

## **Returns Filing**

#### 4. RETURNS FILING

##### a) Online Returns Filing

i. Click **Returns Filing** option under the **Post-Registration Activities** broad heading of the RJSC Internet Home Page. You will see the **Returns Filing** page:

I. Provide **User Name** and **Password** and click  button in the **User Sign In** page.

You will see the **Return Filing** page:



The screenshot shows the 'Returns Filing' page of the Office of the Registrar of Joint Stock Companies and Firms. The page header includes the government logo and navigation links: Home, Downloads, Check Fee, FAQs, and Contacts. The main heading is 'Returns Filing' with a sub-heading 'Selection/Submission'. A 'Help' link is on the right. The registration details are: Registration No: C-8, Entity Name: Sheuly Tours And Travles Limited, Entity Type: Public Company, and RJSC Office: Dhaka. Below this is a 'Returns Type' section with three radio buttons: 'Annual Returns' (selected), 'Returns for Change', and 'All Returns'. A note says 'Click the 'Return Name' you want to file from the table bellow (Returns for Online Entry)'. A table titled 'Returns for Online Entry' lists various return types and their descriptions. At the bottom, there are navigation links: Home, Downloads, Check Fee, FAQs, and Contacts, and the office name: Office of the Registrar of Joint Stock Companies and Firms.

Government of the People's Republic of Bangladesh  
**Office of the Registrar of Joint Stock Companies and Firms**

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### Returns Filing

Selection/Submission

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Registration No: C-8  
Entity Name: Sheuly Tours And Travles Limited  
Entity Type: Public Company  
RJSC Office: Dhaka

Returns Type: Annual Returns  Returns for Change  All Returns

Click the 'Return Name' you want to file from the table bellow (Returns for Online Entry)

Return Name	Description
<a href="#">Balance Sheet</a>	Balance Sheet
<a href="#">Form - 23B</a>	Notice by Auditor
<a href="#">Form - IX</a>	Consent of directors to act
<a href="#">Form - XII</a>	Particulars of Directors, Managers, Managing Agents and of any change
<a href="#">Profit and Loss Account</a>	Profit and Loss Account
<a href="#">Schedule - X</a>	Annual Summary of Share Capital and List of Shareholders Directors as Required By Part I of the Ordinance

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iii. Select the **Returns Type** by clicking one of the radio buttons. You will see list returns of the respective Returns Type.

iv. Click the **Return Name** you want to file. You will see an entry page of the respective return.

## Example of Online Returns Filing:-

**Return 1:** Suppose you want to file '**Form-23B: Notice by Auditor**' an Annual Return; you first select the '**Annual Return**' or '**All Return**' radio button and then click the return name '**Form-23B**' from the Return Name list. You will see an entry page of Form-23B

The screenshot shows the 'Office of the Registrar of Joint Stock Companies and Firms' website. The page title is 'Notice by auditor'. There are 'Sign Out' and 'Home' buttons in the top right. Below the title, there is a 'Help' link. The form is divided into two sections: 'A. General Information' and 'B. (as of Form-23b)'. Section A contains three fields: '1. Name of the Entity' (XYZ Company), '2. Entity Type' (Private Company), and '3. Registration No' (C2). A 'Save' button is located to the right of these fields. Section B contains four fields: '1. Auditor Name\*' (text box), '2. Intimation Date\*' (text box with a calendar icon and '(Click to Select Date)'), '3. Accepted or refused' (checkbox), and '4. For Year\*' (text box). A 'Submit' button is at the bottom center. A note at the bottom left states '\* Required information for complete submission'.

Enter the required fields as under:

- v. Enter Auditor's full name in the **Auditor Name** text box.
- vi. Enter date of intimation of appointment (of Auditor) from the **Calendar**.
- vii. Click the **Check Box** if the appointment offer (of Auditor) is accepted
- viii. Enter the year (financial year ending) for which appointed in the **Year** text box.
- ix. Click the  (submit) button to submit the return.

**Return 2:** Suppose, at the same time, you also want to file '**Form-VI: Notice of Situation of Registered Office and of any Change therein**' a Return for Change; you first select the '**Return for Change**' or '**All**' radio button and then click the return name '**Form-VI**' from the Return Name List. You will see an entry page of Form-VI

Office of the Registrar of Joint Stock Companies and Firms		Sign Out	Home
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**Form-VI**

**Notice of situation of registered office and of any change therein**  
The Companies Act, 1994  
( Ref Section 77 )

[Help](#)

<b>A. General Information</b>		<b>Help</b>
1. Name of the Entity	:	Sheuly Tours And Travles Limited
2. Entity Type	:	Public Company
3. Registration No	:	C-8
4. RJSC Office	:	Dhaka

<b>B. New Address of the Registered Office (as of Form-VI)</b>		<b>Help</b>
1. Address*	<input type="text"/>	
	District *	<input type="text" value="--- Select ---"/>
2. Moving Date	<input type="text"/> (select date)	

<b>C. Presented for Filing by</b>		<b>Help</b>
1. Name*	<input type="text" value="c8"/>	
2. Position*	<input type="text" value="--- Select ---"/>	
3. Organization	<input type="text"/>	
4. Address	<input type="text" value="ddd"/>	
	District	<input type="text" value="Dhaka"/>

\* Required information for complete submission

Design & Development: Development Design Consultants Ltd.	Home
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Enter the required fields as under:

- x. Enter new address of the entity in the **Address** text box and select the applicable district by clicking the district drop-down box at the right of **District** option.
- xi. Select the date of moving to the new address from the **Calendar**.
- xii. Enter your (Filer) full name in the **Name** text box.
- xiii. Select your position by clicking the position drop-down box at the right of **Position** option.
- xiv. Enter your organization name in the **Organization** text box.
- xv. Enter your (Filer) full address in the **Address** text box and select the applicable district by clicking the district drop-down box at the right of **District** option.



xvi. Click the (submit) button to submit the return.

xvii. You will see a **Submission Details** page

## Submission Status



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### Returns Filing

Selection/Submission

[Help](#)

**Registration No: C-8**  
**Entity Name: Sheuly Tours And Travles Limited**  
**Entity Type: Public Company**  
**RJSC Office: Dhaka**

**Your submission No. is : 2011158696**

**Submitted Returns**

Track No.	Return Name	Description	Signed Document
2011221136511	<a href="#">Form - XII</a>	Particulars of Directors, Managers, Managing Agents and of any change	✗
2011141139208	<a href="#">Form - IX</a>	Consent of directors to act	✗

**Returns Type:** Annual Returns  Returns for Change  All Returns

Click the 'Return Name' you want to file from the table bellow (Returns for Online Entry)

**Returns for Online Entry**

Return Name	Description
<a href="#">Balance Sheet</a>	Balance Sheet
<a href="#">Form - 23B</a>	Notice by Auditor
<a href="#">Form - IX</a>	Consent of directors to act
<a href="#">Form - XII</a>	Particulars of Directors, Managers, Managing Agents and of any change
<a href="#">Profit and Loss Account</a>	Profit and Loss Account
<a href="#">Schedule - X</a>	Annual Summary of Share Capital and List of Shareholders Directors as Required By Part I of the Ordinance

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- xviii. The Submitted Returns are listed with overall Submission no. and Track no. for each Return.
- xix. You can submit more return under the same entity registration no. by clicking a **Return Name** from the **Returns for Online Filing** table.
- xx. You can also edit submitted returns by clicking the respective **Return Name** in the table entitled **Submitted Returns**.
- xxi. Click the  (complete) button to complete the submission
- xxii. You will see a **Submission Details** page.

## b) Submission Details

(the page design shall be same as registration etc., show Form XII and IX)



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### Submission Details

You have successfully submitted your Returns online. An email notification has been sent to you. Your submission references are as under.

Submission No. : 2011158696  
Submission For : Returns Filing  
Entity Type: Public Company  
Entity Name: Sheuly Tours And Travles Limited

### Submission of Documents

Title	Description	Submission Status			Print Preview
		Online	Upload	Hard Copy	
Form - XII	Particulars of Directors, Managers, Managing Agents and of any change	✓	N/A	✗	
Form - IX	Consent of directors to act	✓	N/A	✗	

Note: You are to submit pending (✗) documents, duly signed where applicable, to RJSC counter.

[Continue](#)

✓ Submitted  
✗ Pending  
 Print Preview  
N/A Not Applicable

[Home](#) | [Downloads](#) | [Check Fee](#) | [FAQs](#) | [Contacts](#)  
Office of the Registrar of Joint Stock Companies and Firms

- i. Click the print icon under the **Print Preview** to preview and print the online submitted document. Sign the printed document, and make sure to submit it and pay the application fee at BRAC Bank.
- ii. Click the  button and you will see the online **Submission and Payment Reference** page

### c) Acknowledgement

Government of the People's Republic of Bangladesh  
Office of the Registrar of Joint Stock Companies and Firms

#### Acknowledgement

[Print](#)

Thank you. Your online submission has been done successfully. Your submission and payment references are as under :

For Return Filing pay the amount below on **27 Jun 2011** and submit the hard copies of respective documents at the RJSC counter on the same day

RJSC will not take any responsibility for the contents of the documents/returns submitted by the Company. It is the responsibility of the Company to submit genuine & correct documents/returns. Returns/documents should be signed by MD and Company Secretary/any Director.

Filing By : Sheuly Tours And Travles Limited  
 Submission No. : 2011158696  
 Submission Date : Jun 20, 2011 11:50 AM  
 Entity Name :  
 Entity Type : Public Company  
 Submission for : Returns Filing  
 Registration Office : Dhaka  
 Forms Filing Fee (BDT) : 400.00  
 Late Fee (BDT): : 1,000.00  
 Total Payable Amount (BDT) : 1,400.00 -->A/C. No. 1513201658766001  
 Payment Status : Unpaid  
 Payment Date :  
 Payment Mode :

**Document List: 2011158696**

SL.	Document	Effect date	Late Amount (BDT)
1.	Form - IX		0
2.	Form - XII	05/05/2008	1000

Bank: **BRAC BANK** Branch: Any Branch

A. For Return Filing above amount is valid only for **27 Jun 2011**. For every additional day you have to pay 2 Tk. more for every document (where applicable).

B. Please submit the Bank receipt with hardcopy of respective returns to RJSC counter and ensure activation otherwise process may delay.

✕-----

BRAC Bank Ltd. Account number <div style="border: 1px solid black; padding: 2px; display: inline-block;">1513201658766001</div> Account name: RJSC Amount (In words): BDT One Thousand Four Hundred Only Amount Nil  2011158696/3/Sheuly Tours And Travles Limited Depositor's Signature	Date: 27 Jun 2011 Customer's Copy <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Cheque number &amp; date</th> <th style="width: 30%;">Cash Denominations</th> <th style="width: 40%;">Amount</th> </tr> </thead> <tbody> <tr><td></td><td>1000x</td><td></td></tr> <tr><td></td><td>500x</td><td></td></tr> <tr><td></td><td>100x</td><td></td></tr> <tr><td></td><td>50x</td><td></td></tr> <tr><td></td><td>20x</td><td></td></tr> <tr><td></td><td>10x</td><td></td></tr> <tr> <td></td> <td><b>Total Amount</b></td> <td style="text-align: right;"><b>1,400.00</b></td> </tr> </tbody> </table> Teller stamp and initial	Cheque number & date	Cash Denominations	Amount		1000x			500x			100x			50x			20x			10x			<b>Total Amount</b>	<b>1,400.00</b>
Cheque number & date	Cash Denominations	Amount																							
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	100x																								
	50x																								
	20x																								
	10x																								
	<b>Total Amount</b>	<b>1,400.00</b>																							

✕-----

BRAC Bank Ltd.		Date: 27 Jun 2011	Customer's Copy
Account number 1513201658766002		Cheque number & date	Cash Denominations
Account name: RJSC			Amount
Amount (In words):			1000x
Amount Nil			500x
			100x
			50x
			20x
			10x
			<b>Total Amount</b>
2011586963/Sheuly Tours And Travles Limited		Teller stamp and initial	
Depositor's Signature			

✂-----

BRAC Bank Ltd.		Date: 27 Jun 2011	Banker's Copy
Account number 1513201658766001		Cheque number & date	Cash Denominations
Account name: RJSC			Amount
Amount (In words): BDT One Thousand Four Hundred Only			1000x
Amount Nil			500x
			100x
			50x
			20x
			10x
			<b>Total Amount</b>
2011586963/Sheuly Tours And Travles Limited			1,400.00
Depositor's Signature		Teller stamp and initial	

✂-----

BRAC Bank Ltd.		Date: 27 Jun 2011	Banker's Copy
Account number 1513201658766002		Cheque number & date	Cash Denominations
Account name: RJSC			Amount
Amount (In words):			1000x
Amount Nil			500x
			100x
			50x
			20x
			10x
			<b>Total Amount</b>
2011586963/Sheuly Tours And Travles Limited		Teller stamp and initial	
Depositor's Signature			

[Back to Home](#)

Congratulations! You have successfully completed the online submission of Returns Filing Application.

Please retain this submission reference for future reference.

Click [Back to Home](#) to go the home page.

**d) Edit the application for Returns Filing**

You can edit your submission (if you so decide) prior to submission of signed printed returns at RJSC Counter. For editing please follow the guidelines hereinafter:

- i. Click the **View/Edit Submitted Returns** option under **Post-Registration Activities** of RJSC Internet home page;
- ii. As prompted, enter your submission number and you will be given the option for editing;

**e) Print Submitted Returns**

You can print the document for Returns Filing following the guidelines hereinafter:

- i. Click the **Print Submitted Returns** option under **Post-Registration Activities** board heading of the RJSC Internet home page;
- ii. As prompted, enter your submission number and you will be given the option for printing;