

**Draft Detailed Application To ROC**

(ON THE LETTER HEAD OF THE COMPANY)

To,

Registrar of Companies,

\_\_\_\_\_ (Region/State)

**Subject: Application for the extension of Annual General Meeting.**

Sir,

The \_\_\_th Annual General Meeting of the members of the company in respect of the year ended on 31<sup>st</sup> March, 20XX is required to be held on or before \_\_\_\_\_, 20XX. The company is not in a position to hold its Annual General Meeting within the stipulated time period. The main reason for this is that despite all efforts made in this direction,

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The company is making its best efforts to \_\_\_\_\_ (resolve the reason for not conducting the AGM) at the earliest. This is going to take some more time this year and by no means the accounts duly audited can be made ready to place before the Annual General Meeting on or before \_\_\_\_\_, 20XX (due date of AGM) . Due to this unavoidable position, the Board of Directors of the company passed the following resolution in its meeting held on \_\_\_\_\_, 20XX:.

**“RESOLVED THAT** pursuant to the provisions of Section 96 and other applicable provisions, if any, of the Companies act 2013, the company do hereby make an application with the Registrar of Companies, \_\_\_\_\_ for extension of time for holding the Annual General Meeting for the FY 20XX-XX for a period of \_\_\_\_\_ months (maximum 3 months) from the last date on which the Annual General Meeting of the Company should have been held”.

**“RESOLVED FURTHER THAT** any Director of the Company and Company Secretary of the Company be and are hereby SEVERALLY authorized on behalf of the Company to sign and file application with the Registrar of Companies, \_\_\_\_\_ and generally to do all acts, deeds and things that may be necessary, proper, expedient or incidental for the purpose of giving effect to the aforesaid Resolution.”

In view of the unexpected, unusual and extraordinary circumstances, It is humbly submitted to seek an extension of time of \_\_\_\_\_ months beyond \_\_\_\_\_, 20XX for convening the \_\_\_th Annual General Meeting of the company up to \_\_\_\_\_, 20XX by which time we hope to finalize the accounts for the year 20XX-XX duly audited and place the same before the Annual General Meeting.

It may be mentioned that the \_\_\_th Annual General Meeting in respect of the accounting year ended on 31<sup>st</sup> March, 20XX was convened and concluded on \_\_\_\_\_, 20XX (Details of previous year AGM).

A list of the Board of Directors is also enclosed for ready reference. The Registrar of Companies is humbly requested to kindly consider the aforesaid request and accord approval extending the period of Annual General Meeting in respect of the accounting year 20XX-XX by a period of \_\_\_\_\_ months beyond \_\_\_\_\_, 20XX and oblige. However, we assure you that in future all care shall be taken to finalize the annual accounts and convene the Annual General Meeting within prescribed period.

(Signature of Authorized Signatory)  
Designation  
DIN/ Membership No.:

**LIST OF THE BOARD OF DIRECTORS OF THE COMPANY**

(AS ON (Date of application))

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>DIN</b>	<b>Address</b>