Company Affirmation of Readiness towards COVID-19
Company Affirmation of Readiness towards COVID-19

1. O CIN     O FCRN     O LLPIN     O FLLPIN  Pre-fill

2. Name of the company/ foreign company/ LLP/ Foreign LLP

3. Whether the Company/LLP is in compliance of COVID-19 Guidelines including work from home policy  O Yes  O No

4. Authorized Signatory of the Company/ LLP
   O DIN    O PAN    O Membership Number  Pre-fill

5. Mobile Number

6. OTP  Send OTP  Verify OTP

[Options] Cancel  Submit
Key features

• 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
Company Affirmation of Readiness towards COVID-19

1. Enter valid CIN / FCRN / LLPIN / FLLPIN
2. Name of the company / foreign company / LLP / Foreign LLP
3. Whether the Company / LLP is in compliance of COVID-19 Guidelines including work from home policy
   - Yes
   - No

- **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
Company Affirmation of Readiness towards COVID-19

4. Authorized Signatory of the Company/ LLP

<table>
<thead>
<tr>
<th>O DIN</th>
<th>O PAN</th>
<th>O Membership Number</th>
</tr>
</thead>
</table>

• 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.
Company Affirmation of Readiness towards COVID-19

5. Mobile Number
6. OTP

- **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.

*Note: Companies/LLPs are advised to use the service w.e.f 23rd March 2020 in a staggered manner to avoid the load on the system.*
Thank You