

FAQ of FORM Company Affirmation of Readiness towards COVID-19

Who is required to file this form?

All the Companies/LLP's are expected and strongly advised to put in place an immediate plan to implement the "Work from home" policy in their headquarters and field offices to the maximum extent possible, including by conduct of meetings through vide conference or other electronic/telephonic/computerized means," a ministry of corporate affairs notification said.

What is the due date of file this form?

Companies Affirmation of Readiness towards COVID 19 Form to be deployed on 23.03.2020 is a simple web-based form with minimum fields, which can be filed from anywhere. There is no requirement of DSC and does not involve payment of any fee. Corporates/ LLPs may submit it at the earliest, not later than 30.03.2020.

What are the key features of this form?

- It is a simple web form deployed on 23.03.2020 with minimum fields and can be filed from anywhere.
- No Payment of Fee
- No DSC
- Available as a 'Post-login' service for both 'Registered' as well 'Business User'
- Applicable for all Indian companies/ Foreign companies/ LLPs/ Foreign LLPs
- Any one of the current Authorized Signatories of the Company/LLP can submit the form online
- Only OTP verification
- No SRN is generated System based acknowledgment shall be sent to:
 - Email ID of the respective Company/Foreign Company/ LLP or Foreign LLP
 - Email ID of the Authorized Signatory who is providing the affirmation
 - Email ID of the FO user who is submitting the affirmation

What is the step required for filing form Company Affirmation of Readiness Toward Covid-19?

- **Step 1:** Enter valid CIN/ FCRN/ LLPIN/ FLLPIN
- **Step 2:** Click on Pre-fill
- **Step 3:** System will Pre-fill the name of the Indian company or a Foreign company or LLP or Foreign LLP
- **Step 4:** Select whether Company/LLP is in compliance of COVID-19 Guidelines including work from home policy

- **Step 5:** Select whether the Authorized Signatory of the Company/LLP who is providing the affirmation has a valid DIN/ PAN or Membership Number.
Note: Ensure that such authorized signatory is currently associated with the company/LLP.
- **Step 6:** Enter valid DIN in case of Director/ PAN in case of other Key Managerial Personnel/ Membership Number in case of Company Secretary in full time employment.
- **Step 7:** Click on Pre-fill
- **Step 8:** In case DIN of a Director is entered, mobile number available in database shall be Pre-filled.
Note: Where mobile number is not Pre-filled, the field shall be editable and mobile number can be entered by the user.
- **Step 9:** Click on 'Send OTP' button. OTP shall be sent to the mobile number entered.
- **Step 10:** Enter OTP received on the mobile number and click on 'Verify OTP' button
- **Step 11:** Once OTP is verified; success message shall be displayed.
- **Step 12:** Click on 'Submit' button to submit the form.