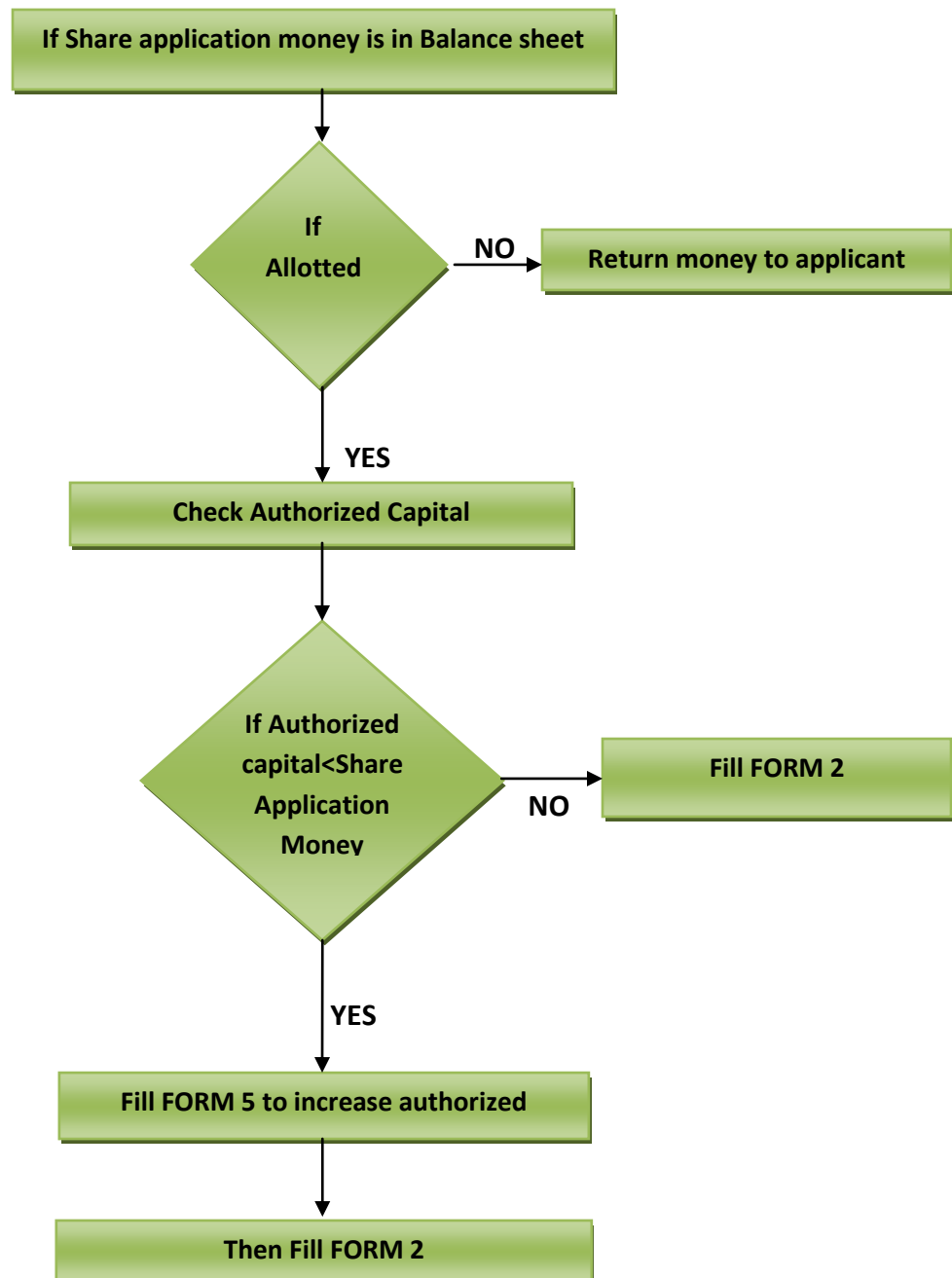


C.P. AGRAWAL & ASSOCIATES

CHARTERED ACCOUNTANTS

HOW TO FILE FORM 2?

(RETURN OF ALLOTMENT)

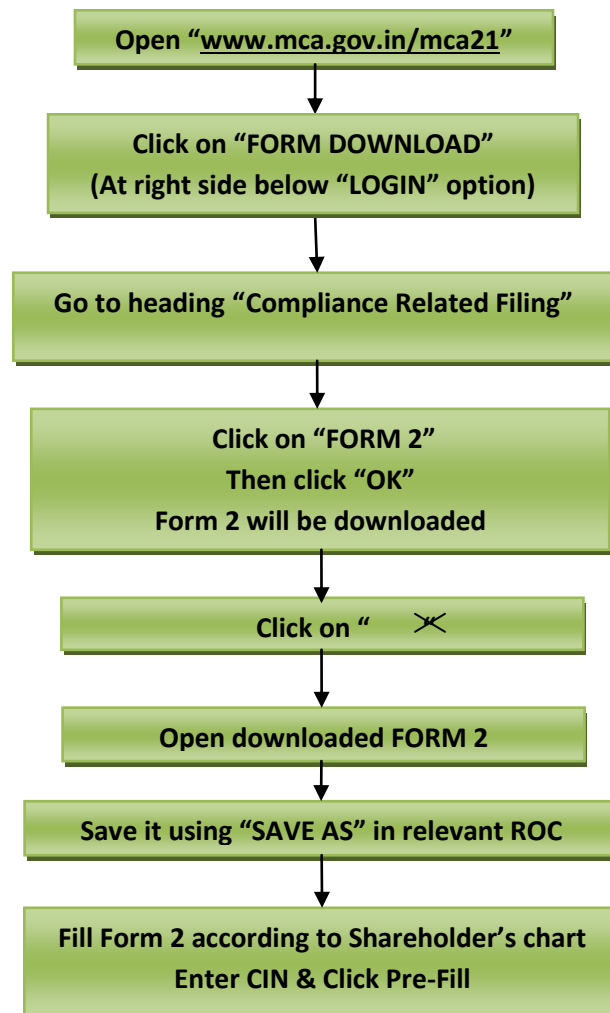


Make Detailed Shareholders Chart

(DETAILS CAN BE GATHERED FROM TALLY)

FOLIO NO.	NAME OF ALLOTEE	NO. OF SHARES	DATE OF ALLOTMENT	DISTINCTIVE NO.	CERTIFICATE

FORM 2



Enter details of share allotted:

- In Cash (Maximum 5 allotment)
- In Consideration other than cash (Maximum 3 allotment)
- Bonus shares

**Attach list of allottees in pdf form
(Refer Annexure A in help)**

**Fill Board Resolution No=1
Board Resolution Date will be the date on which
allotment is made**

Form is to be digitally signed & certified

**Click on "CHECK FORM"
(At bottom)**

**Click on "PRESCRUTINY"
(At bottom)**

Save it

Reopen "www.mca.gov.in/mca21"

**ENTER REGISTERED LOGIN ID AND
PASSWORD
Category – Registered User
(Don't select "USE CERTIFICATE" option)**

**Filing procedure will be same as in all
form (Other than Annual E-forms)**