



In the wake of the prevailing COVID-19 situation which has affected many countries, including India & given the magnitude and extent of its spread, The World health organization (WHO) has declared it a Pandemic and the corporate sector is required to play a key role in implementing the strategic policy decision of social distancing.

In Order to generate greater awareness and confidence on our state of readiness, the MCA has come up with some notification with respect to meetings of Board of Directors, Company Affirmation of Readiness web based form & amount spent towards various activities related to CONVID -19 as CSR activity:

**(I) Company Affirmation of Readiness towards COVID-19**

MCA has released a simple web Based form COVID-19 in order to confirm the readiness of Companies/ LLPs to deal with the COVID 19 threat. The Ministry of Corporate Affairs has already issued the following precautionary guidelines:

- To implement "WORK FROM HOME" POLICY as temporary measure till 31<sup>st</sup> March 2020.
- To follow staggered timings for essential staff on duty to minimize the physical interaction.
- Any other preventive measure, including DO's and Don'ts as advised by health authorities (WHO) should be strictly followed.

with reference to the above mentioned advisory the Companies/ LLP's may confirm whether they are complying above mentioned COVID-19 Guidelines or Not. Further it is just a confirmation form & purely voluntary form as part of our contribution towards fight against the spread of the disease.

**KEY FEATURES OF FORM ARE AS FOLLOWS:**

- Applicable for all type of Company and LLP
- NO DSC required
- No Fees
- Only OTP Verification required
- Anyone can submit the form from anywhere
- No SRN will be generated
- System based acknowledge will be generated and sent to:
  - E-Mail ID of the respective Company/ LLP
  - E-Mail ID of the Authorized Signatory who is providing the OTP
  - E-mail ID of the user who is submitting the Form.

**STEPS OF FILING THE FORM ARE AS FOLLOWS:**

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

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.

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.

**(II) Meetings of Board of Directors through Video Conferencing**

Taking cognizance of the gravity of the situation, MCA has relaxed the rules with respect to meetings of Board and dispensed with the necessity of holding physical meetings on matters relating to approval of financial statements, board report, restructuring etc. upto June 30, 2020 rather use Video conferencing Mode or any other electronic means.

**(III) Amount spent towards activities related to COVID -19 as CSR activity.**

Keeping in view the current scenario, MCA has also notified that any amount spent towards various activities related to COVID -19 under item no. (i) and (xii) of schedule VII relating but not limited to promotional health care, sanitation & disaster management shall be treated as CSR activity.