

## Aman Kesarwani & Associates



Company Secretaries

Secretarial Team

### Shifting of Registered office From One state to another

Steps	Activity	Mode of filings (Physical/online)
Step 1	Holding Board Meeting <ul style="list-style-type: none"><li>Approval of board for shifting of registered office</li><li>Fixing date, time, place &amp; venue of Extra Ordinary General Meeting</li></ul>	NA
Step 2	Sending Notice of EGM to the shareholders of the Company	NA
Step 3	Holding EGM <ul style="list-style-type: none"><li>Approval of members for shifting of Registered office</li></ul>	NA
Step 4	Filing of EGM Resolution approving the shifting of Registered office with RoC (Current RoC)	Online
Step 5	Publishing general notice in at least one regional language newspaper and one English language newspaper circulated in the area in which registered office of the company is situated clearly stating the substance of the petition	Physical
Step 6	Dispatch of notice to all creditors/debenture holders of the Company	Physical
Step 7	Filing of application to the Regional Director	Online & Physical
Step 8	Filing of application to the ROC (current ROC)	Online & Physical
Step 9	Service of copy of petition to the Chief Secretary to the Government of the State where the registered office of the company is	Physical

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	situated or to the Administrator/Lt. Governor of the Union Territory where the registered office is situated in the Union Territory	
Step 10	Attending hearing with the Regional Director	Physical
Step 11	Registering of Copy of order received from the office of Regional Director	Online
Step 12	Filing of particulars of New office address with the RoC (Changed)	Online

### Required Document

1. Copy of MOA & AOA
2. List of the Creditors with full address
3. List of the Shareholders
4. Annual return of last 2 years