

FORM NO. RSC-1

[Pursuant to rule 2(1)]

Company Application No of..... 2.....

_____ Ltd

Application under section 66 for confirming the reduction of share capital

The petitioner herein submits:-

1. The above named company, the applicant herein (hereinafter called 'the company') was registered on the day of _____, under the provisions of the [Companies Act, _____] as a company limited by shares/limited by guarantee with a share capital.
2. The registered office of the company is situate at..... .
3. The main objects of the company are [_____].

4. The capital of the company is Rs divided into shares of Rs each, of which shares have been issued and have been fully paid-up or credited as fully paid (or have been paid up to the extent of Rs ... per share).

[Note: Where there is more than one class of shares, the petition should set out the classes of shares and state specifically whether there is or there is not any priority as to capital]

5. By article(s) of the articles of association of the company, it is provided that the company may, from time to time, by special resolution, reduce its capital in any manner permitted by law.

6. Brief information in respect of financial position of the company; qualification, reservation or adverse remark or disclaimer made by the auditor in his report, if any, details of any pending inspection, inquiry or investigation against the company under the Companies Act, 2013.

7. [Set out reasons for reduction.]

8. By a special resolution of the company, duly passed in accordance with section 66(1) of the Companies Act, 2013, at a general meeting thereof held after due notice as provided in the Act on the day of... 20 it was resolved

[Here set out the resolution]

9. Details about

- (i) the number of members present and voting at such meeting and number of shares or voting power held by them;
- (ii) the number of members who voted in favour of the resolution for reduction of share capital and the number of shares or voting power held by them;
- (iii) the number of members who voted against the resolution and the number of shares or voting power held by them;

10. [Here set out whether the reduction of share capital involves extinction or reduction of any liability in respect of unpaid share capital or cancellation of an paid-up share capital which is lost or is unrepresented by available assets or the payment to any shareholder of any paid-up share capital]

11. The form of the minute proposed to be registered under section 66(5) is as follows:

[Here set out the proposed minute]

12. The applicant therefore prays :

- (1) That the reduction of capital resolved on by the special resolution set out in paragraph ___above be confirmed;
- (2) That to this end all directions necessary and proper be made and given;
- (3) That the proposed minute be approved; and
- (4) That such further or other orders be made in the premises as to the Tribunal shall seem fit.

Dated

Applicant or his authorised representative

Attachments:-

- (i) List of creditors
- (ii) Certificate by the auditor w.r.t. creditors' list
- (iii) Certificate and declaration w.r.t. company not being in arrears in repayment of deposits
- (iv) certificate by auditor with regard to confirming with accounting standards
- (v) Any other attachment.

FORM NO. RSC-2

[Pursuant to rule 3(1)(i) and (ii)]

Notice to Central Government, Registrar etc in respect of application for reduction of share capital of M/s _____
(Company)

To

The Central Government/

The Registrar of Companies/

[in all cases]

The Securities and Exchange Board of India/

[as may be applicable]

You are requested to take notice that an application has been presented to the Tribunal at _____ (Bench), on the _____ day of _____ 20..... for confirming the reduction of the share capital of the above company from ₹ to ₹. A copy of the application along with its attachments is enclosed.

You are hereby informed that representations, if any, in connection with the application may be made to the Tribunal within three months from the date of receipt of this notice. Copy of the representation may simultaneously be sent to the concerned company.

In case no representation is received within the stated period of three months, it shall be presumed that you have no representation or objection to make on the application.

Authorized Signatory

Dated this day of20...

Place

Enclosures :Copy of application along with all attachments

FORM NO. RSC - 3

[Pursuant to Rule 3(1)(iii)]

Before the National Company Law Tribunal Bench at _____

Company Application No..... of 20....

..... Ltd.—Applicant

Notice to Creditors

To

.....
.....

You are requested to take notice that a petition was presented to the Tribunal at _____, on the _____ day of _____ 20..... for confirming the reduction of the share capital of the above company from ₹ to ₹ and. In the list of creditors given by the company to have been prepared on the..... day of 20....., your name is entered as a creditor for ₹..... (the nature of the debt or claim to be stated).

If you have any objection to the application or above stated details, the same may be sent (alongwith supporting documents) along with details about your name and address and the name and address of your Authorised Representative, if any, to the undersigned at within three months of date of this notice.

In case no objections are received as indicated above, the above entry in the list of creditors will, in all the proceedings under the above petition to reduce the share capital of the company, be treated as correct.

Dated

Authorised Representative for the Company

FORM NO. RSC – 4

[Pursuant to Rule 3(3)]

Before the National Company Law Tribunal Bench at _____

Company Application No..... of 20.....

..... Ltd. ----- Applicant

Publication of Notice

Notice may be taken that an application was presented to the Tribunal at (Bench), on the day of 20..... for confirming the reduction of the share capital of the above company from ₹ to ₹

The notices to individual creditors have been issued. The list of creditors prepared on the..... day of 20..... by the company is available at the registered office of the company and at ----- for inspection on all working days during 11 AM to 4 PM between ----- (days when the inspection would be available).

If any creditor of the company has any objection to the application or the details in the list of creditors, the same may be sent (alongwith supporting documents) and details about his name and address and the name and address of his Authorised Representative, if any, to the undersigned at within three months of date of this notice.

If no objection is received within the time stated above, entries in the list of creditors will, in all the proceedings under the above petition to reduce the share capital of the company, be treated as correct.

It may also be noted that a hearing has been fixed for ____ (day) ____ (date) on which the Tribunal shall hear the application. In case any creditor intends to attend the hearing he should make a request along with his objections, if any.

Authorised Representative for the company

FORM NO. RSC - 5

[See Rule 3(5)]

Before the National Company Law Tribunal Bench at _____

Affidavit on dispatch and publication of notice

I..... (name, etc.), do solemnly affirm and say as follows :-

1. I did on the day of 20..... despatched a copy of the notice now produced and shown to me and marked 'B' upon each of the respective persons whose names, addresses and descriptions appear in the list of creditors filed on the..... day of 20..... by sending such copies by registered or Speed post to their respective addresses appearing in the said list, and the postal receipts and the acknowledgments [including (if any) the covers returned as undelivered] now produced and shown to me and marked 'C' to 'Cn' are the receipts and acknowledgments received from the post office in respect of the said registered letters.

2. A true copy of the notice marked 'D' has been published in the issue(s) of..... (state the newspapers) dated the 20.....

Solemnly affirmed

(Sd.).....

FORM NO. RSC - 6

[See Rule 6(2)]

Before the National Company Law Tribunal Bench at _____

Company Application No..... of 20.....

..... Ltd.

–Petitioner

Before the Hon'ble Member (s).....

Order confirming Reduction of Share Capital and Approving Minute

Upon the application ofLtd. presented on the day of..... 20.....[upon hearing Shri.....Authorised Representative for the applicant, and upon reading the said application and upon perusing (here set out the newspapers) containing the notice of the date of hearing of this petition, and upon hearing Shri Authorised Representative for the creditor(s) [or, (where there is no appearance) none of the creditors appearing in person or by the Authorised Representative], and the Tribunal being satisfied with respect to every creditor that either his consent to the reduction has been obtained or his debt or claim has been discharged or has determined or has been secured,

THIS TRIBUNAL DO ORDER:

(1) That the reduction of the share capital of the above company resolved on and effected by the special resolution passed at a general meeting of the said company held on the day of 20....., which resolution was in the words and figures following, viz..

[Here set out the resolution]

be and the same is hereby confirmed.

(2) [Terms and conditions, if any] Where the Tribunal confirms the reduction subject to any terms and conditions, such terms and conditions should be set out, as well as any directions that the Tribunal may think fit to give regarding the use of the words 'and reduced' or the publication of the reasons for reduction, the order being suitably cast in such cases.

(3) That the minute set forth in the schedule hereto be and is hereby approved.

(4) That a certified copy of this order including the minute as approved be delivered to the Registrar of Companies within thirty days of receipt of the order.

*Dated this day of..... 20.....

SCHEDULE

(Here set out the minute)

Form of Minute

The capital of _____ Ltd., is henceforth Rs. divided into..... shares of ₹. each, reduced from ₹. divided into shares of ₹. each. At the date of the registration of this minute shares numbered etc., have been issued and are deemed to be fully paid (and the remaining shares are unissued).

[Note:--1. The words 'and reduced' are to be added only where the order so directs.]

2. If all the shares of a class are not issued, the minute should state the serial numbers of the issued shares. Partly paid shares should also be distinguished by their serial numbers and the amounts paid thereon should be stated. The serial numbers of shares with calls in arrears and of forfeited shares should also be stated.]

(By the Tribunal)

Registrar.

*Date of the order to be the date of the approval of the minute.

FORM NO. RSC -7

[See Rule 6(3)]

Before the National Company Law Tribunal Bench at _____

Company Petition No..... of 20.....

.....Ltd.

–Petitioner

Certificate of Registration of Order and Minute

It is certified that that the order of the Tribunal at..... dated the..... 20..... confirming the reduction of the share capital of the above named company from ₹ divided into shares of ₹ each, to ₹ divided intoshares of ₹ each, and the minute approved by the Tribunal showing, with respect to the share capital of the above company as altered, the several particulars required by the above Act were registered by the Registrar of Companies on the day of20.....

Dated

(Sd.).....

Registrar