

# FORM NO. URC-1

[Pursuant to rule 3(2) of the Companies (Authorised to Register) Rules, 2014 read with section 366 of The Companies Act, 2013]



Application by a company for registration under section 366 (conversion from firm into company and LLP into company)

Form language ☒ English ☐ Hindi

Refer the instruction kit for filing the form.

1. (a) \*SRN of Form INC-1    
(b) Registration number (if any)
2. (a) \*Type of entity   
(b) \*Name of the entity   
(c) \*Number of members in the entity  as on the date of application  
(d) Name of the proposed company
3. (a) Category of the proposed company   
(b) \*Whether liability of the members of the company is limited by any Act of Parliament other than Companies Act ☐ Yes ☐ No
4. (a) \*Date of instrument constituting the entity  (DD/MM/YYYY)  
(b) \*Description of the instrument
5. (a) Number of shares taken up to date  
Equity   
Preference   
(b) Amount paid on each share  
Equity   
Preference
6. (a) Date of passing resolution for declaring the amount of guarantee   
(b) Particulars of guarantee taken up by each member
7. \*Date of general meeting passing the resolution assenting to registration  (DD/MM/YYYY)  
with limited liability
8. \*Particulars of passing special resolution and the place of general meeting
9. \*Total amount of the property (whether movable or immovable including actionable claims)
10. \*Whether any suit or legal proceedings taken by, or pending against the entity, or any public officer or member thereof ☐ Yes ☐ No
11. (i) \*Whether entity has any secured debt outstanding as on the date of application ☐ Yes ☐ No

## Attachments

1. \*Particulars of members/partners along with the details of shares held by them;
2. \*Declaration of two or more directors verifying the particulars of all members/partners;
3. \*Affidavit from all the members/partners for dissolution of the entity;
4. \*Copy of the instrument constituting or regulating the entity;
5. Copy of certificate of registration of the entity, if any;
6. \*Copy of Newspaper advertisement;
7. \*Certificate from a CA/CS/CWA certifying the compliance with all the provisions of Stamp Act, to the extent applicable;
8. Consent of majority of members;
9. Consent of at least three-fourth of members agreeing for registration under this part;
10. No objection certificate from the concerned Registrar of Firms or Registrar of Companies(LLP);
12. Statement of accounts of the company, prepared not later than 30 days preceding the date of application duly certified by auditor; if applicable
13. Copy of the resolution declaring the amount of guarantee;
14. Optional attachment(s) (if any)

Attach

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## List of attachments

Remove Attachment

## Declaration

I \* , a person  
named in the articles as a  declares 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 am authorized by other promoters subscribing to the Memorandum of Association and Articles of Association and the first directors to give this declaration and to sign and submit this Form. It is further declared and verified that

1. Whatever is stated in this form and in the attachments thereto is true, correct and complete and no information material to the subject matter of this form has been suppressed or concealed and is as per the original records maintained by the promoters subscribing to the Memorandum of Association and Articles of Association.

2. All the required attachments have been completely and legibly attached to this form.

### \* To be digitally signed by

\* Designation

\* DIN of the director; DIN or PAN of the manager; or  
Membership number of company secretary

### Certificate by practicing professional

I declare that I have been duly engaged for the purpose of certification of this form. It is hereby certified that I have gone through the provisions of the Companies Act, 2013 and Rules thereunder relevant to this form and I have verified the above particulars (including attachment(s)) from the original records maintained by the Company/applicant which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed. I further certify that:

- i. The said records have been properly prepared, signed by the required officers of the Company and maintained as per the relevant provisions of the Companies Act, 2013 and were found to be in order;
- ii. All the required attachments have been completely and legibly attached to this form.

### \* To be digitally signed by

\* ☐ Chartered Accountant (in whole-time practice) or ☐ Cost Accountant (in whole-time practice) or  
☐ Company Secretary (in whole-time practice)

\* whether Associate or Fellow ☐ Associate ☐ Fellow

\* Membership No.

\* Certificate of practice number

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**Note: Attention is drawn to provisions of Section 448 and 449 of the Companies Act, 2013 which provide for punishment for false statement / certificate and punishment for false evidence respectively.**

Modify

Check Form

Prescrutiny

Submit

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**For office use only:**

eForm Service request number (SRN)

eForm filing date

(DD/MM/YYYY)

**Digital signature of the authorising officer**

This e-Form is hereby registered

Confirm submission

Date of signing

(DD/MM/YYYY)