

**THE COMPANIES ACT, 2017**  
**THE COMPANIES REGULATIONS, 2024**  
[Section 21, 220 & 449 and Regulation 30]

**NOTICE OF SITUATION OF REGISTERED OFFICE ADDRESS OR  
ANY CHANGE THEREIN OR NOTICE OF ADDRESS AT WHICH  
BOOKS OF ACCOUNTS ARE MAINTAINED**

**PART-I**

*(Please complete in bold capital letters)*

1.1 CUIIN (Registration Number)

--	--	--	--	--	--	--

1.2 Name of the Company

--

1.3 Fee Payment Details

1.3.1 Challan No

--

1.3.2 Amount

--

1.4 Notice of –		Please tick the relevant box
Part-II	Situation of registered office or any change therein.	
Part-III	Address at which books of accounts are maintained	

**PART-II**

**(Applicable in case of first time reporting of registered office address or any change therein)**

2.1 The situation of registered office of the company was changed from

*(state previous address)*

--

2.2 The registered office of the Company is now situated at

*(first time reporting or change in address to be mentioned here)*

--

*(State full address with identifiable number / name of the premises or building and street, road and locality besides the name of the town and postal area, where applicable)*

Telephone Number

--

Fax Number, if any

--

Email Address

--

Day

Month

Year

2.3 With effect from

--	--

--	--

--	--	--	--

### **PART-III**

**(Applicable in case of notice of address at which the books of Accounts are to be kept other than registered office)**

3.1 The above-named company hereby gives you notice pursuant to the second proviso to sub-section (1) of section 220 of the Companies Act, 2017 that the Board of Directors of the Company have decided to keep the books of account of the company at the place other than registered office.

Day

Month

Year

3.2 Date of resolution of Board of directors

--	--

--	--

--	--	--	--

3.3 Address of place at which books of accounts to be kept

--

Day

Month

Year

3.4 Date of shifting / maintaining of books of account at above said address

--	--

--	--

--	--	--	--

#### **PART-IV**

##### **4.1 Declaration:**

I do hereby solemnly and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

4.2 Name of Authorized Officer with designation/ Authorized Intermediary

--	--

4.3 Signatures

--

4.4 Registration No of Authorized Intermediary, if applicable

--

Day

Month

Year

4.5 Date

--	--

--	--

--	--	--	--

##### **Enclosure:**

1. Evidence of filing of Form-26 in case of change in registered office address from one city in a province to another.
2. Original challan or other evidence of payment of fee specified in Seventh Schedule of the Act (not applicable in case of online filing)