

From: Please affix your Business Card or write your info: Name _____ Office Designation: _____ Company: : _____ City: _____ Pin-code: : _____ Phones(O) _____ (R) _____ Mobile: _____ Fax: _____ eMail: _____ eMail2: _____	To: S V SURYANARAYANA Practising Company Secretary OFFICE & RESIDENCE # 13-6-439IA/7 ; SATYANARAYANA NAGAR, GUDIMALKAPUR - MEHDIPATNAM RING-ROAD HYDERABAD - 500 028 Phone:040-23524935 ❖ Fax: 040-23524904 Mobile: 9848080080 Office Cell: 98489 80081 e-mail cs@suryanarayana.com e-mail2 surya342@rediffmail.com Website: www.suryanarayana.com
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

DATA for Appointment of New Director & Application for DIN
(To be filled in Capital letters ❖ Make multiple copies to fill separately for each Director)

1.	Name of the Company	
2.	CIN Number of the Company	
3.	Registered Office address of the Company	
4.	Date of appointment of new Director [Board / Shareholders Resolution attached herewith]	
5.	Designation of new Director	
6.	Director Identification Number [Please attach copy of DIN approval letter / Screen Shot of MCA21 approval status]	Approved or Provisional Number: DIN to be obtained by us: DIN to be obtained by you:
7.	Qualification Shares required as per Articles of Association	
8.	Name of new Director in full with Surname [Initials or abbreviations should not be entered for example KUMAR should be entered instead of K]	Mr./ Ms. / Mrs
9.	Occupation: [eg: Business / Employed / Housewife]	
10.	Date of Birth:	
11.	Place of Birth:	
12.	Father's complete Name [to be mentioned even in case of married persons]	
13.	Husband Name (for married woman)	

DATA for Appointment of New Director & Application for DIN

(To be filled in Capital letters ❖ Make multiple copies to fill separately for each Director)

14.	Residential Address																														
15.	City / Town																														
16.	Pin code (mandatory)																														
17.	eMail ID: (if eMail id is not available, I need to generate eMail as: xxxx@suryanarayana.com)	<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																													
18.	Phone Number (s) [prefix with STD code]																														
19.	Fax Number (s) [prefix with STD code]																														
20.	Names of other Companies if already Director / Promoter: [Please mention Company Indentification Number & Designation in such Companies]	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 																													
21.	Partnership held in partnership firm [with name & address of the firm]																														
22.	Proprietorship held in proprietorship firm [with name & address of the firm]																														
23.	Proof of identity [Choose any one of the documents in which name and date of birth are exactly matching with the information given above .]	<p><i>TWO Xerox copies enclosed</i></p> <p>(1) Passport [Mandatory requirement for NRI / Foreign Director] (2) Election (Voter identity) Card (3) Driving license (4) Income Tax PAN card (5) Ration Card</p>																													
24.	Proof of residence: [Choose any one of the documents in which Name and Residential address are exactly matching with the information given above .]	<p><i>TWO Xerox copies enclosed</i></p> <p>(1) Passport (2) Election (Voter identity) Card (3) Ration Card (4) Driving license (5) Electricity Bill (6) Telephone Bill (7) Bank Account Statement</p>																													
25.	Other Enclosures:	<p>(A) Two Pass Port Size Photos of new Director (B) Consent letter to act as Director to be signed by new Director [as per format appended below] (C) Certified copy of Board Resolution on Company letter head authorizing a Director / Company Secretary to digitally sign eForms [as per Format-II appended below]</p>																													

-----2007

To
The Board of Directors
----- Limited

Dear Sir:

I am pleased to note that I have been appointed as Additional Director of your Company, ----- (Company name and address) as per the resolution passed by the Board of Directors at its meeting held on -----,2007.

I, the undersigned, having consented to act as a Director of the Company ----- Limited, pursuant to section 264(2)/ 266(1) (a) of the Companies Act, 1956 and certify that I have not been disqualified to act as a director under section 267 and/or 274 of the Companies Act, 1956.

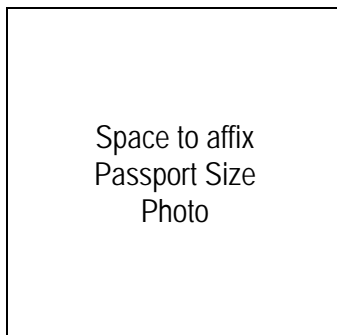
Regards

Yours truly,

[Appointee Director Signature]

Name:

DIN:



On the Letter-Head of COMPANY

EXTRACT OF THE RESOLUTION NUMBER _____ PASSED BY BOARD OF DIRECTORS OF----- IN ITS MEETING HELD ON _____, 2007:

“RESOLVED THAT in pursuance of Clause ----- of the Articles of Association and Section 260 of the Companies Act, 1956, Shri -----, be and is hereby appointed as an Additional Director of the Company with effect from -----, 2007 and to hold the office till conclusion of the next Annual General Meeting.”

Certified True Copy

For:----- [Company Name]

Signature:

Name:

Designation: Managing Director / Director / Company Secretary

Date:

On the Letter-Head of COMPANY

EXTRACT OF THE RESOLUTION NUMBER _____ PASSED BY BOARD OF DIRECTORS OF----- IN ITS MEETING HELD ON _____, 2007:

“RESOLVED THAT Shri _____, Managing Director and / or Shri _____, Director and / or Shri _____, Company Secretary be and are hereby authorized to digitally sign the eForms under the provisions of the Companies Act, 1956 and the Rules made there under together with physical signature on the Original or Certified Copies of any returns / forms / document / resolutions / papers / annexures as required to be attached to such eForms and file / upload the eForms with the Registrar of Companies through the MCA21 web portal and arrange to pay required fee within the stipulated time as indicated in the MCA Payment Challan to comply with provisions of Companies Act, 1956.”

“FURTHER RESOLVED THAT the services of Shri S V Suryanarayana, Practising Company Secretary, Hyderabad [www.suryanarayana.com] be and are hereby engaged on payment of a fee as mutually agreed, to render the professional services to the Company such as draft minutes/ resolutions, prepare, fill, pre-certify or certify or attest returns / forms / document / resolutions / papers / annexures either physically or by appending the digital signature on such documents or eForms and any other works connected thereto including follow-up of the matters with concerned Register of Companies office.”

“FURTHER RESOLVED THAT www.editin.com [Austin Exim Private Limited], Hyderabad be and is hereby assigned on payment of advance facilitation fee as prescribed by AEPL , to undertake following works:

1. scan / convert / compress / split / merge / bundle the documents into pdf format, suitable to be attached to eForms
2. download latest eForms from MCA21 web portal & fill eForms,
3. conduct “Check Form” & “ Pre-scrutiny” of eForms both offline & online with dummy signatures to ensure uploading eForms without mistakes and mis-matches
4. assist the Company to append the Digital Signatures by using PC / Laptop, the USB tokens containing Digital Signature Certificate of the above mentioned authorized persons
5. upload or re-submit the eForms on MCA21 and generate payment challan in respect of eForm submission fee payable to Ministry of Company Affairs
6. advise the Company to make online or offline payment of fee as prescribed in the MCA Challan
7. track transactions till approval of the said eForms by concerned authority
8. park the approved eForms on www.editin.com or www.suryanarayana.com enabling Company to download for its record.

“FURTHER RESOLVED THAT a Certified copy of this resolution duly signed and dated by any of the aforesaid authorized persons be and is hereby decided to be furnished to www.editin.com [Austin Exim Private Limited], Hyderabad enabling them to attach to every eForm to be processed and filed on behalf of the Company.”

Certified True Copy

For----- [Company Name]

Signature:

Name:

Designation: Managing Director / Director / Company Secretary

Date: