



# Ministry of Corporate Affairs

## ROC Portal



# MINISTER OF CORPORATE AFFAIRS

## MCA

Empowering Business, Protecting Investors  
**REGULATOR . INTEGRATOR. FACILITATOR. EDUCATOR**

MCA is primarily responsible for the administration of the Companies Act 2013, **the Companies Act 1956**, the **Limited Liability Partnership Act, 2008** as well as **other allied Acts and rules & regulations** to regulate the functioning of the corporate sector under law.

The Ministry of Corporate Affairs (MCA) aims to regulate corporate affairs in India and works to protect investors and stakeholders by offering various crucial services.

### **Visions:**

- Empowering Business, Protecting Investors
- To be a facilitator of world class governance of corporates
- Transform regulatory environment for easy compliance
- Build & strengthen institutions for achieving excellence in service delivery

# Towards Responsive Governance – MCA 21 e-Governance Project

## MCA 21 e-Governance Project [ Project of National e-governance Plan]

MCA has been operating the end to end e-Governance registry and company incorporation related services.

The project is implemented in the offices of Register of Companies (ROC), Regional Directorate (RD'S), MCA Headquarters (HQ) and Office Liquidators(OL).

The MCA 21 provides the stakeholders convenient, easy to use and secure access & delivery to all MCA Services and improved speed and certainty of services.

**It brought about transparency, quickness and efficiency in the functioning of the Ministry.**

The portal is regarded as **live model for transformation paper-based system into a paperless system** using latest Technology.



# MCA Services

**Company Services**

**Limited Liability Partnership Services**

# Registration

## **Registered User or Business User**

### Information required for Registration.

E Mail Id / Phone Number / Address are required for both Registered and Business Users)

PAN is non mandatory for registered users but compulsory for business users

Company/LLP User – CIN /LLPIN /FLLPIN / FCRN

Director/Designated Partner – DIN / DPIN

Manager/Secretary/Authorized Representative – General inputs only Officer in Default – General inputs only

Professional – Professional Membership Number / Professional Institute

# MCA Services – Company Services

Check Company Name

Spice + (Incorporation of a Company)

RUN - Name Reservation

Compliance Filing

Approval Serving

Change company Information

Informational Service

CSR -2

Close Company

# CIN-Corporate Identity Number

CIN number is a unique identification number that is given by ROC (Registrar Of Companies) of various states under MCA (Ministry of Corporate Affairs).

Corporate Identification Number (CIN) is a 21 digits alpha-numeric code issued to companies incorporated within the country on being registered by the ROC

CIN is used for tracking all the aspects and activities of a company from its incorporation by the ROC and is required to be provided on all the transactions with the respective ROC.

CIN- **U74999MH2016PTC285435**      U 74999 MH 2016 PTC 285435

Breaking down Corporate Identification Number

- 1: The first character – L    Listed/ Unlisted
- 2: The next five digits – 01631    Categorizes the economic activity of a company or to which industry the company belongs to.
- 3: The next two letters – MH - State where the company is registered.
- 4: The next four digits – 2016 – Year of Incorporation
- 5: The next three characters – PTC – Denotes the company classification.[Private/ Public/ Subsidiary of foreign(FOI) / company is owned by Indian Government(GOI), etc...]
- 6: The last six digits – 285435 – Demotes the registration number provided by the respective Registrar of Companies (ROC).

# DSC Services

Acquire DSC

Associate DSC

Update DSC

All filings done by the companies/LLPs under MCA21 e-Governance programme are required to be filed using Digital Signatures by the person authorised to sign the documents.



# DIN Services

Acquire DIN Status

Verify DIN PAN details of Director

DIR-3 –KYC-Web

# Master Data

Details about a company or a Director that are stored in the MCA database is referred to as master data. This data is based on the eForms filed by the company. You can view the details of companies or Directors by using the master data user services offered by MCA.

[View Company or LLP Master Data](#)

[View Index of Charges](#)

[View Signatory Detail](#)

[View Companies/ Directors under prosecution](#)

[Companies/ LLP registered in last 30 days](#)

[View Directors Master Data](#)

[View Director/ Designated Partner's Details](#)

[Advance Search](#)

# e-Filing

Company Forms download

Upload e- forms

Download submitted forms for resubmission

Check Annual filing status

Upload the detail of Security Holders

Update Subsidiary Details

# Steps/Points for Successful e-filing

1. Download the form along with the instruction kit.
2. Fill the form as per the guideline given in the Kit.
3. Attach the necessary Documents
4. Once all the information is filled and documents are attached, click on pre-fill button, incase not complete in all respect error message will displayed else will display'Pre-scrutiny successful.
5. Sign the form with DSC.
6. Click on Pre-scrutiny button - there is no pre scrutiny error.
7. Upload the Form. (Please note the size of the form should be less than 2.5MB)  
However, keeping in mind the voluminous documents which need to be filed as an attachment with annual filing forms, an additional attachment sheet has been made available, for uploading attachments of Form 23AC.

# Track SRN/ Transaction Status

**SRN- Service Request Number**

After successfully uploading the forms and making payments you will get an acknowledgement of the successfully filing of form i.e. Challan Copy

In Challan Copy, you can notice the SRN at the top.

MCA-21 will provide unique transaction number, the Service Request Number (SRN) which can be used by the applicant for enquiring the status pertaining to the transaction.

# Complaints

Create Service related Complaint

Track Service related Complaint status

Create Investor/ Serious Complaint

Track Create Investor/ Serious Complaint

Feedback/ Suggesions

Emloyee Grievance

# Document Related Services

Get Certified Copies

View Public Documents

Request for scanned Documents

# Fee and Payment Services

Enquire Fees

Pay Later

Link NEFT Payment

Pay Miscellaneous Fee

Pay Stamp Duty

Track Payment Status

Generate SRN for offline Payment



# Investor Services

IEPF-5

Track IEPF – 5 SRN

# ID Databank Services

Indivizual Registration

Corporate registration

# LLP Services – on V3 Portal

LLP Services are migrated on V3 Portal of the MCA .

In the version 2, forms are required to be filled and uploaded in the portal while in V3 the forms are to be filled online.

This enables user convenience including the ability to save a half filled form and file it later i.e it is web-base filing.