

EVENT BASED COMPLIANCES

Removal of Director

Document Checklist for Event Based Compliances

For removing a Director from the company before completion of their term, under Section 169 of the Companies Act.

Documents Required

- Certificate of Incorporation and MOA/AOA of the company
- PAN card of the company
- Special Notice given by members proposing removal of the Director
- Copy of representation made by the Director, if any
- Ordinary Resolution passed at the General Meeting for removal
- Board Resolution noting the removal
- Digital Signature Certificate (DSC) of a Director

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.