

Form No. AOC-5



Form language

☒ English

☐ Hindi

Notice of address at which books of account are to be maintained

[Pursuant to first proviso to sub-section (1) of section 128 of the Companies Act, 2013 and Rule 2A of Companies(Accounts) Rules, 2014]

Refer instruction kit for filing the form

*All fields marked in * are mandatory*

Company Information

1 *Corporate Identity Number (CIN)

2 (a) *Name of the Company

2 (b) *Registered office address

3 *Date of board resolution wherein a decision regarding address at which books of account are to be maintained has been taken (DD/MM/YYYY)

4 Address at which the books of account are to be maintained

*Address Line 1

Address Line 2

*Longitude

*Latitude

*Country

*Pin Code/Zip code

*Area/Locality

*City

*District

*State/UT

5 Details pertaining to police station under whose jurisdiction the place of the address at which the books of account are to be maintained falls

Police station name

Address

*Address Line 1

Address Line 2

*Country

*Pin Code/Zip code

*Area/Locality

*City

*District

*State/UT

Attachments

(a) *Proof of address (Conveyance/Lease deed/ Rent Agreement etc. along with the rent receipts) along with standard NOC in case of Leased or rented property

Max 2 MB

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(b) *Copies of the utility bills (not older than two months)

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(c) *Photograph of registered office showing external building and second will be inside office also showing therein at least one director/ KMP who has affixed his/her digital signature to this form

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(d) Optional attachment(s), if any

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Declaration

I am authorised by the Board of Directors of the Company vide resolution no Dated (DD/MM/YYYY) to sign this form and declare that all the requirements of Companies Act, 2013 and the rules made there under 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.

* To be digitally signed by

DSC BOX

* Designation

(Director/Manager/Company Secretary/CFO/ CEO)

* Director identification number of the director; or DIN or PAN of the manager or CEO
or CFO; or Membership number of the Company Secretary

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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.

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

For office use only:

eForm Service request number (SRN)

eForm filing date (DD/MM/YYYY)