

Form 66

INSTRUCTIONS FOR FILLING OF EFORM –66

(Form for submission of Compliance Certificate with the Registrar of Companies)

NOTE:	
<ul style="list-style-type: none"> After the eForm has been filled, click the Prescrutiny button to prescrutinise the eForm. If the eForm is not prescrutinised, it shall be rejected when you attempt to upload the eForm. This eForm shall be taken on record through electronic mode without any processing at the Registrar of Companies office. Ensure that all particulars in the eForm are correct as per the compliance certificate to be attached. There is no provision for resubmission of this eForm. No attachment can be submitted through the addendum service in respect of this eForm. 	
S. No.	Detailed Instruction
Note: Instructions are not provided for the fields which are self explanatory	
Refer the relevant provisions of the Companies Act, 1956 and rules made there under with respect to the matter dealt in this eForm	
Enter the Authorised capital as on the date of filing of the eForm, in case of a company with share capital (This shall be used for calculation of filing fees of the eForm) Enter the Number of Members as on the date of filing of the eForm, in case of company without share capital (This shall be used for calculation of filing fees of the eForm)	
1	(a) Enter the Corporate Identity Number (CIN) of the company. • You can find the CIN by entering the existing registration number of the company in the 'Find CIN/GLN' service at the portal (www.mca.gov.in)
2	(a), (b) (c) The system will automatically display the name and registered office address of the company Enter the email ID of the company
3	Enter the financial year start and end date for which the compliance certificate is to be filed.
4	Enter the AGM date/ AGM due date/AGM extension date correctly This shall be compared with other Annual Filing Forms and can impact their filing. This has been illustrated through following example. Case I: Form 66 already Pre scrutinised & Form 23AC being prescrutinised Following dates are entered in the pre scrutinised form 66 <ul style="list-style-type: none"> Financial Year- 31.03.2006 Actual date of AGM- 31.10.2006 Due date of AGM- 30.09.2006 If you pre scrutinise Form 23AC with the following dates: <ul style="list-style-type: none"> Financial Year- 31.03.2006 Actual date of AGM- 31.11.06 Due date of AGM- 30.09.2006 Please note that Actual date of AGM entered in form 23AC (31.11.06) is different from date entered in already pre scrutinised form 66 (31.10.2006). At the time of Check form we display the message "Please ensure that the AGM date/ AGM due date/ AGM extension date entered in the

	<p>annual filing forms (i.e. 20B, 23AC, 21A) are same for the respective financial year. In case of discrepancy, the pre scrutiny of other Annual Filing Forms shall be impacted and you may be required to pre scrutinise those forms again”</p> <p>If you proceed and pre scrutinize Form 23AC, we shall reject the pre scrutiny of Form 66 as it contained AGM date which is different from form being pre scrutinised.</p> <p>You will have to pre scrutinise form 66 again with the correct date (As mentioned in Form 23AC) for the same financial year.</p> <p>Case II: Form 66 already uploaded & Form 23AC is being uploaded</p> <p>In case you have already uploaded pre-scrutinised Form 66 with following dates:</p> <ul style="list-style-type: none"> • Financial Year- 31.03.2006 • Actual date of AGM- 31.10.2006 • Due date of AGM- 30.09.2006 <p>At the time of uploading already pre-scrutinised Form 23AC with following dates:</p> <ul style="list-style-type: none"> • Financial Year- 31.03.2006 • Actual date of AGM- 31.11.2006 • Due date of AGM- 30.09.2006 <p>We shall prompt you for discrepancy with a message that the AGM Date/Due AGM Date/Extended AGM Date filled in the form is different from that of filled in earlier uploaded annual filing form. Please do a revised filing of the same in order to file this form. Therefore, in this case you have to first do the revised filing of Form 66 with the correct date (As entered in Form 23AC).</p>
Attachments	<ul style="list-style-type: none"> • Compliance Certificate pursuant to rule 3 of the Companies (Compliance Certificate) Rules, 2001 • Any other information can be provided as an optional attachment to eForm.
Verification	Enter the date of board resolution authorising the signatory to sign and submit the eForm.
Digital signature	The eForm should be digitally signed by the managing director, director, manager or secretary of the company duly authorised by the board of directors.
Designation	<p>Select the designation of the person digitally signing the eForm</p> <p>Enter the DIN in case the person digitally signing the eForm is a director or managing director</p> <p>Enter membership number in case the person digitally signing the eForm is a secretary (if available)</p>
Pre-scrutiny	After the check eForm is successful and required documents have been attached, pre-scrutinise the eForm. This is a mandatory step.

Common Instruction Kit

Buttons	Particulars
Pre Fill	<p>When you click the pre fill button after entering the Corporate Identity Number in the eForm, the name is displayed by the system.</p> <p>This button may appear more than once in an eForm, and shall be required to be clicked for displaying the data pertaining to that field.</p> <p>You are required to be connected to the Internet for pre-filling.</p>

Buttons	Particulars
Attach	Click the Attach button corresponding to the document you wish to attach. In case you wish to attach any other document, click the Optional Attachment button. (Through Optional attachment, you can attach maximum five attachments).
Remove attachment	You can view the attachments added to eForm in the rectangle box provided next to the list of attachment. If you want to remove or delete any attachment, select the attachment to be removed and click the "Remove attachment" button. (Through Optional attachment, you can attach maximum five attachments).
Check Form	Once the eForm is filled up, click the Check Form button for form level validation, for example, to check whether all the mandatory fields have been filled or not. If an error is displayed, rectify the error and click the "Check Form" button again. When the form level validation is complete, the message, "Form level pre scrutiny is successful", is displayed. The form level validation (Check Form) is done without being connected to the Internet.
Modify	The "Modify" button gets enabled after the check form is done. By clicking this button, you can make changes in the filled eForm. The digital signatures, if already attached, shall be removed. Once the user has changed the filled eForm, click the Check Form button again.
Pre scrutiny	The "Pre scrutiny" button gets enabled once check form is done. You are required to be connected to the Internet for pre scrutiny. On pre-scrutiny, the system level check is performed and if there are any errors, the same are displayed to the user. After correcting the pre scrutiny errors, attach the digital signature on the eForm in the signature field.
Upload eForm	Once the eForm is pre scrutinised, filled and signed, it is ready for uploading on the MCA portal. Login to the MCA21 portal with your user ID and password for uploading the eForm.