

SECRETARIAL COMPLIANCES

Liquidation of Company

Document Checklist for Secretarial Compliances

For liquidating a company through the appropriate liquidation process (voluntary or through NCLT).

Documents Required

- Certificate of Incorporation, MOA and AOA of the company
- PAN card of the company
- Latest audited financial statements and Statement of Assets and Liabilities
- Board Resolution and Special Resolution approving liquidation
- Declaration of Solvency by Directors (for voluntary liquidation)
- Details of appointed Liquidator with consent letter
- List of creditors and their claims, if any
- Details of Directors and Shareholders
- NOC from creditors, if applicable

Note: The above list indicates commonly required documents. Additional documents may be requested by the Ministry of Corporate Affairs (MCA), Registrar of Companies (ROC) or other regulators depending on the specific case. Expert Registration confirms the exact requirement after a brief consultation.