

APP-3A

²⁰⁴APPLICATION FOR CHANGE IN CHIEF EXECUTIVE ²⁰⁵[....] OF A COMPANY LICENSED UNDER SECTION 42 OF THE ACT

[Pursuant to Section 42 of the Companies Act, 2017 read with Regulation
100 & 30 of the Companies Regulations, 2024]



PART I

(To be completed by the applicant in block letters.)

1.1	CUIN (Registration Number)							
1.2	Date of license granted							

1.3	Name of the Company	
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1.4 Fee Payment

Details

1.4.1 Challan

No

1.4.2 Challan Amount

(Rs.)

PART II

- (a) Application on letter head duly signed by authorized representative, mentioning the following information along with requisite fee.

Information to be provided by proposed Chief Executive ²⁰⁶[....] of the Company

- (b) **Profile**

²⁰⁴ Inserted "App-3A" and "App-3B" after App-3 vide S.R.O. 1221(I)/2024 dated 6th August, 2024.

²⁰⁵ Omitted the expression "OFFICER/DIRECTORS" vide S.R.O. 601(I)/2025 dated 11th April, 2025

²⁰⁶ Omitted the expression "OFFICER/DIRECTORS" vide S.R.O. 601(I)/2025 dated 11th April, 2025

1.1	Name in Full including former name:	
1.2	Nationality	
1.3	NIC No. or Passport No (in case of foreign national)	
1.4		
	Active Tax Payer Status	
1.5	Contact details:	
1.5.1	Residential Address	
1.5.2	Business Address	
1.5.3	Telephone Number	
1.5.4	Mobile Number	
1.5.5	Fax Number	
1.5.6	Email address	
1.6	Academic and Professional Qualifications	

1.7 ²⁰⁷[....]

1.8 Name and designation of
Outgoing Person along with reason for change (where applicable)

1.9 Date of resignation of the outgoing person

(c) Experience Detail:

S#	Name of organization	Designation	Work responsibilities related to the object(s) of the company (mention reference of clause number of draft MoA)	From (period latest to old)	To

Note: If needed, separate extra sheets can be used for each item **Enclosures:**

1. Copy of national identity card (NIC)/ NICOP/valid passport (in case of foreigner) of each ²⁰⁸[....] proposed chief executive officer;
2. An affidavit by each newly proposed director or proposed chief executive officer as per **Appendix-B to this Application;**
3. ²⁰⁹[A letter of authority on stamp paper of requisite value as per Appendix-C to this application by the proposed CEO in favor of an authorized representative to present the application before the Commission on their behalf, and to make other amendments, additions, corrections etc., in the documents;]
4. Original challan or other evidence of payment of fee specified in Seventh Schedule of the Act.

²⁰⁷ Omitted the serial no 1.7 from App-3A vide S.R.O. 601(I)/2025 dated 11th April, 2025

²⁰⁸ Omitted expression "proposed director or" from serial no.1 of Enclosures in App-3A vide S.R.O. 601(I)/2025 dated 11th April, 2025.

²⁰⁹ Substituted serial no 3 of Enclosures in App-3A vide S.R.O. 601(I)/2025 dated 11th April, 2025. The substituted clause was read as under:

"A letter of authority on stamp paper of requisite value as per **Appendix-C to this application** by each newly proposed director or chief executive officer in favor of either one of them or an authorized representative to present the application before the Commission on their behalf, and to make other amendments, additions, corrections etc., in the documents;"