

Company Affirmation of Readiness towards COVID-19

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1. CIN FCRN LLPIN FLLPIN

Pre-fill

2. Name of the company/ foreign company/ LLP/ Foreign LLP

3. Whether the Company/LLP is in compliance of COVID-19 Guidelines including work from home policy

Yes

No

4. Authorized Signatory of the Company/ LLP

DIN PAN Membership Number

Pre-fill

5. Mobile Number

Send OTP

6. OTP

Verify OTP

Cancel

Submit

Key features

- It is a simple web form deployed on 23.03.2020 with minimum fields and can be filed from anywhere.
- No Payment of Fee
- No DSC
- Available as a 'Post-login' service for both 'Registered' as well 'Business User'
- Applicable for all Indian companies/ Foreign companies/ LLPs/ Foreign LLPs
- Any one of the current Authorized Signatories of the Company/LLP can submit the form online
- Only OTP verification
- No SRN is generated
- System based acknowledgment shall be sent to:
 - Email ID of the respective Company/Foreign Company/ LLP or Foreign LLP
 - Email ID of the Authorized Signatory who is providing the affirmation
 - Email ID of the FO user who is submitting the affirmation

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1. CIN FCRN LLPIN FLLPIN

2. Name of the company/ foreign company/ LLP/ Foreign LLP

3. Whether the Company/LLP is in compliance of COVID-19 Guidelines including work from home policy Yes No

- Step 1: Enter valid CIN/ FCRN/ LLPIN/ FLLPIN
- Step 2: Click on Pre-fill
- Step 3: System will Pre-fill the name of the Indian company or a Foreign company or LLP or Foreign LLP
- Step 4: Select whether Company/LLP is in compliance of COVID-19 Guidelines including work from home policy

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4. Authorized Signatory of the Company/ LLP

DIN

PAN

Membership Number

Pre-fill

- Step 5: Select whether the Authorized Signatory of the Company/LLP who is providing the affirmation has a valid DIN/ PAN or Membership Number.

Note: *Ensure that such authorized signatory is currently associated with the company/LLP.*

- Step 6: Enter valid DIN in case of Director/ PAN in case of other Key Managerial Personnel/ Membership Number in case of Company Secretary in full time employment.
- Step 7: Click on Pre-fill
- Step 8: In case DIN of a Director is entered, mobile number available in database shall be Pre-filled.

Note: *Where mobile number is not Pre-filled, the field shall be editable and mobile number can be entered by the user.*

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5. Mobile Number	<input type="text"/>	<input type="text"/>	<input type="button" value="Send OTP"/>
6. OTP	<input type="text"/>		<input type="button" value="Verify OTP"/>
		<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>

- Step **9**: Click on 'Send OTP' button. OTP shall be sent to the mobile number entered.
- Step **10**: Enter OTP received on the mobile number and click on 'Verify OTP' button
- Step **11**: Once OTP is verified, success message shall be displayed.
- Step **12**: Click on 'Submit' button to submit the form.

Note: Companies/LLPs are advised to use the service w.e.f 23rd March 2020 in a staggered manner to avoid the load on the system.

Thank You