

# FORM NO. ADT-1

[Pursuant to section 139 of the Companies Act, 2013 and Rule 4(2) of the Companies (Audit and Auditors) Rules, 2014]



सत्यमेव जयते

**Notice to the Registrar by  
company for appointment of  
auditor**

Form language ☐ English ☐ Hindi

Refer the instruction kit for filing the form.

1.(a) \*Corporate identity number (CIN) of company

(b) Global location number (GLN) of company

2.(a) Name of the company

(b) Address of the registered office  
of the company

(c) \*email id of the company

3.(a) \*Whether company is falling under any class of companies as per section 139(2)

☐ Yes

☐ No

(b) \* Nature of appointment

4. \* Whether joint auditors have been appointed

☐ Yes

☐ No

\* Number of auditor(s) appointed

I. (a) \*Category of Auditor

☐ Individual

☐ Auditor's Firm

(b) \*Income Tax permanent account number of auditor or auditor's firm

(c) \*Name of the auditor or auditor's firm

(d) \*Membership Number of auditor or auditor's firm's registration number

(e) \*Address of the Auditor  
or auditor's firm

Line I

Line II

\*City

\*State

Country

\*Pin code

\*email id of the auditor  
or auditor's firm

(f) \*Period of account for which appointed

From

(DD/MM/YYYY)

To

(DD/MM/YYYY)

(g) \*Number of financial year(s) to which appointment relates

(h) \* Whether the appointment of auditor is within the limits of twenty companies as specified  
in sub section 3(g) of section 141

☐ Yes

☐ No

(i) Specify the tenure of previous appointment(s) of the auditor or auditor's firm or its member in the same company in which audit was conducted or is functioning (excluding previous years having break of five or more years as specified in Rule 6)

\* Number of financial year(s)

S.no.	Person appointed as auditor	Financial year Start date	Financial year End date
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. (a) \*Whether auditor(s) has been appointed in the annual general meeting (AGM) ☐ Yes ☐ No

(b) If yes, date of AGM

(DD/MM/YYYY)

6. \*Date of appointment

(DD/MM/YYYY)

7. (a) \* Whether auditor is appointed due to casual vacancy in the office of auditor ☐ Yes ☐ No

(b) \* Specify the SRN of relevant form

(c) \* Person vacated the office

☐ Individual

☐ Auditor's firm

(d) \* Mention the membership number of auditor or Registration number of auditor's firm who has vacated the office

(e) \* Mention the date of such vacancy

(f) \* Reasons of the casual vacancy

### Attachments

1. Copy of the intimation sent by company
2. \* Copy of written consent given by auditor
3. \* Copy of resolution passed by the board/company
4. Copy of the letter of appointment from C&AG
6. Optional attachment(s) - if any

List of Attachments

### Declaration

I am authorized by the Board of Directors of the Company vide resolution number \*  dated \*  to sign this form and declare that all the requirements of Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. I also declare that all the information given herein above is true, correct and complete including the attachments to this form and nothing material has been suppressed.

\* To be digitally signed by

\* Designation

\* Director identification number of the director; or DIN or PAN of the Manager/CEO/CFO; or Membership number of the Company Secretary

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**Note:** Attention is also drawn to provisions of Section 448 of the Companies Act which provide for punishment for false statement.

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This eForm has been taken on file maintained by the registrar of companies through electronic mode and on the basis of statement of correctness given by the company.