

FORM-21

NOTICE OF SITUATION OF REGISTERED OFFICE ADDRESS OR ANY CHANGE THEREIN OR NOTICE OF ADDRESS AT WHICH BOOKS OF ACCOUNTS ARE MAINTAINED

[Pursuant to Sections 21, 220 & 449 of the Companies Act, 2017 read with Regulation 30 of the Companies Regulations, 2024]



PART-I

(Please complete in typescript or in bold block capitals)

1.1 CUIN (*Corporate Unique Identification Number*)

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1.2 Name of the Company

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1.3 Fee Payment Details 1.3.1 Challan No

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1.3.2 **Challan**
Amount

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1.4 Notice of –		Please tick the relevant box
Part-II	Situation of registered office or any change therein.	
Part-III	Address at which books of accounts are maintained	

PART-II

(Applicable in case of first time reporting of registered office address or any change therein)

2.1 The situation of registered office of the company was changed from (state previous address)

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2.2 The registered office of the Company is now situated at (first time reporting or change in address to be mentioned here)

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(State full address with identifiable number / name of the premises or building and street, road and locality besides the name of the town and postal area, where applicable)

Telephone Number Fax Number, if any

Email Address

2.3 With effect from

D	D	M	M	Y	Y	Y	Y

PART-III

(Applicable in case of notice of address at which the books of Accounts are to be kept other than registered office)

3.1 The above-named company hereby gives you notice pursuant to the second proviso to sub-section (1) of section 220 of the Companies Act, 2017 that the Board of Directors of the Company have decided to keep the books of account of the company at the place other than registered office.

3.2 Date of resolution of Board of directors

D	D	M	M	Y	Y	Y	Y

3.3 Address of place at which books of accounts to be kept

¹⁷⁰3.3.1 Name of City

3.3.2 Name of Province/ICT; and

3.3.3 Telephone Number

¹⁷⁰ Inserted vide S.R.O 459/2025 dated 26th March 2025.

3.4	Date of shifting / maintaining of books of account at above said address	D D			M M			Y Y Y Y				
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PART-IV

4.1 Declaration:

I do hereby solemnly and sincerely declare that the information provided in the form is:

- (i) true and correct to the best of my knowledge, in consonance with the record as maintained by the Company and nothing has been concealed; and
- (ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable.

4.2	Name of Authorized Officer with designation/ Authorized Intermediary		
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4.3	Signatures	
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4.4	Registration No of Authorized Intermediary, if applicable	
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4.5	Date	D D			M M			Y Y Y Y				
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Enclosure:

1. Evidence of filing of Form-26 in case of change in registered office address from one city in a province to another.
2. ¹⁷¹Copy of Board resolution in case of books of Accounts to be kept at other than registered office
3. Original challan or other evidence of payment of fee specified in Seventh Schedule of the Act (not applicable in case of online filing)

¹⁷¹ Inserted vide S.R.O 459/2025 dated 26th March 2025.