

Liquidator – Registration



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Liquidator Registration in e-Filing

As per Sec 359(2) of the Companies Act 2013, liquidators appointed under sub-section (1) shall be whole-time officers of the Central Government.

For e-Filing of the return and other forms for companies in liquidation, the official liquidator further authorizes a person to act on his behalf.

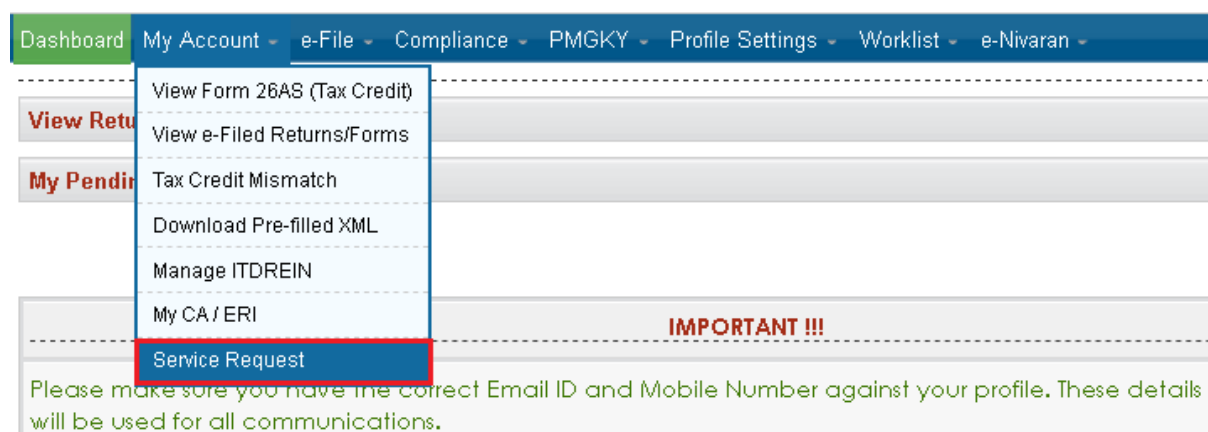
Pre-requisites to register as Liquidator

- 1 Liquidator's PAN should be registered in the e-Filing portal to e-File on behalf of the companies in liquidation.
- 2 Companies in liquidation may be registered.
 - This functionality is provided for Individual, Company, Firm, Body of Individuals (BOI), Local Authority, Association of Persons (AOP) and Artificial Juridical Person users post login.

Steps involved in Liquidator Registration

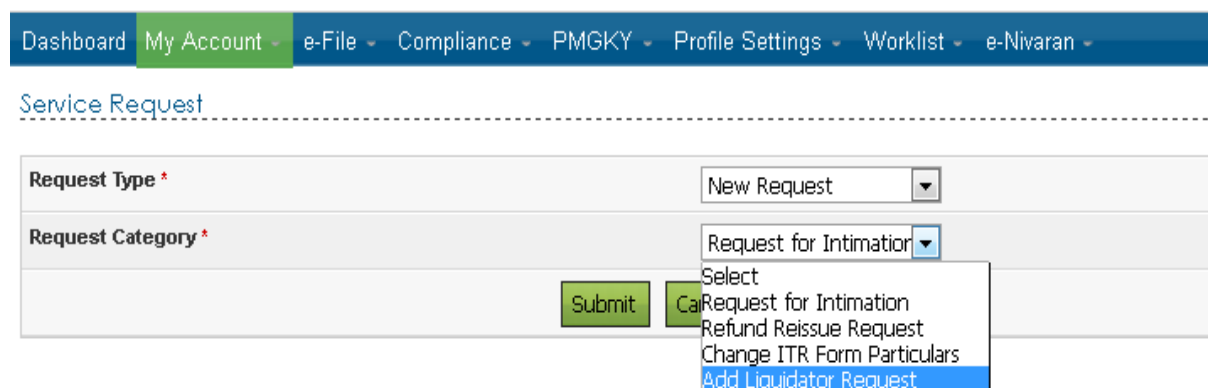
Step 1 - Login to e-Filing portal using **user Credentials** [the person who requires to be treated as liquidator]

Step 2 - My Account → Service Request Type



The screenshot shows the top navigation bar of the e-filing portal. The menu items are: Dashboard, My Account, e-File, Compliance, PMGKY, Profile Settings, Worklist, and e-Nivaran. A dropdown menu is open under 'My Account', listing options: View Form 26AS (Tax Credit), View e-Filed Returns/Forms, Tax Credit Mismatch, Download Pre-filled XML, Manage ITDREIN, My CA / ERI, and Service Request. The 'Service Request' option is highlighted with a red box. Below the navigation bar, there is a section titled 'View Return' and 'My Pending', followed by an 'IMPORTANT !!!' warning and a note: 'Please make sure you have the correct Email ID and Mobile Number against your profile. These details will be used for all communications.'

Step 3 - Select the Request Type and Request Category from the drop down



The screenshot shows the 'Service Request' form. The 'Request Type' dropdown is set to 'New Request'. The 'Request Category' dropdown is set to 'Request for Intimation'. A dropdown menu is open under 'Request Category', listing options: Select, Request for Intimation, Refund Reissue Request, Change ITR Form Particulars, and Add Liquidator Request. The 'Add Liquidator Request' option is highlighted with a blue box. There are 'Submit' and 'Cancel' buttons below the form.

Step 4 – Click on submit

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Step 5 - Enter Details of companies for which authorization has been received by the liquidator

- PAN
- Date of Birth (DD/MM/YYYY)
- Organisation Name

[Register as Liquidator](#)

Type of Liquidator *	Select	
Details of companies for which authorization	Official Liquidator Other Liquidator	the Liquidator
PAN *	<input type="text"/>	
Date of Incorporation (DD/MM/YYYY) *	<input type="text"/>	
Organization name *	<input type="text"/>	
Attach scanned documents in ZIP/PDF format *	<input type="button" value="Browse..."/>	No file selected.
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

Instructions

- Fields marked with asterisk(*) are mandatory.

Step 6 - Select the files to **upload**

Step 7 - **Attach a Zip/PDF File** with the below scanned documents

- **For Official Liquidator the following documents needs to be uploaded**

- Letter appointing as Official Liquidator
- Order of the competent authority giving list of companies under liquidation.

- **For Other Liquidator the following documents needs to be uploaded**

1. Letter of appointment as Liquidator in the official letterhead along with common seal of the company.
2. Copy of the Board resolution passed for appointing the Liquidator.

Step 8 - Click **Submit**

Approval Process

Step 1 - Liquidator Registration request will be sent to the e-Filing Administrator.

Step 2 - The e-Filing Administrator will verify the request and Approve / Reject as applicable based on the documents uploaded. Communication shall be shared to the registered email id.

Key Points to be noted:

- Documents in regional language should be translated to Hindi or English. The translated document should be notarized (Both the original and translated document should be uploaded).
- The uploaded documents should be scanned in ZIP / PDF format with 300 dpi.
- The **zip file attachment should not exceed 50Mb.**

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- Once the company is added by liquidator and approved by e-Filing admin, the Company User ID shall be deactivated in e-Filing portal.
- If a company is not registered and the e-Filing admin has approved the liquidator for such company, then that company cannot be further registered in e-Filing portal.

Liquidator Functionalities

S.NO	Services available on behalf of Liquidated Companies	Availability
1	Upload Return	Yes
2	Defective Returns	Yes
3	Submit Form online (self/LH)	Yes
4	My Returns/Forms	Yes
5	Rectification request/status	Yes
6	Refund Re-issue	Yes
7	Request for Intimation	Yes
8	Response to Outstanding Tax Demand	Yes
9	Tax Credit Mismatch	Yes
10	List / Dis-engage CA	Yes
11	Dis-engage CA	Yes
12	Dis-engage ERI	Yes
13	Helpdesk Request	Yes
14	Worklist	Yes
15	Compliance	Yes
16	View Form 26AS (Tax Credit)	Yes