

FORM NO. INC-22

[Pursuant to section 12(2) & (4) of The Companies Act, 2013 and Rule 25 and 27 of The Companies(Incorporation) Rules, 2014]



Notice of situation or change
of situation of registered
office

Form language

☒ English ☐ Hindi

Refer the instruction kit for filling the form.

1. * This Form is for ☐ New company ☐ Existing company

2. * (a) Corporate identity number (CIN) of company
or SRN of Form No. INC-1

Pre-fill

(b) Global location number (GLN) of company

3. (a) Name of the company

(b) Address of the registered office of the company

(c) Name of office of existing Registrar of Companies (RoC)

(d)* Purpose of the form

- ☐ Change within local limits of city, town or village
☐ Change outside local limits of city, town or village, within the same RoC and state
☐ Change in RoC within the same state
☐ Change in state within the jurisdiction of same RoC
☐ Change in state outside the jurisdiction of existing RoC

4. Notice is hereby given that

* (a) The address of the registered office of the company is situated with effect from

☐ (DD/MM/YYYY) at

☐ the date of incorporation of company is

* Address Line I

Line II

* City

* District

* State/Union Territory

Country

* Pin Code

* email ID

(b) * Registered Office is

- ☐ Owned by Company ☐ Owned by Director(Not taken on lease by company)
☐ Taken on Lease by company ☐ Owned by any other entity/Person (Not taken on lease by company)

(c) *Name of office of Proposed RoC or new RoC

(d) The full address of the police station under whose jurisdiction the registered office of the company is situated

* Name

* Address Line I

Address Line II

* City

State/Union Territory

* Pincode

(e) * Particulars of the Utility Services Bill depicting the address of the registered office
(not older than two months)

Attachments

- (1) *Proof of Registered Office address
(Conveyance/Lease deed/Rent Agreement etc.
along with the rent receipts)
- (2) *Copies of the utility bills as mentioned
above (not older than two months)
- (4) *A proof that the Company is permitted to use the address
as the registered office of the Company if the same is owned
by any other entity/ Person (not taken on lease by company)
- (6) List of all the companies (specifying their CIN) having the
same registered office address, if any
- (7) Optional attachment, if any

Attach

Attach

Attach

Attach

Attach

List of attachments

Remove attachment

Declaration

I *

☐ A person named in the articles as a of the company

☐ have been authorized by the Board of Directors of the company vide resolution number
dated to sign this form and declare that

☐ * all the requirements of The Companies Act,2013 and the rules made thereunder in respect of the subject
matter of this form and matters incidental thereto have been complied with.

☐ * I also declare that all the information given herein above is true, correct and complete including the
attachments to this form and nothing material has been suppressed.

☐ It is hereby further certified that , a
having Membership number and certificate of practice no
certifying this form has been duly engaged for this purpose.

* To be digitally signed by

* Designation

* DIN of the director ; or DIN or PAN of the
manager or CEO or CFO; or membership number of
the Company Secretary

To be digitally signed by

Category

- ☐ Chartered accountant (in whole time practice) or ☐ Cost accountant (in whole time practice) or
☐ Company secretary (in whole time practice)

Whether ☐ Associate ☐ Fellow

Membership number

Certificate of Practice number

**Note: Attention is drawn to provisions of Section 448 and 449 which provide for punishment for false
statement/certificate and punishment for false evidence respectively.**

Modify

Check Form

Prescrutiny

Submit

For office use only:

eForm Service request number (SRN) eForm filing date (DD/MM/YYYY)

Digital signature of the authorizing officer

This e-Form is hereby registered

Confirm submission

Date of signing

(DD/MM/YYYY)

**The eForm has been taken on the file maintained by the registrar of companies through electronic mode
and on the basis of statement of correctness given by the filing company**