

PHYSICAL VERIFICATION OF THE REGISTERED OFFICE OF THE COMPANY: -

1. MCA has come with a new rule on 18th August 2022 stating that, the Registrar shall visit the Registered office of the company for physical verification if he has reasonable cause to believe that the company is not carrying on any business or operations [Sec 12(9)], in presence of two independent witness in which the registered office is located and may seek assistance of the local police for such verification, if required.
2. The Registrar shall cross verify the supporting documents filed on MCA 21 with the documents collected during the physical verification.
3. The Registrar shall take a photograph of the registered office during his physical verification
4. A Report to be prepared in the following format: -

Report on Physical verification of the Registered office of the company:

1. Name and CIN of the company
2. Latest address of the registered office of the company as per MCA 21 record
3. Date of authorisation letter issued by the ROC
4. Name of the Registrar of Companies
5. Date and time of visit for physical verification of the Registered office
6. Location details along with Landmark: -
7. Details of the person available if any at the time of the visit-
 - (i) Name: -
 - (ii) Father's name: -
 - (iii) Residential address: -
 - (iv) Relationship with the company, if applicable: -
8. Remarks if any: -
9. Documents attached: -
 - (i) Copy of the agreement/ ownership/rent agreement/ No Objection Certificate of the registered office of the company from owner/ tenant/ lessor: -
 - (ii) Photograph of the Registered office: -
 - (iii) Self-attested ID Card of the person available, if any: -
 - (iv) Any other documents: -
5. Where the Registered office is found not to be capable of receiving and acknowledging all communications and notices, the Registrar shall send the notice to the company and its directors,



Mohan & Chandrasekhar

Chartered Accountants

of his intention to remove the name of the company from ROC and requesting them to send their representations along with the copies of relevant documents, if any, within a period of 30days from the date of notice before taking further actions