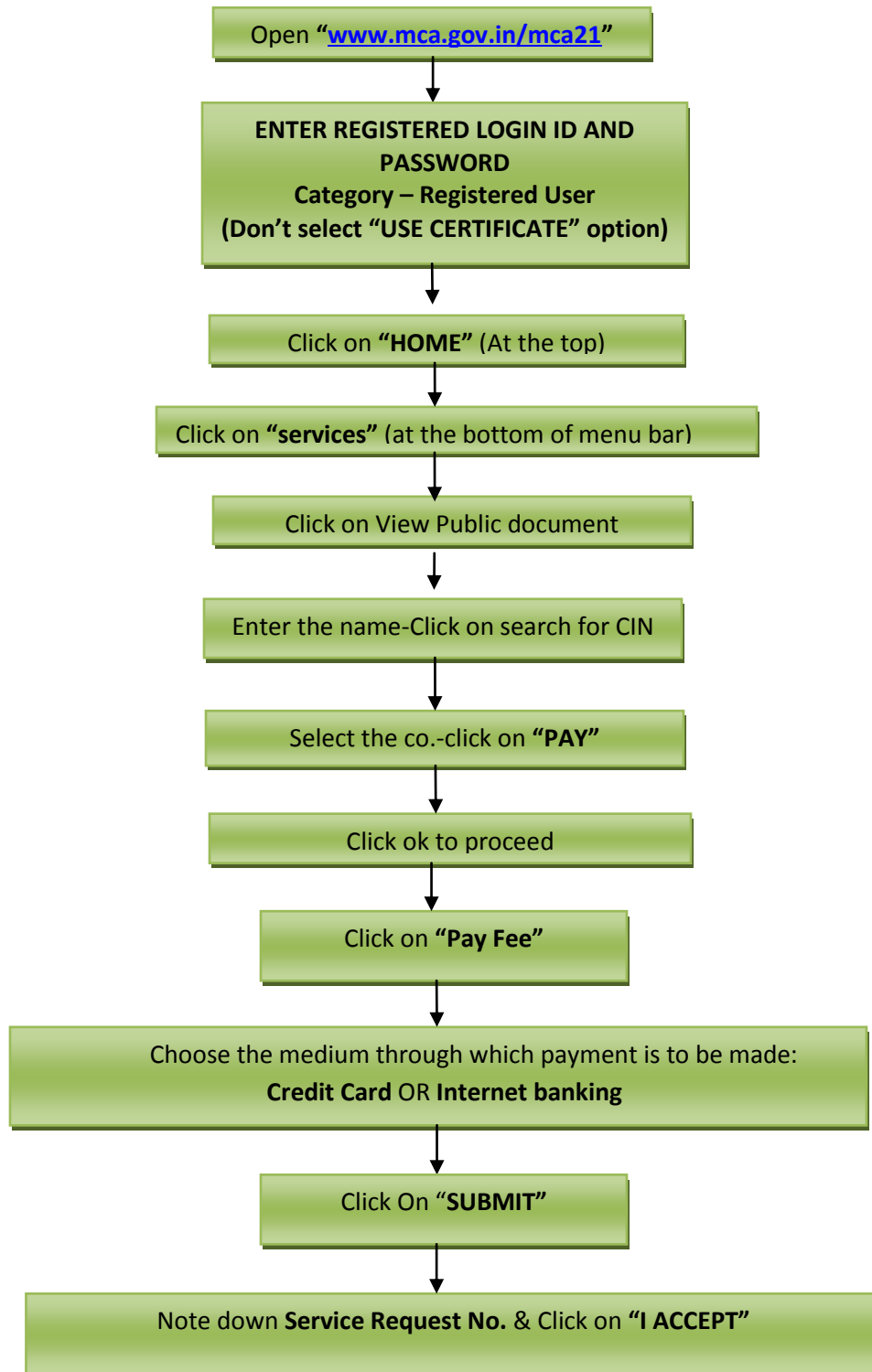


C.P. AGRAWAL & ASSOCIATES

CHARTERED ACCOUNTANTS

HOW TO VIEW PUBLIC DOCUMENTS OF A COMPANY?

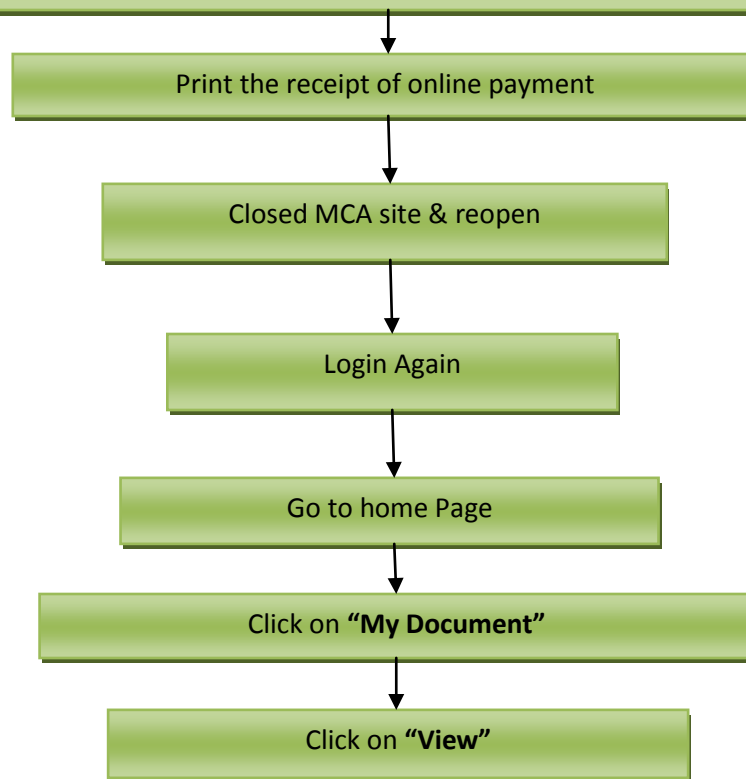


Payment Procedure

- Enter name registered with card
 - Select payment method i.e. credit/debit card
 - Choose card type i.e. visa, master card
 - Enter card no.
 - Then enter card expiry date
 - Then enter 3 digits CVV NO. which is written at the back side of card
 - Type Verification Words
- Finally click on **PAY**

(This Procedure should be completed within 5 minutes, or the page will expire)

(Fees for viewing public Document is RS 50)



List of Document Will appeared

1. **Certificate:** It content all the certificates registered with ROC. Such as:
 - Certificate of incorporation
 - Registration of mortgage
 - Registration for modification of mortgage
2. **Change in Director:** It consists all information related to any director such as appointment, resignation, etc. (Form 32)
3. **Charge Documents:** It consists all information related to charge created on co.'s Assets (Form 8, 13, 17)
4. **Other Document E form:** It consist all E-Form other than those specified in list of documents. Such as Form 2, Form 23B.
5. **Incorporation documents-** It consists all information related to incorporation of co. such as Form 18 (Notice of Situation / change of situation of Reg. office)
6. **Other Documents Attachment-** It consists all attachments other than balance sheet, Annual Return Such as
 - Modification or creation of charge
 - List of allottees
 - Intimation letter
 - MOA
 - AOA
7. **Annual Return and Balance Sheet E-Form-** It consists form related to annual Return(Form 20B) ,Balance sheet(Form 23 AC), Compliance (Form 66)
8. **Annual Return and Balance sheet E-Form attachment-** It consist attachment related to Compliance, Annual return, balance Sheet. Such as
 - Details of SH
 - Balance Sheet & associated Schedules
 - Compliance Certificate
 - Annual return
9. Limited Liability partnership Forms
10. Limited Liability Partnership Forms Attachment