



**THE INSTITUTE OF  
Company Secretaries of India**  
**भारतीय कम्पनी सचिव संस्थान**  
**IN PURSUIT OF PROFESSIONAL EXCELLENCE**  
Statutory body under an Act of Parliament  
(Under the jurisdiction of Ministry of Corporate Affairs)

MCA: December: 2020

24<sup>th</sup> December, 2020

Shri Rajesh Verma, IAS  
Secretary  
Ministry of Corporate Affairs  
Government of India  
Shastri Bhawan  
Dr. Rajendra Prasad Road  
New Delhi - 110001

**Subject: Request for extension of timelines due to COVID-19-reg.**

Respected Sir,

We extend our heartfelt gratitude towards to the Ministry of Corporate Affairs (MCA) for having extended various relaxations to the corporate and other stakeholders in the times of Covid 19. As you are kindly aware that impact of Covid 19 pandemic is not yet over and the stakeholders are still facing significant challenges in undertaking the functions smoothly.

Considering the ongoing situation, we request you to consider further relaxation in due dates of the following compliances:

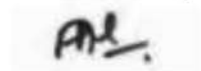
S. No.	MCA Notification/Circular no. & Date	Detail	Suggestion
1.	General Circular No. 12/2020 dated 30 <sup>th</sup> March, 2020  General Circular No. 30/2020 dated 28 <sup>th</sup> September, 2020	<b>Companies Fresh Start Scheme, 2020 (CFSS-2020)</b>  The Companies Fresh Start Scheme was introduced on the 1st April, 2020. The scheme offered one-time opportunity to the defaulting companies to file the pending documents without charging higher additional fees on any delay with the MCA. The said scheme was extended till 31st December, 2020.	The scheme may extended upto 31 <sup>st</sup> March, 2021.
2.	General Circular No. 13/2020 dated 30 <sup>th</sup> March, 2020  General Circular No. 31/2020 dated 28 <sup>th</sup> September, 2020  General Circular No. 37/2020 dated 9 <sup>th</sup> November, 2020	<b>LLP Settlement Scheme, 2020</b>  The LLP Settlement Scheme was introduced on the 1st April, 2020. The scheme offered one-time opportunity to the defaulting LLPs to file the pending documents without charging higher additional fees on any delay with the MCA. The said scheme was extended till 31st December, 2020.	The scheme may extended upto 31 <sup>st</sup> March, 2021 and accordingly the due date for filing belated documents may be extended
3.	General Circular No. 23/2020 dated 17 <sup>th</sup> June, 2020  General Circular No. 32/2020 dated 28 <sup>th</sup> September, 2020	<b>Scheme for relaxation of time for filing forms related to creation or modification of charges under the Act</b>  The scheme is available which granted relaxation in filing of Form No. CHG-I and Form No. CHG-9 by a company or a charge holder which has been extended till 31 <sup>st</sup> December, 2020.	The period may be extended upto 31 <sup>st</sup> March, 2021.

4.	<p>MCA Notification no. GSR 186 (E) dated 19<sup>th</sup> March, 2020</p> <p>MCA Notification no. 395(E) dated 23<sup>rd</sup> June, 2020</p> <p>MCA Notification no. G.S.R. 590(E) dated September 28, 2020</p>	<p><b>Holding Board Meeting through Video Conferencing</b></p> <p>In terms of the provisions of Rule 4 of the Companies (Meetings of Board and its Powers) Rules, 2014, certain matters at the Board Meeting shall not be dealt with in any meeting through video conferencing or other audio-visual means. The said provisions were relaxed and such matters were allowed to be conducted through Video Conferencing till 31<sup>st</sup> December, 2020.</p>	<p>This relaxation may be extended up to 31<sup>st</sup> March, 2021.</p>
5.	<p>General Circular No. 14/2020 dated 8<sup>th</sup> April, 2020</p> <p>General Circular No. 17/2020 dated 13<sup>th</sup> April, 2020</p> <p>General Circular No. 22/2020 dated 15<sup>th</sup> June, 2020</p> <p>General Circular No. 33/2020 dated 28<sup>th</sup> September, 2020</p>	<p><b>Companies to hold EGMs or transact business through postal ballots through VC or OAVM</b></p> <p>The MCA has allowed companies to conduct their EGMs through VC or OAVM or transact items through postal ballot in accordance with the framework provided in the Circulars upto 31<sup>st</sup> December, 2020.</p>	<p>This relaxation may be extended up to 31<sup>st</sup> March, 2021.</p>

We hope that the above submissions which are on account of the difficulties and hardship faced by the stakeholders would be considered favorably. We shall be pleased to provide any further information in this regard on hearing from your goodself.

Thanking You,

Yours faithfully,



(CS Asish Mohan)  
Secretary