate the name

¹ Provided that a Specified IFSC public or Specified IFSC Private company shall be formed only as a company limited by shares.

² IFSC company means a company incorporated in any International Financial Services Center in India, like in Gujarat International Finance Tec-City.

of the other person, with his prior written consent in the prescribed form, who shall, in the event of the subscriber's death or his incapacity to contract become the member of the company and the written consent of such person shall also be filed with the Registrar at the time of incorporation of the One Person Company along with its memorandum and articles:

Provided further that such other person may withdraw his consent in such manner as may be prescribed:

Provided also that the member of One Person Company may at any time change the name of such other person by giving notice in such manner as may be prescribed:

Provided also that it shall be the duty of the member of One Person Company to intimate the company the change, if any, in the name of the other person nominated by him by indicating in the memorandum or otherwise within such time and in such manner as may be prescribed, and the company shall intimate the Registrar any such change within such time and in such manner as may be prescribed:

Provided also that any such change in the name of the person shall not be deemed to be an alteration of the memorandum.

(2) A company formed under sub-section (1) may be either—

- (a) a company limited by shares; or
- (b) a company limited by guarantee; or
- (c) an unlimited company."

Maintain minimum number of members [Section 3A]

If at any time the number of members of a company is **reduced**, in the case of a public company, **below seven**, in the case of a private company, **below two**, and the company carries on business for **more than six months** while the number of members is so reduced, **every person** who is a member of the company during the time that it so carries on business after those six months and is **cognizant** (aware) of the fact that it is carrying on business with less than seven members or two members, as the case may be, shall be **severally liable** for the payment of the whole debts of the company **contracted during that time (after six months)**, and may be severally sued therefore.



3. INCORPORATION OF COMPANY [SECTION 7]

I. **INCORPORATION OF COMPANY:** Section 7 of the Companies Act, 2013 provides for the procedure to be followed for incorporation of a company.

•STEPS FOR INCORPORATION

1.

•Reservation of name by filing e- application

2.

•Drafting & signing of MOA & AOA and its submission to ROC. These documents have to be e- filed and e- stamped

3.

•Consent of persons nominated as directors to act as directors to be submitted electronically

4.

•Submission of 'statutory declaration of compliance' and other declarations

5.

•Pay fees & amount of stamp duty electronically

6.

•Obtain certificate of incorporation digitally signed by ROC

7.

•File declaration about address of Registered office

Note: New requirement of submitting declaration that 'all subscribers have paid the value of shares agreed to be taken by him' and 'verification of Registered office has been filed' has been inserted vide section 10A. This requirement is needed to be complied with before the commencement of business.

(1) Filing of the documents and information with the registrar: For the registration of the company following documents and information are required to be filed with the **registrar** within whose jurisdiction the registered office of the company is proposed to be situated—

- ♦ the **memorandum** and **articles** of the company duly signed by all the subscribers to the memorandum.
- ♦ a **declaration by** person who is engaged in the formation of the company

(an **advocate**, a **chartered accountant**, cost accountant or company secretary in practice), and by a person named in the articles (**director**, **manager** or **secretary** of the company), that all the **requirements** of this Act and the rules made thereunder in respect of registration and matters precedent or incidental thereto have been complied with.

- ◆ a **declaration** from each of the **subscribers** to the memorandum and from persons named as the **first directors**, if any, in the articles stating that—
 - he is **not convicted** of any offence in connection with the promotion, formation or management of any company, or
 - he has **not** been found **guilty** of any fraud or misfeasance or of any breach of duty to any company under this Act or any previous company law during the last **five years**,
 - and that all the **documents** filed with the Registrar for registration of the company contain information that is **correct** and complete and true to the best of his knowledge and belief;
- ◆ the **address** for correspondence till its registered office is established;
- ◆ the particulars (**names**, including **surnames** or family names, residential **address**, **nationality**) of every **subscriber** to the memorandum along with proof of **identity**, and in the case of a subscriber being a body corporate, such particulars as may be prescribed.
- ◆ the particulars (**names**, including **surnames** or family names, the Director Identification Number (**DIN**), residential **address**, **nationality**) of the persons mentioned in the articles as the **first directors** and such other particulars including proof of **identity** as may be prescribed; and
- ◆ the particulars of the interests of the persons mentioned in the articles as the **first directors** of the company in **other firms** or bodies corporate along with their **consent** to act as directors of the company in such form and manner as may be prescribed.

(2) Issue of certificate of incorporation on registration: The **Registrar** on the basis of documents and information filed, shall register all the documents and information in the register and issue a certificate of incorporation in the prescribed form to the effect that the proposed company is incorporated under this Act.

(3) Allotment of Corporate Identity Number (CIN): On and from the date mentioned in the certificate of incorporation, the Registrar shall allot to the company a corporate identity number, which shall be a distinct identity for the company and which shall also be included in the certificate.

(4) Maintenance of copies of all documents and information: The company shall maintain and preserve at its registered office copies of all documents and information as originally filed, till its **dissolution** under this Act.

(5) Furnishing of false or incorrect information or suppression of material fact at the time of incorporation (i.e. during incorporation process): If any person furnishes any false or incorrect particulars of any information or suppresses any material information, of which he is aware in any of the documents filed with the Registrar in relation to the registration of a company, he shall be liable for action for fraud under **section 447**.

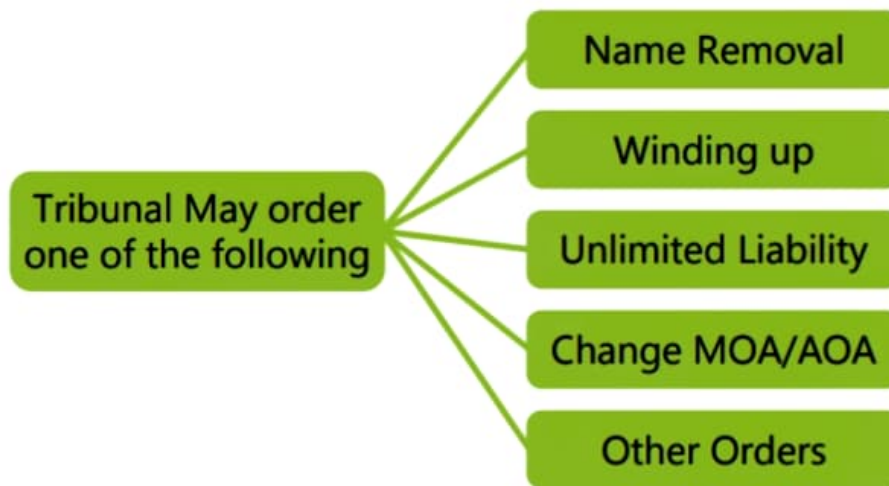
(6) Company already incorporated by furnishing any false or incorrect information or representation or by suppressing any material fact (i.e. post Incorporation): where, at any time after the incorporation of a company, it is proved that the company has been got incorporated by furnishing any **false** or incorrect information or representation or by **suppressing** any material fact or information in any of the documents or declaration filed or made for incorporating such company, or by any **fraudulent** action, the **promoters**, the persons named as the **first directors** of the company and the persons making declaration under this section shall each be liable for action for fraud under **section 447**.

(7) Order of the Tribunal³ : Where a company has been got incorporated by furnishing **false** or incorrect information or representation or by **suppressing** any material fact or information in any of the documents or declaration filed or made for incorporating such company or by any **fraudulent** action, the Tribunal may, on an application made to it, on being satisfied that the situation so warrants—

- (a) pass such orders, as it may think fit, for regulation of the management of the company including **changes**, if any, in its **memorandum and articles**, in public interest or in the interest of the company and its members and creditors; or
- (b) direct that liability of the members shall be **unlimited**; or
- (c) direct **removal** of the name of the company from the register of companies; or
- (d) pass an order for the **winding up** of the company; or

³ "Tribunal" means the National Company Law Tribunal (NCLT) constituted under section 408 of the Companies Act, 2013. The NCLT is a quasi-judicial body in India that adjudicates issues relating to companies in India. The NCLT was established under the Companies Act, 2013 and was constituted on 1st June, 2016.

(e) pass such **other orders** as it may deem fit:



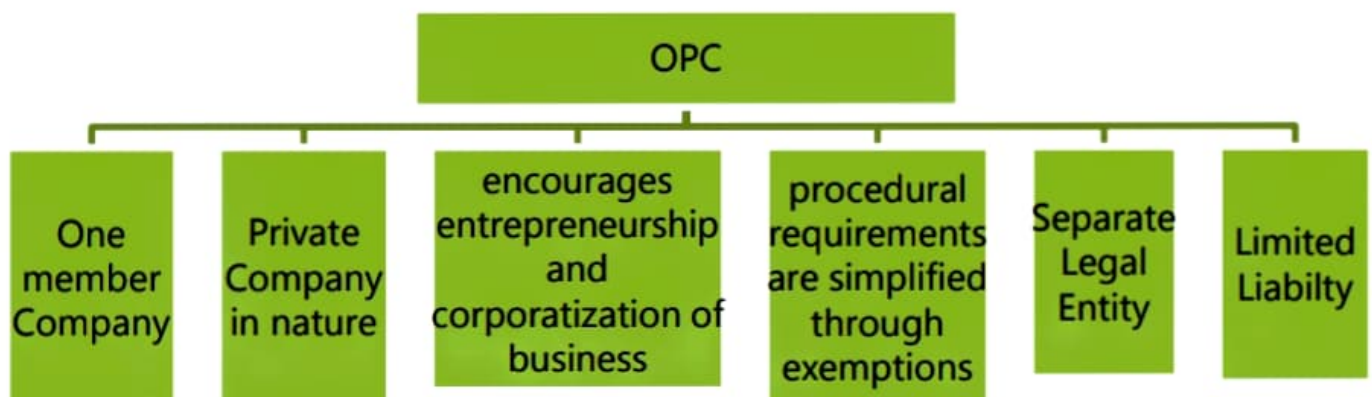
Provided that before making any order,—

- ◆ the company shall be given a reasonable **opportunity of being heard** in the matter; and
- ◆ the Tribunal shall take into consideration the **transactions entered** into by the company, including the obligations, if any, contracted or payment of any liability.

Simplified Proforma for Incorporating Company Electronically (SPICE)

The Ministry of Corporate Affairs has taken various initiatives **for ease of business**. In a step towards easy setting up of business, MCA has simplified the process of filing of forms for incorporation of a company through Simplified Proforma for incorporating company **electronically**.

4. INCORPORATION OF ONE PERSON COMPANY



Law with respect to formation of OPC provides that—

- ◆ The **memorandum** of OPC shall indicate the name of the other person (**nominee**), who shall, in the event of the subscriber's death or his incapacity to contract, become the member of the company.
- ◆ The other person (**nominee**) whose name is given in the memorandum shall give his **prior written consent** in prescribed form and the same shall be **filed** with **Registrar** of companies at the time of incorporation along with its Memorandum of Association and Articles of Association.
- ◆ Such other person (nominee) may be given the **right to withdraw his consent**
- ◆ The **member** of OPC may at any time **change the name** of such other person (**nominee**) by giving notice to the company and the company shall intimate the same to the Registrar
- ◆ Any such change in the name of the person shall **not** be deemed to be an **alteration of the memorandum**.
- ◆ Only a **natural person** who is an **Indian citizen** and **resident in India**-
 - (a) shall be **eligible** to incorporate a One Person Company;
 - (b) shall be a **nominee** for the sole member of a One Person Company.



Explanation I - For the purposes of this rule, the term "**resident in India**" means a person who has stayed in India for a period of not less than **182 days** during the immediately preceding financial year.

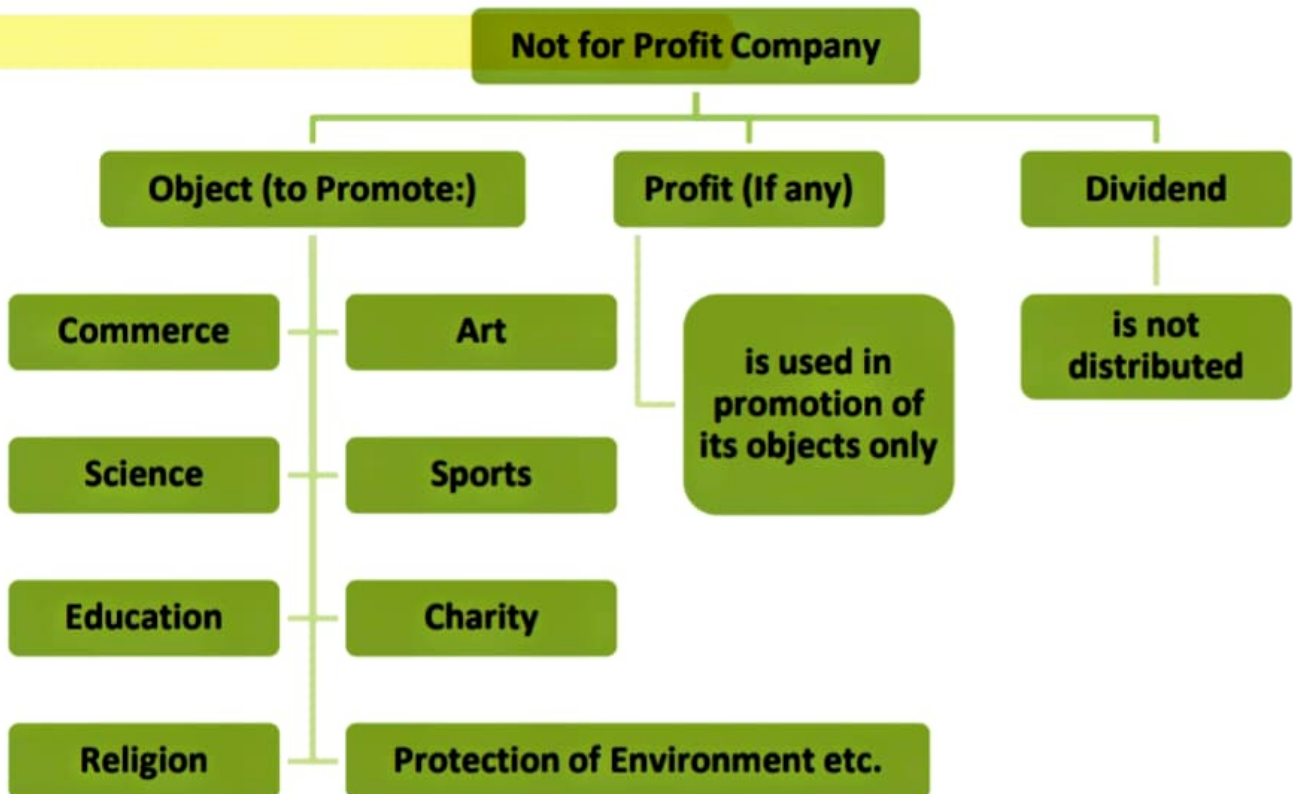
- ◆ A natural person shall **not** be a **member of more than one** OPC at any point of time and the said person shall not be a **nominee of more than one** OPC.
- ◆ Where a natural person being member in OPC **becomes member in another** such company by virtue of his being a nominee in that OPC, such person shall **meet eligibility criteria** (as given in point above) within a period of **182 days**.
- ◆ **No minor** shall become member or nominee of the OPC or can hold share with beneficial interest.
- ◆ Such Company **cannot** be incorporated or **converted** into a company under **section 8** of the Act. Though it may be **converted to private or public companies** in certain cases. The procedure of conversion is given in the rules 6 & 7 of Chapter II.

- ◆ Such Company cannot carry out **Non-Banking Financial Investment** activities including investment in securities of anybody corporate.
- ◆ OPC cannot **convert voluntarily** into any kind of company unless **two years** have expired from the date of incorporation, **except** where the paid up share capital is increased **beyond fifty lakh rupees** or its **average annual turnover** during the relevant period **exceeds two crore rupees**.



5. FORMATION OF COMPANIES WITH CHARITABLE OBJECTS, ETC. [SECTION 8]

1. **Object of formation of Section 8 Company** : Section 8 of the Companies Act, 2013 deals with the formation of companies which are formed **to promote** the charitable objects of commerce, art, science, sports, education, research, social welfare, religion, charity, protection of environment etc. Such company intends to **apply its profit** in promoting its objects and **prohibiting** the payment of any **dividend** to its members.



⁴ The power of Central Government to register a Section 8 company has been delegated to ROC [S.O. 1353(E), dated 21st May, 2014]. Under the said notification, the Central Government has delegated to the Registrar of Companies, the power and functions vested in it under the said section of the said Act, subject to the condition that the Central Government may revoke such delegation of powers or may itself exercise the powers and functions under the said sections, if in its opinion, such a course of action is necessary in the public interest.

2. **Power of Central government to issue the license:** This section allows the Central Government to register such person or association of persons as a company with limited liability **without the addition of words 'Limited' or 'Private limited'** to its name, by issuing licence on such conditions as it deems fit. The registrar shall on application register such person or association of persons as a company under this section.

'Where it is proved to the **satisfaction** of the Central Government⁵ that a limited company registered under this Act or under any previous company law has been formed with any of the **objects** and with the **restrictions** and prohibitions it may, by **licence**, allow the company to be registered under section subject 8 to such **conditions** as the Central Government deems fit and to change its name by omitting the word —Limited, or as the case may be, the words —Private Limited from its name and thereupon the Registrar shall, on application, in the prescribed form, register such company under this section and all the provisions of this section shall apply to that company'.

3. **Privileges of limited Company:** On registration the company shall enjoy **same** privileges and obligations as of a limited company. 11/42
4. **A firm may be a member** of the company registered under section 8.
5. **Alteration of Memorandum and Articles:** A company registered under this section shall not alter the provisions of its memorandum or articles except with the **previous approval** of the **Central Government**^{6, 7}.
6. **Conversion into any other kind of Company:** A company registered under this section may **convert** itself into company of any other kind only after complying with such conditions as may be prescribed.

A company registered under section 8 which intends to convert itself into a company of any other kind shall pass a **special resolution** at a general meeting for approving such conversion.

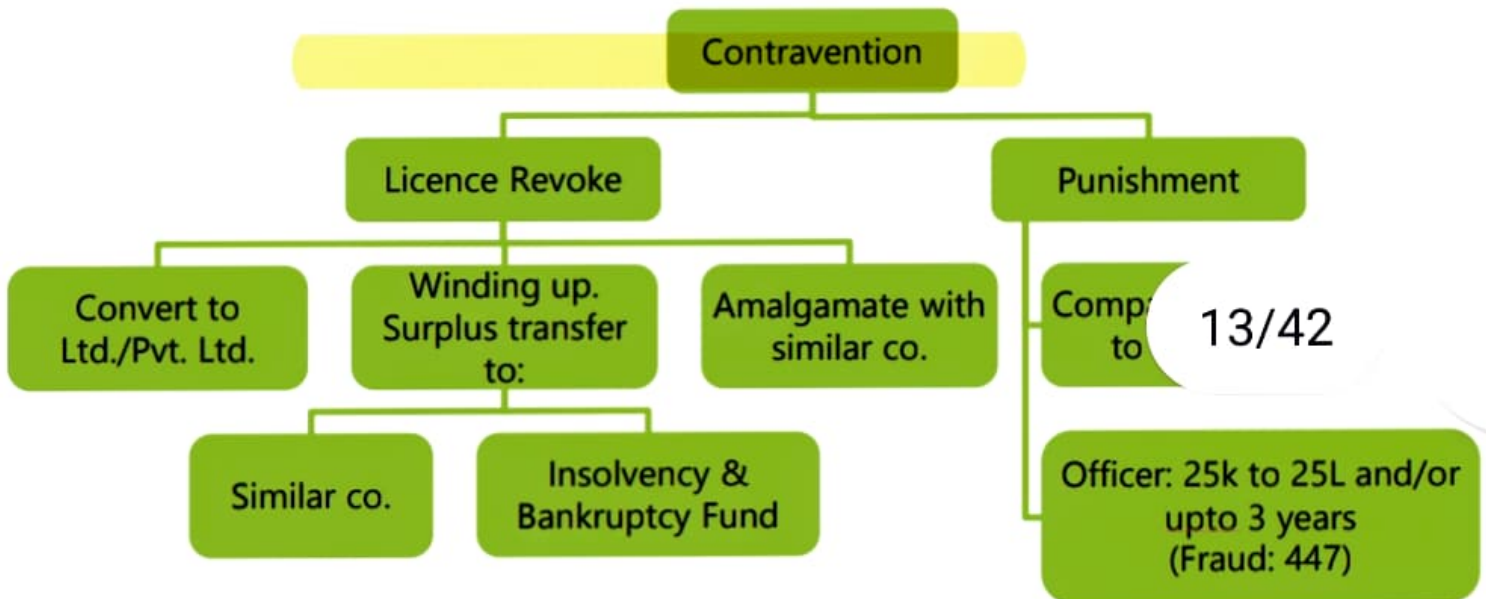
7. Revocation of license

- (i) The ⁸Central Government may by order **revoke the licence** of the company where the company **contravenes** any of the requirements or the conditions of this sections subject to which a licence is issued or where the affairs of the company are conducted fraudulently, or violation of the objects of the company or **prejudicial to public interest**, and on revocation the Registrar shall put 'Limited' or 'Private Limited' against the company's name in the register. But before such revocation, the Central Government must give it a **written notice** of its intention to revoke the licence and **opportunity** to be heard in the matter.
- (ii) Where a licence is revoked, the Central Government may, by order, if it is satisfied that it is essential in the public interest, direct that the company be **wound up** under this Act or **amalgamated** with another company registered under this section.
However, no such order shall be made unless the company is given a reasonable opportunity of being heard.
- (iii) Where a licence is revoked and where the Central Government is satisfied that it is essential in the public interest that the company registered under this section should be **amalgamated** with another company registered under this section and having similar objects, then, notwithstanding anything to the contrary contained in this Act, the Central Government may, by order, provide for such amalgamation to form a single company with such constitution, properties, powers, rights, interest, authorities and privileges and with such liabilities, duties and obligations as may be specified in the order.
- (iv) If on the **winding up** or **dissolution** of a company registered under this section, there remains, after the satisfaction of its debts and liabilities, any asset, they may be transferred to another company registered under this section and having similar objects, subject to such conditions as the **Tribunal** may impose, or may be sold and proceeds thereof credited to the **Insolvency and Bankruptcy Fund** formed under section 224 of the Insolvency and Bankruptcy Code, 2016.

(v) A company registered under this section shall **amalgamate only with** another company registered under this section and having similar objects.

8. Penalty/ punishment in contravention: If a company makes any default in complying with any of the requirements laid down in this section, the company shall, be **punishable with fine** varying from ten lakh rupees to one crore rupees and the directors and every officer of the company who is in default shall be punishable with **imprisonment** for a term which may extend to three years or with fine varying from twenty-five thousand rupees to twenty-five lakh rupees, or with both.

And where it is proved that the affairs of the company were conducted **fraudulently**, every officer in default shall be liable for action under **section 447**.



9. Exceptions:

- (i) Can call its general meeting by giving a clear **14 days notice** instead of 21 days.
- (ii) Requirement of **minimum number of directors**, independent directors etc. does not apply.
- (iii) Need **not constitute** Nomination and Remuneration Committee and Shareholders Relationship Committee.



6. EFFECT OF REGISTRATION [SECTION 9]

Section 9 of the Companies Act, 2013 provides for the effect of registration of a company.

According to section 9, from the date of incorporation (mentioned in the certificate of incorporation), the subscribers to the memorandum and all other persons, who may from time to time become members of the company, shall be a **body corporate** by the name contained in the memorandum. Such a registered company shall be capable of exercising **all the functions** of an incorporated company under this Act and having **perpetual succession** with power to acquire, hold and dispose of **property**, both movable and immovable, tangible and intangible, to **contract** and to sue and be sued, by the said name.

From the date of incorporation mentioned in the certificate, the company becomes a legal person separate from the incorporators; and there comes into existence a **binding contract** between the company and its members as evidenced by the Memorandum and Articles of Association [*Hari Nagar Sugar*

Mills Ltd. vs. S.S. Jhunjhunwala]. It has **perpetual** existence until it is dissolved by liquidation or struck out of the register. A shareholder who buys shares, **does not** buy any interest in the **property** of the company but in certain cases a writ petition will be maintainable by a company or its shareholders.

A legal personality emerges from the moment of registration of a company and from that moment the persons subscribing to the Memorandum of Association and other persons joining as members are regarded as a body corporate or a corporation in aggregate and the legal person begins to function as an entity. A company on registration acquires a **separate existence** and the law recognises it as a legal person separate and distinct from its members [*State Trading Corporation of India vs. Commercial Tax Officer*].

It may be noted that under the provisions of the Act, a company may **purchase** shares of another company and thus become a controlling company. However, merely because a company purchases **all shares of another company** it will **not** serve as a means of putting **an end** to the corporate character of another company and each company is a separate juristic entity [*Spencer & Co. Ltd. Madras vs. CWT Madras*].

As has been stated above, the law recognizes such a company as a juristic person separate and distinct from its members. The mere fact that the **entire share** capital has been contributed by the **Central Government** and all its shares are held by the **President of India** and other officers of the Central Government does not make any difference in the position of registered company and it does not make a company an agent either of the President or the Central Government [*Heavy Electrical Union vs. State of Bihar*].



7. MEMORANDUM OF ASSOCIATION – MOA [SECTION 4]

As per **section 2(56)** — memorandum means the memorandum of association of a company as originally framed or as altered from time to time in pursuance of any previous company law or of this Act;

It is the base **document for the formation of the company** and alongwith the Articles of Association (AOA) is regarded as the Constitution of the Company.

The **MOA and AOA**, similar to other company agreements and resolutions is subject to the Companies Act, 2013 (Section 6) and the law of the land and therefore all its contents need to be in compliance of the Companies Act 2013 and other applicable legislations.

Section 4 of the Companies Act, 2013 seeks to provide for the requirements with respect to memorandum of a company.

I. Object of registering a memorandum of association:

- ◆ It contains the **object** for which the company is formed and therefore identifies the possible scope of its operations beyond which its actions cannot go.
- ◆ It enables **shareholders, creditors** and all those who deal with company to **know** what its powers are and what activities it can engage in.
- ◆ A memorandum is a **public document** under Section 399 of the Companies Act, 2013. Consequently, every person entering into a contract with the company is **presumed to have the knowledge** of the conditions contained therein.
- ◆ The **shareholders** must know the **purposes** for which his money can be used by the company and what risks he is taking in making the investment.

A company **cannot depart** from the provisions contained in the memorandum however imperative may be the necessity for the departure. It **cannot enter** into a contract or engage in any trade or business, which is beyond the power confessed on it by the memorandum. If it does so, it would be **ultra vires** the company and **void**.

II. The memorandum of a company shall state—

- (a) **In relation to the name clause-** the **name of the company** with the last word "**Limited**" in the case of a public limited company, or the last words "**Private Limited**" in the case of a private limited company.⁹

Exception: This clause is not applicable on the company under **section 8** of the Act.

16/42

- (b) **In relation to the Registered Office Clause-** the **State** in which the registered office of the company is to be situated;
- (c) **In relation to the Object Clause-** the **objects** for which the company is proposed to be incorporated and any matter considered necessary in furtherance thereof;¹⁰

⁹ In case of Specified IFSC Public Company and IFSC Private Company, name shall have the suffix, "International Financial Service company" or "IFSC" as a part of its name.

¹⁰ Specified IFSC Public Company & IFSC Private company shall state its objects to do financial services activities as permitted under the Special Economic Zones Act, 2005 read with SEZ Rules, 2006 and any matter considered necessary in furtherance thereof in accordance with license to operate, from International Financial Services Centre located in an approved multi services Special Economic Zone, granted by the Reserve Bank of India or the Securities and Exchange Board of India or the Insurance Regulatory and Development Authority of India.

III. Liability / Capital Clause:

- (a) This clause covers details on the **liability of members** of the company, whether limited or unlimited, and also state—
- in the case of a company **limited by shares**, that the liability of its members is limited to the **amount unpaid**, if any, on the shares held by them; and
 - in the case of a company **limited by guarantee**, the amount up to which each member undertakes to **contribute**—
 - **to the assets** of the company in the event of its being wound-up while he is a member or within one year after he ceases to be a member, for payment of the **debts and liabilities** of the company or of such debts and liabilities as may have been contracted before he ceases to be a member, as the case may be; and
 - to the costs, charges and **expenses of winding-up** and
 - for adjustment of the rights of the **contributories** among themselves;
- (b) in the case of a company having a **share capital**—
- the **amount** of share capital with which the company is to be registered and the **division** thereof into shares of a fixed amount and the number of shares which the **subscribers** to the memorandum agree to subscribe which shall not be less than **one share**; and
 - the **number of shares** each subscriber to the memorandum intends to take, indicated **opposite his name**;

The clause, in the case of One Person Company, covers the name of the person (**nominee**) who, in the event of death of the subscriber, shall become the member of the company.

IV. Name Clause

Applying for the name of the company: The name stated in the memorandum shall not—

- (a) be **identical** with or **resemble** too nearly to the name of an existing company registered under this Act or any previous company law; or

- (b) be such that its use by the company—
- will constitute an offence under **any law** for the time being in force; or
 - is **undesirable** in the opinion of the **Central Government**¹¹.
- (c) **Undesirable Names:** A company shall **not** be registered with a name which contains—
- (i) any word or expression which is likely to give the impression that the company is in any way **connected with**, or having the patronage of, the Central **Government**, any State Government, or any local authority, corporation or body constituted by the Central Government or any State Government under any law for the time being in force; or
 - (ii) such word or expression, as may be **prescribed**, unless the previous **approval** of the Central Government has been obtained for the use of any such word or expression.

As per rule 8 of Companies (Incorporation) Rules, 2014 : The following words and combinations thereof shall not be used in the name of a company unless the **previous approval** of the Central Government has been obtained for the use of any such word or expression—Board; Commission; Authority; Undertaking; **National; Union; Central;** Federal; Republic; President etc.

If the proposed name include words such as '**Insurance**', '**Bank**', 'Stock Exchange', 'Venture Capital', 'Asset Management', 'Nidhi', 'Mutual fund' **etc.**, unless a declaration is submitted by the applicant that the requirements **mandated by** the **respective regulator**, such as IRDA, RBI, SEBI, MCA etc. have been complied with by the applicant;

- (d) **Reservation of name:**¹²

Applying for name: A person may make an application, in such form and manner and accompanied by such fee, as may be prescribed, to the Registrar for the **reservation** of a name set out in the application as—

- (i) the **name** of the proposed company; or
- (ii) the name to which the company proposes to **change** its name.

Reserving the name: Upon receipt of an application under sub-section (4), the Registrar may, on the basis of information and documents furnished along with the application, reserve the name for a period of **twenty days** from the date of approval or such other period as may be prescribed:

Provided that in case of an application for reservation of name or for change of its name by **an existing company**, the Registrar may reserve the name for a period of **sixty days** from the date of approval.

Cancelling name: Where after reservation of name, it is found that name was applied by furnishing **wrong or incorrect** information, then—

- (i) if the company has **not** been **incorporated**, the reserved name shall be **cancelled** and the person who has made the application shall be liable to a **penalty** which may extend to one lakh rupees;
- (ii) if the company has been **incorporated**, the Registrar may, after giving the company an opportunity of being heard—
 - (1) either direct the company to **change** its name **within a period of 3 months**, after passing an **ordinary** resolution;
 - (2) take action for **striking off** the name of the company from the register of companies; or
 - (3) make a petition for **winding up** of the company.

V. Domicile Clause

The name of federal **state** is mentioned where the registered office is to be situated. Registered office is the permanent address of the company. It is residence of company.

VI. Objects Clause

Covers the **objects** for which the company is proposed to be incorporated and any matter considered necessary in furtherance thereof.

Doctrine of Ultra Vires

In the case of a company, whatever is **not stated in the memorandum** as the objects or powers is **prohibited** by the doctrine of ultra vires. As a result, an act which is ultra vires is **void**, and does not bind the company. Neither the company nor the contracting party can sue on it. The company cannot make it valid, even if every member assents to it.

The general rule is that an act which is **ultra vires** the company is **incapable of ratification**. An act which is intra vires the company but **outside the authority of the directors may be ratified** by the company in proper form [*Rajendra Nath Dutta v. Shilendra Nath Mukherjee*, (1982) 52 Com Cases 293 (Cal.)].

If the act is ultra vires (beyond the powers of) the directors only, the shareholders can ratify it. If it is ultra vires the articles of association, the company can alter its articles in the proper way.

The rule is meant to **protect** shareholders and the creditors of the company. The doctrine of ultra vires was first enunciated by the House of Lords in a classic case, ***Ashbury Railway Carriage and Iron Co. Ltd. v. Riche***, (1878) L.R. 7 H.L. 653. The memorandum of the company in the said case defined its objects thus: "The objects for which the company is established are to make and sell, or lend or hire, railway plants to carry on the business of mechanical engineers and general contractors.....".

The company entered into a contract with M/s. Riche, a firm of railway contractors to finance the construction of a railway line in Belgium. On subsequent repudiation of this contract by the company on the ground of its being ultra vires, Riche brought a case for damages on the ground of breach of contract, as according to him the words "general contractors" in the objects clause gave

power to the company to enter into such a contract and, therefore, it was within the powers of the company. More so because the contract was ratified by a majority of shareholders.

The House of Lords held that the contract was ultra vires the company and, therefore, null and void. The term "general contractor" was interpreted to indicate as the making generally of such contracts as are connected with the business of mechanical engineers. The Court held that if every shareholder of the company had been in the room and had said, "That is a contract which we desire to make, which we authorise the directors to make", still it would be ultra vires. The shareholders **cannot ratify** such a contract, as the contract was ultra vires the objects clause, which by Act of Parliament, they were prohibited from doing.

The purpose of doctrine of ultra vires has been **defeated** as now the object clause can be easily altered, by passing just a special resolution by the shareholders.

VII. Subscription Clause:

According to section 7(1)(a) there shall be filed with the Registrar within whose jurisdiction the registered office of a company is proposed to be situated, the memorandum and articles of the company **duly signed by all the subscribers** to the memorandum in such manner as may be prescribed in Rule 13 of *the Companies (Incorporation) Rules, 2014*.

VIII. Forms and schedule related to Memorandum:

The memorandum of a company shall be in respective forms specified in **Tables A, B, C, D and E** in Schedule I as may be applicable to such company.

The MOA and AOA shall be in respective forms as provided in **Schedule I** to the Companies Act, 2013:

TABLE - A

• MEMORANDUM OF ASSOCIATION OF A COMPANY LIMITED BY SHARES

TABLE - B

• MEMORANDUM OF ASSOCIATION OF A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

TABLE - C

• MEMORANDUM OF ASSOCIATION OF A COMPANY LIMITED BY GUARANTEE AND HAVING A SHARE CAPITAL

TABLE - D

• MEMORANDUM OF ASSOCIATION OF AN UNLIMITED COMPANY AND NOT HAVING SHARE CAPITAL

TABLE - E

• MEMORANDUM OF ASSOCIATION OF AN UNLIMITED COMPANY AND HAVING SHARE CAPITAL

TABLE - F

• ARTICLES OF ASSOCIATION OF A COMPANY LIMITED BY SHARES

TABLE - G

• ARTICLES OF ASSOCIATION OF A COMPANY LIMITED BY GUARANTEE AND HAVING A SHARE CAPITAL

TABLE - H

• ARTICLES OF ASSOCIATION OF A COMPANY LIMITED BY GUARANTEE AND NOT HAVING SHARE CAPITAL

TABLE - I

• ARTICLES OF ASSOCIATION OF AN UNLIMITED COMPANY AND HAVING A SHARE CAPITAL

TABLE - J

• ARTICLES OF ASSOCIATION OF AN UNLIMITED COMPANY AND NOT HAVING SHARE CAPITAL

IX. Any provision in the memorandum or articles, in the case of a company **limited by guarantee and not having a share capital**, shall not give any person a right to participate in the divisible profits of the company otherwise than as a member. If the contrary is done, it shall be **void**.



8. ARTICLES OF ASSOCIATION –AOA [SECTION 5]

As per **Section 2(5)**—articles means the articles of association of a company as originally framed or as altered from time to time or applied in pursuance of any previous company law or of this Act.

Actually, article of association of a company contains internal rules and regulation of the company.

Section 5 of the Companies Act, 2013 seeks to provide the contents and model of

articles of association. The section lays the following law—

- (1) **Contains regulations:** The articles of a company shall contain the regulations for **management** of the company.
- (2) **Inclusion of matters:** The articles shall also contain such matters, as are prescribed under the rules. However, a company may also include such **additional matters** in its articles as may be considered necessary for its management.
- (3) **Entrenchment:** Usually an article of association may be altered by passing special resolution but entrenchment makes it more difficult to change it. So entrenchment means making something more protective.

Contain provisions for entrenchment: The articles may contain provisions for entrenchment to the effect that specified provisions of the articles may be altered only if conditions or procedures as that are **more restrictive than** those applicable in the case of a **special resolution**, are met or complied with.

Manner of inclusion of the entrenchment provision: The provisions for entrenchment shall only be made either on **formation** of a company, **or** by an **amendment** in the articles agreed to by **all** the members of the company in the case of a **private company** and by a **special resolution** in the case of a **public company**.

Notice to the registrar of the entrenchment provision: Where the articles contain provisions for entrenchment, whether made on formation or by amendment, the company shall give notice to the Registrar of such provisions in such form and manner as may be prescribed.



Example: Mr. Tarun promoted an education start up and got it registered as a private limited company. Initially he and his family are holding all shares in the company. In the article of association of company it is written that Mr. Tarun will remain director of the company for lifetime. But he has a fear that tomorrow if 75% or more shares in the company are held by non family

members then by passing a special resolution article may be changed and he may be removed from the post of director.

Therefore, it was also written in the article that he can be removed from the post of director only if 95% votes are cast in favour of the resolution. This is entrenchment.

Example: If PQR Company subscribes 20% shares of XYZ, a Private Ltd. company. Remaining 80% shares are held by promoters and family. Tomorrow if XYZ private limited approaches any Bank for a loan, the bank officials would read the Articles & would ask to get the consent of PQR Company. Now, if there is no entrenchment provision, then 'XYZ' may, after passing a special resolution remove the minority right and can borrow beyond the limit.

In order to control it, the entrenchment provisions are usually compelled by the minority to make the majority responsible and the minority in these provisions can get incorporated a clause saying that borrowing beyond a particular limit or issuances of shares is to be done only after the requisite consent of minority has been obtained.

- (4) **Forms of articles:** The articles of a company shall be in respective forms specified in **Tables, F, G, H, I and J** in Schedule I as may be applicable to such company.
- (5) **Model articles:** A company may adopt all or any of the regulations contained in the **model articles** applicable to such company.
- (6) **Company registered after the commencement of this Act:** In case of any company, which is registered after the commencement of this Act, in so far as the registered **articles** of such company do not exclude or modify the regulations contained in the **model articles** applicable to such company, those regulations shall, so far as applicable, be the regulations of that company in the same manner and to the extent as if they were contained in the duly registered articles of the company.
- (7) **Section not apply on company registered under any previous company law:** Nothing in this section shall apply to the articles of a company registered under any previous company law, unless amended under this Act.

Doctrine of Indoor Management

According to this doctrine, persons dealing with the company **cannot be assumed to have knowledge** of internal problems of the company. He can

simply assume that all the required things were get done properly in the company.

Stakeholders need not enquire whether the necessary meeting was convened and held properly or whether necessary resolution was passed properly. They are entitled to **take it for granted** that the company had gone through all these proceedings in a regular manner.

The doctrine helps protect external members from the company and states that the people are entitled to presume that internal proceedings are as per documents submitted with the Registrar of Companies.

The doctrine of indoor management evolved around 150 years ago in the context of the doctrine of constructive notice. **The role of doctrine of indoor management is opposed to of the role of doctrine of constructive notice.** Whereas the doctrine of constructive notice protects a company against outsiders, the doctrine of indoor management protects outsiders against the actions of a company. This doctrine also is a possible safeguard against the possibility of abusing the doctrine of constructive notice.

Basis for Doctrine of Indoor Management

1. What happens internal to a company is not a matter of public knowledge. An outsider can only **presume** the intentions of a company, but not know the information he/she is not privy to.
2. If not for the doctrine, the company could escape creditors by denying the authority of officials to act on its behalf.

Exceptions to Doctrine of Indoor Management (Applicability of doctrine of constructive notice)

Knowledge of irregularity: In case this 'outsider' has **actual knowledge** of irregularity within the company, the benefit under the rule of indoor management would no longer be available. In fact, he/she may well be considered part of the irregularity.

Negligence: If, with a minimum of effort, the irregularities within a company could be discovered, the benefit of the rule of indoor management would not apply. The protection of the rule is also not available where the circumstances company does not make proper inquiry.

Forgery: The rule does not apply where a person relies upon a document that turns out to be forged since nothing can validate forgery. A company can never be held bound for forgeries committed by its officers.



9. ACT TO OVERRIDE MEMORANDUM, ARTICLES, ETC. [SECTION 6]

According to section 6 of the Act,

'Save as otherwise expressly provided in this Act—

- (a) the **provisions of this Act shall have effect** notwithstanding anything to the contrary contained in the **memorandum** or **articles** of a company, or in any **agreement** executed by it, or in any **resolution** passed by the company in general meeting or by its **Board** of Directors, whether the same be registered, executed or passed, as the case may be, before or after the commencement of this Act; and
- (b) any provision contained in the memorandum, articles, agreement or resolution shall, to the extent to which it is repugnant (in conflict) to the provisions of this Act, **become or be void**, as the case may be.'

In simple words, the provisions of this Act shall have overriding effect. But keep in mind that this section starts with "**Save as otherwise**". It means that if any other section of the Act says that article is superior then we will treat it accordingly.

For **example** section 47 of the Act deals with voting power of members. And a notification dated 5th June, 2015 says that section 47 is applicable to a private company subject to its Article of Association (AOA). Now if AOA of a private company says that section 47 is not applicable to it then in this case AOA will become superior and section 47 of the Act will not be applicable.



10. EFFECT OF MEMORANDUM AND ARTICLES [SECTION 10]

- (1) Subject to the provisions of this Act, the memorandum and articles shall, when registered, **bind the company and the members** thereof to the same extent as if they respectively had been **signed** by the company and by each member, and contained covenants on its and his part to observe all the provisions of the memorandum and of the articles.

It means that, on the basis of MOA and AOA:

- a) Company is liable to members
- b) Members are liable to company
- c) But normally members are not liable to each other

- (2) All monies payable by any member to the company under the memorandum or articles shall be a debt due from him to the company. [For example a company can recover call in arrear from a member as forcefully as it is recovering loan due.]

11. ALTERATION OF MEMORANDUM [SECTION 13]

As per **Section 2(3)**—alter or —alteration includes the making of additions, omissions and substitutions.

I. Procedure of alteration of memorandum: Section 13 of the Companies Act, 2013 provides the provisions that deals with the alteration of the memorandum. The provision says that—

- (1) **Alteration by special resolution:** Company may alter the provisions of its memorandum with the approval of the members by a special resolution.
- (2) **Name change of the company:** Any change in the name of a company shall be effected only with the approval of **the Central Government**¹³ in writing:

However, **no** such **approval** shall be necessary where the change in the name of the company is only the **addition/deletion** of the word "**Private**", on the conversion of any one class of companies to another class in accordance with the provisions of the Act.

According to *the Companies (Incorporation) Rules, 2014*:

The change of name shall **not** be **allowed** to a company which has not filed **annual returns or financial statements** due for filing with the Registrar or which has failed to **pay or repay** matured **deposits** or **debentures** or **interest** thereon: Provided that the change of name shall be allowed upon filing **necessary documents** or **payment** or **repayment** of matured deposits or debentures or interest thereon as the case may be.

- (3) **Entry in register of companies:** On any change in the name of a company, the **Registrar** shall enter the new name in the register of companies in place of the old name and issue a **fresh certificate** of incorporation with the new

¹³ Notification S.O. 1353(E), dated 21st May, 2014. In exercise of powers conferred by Section 458 of the Companies Act, 2013 the Central Government. hereby **delegates to the ROC** the power & functions vested in it under this section [i.e. section 13(2)] of the said Act, subject to the condition that the Central Government may revoke such delegation of powers or may itself exercise the powers & functions under the said sections, if in its opinio

name and the change in the name shall be complete and effective only on the issue of such a certificate.

- (4) **Change in the registered office:** The alteration of the memorandum relating to the place of the registered office from one State to another shall not have any effect unless it is approved by the **Central Government**¹⁴ on an application in such form and manner as may be prescribed.
- (5) **Dispose of the application of change of place of the registered office:** The ¹⁵Central Government shall dispose of the application of change of place of the registered office within a period of **60 days**.

Before passing of order, Central Government may satisfy itself that-

- the alteration has the **consent** of the **creditors, debenture-holders** and other persons **concerned** with the company, or
 - the sufficient provision has been made by the company either for the due **discharge** of all its debts and obligations, or
 - adequate **security** has been provided for such discharge.
- (6) **Filing with Registrar:** A company shall, in relation to any alteration of its memorandum, file with the Registrar—
- the **special resolution** passed by the company under sub-section (1);
 - the approval of the **Central Government** under sub-section (2), if the alteration involves any change in the name of the company.
- (7) **Filing of the certified copy of the order with the registrar of the states:** Where an alteration of the memorandum results in the transfer of the registered office of a company from **one State to another**, a certified copy of the order of the Central Government approving the alteration shall be **filed** by the company with the **Registrar of each of the States** within such time and in such manner as may be prescribed, who shall register the same.
- (8) **Issue of fresh certificate of incorporation:** The Registrar of the State where the registered office is being shifted to, shall issue a **fresh certificate** of incorporation indicating the alteration.
- (9) **Change in the object of the company:** A company, which has raised money from public through prospectus and still has any **unutilized amount** out of the money so raised, shall not change its objects for which it raised the money

through prospectus unless a **special resolution** through **postal ballot** is passed by the company and—

- the details, in respect of such resolution shall also be published in the **newspapers** (one in **English** and one in **vernacular** language) which is in circulation at the place where the registered office of the company is situated and shall also be placed on the **website** of the company, if any, indicating there in the justification for such change;
- the **dissenting shareholders** shall be given an opportunity to **exit** by the **promoters** and shareholders having control in accordance with regulations to be specified by the Securities and Exchange Board.

(10) Registrar to certify the registration on the alteration of the objects: The Registrar shall register any alteration of the memorandum with respect to the objects of the company and certify the registration within a period of **30 days** from the date of filing of the special resolution.

(11) Alteration to be registered: No alteration made under this section shall have any **effect until** it has been **registered** in accordance with the provisions of this section.

(12) Only member have a right to participate in the divisible profits of the company: Any **alteration of the memorandum**, in the case of a company limited by guarantee and not having a share capital, intending to give any person a **right to participate** in the divisible profits of the company otherwise than as a member, shall be **void**.

II. Alteration noted in every copy: Every **alteration** made in the memorandum or articles of a company shall be **noted in every copy** of the memorandum or articles, as the case may be. If a company makes any default in complying with the stated provisions, the company and every officer who is in default shall be liable to a **penalty** of one thousand rupees for every copy of the memorandum or articles issued without such alteration. **[Section 15]**

MOA clause	Members' Resolution	External approvals	Outcome	Applicability
Name Clause	Special Resolution	Approval of Central Government and subject to Section 16	New incorporation certificate issued by ROC	Not applicable where only word "Private" is added or deleted on company class conversion
Domicile Clause	Special resolution	Approval of Central Government required only when registered office is changed from one state to another	The Central Government shall dispose of the application within a period of sixty days and before passing its order may satisfy itself that the the consent of the creditors, debenture-holders and other persons concerned or that the sufficient provision has been made for the due discharge or that adequate security has been provided for discharge of obligations.	
Objects Clause	Special resolution	-	A company, which has raised money from public through prospectus and still has any	

unutilised amount out of the money so raised, shall not change its objects for which it raised the money through prospectus unless a **special resolution** is passed by the company and—

(i) the details, as may be prescribed, in respect of such resolution shall also be **published** in the newspapers (one in English and one in vernacular language) which is in circulation at the place where the registered office of the company is situated and shall also be placed on the website of the company, if any, indicating therein the justification for such change;

(ii) the **dissenting shareholders**

			shall be given an opportunity to exit by the promoters and shareholders having control in accordance with regulations to be specified by the Securities and Exchange Board.
Liability /Capital Clause	Special resolution	-	Any alteration of the memorandum, in the case of a company limited by guarantee and not having a share capital, purporting to give any person a right to participate in the divisible profits of the company otherwise than as a member, shall be void .

12. ALTERATION OF ARTICLES [SECTION 14]

I. Section 14 of the Companies Act, 2013, vests companies with power to alter or add to its articles. A company cannot divest itself of these powers [Andrews vs. Gas Meter Co. [1897] 1 Ch. 161]. Matters as to which the memorandum is silent can be dealt with by the alteration of article. Section 14 of the Companies Act, 2013 vests companies with power to alter or add to its articles. The law with respect to alteration of articles is as follows:

(1) Alteration by special resolution: Subject to the provisions of this Act and the conditions contained in its memorandum, if any, a company may, by a special resolution alter its articles.

(2) **Alteration to include conversion of companies:** Alteration of articles include alterations having the effect of conversion of—

- (a) a **private** company into a public company; or
- (b) a **public** company into a private company:

Even where a company being a private company alters its articles in such a manner that they no longer include the restrictions and limitations which are required to be included in the articles of a private company under this Act, then such company shall, as from the date of such alteration, **cease to be a private company:**

Provided further that any alteration having the effect of **conversion** of a public company into a private company shall not be valid unless it is approved by an order of the **Central Government** on an application made in such form and manner as may be prescribed:

Provided also that any application **pending** before the **Tribunal**, as on the date of commencement of the Companies (Amendment) Ordinance, 2019, shall be **disposed** of by the Tribunal in accordance with the provisions applicable to it before such commencement.

(3) **Filing of alteration with the registrar:** Every alteration of the articles and a copy of the **order** of the Central Government approving the alteration, shall be filed with the Registrar, together with a printed copy of the **altered articles**, within a period of **fifteen days** in such manner as may be prescribed, who shall register the same.

(4) **Any alteration made shall be valid:** Any alteration of the articles registered as above shall, subject to the provisions of this Act, be **valid as if it were originally** contained in the articles.

II. **Alteration noted in every copy:** Every **alteration** made in articles of a company shall be **noted in every copy** of the articles, as the case may be. If a company makes any default in complying with the stated provisions, the company and every officer who is in default shall be liable to a **penalty** of one thousand rupees for every copy of the articles issued without such alteration. **[Section 15]**

13. COPIES OF MEMORANDUM, ARTICLES, ETC., TO BE GIVEN TO MEMBERS [SECTION 17]

According to section 17 every company on being so requested by a **member**, shall send copies of the following documents within **seven days** of the request on

the payment of **fees**—

- (a) the **memorandum**;
- (b) the **articles**; and
- (c) every **agreement** and every resolution referred in section 117 (Resolutions and agreements to be filed), if and in so far as they have not been embodied in the memorandum and articles.

In case of **default**, the company and every officer who is in default shall be liable for each default, to a **penalty** of one thousand rupees for each day during which such default continues or one lakh rupees, whichever is less.



14. REGISTERED OFFICE OF COMPANY [SECTION 12]

A company is considered to be a separate legal entity from the members. Once a company gets incorporated, it is required to maintain a registered office. This is a **physical office** where the corporation will **receive service of legal documents** from ROC or in case of a lawsuit, etc. This address cannot be a P.O. box but must be a physical location where someone is present, to receive service of legal documents during normal business hours. **It could be different from a Head Office or Corporate office.**

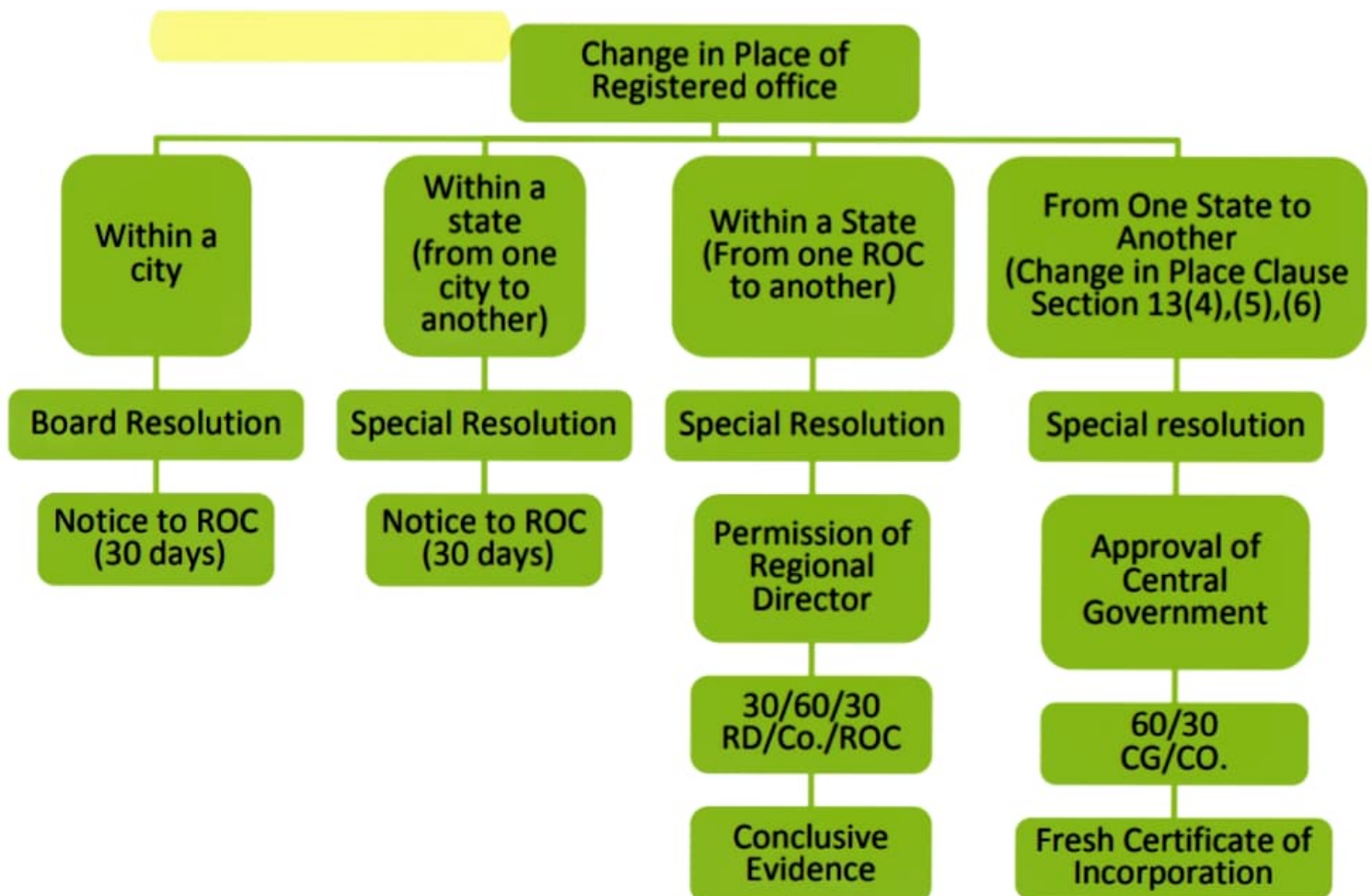
Section 12 of the Companies Act, 2013 seeks to provide for the registered office of the companies for the communication and serving of necessary documents, notices letters etc. The **domicile** and the nationality of a company **is determined by the place of its registered officer.** This is also important for determining the jurisdiction of the court.

- (1) **Registered office:** A company shall, within **thirty** days of its **incorporation** and at all times thereafter, have a **registered office** capable of receiving and acknowledging all communications and notices as may be addressed to it.¹⁶

- (2) **Verification of registered office:** The company shall furnish to the Registrar verification of its registered office within a period of **thirty days** of its incorporation.¹⁷
- (3) **Labeling of company:** Every company shall—
- **paint** or affix its **name**, and the **address** of its registered office, and keep the same painted or affixed, on the **outside of every office** or place in which its business is carried on, in a conspicuous position, in legible letters, and if the characters employed are not those of the **language/s in general use in that locality**, then **also** in the characters of that language/s.
 - have its **name** engraved in legible characters on its **seal**, if any;
 - get its **name, address** of its registered office and the Corporate Identify Number along with telephone number, fax number, if any, e-mail and website addresses, if any, printed in **all** its business letters, billheads, letter papers and in all its notices and other official publications; and
 - have its **name** printed on hundies, promissory notes, bills of exchange and such other **documents** as may be prescribed:
- (4) **Name change by the company:** Where a company has changed its name/s during the **last two years**, it shall **paint** or **affix** or **print**, along with its name, the **former name** or **names so changed** during the last two years.
- (5) **In case of OPC:** The words **“One Person Company”** shall be mentioned in **brackets** below the name of such company, wherever its name is printed, affixed or engraved.
- (6) **Notice of change to registrar:** Notice of every change of the situation of the registered office, verified in the manner prescribed, after the date of incorporation of the company, shall be given to the Registrar **within 30 days of the change**, who shall record the same.¹⁸
- (7) **Change by passing of special resolution:** The registered office of the company shall be changed only by passing of **special resolution** by a company, **outside the local limits** of any city, town or village where such

office is situated or where it may be situated later by virtue of a special resolution passed by the company.

- (8) **Change of registered office outside the jurisdiction of registrar:** Where a company changes the place of its registered office from the jurisdiction of **one Registrar** to the jurisdiction of **another Registrar** within the same State, there such change is to be confirmed by the **Regional Director** on an application made by the company.
- (9) **Communication and filing of confirmation:** The confirmation of change of registered office from jurisdiction of one registrar to another registrar within the same state, shall be—
- **communicated** within **30 days** from the date of receipt of application by the Regional Director to the company, and
 - the company shall **file** the confirmation with the Registrar within a period of **60 days** of the date of confirmation who shall register the same, and
 - **certify** the registration within a period of **thirty days** from the date of filing of such confirmation.



- (10) **Certificate, a conclusive evidence of compliance of requirements of this Act:** The certificate shall be **conclusive evidence** that all the requirements of this Act with respect to change of registered office have been complied with and the change shall take effect from the date of the certificate.
- (11) **In case of default:** If any default is made in complying with the requirements of this section, the company and every officer who is in default shall be liable to a **penalty of one thousand rupees** for every day during which the default continues but not exceeding one lakh rupees. [Sub-section (8)]
- (12) If the Registrar has reasonable cause to believe that the company is **not carrying on any business** or operations, he may cause a **physical verification** of the registered office of the company in such manner as may be prescribed and if any default is found to be made in complying with the requirements of sub-section (1), he may without prejudice to the provisions of sub-section (8), initiate action for the **removal of the name** of the company from the register of companies under Chapter XVIII.



15. COMMENCEMENT OF BUSINESS ETC. **[SECTION 10A]**

- (1) A company incorporated after the commencement of the Companies (Amendment) Ordinance, 2019 and having a share capital shall not **commence** any **business** or exercise any **borrowing** powers unless—
- (a) a **declaration** is filed by a director within a period of **180 days** of the date of incorporation of the company in such form and verified in such manner as may be prescribed, with the **Registrar** that every subscriber to the memorandum has **paid** the value of the shares agreed to be taken by him on the date of making of such declaration; and
- (b) The company has filed with the Registrar a **verification of its registered office** as provided in sub-section (2) of section 12.
- (2) If any default is made in complying with the requirements of this section, the company shall be **liable to a penalty** of fifty thousand rupees and every officer who is in default shall be liable to a **penalty of one thousand rupees** for each day during which such default continues but not exceeding an amount of one lakh rupees.
- (3) Where no declaration has been filed with the Registrar under clause (a) of

sub-section (1) within a period of one hundred and eighty days of the date of incorporation of the company and the Registrar has reasonable cause to believe that the company is **not carrying on any business** or operations, he may, without prejudice to the provisions of sub-section (2), initiate action for the **removal of the name** of the company from the register of companies under Chapter XVIII.

As per Rule 23A [Declaration at the time of commencement of business.] of the *Companies (Incorporation) Rules, 2014*, the declaration under section 10A by a director shall be in prescribed form with prescribed fees and the contents of the said form shall be verified by a Company Secretary or a Chartered Accountant or a Cost Accountant, in practice:

Provided that in the case of a company pursuing objects requiring registration or approval from any sectoral regulators such as the Reserve Bank of India, Securities and Exchange Board of India, etc., the registration or approval, as the case may be from such regulator shall also be obtained and attached with the declaration.



16. RECTIFICATION OF NAME OF COMPANY [SECTION 16]

According to **Section 16**

- (1) If, through inadvertence or otherwise, a company on its first registration or on its registration by a new name, is **registered by a name** which, —
 - (a) in the opinion of the Central Government¹⁹, is **identical** with or too nearly resembles the name by which a **company** in existence had been previously registered, whether under this Act or any previous company law, it may direct the company to **change its name** and the company shall change its name or new name, as the case may be, within a period of **three months** from the issue of such direction, after adopting an ordinary resolution for the purpose;
 - (b) on an application by a registered proprietor of a **trade mark** that the name is **identical with** or too nearly resembles to a registered trade mark of such proprietor under the Trade Marks Act, 1999, made to the ²⁰Central Government within **3 years** of incorporation or registration or change of name of the company, whether under this Act or any previous company law, in the opinion

of the ²¹Central Government, is identical with or too nearly resembles to an existing trade mark, it may direct the company to change its name and the company shall change its name or new name, as the case may be, within a period of **6 months** from the issue of such direction, after adopting an ordinary resolution for the purpose.

(2) Where a company changes its name or obtains a new name under sub-section (1), it shall within a period of **15 days** from the date of such change, **give notice** of the change to the Registrar along with the order of the ²²Central Government, who shall carry out necessary changes in the **certificate of incorporation** and the memorandum.

(3) If a company makes default in complying with any direction—

Liabe person	Penalty/punishment
Company	Fine of 1,000 rupees for every day during which the default continues
Every Officer who is in default	Fine varying from 5,000 rupees to 1 lakh rupees.



17. CONVERSION OF COMPANIES ALREADY REGISTERED [SECTION 18]

According to Section 18 of the Companies Act, 2013, a company may **convert** itself in some other class of company by altering its memorandum and articles of association. Following is the law with respect to the conversion of the companies already registered.

1. By alteration of memorandum and articles: A company of **any class** registered under this Act may **convert** itself as a company of other class under this Act by alteration of memorandum and articles of the company in accordance with the provisions of this Chapter.

2. File an application to the Registrar: Wherever such conversion of companies is required to be done, the company shall file an application to the Registrar, who shall after satisfying himself that the provisions applicable for registration of companies have been complied with, **close the former registration of the company.**

3. **Issue a certificate of incorporation:** After registering the required documents, issue a certificate of incorporation in the same manner as its first registration.

4. **No effect on the debts, liabilities etc. incurred before conversion:** The registration of a company under this section **shall not affect any debts, liabilities**, obligations or contracts incurred or entered into, by or on behalf of the company before conversion and such debts, liabilities, obligations and contracts may be enforced in the manner as if such registration had not been done.



18. SUBSIDIARY COMPANY NOT TO HOLD SHARES IN ITS HOLDING COMPANY [SECTION 19]

As per Section 19 of the Companies Act, 2013,

(1) No company shall, either by itself or through its nominees, hold any shares in its holding company and no holding company shall allot or transfer its shares to any of its subsidiary companies and any such allotment or transfer of shares of a company to its subsidiary company shall be **void**:

Provided that nothing in this sub-section shall apply to a case—

- (a) where the subsidiary company holds such shares as the **legal representative** of a deceased member of the holding company; or
- (b) where the subsidiary company holds such shares as a **trustee**; or
- (c) where the subsidiary company is a shareholder even **before it became a subsidiary** company of the holding company:

However, the subsidiary company referred to in the preceding proviso shall have a **right to vote** at a meeting of the holding company only in respect of the shares held by it as a **legal representative** or as a **trustee**, as referred to in clause (a) or clause (b) of the said proviso.

(2) The reference in this section to the shares of a holding company which is a company limited by **guarantee or an unlimited company**, not having a share capital, shall be construed as a reference to the interest of its members, whatever be the form of interest.



19. SERVICE OF DOCUMENTS [SECTION 20]

Section 20 of the Companies Act, 2013, provides the mode in which documents may be served on the company, on the members and also on the registrars.

Law with respect to the service of documents is as follows—

(1) **Serving of document to company:** A document may be served on a company or an officer thereof by sending it to the company or the officer at the **registered office** of the company by-

- **registered post**, or
- **speed post**, or
- **courier service**, or
- **leaving** it at its registered office, or
- means of such **electronic or other mode** as may be prescribed:

However, where securities are held with a depository, the records of the beneficial ownership may be served by such depository on the company by means of electronic or other mode.

(2) **Serving of document to registrar or member:** Save as provided in this Act or the rules made there under for filing of documents with the Registrar in electronic mode, a document may be served on Registrar or any member by sending it to him by—

- **Post**, or
- **registered post**, or
- **speed post**, or
- **courier**, or
- by **delivering** at his office or address, or
- by such **electronic** or other mode as may be prescribed:

However, a member may request for delivery of any document through a **particular mode**, for which he shall pay such **fees** as may be determined by the company in its annual general meeting.

Explanation—For the purposes of this section, the term “courier” means a person or agency which delivers the document and provides **proof of its delivery**.

Exemption-Section 20 (2) shall apply to a **Nidhi Company**, subject to the modification that in the case of a Nidhi, the document may be served only on members who hold shares of more than **₹ 1,000** in face value or more than 1%, of the total paid-up share capital of the Nidhis whichever is less.

For other shareholders, document may be served by a public notice in newspaper circulated in the district where the Registered Office of the Nidhi is situated; and publication of the same on the notice board of the Nidhi. [Notification dated 5th June, 2015.]

As per the *Companies (Incorporation) Rules, 2014*,

1. The term, "**electronic transmission**" means a communication that creates a record that is capable of retention, retrieval (recovery) and review, and which may thereafter be rendered into clearly legible tangible form. It may be made by—
 - facsimile telecommunication (**fax**) or electronic mail (**email**), which the company or the officer has provided from time to time for sending communications,
 - posting of an electronic message board or **network** that the Registrar or the member has designated for those communications, and which transmission shall be validly delivered upon the posting, or
 - **other means** of electronic communication, in respect of which the company or the officer has put in place **reasonable systems** to verify that the sender is the person purporting to send the transmission.
2. In case of delivery by post, such service shall be deemed to have been effected—
 - (i) in the case of a **notice of a meeting**, at the expiration of **48 hours** after the letter containing the same is posted; and
 - (ii) in **any other case**, at the time at which the letter would be delivered in the **ordinary course** of post.