



Proud to say  
**iamSMEofIndia**

E-circular dated. 21-April-2014

**Integrated Association of Micro, Small & Medium Enterprises of India**

[www.iamsmeofindia.com](http://www.iamsmeofindia.com)

and

**Faridabad Small Industries Association**

C/o. FSIA Park, Opp. Plot No. 23, Sector 24, Faridabad- 121005, Haryana, India

E-mail: [fsiaindia@gmail.com](mailto:fsiaindia@gmail.com), [info@iamsmeofindia.com](mailto:info@iamsmeofindia.com), +91-9711123111 (Executive Secretary)



Rajive Chawla  
Chairman, iamSMEofIndia  
President, FSIA



Sangeet Kr Gupta  
Hony. Consultant,  
iamSMEofIndia & FSIA

Dear Members,



**You have to mention your CIN number on your Invoices,  
Purchase orders, Letterpads, other external documents**

**You have to comply now ( immediately )**

Ministry of Company Affairs has been NOTIFIED some more Rules w.e.f. 1.4.2014



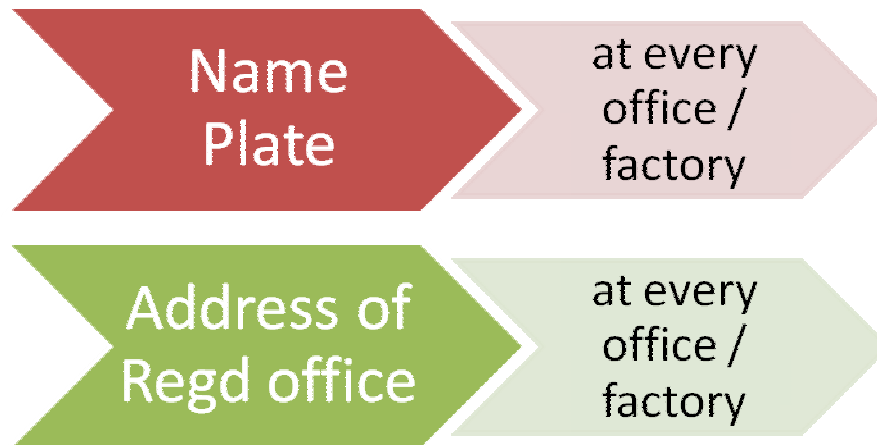
**Section 12 says**

**12. (3) Every company shall—**

*(a) paint or affix its name, and the address of its registered office, and keep the same painted or affixed, on the outside of every office or place in which its business is carried on, in a conspicuous position, in legible letters, and if the characters employed therefore are not those of the language or of one of the languages in general use in that locality, also in the characters of that language or of one of those languages;*

**IMSME inference**

You must put a Name plate of your company at EVERY Office, and EVERY Factory  
And it must mention the Registered Office also.



*Next*

*“...Section 12 (c) get its name, address of its registered office and the Corporate Identity Number along with telephone number, fax number, if any, e-mail and website addresses, if any, printed in all its business letters, billheads, letter papers and in all its notices and other official publications; and  
...”*

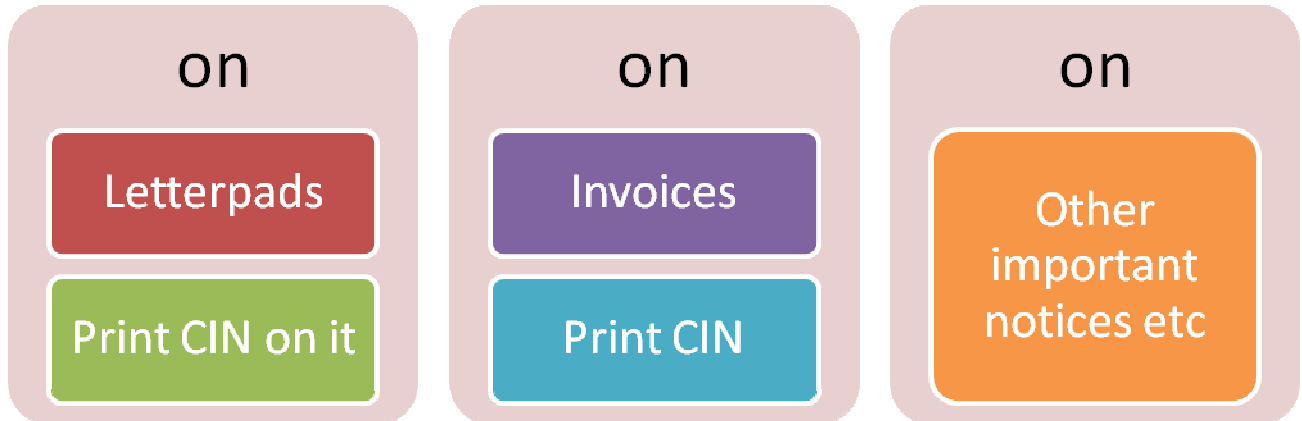
**IMSME inference**

You must put a Registered office Address, and your CIN on your invoices, letterpads, Purchase Orders and so on



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Registered office address, and CIN must be mentioned on



Next

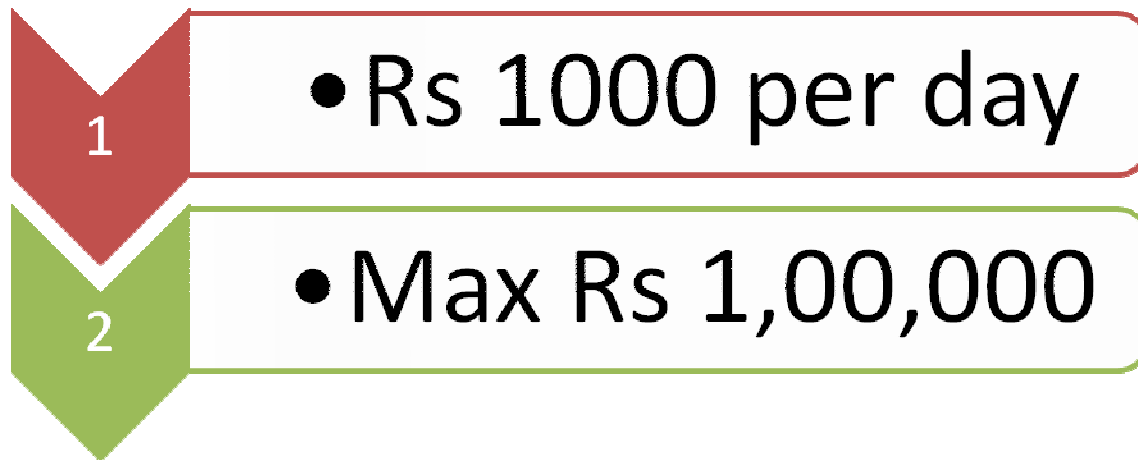
### **Name Change ?**

*“...Provided that where a company has changed its name or names during the last two years, it shall paint or affix or print, as the case may be, along with its name, the former name or names so changed during the last two years as required under clauses (a) and (c): Provided further that the words “One Person Company” shall be mentioned in brackets below the name of such company, wherever its name is printed, affixed or engraved....”*



## Penalty Provisions ?

(8) If any default is made in complying with the requirements of this section, the company and every officer who is in default shall be liable to a penalty of one thousand rupees for every day during which the default continues but not exceeding one lakh rupees

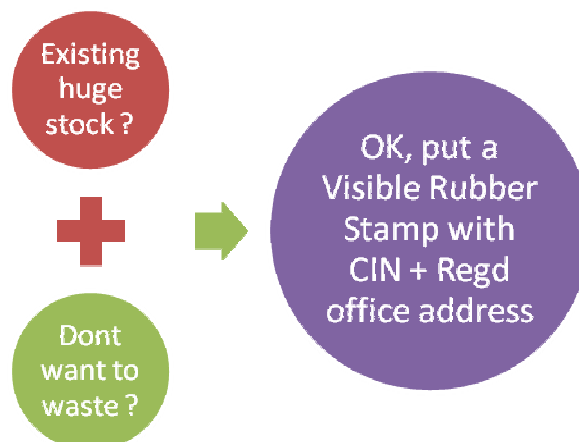


Applicable to Proprietors and Partnerships = NO  
Applicable for small Ltd / Pvt Ltd companies = YES  
Size of company is not material here.

So, even if you are still “SME” company, You are covered.

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What to do, if you have a huge existing stock of pre printed letterpads, and invoices etc ?





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### Solution ?



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If you have an ERP Software, request your ERP team to make a slot for the CIN, and Registered office Address in your critical documents, especially the Invoice.

Else, Put a **simple rubber stamp** on your letterpads, invoices etc

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#### **For queries, suggestions and feedback , you can e-mail us**

Sangeet Kumar Gupta, FCA, DISA, ACMA, PGDMM, B.Com(Hons), Honorary Consultant, Integrated Association of Micro Small and Medium Enterprises of India and Faridabad Small Industries Association  
93126-08426, Camp Off : TB-06, 3<sup>rd</sup> Floor, Crown Plaza, Sector-15A, Faridabad. FSIA Off : FSIA Park, Opp. Plot No.23, Sector-24, Faridabad- 121005.

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#### **Notes & disclaimer**

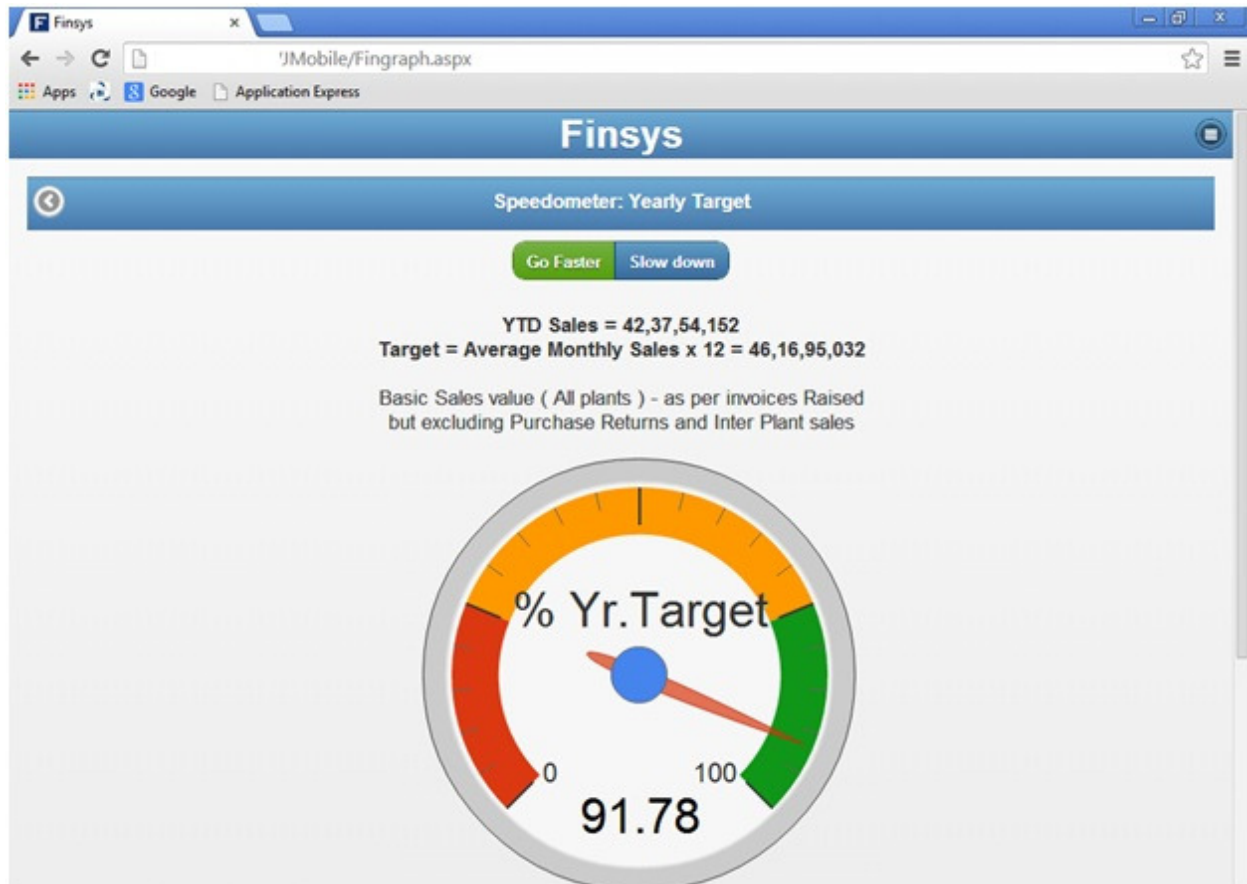
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[www.finsys.co.in](http://www.finsys.co.in)

Finsys Infotech Limited, Mumbai Office  
Suite no 14, Unit 1, Level 2, B Wing,  
Regus, Times Square, Andheri Kurla Road, Andheri (East), Mumbai, Pin-400059  
[Mumbai\[at\]finsys.in](mailto:Mumbai[at]finsys.in) 09555333194

South India = [Chennai\[at\]finsys.in](mailto:Chennai[at]finsys.in)  
Faridabad = at TB-06, Crown Plaza Mall, Sector 15A, Faridabad,  
[corporate\[at\]finsys.in](mailto:corporate[at]finsys.in)