

[INC-22 and MGT-14 linking with corporate action](#)

Now you may prepare the E-Forms for shifting the registered office within the same state via ComplyRelax.

We have streamlined the existing process of shifting of registered office with form generation.

You have to enter the data once and all your meetings will be created along with form generation. Follow these steps to access this feature:

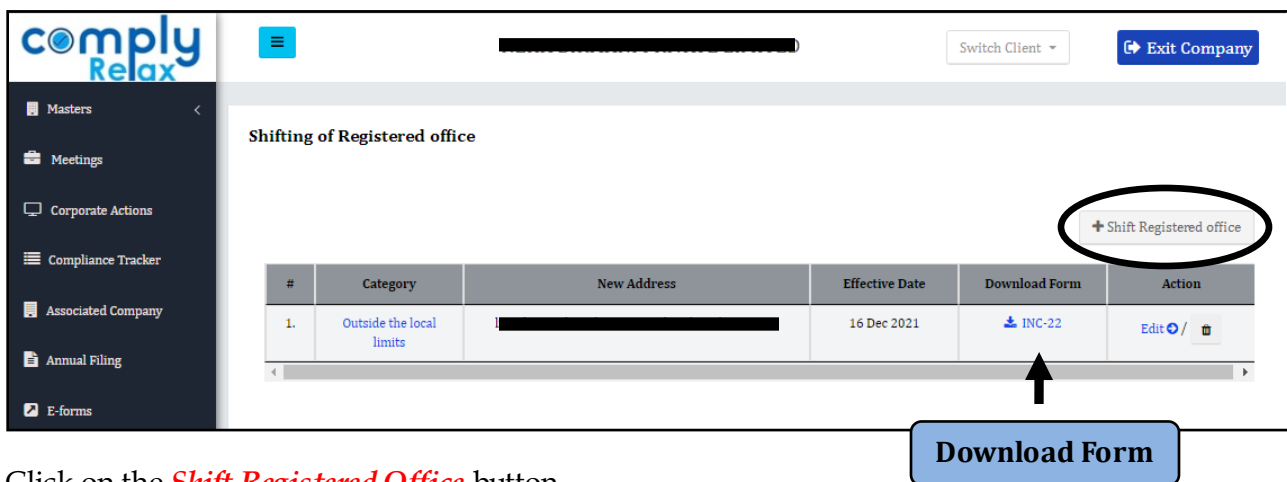
Dashboard ⇒ Client ⇒ Compliance Manager ⇒ Corporate Action ⇒ Registered Office

OR

Dashboard ⇒ Client ⇒ Compliance Manager ⇒ E-forms ⇒ INC-22

After following any of the above mentioned step, you will be redirected on the following window:

Figure 1.1



Click on the *Shift Registered Office* button.

You can select out of these two categories:

- 1. Within local limits of the city where registered office of the company is situated within the state.
- 2. Outside the local limits of the city where the registered office of the company is situated within the state.

Enter the necessary information as shown in the below figure:

Figure 1.2

The screenshot displays the 'Change in Registered office' form in the ComplyRelax system. The form is divided into several sections:

- Category:** A dropdown menu is open, showing two options: 'Within Local limits of the city where registered office is situated' and 'Outside the local limits of the city where registered office is situated'.
- Effective date of change:** A text input field.
- Address of New Registered Office:** Two text input fields labeled 'Line 1' and 'Line 2'.
- City:** A text input field.
- State/Union territory:** A dropdown menu with 'Tamil Nadu' selected.
- District:** A dropdown menu with 'Select District' as the placeholder.
- Country:** A dropdown menu with 'INDIA' selected.
- Pin Code:** A text input field.
- Registered office premises is:** A dropdown menu with 'Select Registered office premises' as the placeholder.
- Name of office of Proposed RoC or new RoC:** A dropdown menu with 'Select ROC' as the placeholder.
- Details of Police station under whose jurisdiction the registered office of the company is situated:** A section with four text input fields: 'Name', 'Address Line 1', 'Address Line 2', and 'City'.
- State/Union territory:** A dropdown menu with 'Tamil Nadu' selected.
- Pin Code:** A text input field.
- Particulars of the Utility Services Bill depicting the address of the registered office:** A dropdown menu with 'Select' as the placeholder.

Your form INC-22 and MGT-14, if applicable, will be generated. You download the form using the download option as shown in figure 1.1.

You can also edit or delete the record using the options available right next to the download form option.