



NAGDEV & ASSOCIATES
PRACTICING COMPANY SECRETARIES

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PROCESS ROADMAP

CHANGE IN DIRECTORS

- Hold a Board Meeting to note the resignation and pass a resolution.
- Intimate the ROC about the cessation of the director's office in **Form DIR-12 Within 30 days from the effective date of resignation.**
- **File GNL-2** for appointment of new Designated Person Under **Section 89** if the director resigned was appointed as Designated Person.
- **File GNL-3** for consent of incurring liability, if the director resigned had given consent for incurring liability in already filed GNL-3 previously.
- Update the Register of Directors and KMP and disclose change in Directors' Report.
- Update bank and other statutory registrations for changes in directors/ authorized signatories