

Company Change Filings — Capital, Shares, Office, Directors

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Handles the common post-incorporation changes — increasing authorised capital, allotting or transferring shares, changing the registered office, altering the object clause, or appointing or resigning a director — with the required board and/or EGM resolutions and the correct e-form (SH-7, PAS-3, INC-22, MGT-14, DIR-12) and its field content.

Purpose of this tool & output

Draft resolutions and the correct e-forms for company changes — authorised capital, share allotment/transfer, registered office, object clause or director changes

How the output is used

Use the output to pass the board or EGM resolutions and file the correct e-form on the MCA portal (SH-7, PAS-3, INC-22, MGT-14 or DIR-12), and update the statutory registers.

Who receives it

The Registrar of Companies (RoC), via the MCA portal.

How to submit / file it

File the applicable e-form within its timeline (generally 30 days of the change) with the resolution, explanatory statement and supporting documents; a special resolution needs MGT-14.

Fees & charges

MCA filing fees (for a capital increase, by the increased authorised capital) plus stamp duty on a share transfer or allotment; additional fees on delay; a professional fee for the CS or CA.

Who should vet it

A company secretary (CS) — to confirm the correct form, the resolution and the stamp and timeline for the specific change.

Important cautions

The wrong form or a missed 30-day window attracts additional fees and queries; a special resolution and MGT-14 are needed for an object-clause and some other changes. Verify with a CS.

Companion documents

No related documents are listed on the portal for this tool.

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and

processes vary by state and change over time — confirm with your state authority.