


6. WINDING UP

a) Filing of Winding Up Documents

- i. Click **Winding Up** link under the **Post-Registration Activities** broad heading of the RJSC Internet Home Page. You will see the following **Winding Up 1st** control page:



The screenshot shows the official website of the Office of the Registrar of Joint Stock Companies and Firms, Government of the People's Republic of Bangladesh. The page is titled "Winding Up" and "New Application". It contains a navigation menu with links for Home, Downloads, Check Fee, FAQs, and Contacts. The main content area includes a heading "Enter Information of the Company to be Wound up" and a form with a text box labeled "Registration No. :" and a "Continue" button.

- ii. Enter the registration no. in the **Registration No.** text box and click the  button. You will see the following **Winding Up 2nd** control page.



Winding Up

Registration No : C5
Entity Name : Engineers And Consultants Bangladesh
Entity Type : Private Company
RJSC Office : Dhaka

Select the Mode of Winding Up Applicable for Your Company

Winding Up by Court

Members' Voluntary Winding Up/
(Winding Up Subject to Supervision of Court)

Creditors' Voluntary Winding Up/
(Winding Up Subject to Supervision of Court)

- iii. Select the Mode of Winding Up by clicking the respective radio button under the **Select the Mode of Winding Up Applicable for Your Company** title and you will see the add-in 'List of Filings' as bellow:

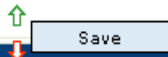


(Winding Up by Court Filings List)

| List of Filings | | |
|-----------------|---|---|
| Filing No. | Filing Name | Application |
| 1 | Filing of Court Order and Appointment of Official Liquidators | First Filing of Winding Up by Court Order |
| 2 | Filing of Audited Accounts by the Official Liquidator | Second Filing, if there is no court order to stay winding up. |
| 3 | Filing of Court Order of Dissolution | Third Filing, if there is no court order to stay winding up. |
| 4 | Filing of Court Order to Stay Winding Up | Applicable only if there is such a Court order at any stage of winding up process |

- iv. Click the filing name under **Filing Name** heading in the sequence & appropriate to your filing, and you will get a 'Prescribed Form of Filing' as under. (You can use a 'Prescribed Form of Filing' more than once to complete the filing requirement)

Example: The instructions specified hereunder are general. It would be used as guidelines only for different combination winding up process and documents

Suppose you want to file 'Audited Accounts by the Official Liquidator'. Click the '**Filing of Audited Accounts by the Official Liquidator**' option under **Filing Name** of the **List of Filings**; you will get the following page:


| Office of the Registrar of Joint Stock Companies and Firms | | Sign Out | Home |
|--|------------|---|----------------------|
| <h2>Filing of Audited Accounts by the Official Liquidator</h2> | | | |
| | | | Help |
|  | | | |
| A. General Information | | | Help |
| 1. Name of the Entity | : | Engineers And Consultants Bangladesh | |
| 2. Entity Type | : | Private Company | |
| 3. Registration No | : | C5 | |
| 4. RJSC Office | : | Dhaka | |
| 5. Mode of Winding Up | : | Winding Up by Court | |
| B. Filing of Audited Accounts by the Official | | | Help |
| 1. Applicable Date of Audited Accounts | : | <input type="text"/>  (Click to Select Date) | |
| 2. Date of Filing (To the Registrar) | : | <input type="text"/>  (Click to Select Date) | |
| C. Presented for Filing by | | | Help |
| 1. Name | : | <input type="text" value="Shapon Kumar Ghosh"/> | |
| 2. Position | : | <input type="text" value="--- Select ---"/> | |
| 3. Organization | : | <input type="text"/> | |
| 4. Address | : | <input type="text" value="Khoksa Kalibari Road, Khoksa, Kushtia"/> | |
| | District : | <input type="text" value="Dhaka"/> | |
| <input type="button" value="Submit"/> | | | |
| Office of the Registrar of Joint Stock Companies and Firms | | | Home |

Follow the guidelines hereinafter to complete the page:

B. Filing of Audited Accounts by the Official

- i. Select Applicable Date of Audited Accounts from the **Calendar**.
- ii. Similarly select Date of Filing from the **Calendar**.

B. Presented for Filing By

- i. Enter at the bottom of the page, your (Filer's) full name in the **Name** text box, select your position by clicking the drop-down box at the right of the **Position** option, enter Filer's organization name in the **Organization** text box
- ii. Enter your full address in the **Address** text box and select district by clicking the drop-down box at the right of the **District** option.
- iii. Click the  button to submit the document and you will get the following **Submission Status** page:

Submission Status



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

[Home](#) | [Downloads](#) | [Check Fee](#) | [FAQs](#) | [Contacts](#)

Winding Up

Registration No : C5
Entity Name : Engineers And Consultants Bangladesh
Entity Type : Private Company
RJSC Office : Dhaka
Mode of Winding Up : Winding Up by Court

Your submission No. is : 20073600


Submitted Document List

| Track No. | Document Name | Description | Signed Document |
|------------|---|---|-----------------|
| 2007818831 | Filing of Audited Accounts by the Official Liquidator | Second Filing, if there is no court order to stay winding up. | ✗ |

You are to file documents of winding up to the Registrar for registration of such documents.
Click the filing name under filing no.1 first from following filing list and enter information in the following page.

List of Filings

| Filing No. | Filing Name | Application |
|------------|---|---|
| 1 | Filing of Court Order and Appointment of Official Liquidators | First Filing of Winding Up by Court Order |
| 2 | Filing of Audited Accounts by the Official Liquidator | Second Filing, if there is no court order to stay winding up. |
| 3 | Filing of Court Order of Dissolution | Third Filing, if there is no court order to stay winding up. |
| 4 | Filing of Court Order to Stay Winding Up | Applicable only if there is such a Court order at any stage of winding up process |

- i. You can edit submitted documents (if you so require), clicking the respective **Document Name** link under the table entitled **Submitted Document List**.
- ii. You can submit another document under the same registration no. by clicking the **Filing Name** option under the **List of Filings** table.
- iii. Click the  button to complete the submission and you will see the following **Submission Details** page.

b) Submission Details



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

[Home](#) | [Downloads](#) | [Check Fee](#) | [FAQs](#) | [Contacts](#)

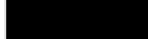
Winding Up

Submission No. : 20073600
Entity Type: Private Company
Entity Name: Engineers And Consultants Bangladesh

Required Documents

| Title | Description | Submission Status | | | Print Preview |
|---|---|-------------------|--------|-----------|---|
| | | Online | Upload | Hard Copy | |
| Filing of Audited Accounts by the Official Liquidator | Second Filing, if there is no court order to stay winding up. | ✓ | N/A | ✗ |  |

✓ Submitted
✗ Pending
 Print Preview
N/A Not Applicable

- i. Click the print icon under the **Print Preview** to preview and print the online submitted filing. Sign the printed document, and make sure to submit it and pay the filing fee at RJSC Counter.
- ii. Click the  button and you will see the online **Acknowledgement** page as below:

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 :

Filing By : Articulate Institute Of Design Ltd.
Submission No. : 2011138831
Submission Date : Apr 21, 2011 04:55 PM
Entity Name :
Entity Type : Private Company
Submission for : Winding up
Registration Office : Dhaka
Winding up Fee (BDT) : 200.00
Total Payable Amount (BDT) : 200.00 -->A/C. No. 1513201658766001
Payment Status : Paid
Payment Date : Apr 25, 2011 12:56 PM
Payment Mode : Cash

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



| | | | |
|--|--------------------------|---------------------|---------------|
| BRAC Bank Ltd. | Date: 26 Jun 2011 | Customer's Copy | |
| Account number | Cheque number & date | Cash Denominations | Amount |
| 1 5 1 3 2 0 1 6 5 8 7 6 6 0 0 1 | | 1000x | |
| Account name: RJSC | | 500x | |
| Amount (In words): BDT Two Hundred Only | | 100x | |
| Amount Nil | | 50x | |
| | | 20x | |
| | | 10x | |
| | | Total Amount | 200.00 |
| 2011138831/6/Articulate Institute Of Design Ltd. | Teller stamp and initial | | |
| Depositor's Signature | | | |



Congratulations! You have successfully completed the online submission of Winding Up Filing. Please retain this submission reference for future reference.

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

d) Edit

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

- i. Click the **Edit Winding Up Submissions** link 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 the submissions

You can print the document for winding up following the guidelines hereinafter:

- i. Click the **Print Winding Up Submissions** link 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.