

The Ministry of Corporate Affairs (“**MCA**”) has issued an ‘Advisory for preventive measures to contain the spread of COVID19’ (“**Advisory**”) and as per the Advisory, all Companies & LLPs are required to report compliance for confirming their readiness towards COVID-19. In this regard, MCA will be notifying a web-based form called **Company Affirmation of Readiness towards COVID-19 (“CAR Form”)**.

**Highlights of the Advisory:**

1. **Applicability** – To all Companies and Limited liability partnerships (LLPs).
2. **Deployment of the form** – The web-based CAR Form will be available from **March 23, 2020**.
3. **Due date of reporting** – Instantly on notification of the CAR Form.
4. **Other advisory -**
  - Work from home facility until March 31, 2020.
  - Staggered timings for essential employees/staff on duty.
  - Other preventive measures including Do's & Don'ts advised by public health authorities

Please note we will further intimate you on the details and exact information required to fill the web based CAR Form once the same will be made available on the MCA.

However, since we all would be working from home on March 23, 2020 onwards given the Government announcement applicable from midnight today, we request you to co-ordinate with one Director (in case of Companies) / Designated Partner (in case of LLP's) (preferably with DSC) in respect of each Company / LLP who shall file / affirm these details on behalf of the Company/ LLP.

In the interim you are requested to keep the digital signature certificate of the respective authorised signatories/ directors available.