



E- FILING ON MCA



CS Manish Baldeva – 30th June 2017

WHAT ARE WE COVERING TODAY ?

- What is E-Filing
- What is E-Form
- Various E-Forms under Companies Act, 2013
- General Structure of E-Form
- How to file E-form
- Important E-forms
- Queries & Complaints

WHAT IS E-FILING ?

- The Ministry of Corporate Affairs, Government of India initiated the Electronic Filing of documents [E-Filing process] which is known as the MCA21 program, which means 'Ministry of Corporate Affairs in the 21st Century.
- Every artificial person registered as a Company is obliged to file forms, applications and returns as stipulated under the provisions of Companies Act, 1956 wherever applicable and Companies Act,2013 read with rules & regulations framed thereunder from time to time.



WEB 'E'-FILING COMPLEXITY TO SIMPLICITY

- ❖ The MCA-21 program has enabled E-Filing process, which provides the Corporate world with a lot of advantages like:
 - Registering a new Company and filing the documents from the place of business.
 - Easy access to the public documents of a Company.
 - Filing the periodic returns of a Company and making online payments.
 - DIN (Director Identification Number) Application.
 - Digital Signature.
 - Investor grievance redressal.



PREREQUISITE SOFTWARE FOR E-FILING

Windows 2000 or later



Internet explorer v6.0 & above, Mozilla Firefox

Adobe Reader version XI or later



JRE (Java Runtime Environment)

WHAT IS E-FORM...?



- An e-Form is nothing but re-engineered conventional pdf form and represents a document in electronic format for filing with MCA authorities through the internet.
- This may be either a form filed for compliance or information purpose or an application seeking approval from the authorities under the Companies Act.

INSTRUCTION KIT WITH E-FORM

- An “Instruction Kit” contains the detailed instructions explaining how to fill an e-Form.
- This facilitates proper understanding of the e-Form and filling of requisite details therein.
- An e-Form can be downloaded either with or without the Instruction Kit.

VARIOUS FORMS PRESCRIBED UNDER THE PROVISIONS OF COMPANIES ACT, 2013



- ❖ Forms under the new Act are numbered alpha-numeric.
- ❖ Initial of forms are started with alphabet of two or three letters based on the subject of the Chapter, followed by serial number of the form.

SUMMARY OF CHAPTER WISE NOMENCLATURE OF E-FORMS

Chapter No.	Particulars of Chapter	Form No. starts with
II	INCORPORATION OF COMPANY AND MATTERS INCIDENTAL THERETO	INC
III	PROSPECTUS AND ALLOTMENT OF SECURITIES	PAS
IV	SHARE CAPITAL AND DEBENTURES	SH
V	ACCEPTANCE OF DEPOSIT BY COMPANIES	DPT
VI	CHARGES	CHG
VII	MANAGEMENT AND ADMINISTRATION	MGT
VIII	DECLARATION ANY PAYMENT OF DIVIDEND	DIV
IX	ACCOUNTS OF COMPANIES	AOC
X	AUDIT AND AUDITORS	ADT
XI	APPOINTMENT AND QUALIFICATIONS OF DIRECTORS	DIR

CONTINUED....

XII	MEETINGS OF BOARD AND ITS POWERS	MBP
XIII	APPOINTMENT AND REMUNERATION OF MANAGERIAL PERSONNEL	MR
XXI	COMPANIES AUTHORISED TO BE REGISTERED UNDEDR THIS ACT	URC
XXII	COMPANIES INCORPORATED OUTSIDE INDIA	FC
XXIV	REGISTRATION OFFICES AND FEES	GNL
XXVI	NIDHIS	NDH
XXIX	MISCELLANEOUS	MSC

E-FORMS UNDER COMPANIES ACT, 2013

APPROVAL SERVICES (HEADQUATERS)

e- Form No.	Purpose of form
CRA-2	Form for intimation of appointment of cost auditor by the company to Central Government
CG-1	Form for filing application or documents with Central Government

CONTINUED...

APPROVAL SERVICES (REGIONAL DIRECTOR)

ADT-2	Application for removal of auditor
INC-18	Application to Regional director for conversion of Section 8 company into company of any other kind
INC-23	Application to Regional Director for approval to shift the Registered Office from one state to another state or from jurisdiction of one Registrar to another within the same state
ADJ	Memorandum of Appeal
RD-1	Applications made to Regional Director
CHG-8	Application to RD for extension of time for filing particulars of registration of creation / modification / satisfaction of charge OR for rectification of omission or misstatement of any particular in respect of creation/ modification/ satisfaction of charge

CONTINUED...

APPROVAL SERVICES (REGISTRAR OF COMPANIES)

STK-2

Application by company to ROC for removing its name from register of Companies

INC-6

One Person Company- Application for Conversion

INC-24

Application for approval of Central Government for change of name

INC-27

Conversion from Pvt. To public or vice-versa

MSC-1

Application to Registrar for obtaining the status of dormant company

MSC-4

Application for seeking status of active company

GNL-1

Applications made to Registrar of Companies

INC-12

Application for grant of License under section 8

CONTINUED....

CHANGE SERVICES

INC-1	Application for reservation of name
INC-3	One Person Company- Nominee consent form
INC-4	One Person Company- Change in Member/Nominee
INC-22	Notice of situation or change of situation of registered office
INC-27	Conversion of public company into private company or private company into public company
SH-7	Notice to Registrar of any alteration of share capital

CONTINUED...

CHANGE SERVICES

DIR-12

Particulars of appointment of Directors and the key managerial personnel and the changes among them

FC-2

Return of alteration in the documents filed for registration by foreign company

FC-3

Annual accounts along with the list of all principal places of business in India established by foreign company

MR-2

Form of application to the Central Government for approval of appointment or reappointment and remuneration or increase in remuneration or waiver for excess or over payment to managing director or whole time director or manager and commission or remuneration to directors

CONTINUED...

CHARGE MANAGEMENT

CHG-1

Application for registration of creation, modification of charge (other than those related to debentures)

CHG-4

Particulars for satisfaction of charge thereof

CHG-6

Notice of appointment or cessation of receiver or manager

CHG-9

Application for registration of creation or modification of charge for debentures or rectification of particulars filed in respect of creation or modification of charge for debentures

GNL-3

Details of persons/directors/charged/specified

CONTINUED...

DIN FORMS

DIR-3

Application for registration of creation, modification of charge (other than those related to debentures)

DIR-5

Application for surrender of Director Identification Number

DIR-6

Intimation of change in particulars of Director to be given to the Central Government

DIR-9

A Report by a company to ROC for intimating the disqualification of the director

DIR-3C

Intimation of Director Identification Number by the company to the Registrar DIN services

CONTINUED...

INCORPORATION SERVICES

SPICe

New Version - Simplified Proforma for Incorporating Company Electronically (SPICe) - with mandatory PAN & TAN application included.

SPICe MOA

eMemorandum of Association (SPICe MoA)

SPICe AOA

eArticles of Association (SPICe AoA)

INC-1

Application for reservation of name

INC-3

One Person Company- Nominee consent form

URC-1

Application by a company for registration under section 366

INC-7

Application for Incorporation of Company (Part I Company and Company with more than Seven Subscribers)

FC-1

Information to be filed by foreign company

CONTINUED...

COMPLIANCE RELATED FILING

CRA-4	Form for filing Cost Audit Report with the Central Government.
DPT-3	Return of deposits
ADT-1	Information to the Registrar by Company for appointment of Auditor
ADT-3	Notice of Resignation by the Auditor
GNL-3	Details of persons/directors/charged/specified
DPT-4	Statement regarding deposits existing on the commencement of the Act
INC-5	One Person Company- Intimation of exceeding threshold
PAS-3	Return of allotment
SH-8	Letter of offer – Buy back

CONTINUED...

PROVISIONS RELATED TO MANAGERIAL PERSONNEL

MR-1

Return of appointment of MD/WTD/Manager

MR-2

Form of application to the Central Government for approval of appointment or reappointment and remuneration or increase in remuneration or waiver for excess or over payment to managing director or whole time director or manager and commission or remuneration to directors

CONTINUED...

COMPLIANCE RELATED FILING

SH-9	Declaration of Solvency
SH-11	Return in respect of buy-back of securities
MGT-14	Filing of Resolutions and agreements to the Registrar
DIR-11	Notice of resignation of a director to the Registrar
GNL-2	Form for submission of documents with the Registrar.
FC-4	Annual Return of a Foreign company
MSC-3	Return of dormant companies
MGT-6	Persons not holding beneficial interest in shares

CONTINUED....

INFORMATIONAL SERVICES

MGT-3

Notice of situation or change of situation or discontinuation of situation, of place where foreign register shall be kept

MGT-15

Form for filing Report on Annual General Meeting by listed companies

AOC-5

Notice of address at which books of account are maintained – other than RO

MGT-10

Changes in shareholding position of promoters and top ten shareholders

INC-20

Intimation to Registrar of revocation/surrender of license issued under section 8

INC-28

Notice of order of the Court or any other competent authority

CONTINUED...

ANNUAL FILING OF E-FORMS

**AOC-4
(XBRL)**

Form for filing XBRL document in respect of financial statement and other documents with the Registrar

MGT-7

Form for filing annual return by a company.

AOC-4

Form for filing financial statement and other documents with the Registrar

**AOC-4
(CFS)**

Form for filing consolidated financial statements and other documents with the Registrar

GENERAL STRUCTURE OF E-FORM

- ❖ Each e-Form contains the form reference and the description as well as the particular section of the Companies Act, 2013 or the relevant rules or regulations under which it is required to be submitted.
- ❖ It starts with Corporate Identification Number (CIN), which works as a unique identifier of a company.
- ❖ By entering the CIN, the Company details to the extent these are available in static form in the database, are automatically filled by using the pre-fill functionality.

WHAT IS PRE-FILL...?

- Pre-fill is a functionality in an e-Form that is used for filling automatically, the requisite data from the system without repeatedly entering the same.
- For example, by entering the CIN of the company, the name and the registered office address of the company shall automatically be pre-filled by the system without any fresh entry.

FORM NO. MGT-7

[Pursuant to sub-Section(1) of section 92 of the Companies Act, 2013 and sub-rule (1) of rule 11of the Companies (Management and Administration) Rules, 2014]



Annual Return

Form language English Hindi

Refer the instruction kit for filing the form.

I. REGISTRATION AND OTHER DETAILS

(i) * Corporate Identification Number (CIN) of the company

L75100MH1929PLC001530

Pre-fill

Global Location Number (GLN) of the company

* Permanent Account Number (PAN) of the company

(ii) (a) Name of the company

RELIANCE INFRASTRUCTURE

(b) Registered office address

H Block, 1st Floor
Dhirubhai Ambani Knowledge City
Navi Mumbai
Maharashtra
400710

(c) *e-mail ID of the company

rinfra.mcafilling@relianceada

(d) *Telephone number with STD code

(e) Website



MANDATORY FIELDS*

- ❖ The e-Form contains number of mandatory fields which are required to be filled in.
- ❖ Mandatory fields are marked as '*’.
- ❖ Certain other fields are non-mandatory in nature which may be filled-in as may be relevant in any particular case.
- ❖ An instruction kit is available for each e-Form, which contains details of the instructions for properly filling the form.

FORM NO. MGT-7

[Pursuant to sub-Section(1) of section 92 of the Companies Act, 2013 and sub-rule (1) of rule 11of the Companies (Management and Administration) Rules, 2014]



सत्यमेव जयते

Annual Return

Form language English Hindi

Refer the instruction kit for filing the form.

I. REGISTRATION AND OTHER DETAILS

(i) * Corporate Identification Number (CIN) of the company

L75100MH1929PLC001530

Pre-fill

Global Location Number (GLN) of the company

Pre-Fill

* Permanent Account Number (PAN) of the company

(ii) (a) Name of the company

(b) Registered office address

(c) *e-mail ID of the company

(d) *Telephone number with STD code

(e) Website

ATTACHMENTS

- ❖ An e-Form may require certain mandatory attachments to be attached along with it. The list of such attachments is displayed in the e-Form.
- ❖ An attachments refers to a document that is sent as an enclosure with an e-Form by means of an attached file – PDF only.
- ❖ The objective of the attachment is to provide further details relevant to the e-Form for processing.
- ❖ Optional attachments may also be attached with an e-Form.

Attachments

1. Where the appointed partner is a body corporate, copy of resolution on the letterhead of such body corporate to become a partner in the proposed LLP and a copy of resolution/ authorization of such body corporate also on a letterhead mentioning the name and address of an individual nominated to act as nominee/designated partner on its behalf
2. *Proof of address of registered office of LLP
3. *Subscribers' sheet including consent

Att

Att

Att

DECLARATION

- Next to attachment, there is a declaration that is sought from the person filing the e-Form to the effect that the information given in the e-Form and the attachments is correct and complete.



Declaration

I am Authorised by the Board of Directors of the company vide resolution no. ... dated

(DD/MM/YYYY) to sign this form and declare that all the requirements of the Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. I further declare that:

1. Whatever is stated in this form and in the attachments thereto is true, correct and complete and no information material to the subject matter of this form has been suppressed or concealed and is as per the original records maintained by the company.
2. All the required attachments have been completely and legibly attached to this form.

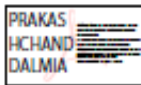
Note: Attention is also drawn to the provisions of Section 447, section 448 and 449 of the Companies Act, 2013 which provide for punishment for fraud, punishment for false statement and punishment for false evidence respectively.

To be digitally signed by

SIGNING & CERTIFICATION

- ❖ Every e-Form requires the digital signature of the Managing Director or Director or Secretary of the Company or the Key Managerial Personnel of the Company for successful filing/submission.
- ❖ In most cases, a certification from the Company Secretary or Cost Accountant or Chartered Accountant in whole-time practice is also required to authenticate the particulars contained in the e-Form.
- ❖ Further the digital signature of the third party may also be required in certain cases.

* To be digitally signed by



* Designation

Director

Name of liquidator

[Empty text box for Name of liquidator]

* Director identification number of the director; or Income-tax PAN of the liquidator; DIN or Income-tax PAN of manager or CEO or CFO; or membership number of Company secretary;

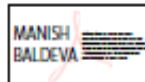
00005813

Certificate by practicing professional

I declare that I have been duly engaged for the purpose of certification of this form, it is here by certified that I have gone through the provisions of the Companies Act, 2013 and rules thereunder for the subject matter of this form and matters incidental thereto and I have verified the above particulars (including attachment(s)) from the original/certified records maintained by the Company/ applicant which is subject matter of this form and found then to be true, correct and complete and no information material to this form has been suppressed. I further verify that:

- i. The said records have been properly prepared, signed by the required officers of the Company and maintained as per the relevant provisions of the Companies Act, 2013 and were found to be in order;
- ii. All the required attachments have been completely and legibly attached to this form.

To be digitally signed by



- Chartered Accountant (in whole-time practice) or Cost Accountant (in whole-time practice) or
- Company Secretary (in whole-time practice)

whether Associate or Fellow Associate Fellow

Membership No.

6188

CHECK FORM



- ❖ There are built-in facilities to check the filled in e-Form for requisite validations, to do prescrutiny and to modify the e-Form when we require to change the filled details.
- ❖ By clicking “Check Form”, we can find out whether the mandatory fields in an e-Form are duly filled-in.

To be digitally signed by

- Chartered Accountant (in whole-time practice) or
 Company Secretary (in whole-time practice)

Cost Accountant (in whole-time practice) or

whether Associate or Fellow

Associate

Fellow

Membership No.

6180

Certificate of practice number

11062

Note: Attention is also drawn to provisions of Section 448 and 449 which provide for punishment for false statement and punishment for false evidence respectively.

Modify

Check Form

Prescrutiny

Submit

Check Form

For office use only:

eForm Service request number (SRN)

E-form filing date

(DD/MM/YYYY)

This e-form is hereby registered

Digital signature of the authorising officer

Confirm Submission

Date of signing

(DD/MM/YYYY)

- To be digitally signed by
- Chartered Accountant (in whole-time practice) or
 - Company Secretary (in whole-time practice)

Cost Accountant (in whole-time practice) or


whether Associate or Fellow Associate Fellow

Membership No.

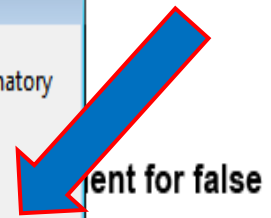
Certificate of practice number

Note: Attention is also drawn to statement and punishment for false

Warning: JavaScript Window -

 Mandatory Attachment: Copy(s) of resolution(s) along with copy of explanatory statement under section 173 has not been Attached.

OK



Modify

Submit

For office use only:

eForm Service request number (SRN)

E-form filing date

(DD/MM/YYYY)

This e-form is hereby registered

Digital signature of the authorising officer

Confirm Submission

Date of signing

(DD/MM/YYYY)

PRE-SCRUTINY

- Pre-scrutiny is functionality that is used for checking whether certain core aspects are properly filled in the e-Form.
- The user has to attach necessary attachments in PDF format and affix the digital signatures as required before submitting the e-Form for pre-scrutiny.
- If there is any pre-scrutiny error showing, it has to be rectified and again have to pre-scrutinize the form.
- After pre-scrutiny level is successful form can be uploaded on MCA portal.

Membership No.

6180

Certificate of practice number

11062

Note: Attention is also drawn to provisions of Section 448 and 449 which provide for punishment for false statement and punishment for false evidence respectively.



Modify

Check Form

Prescrutiny

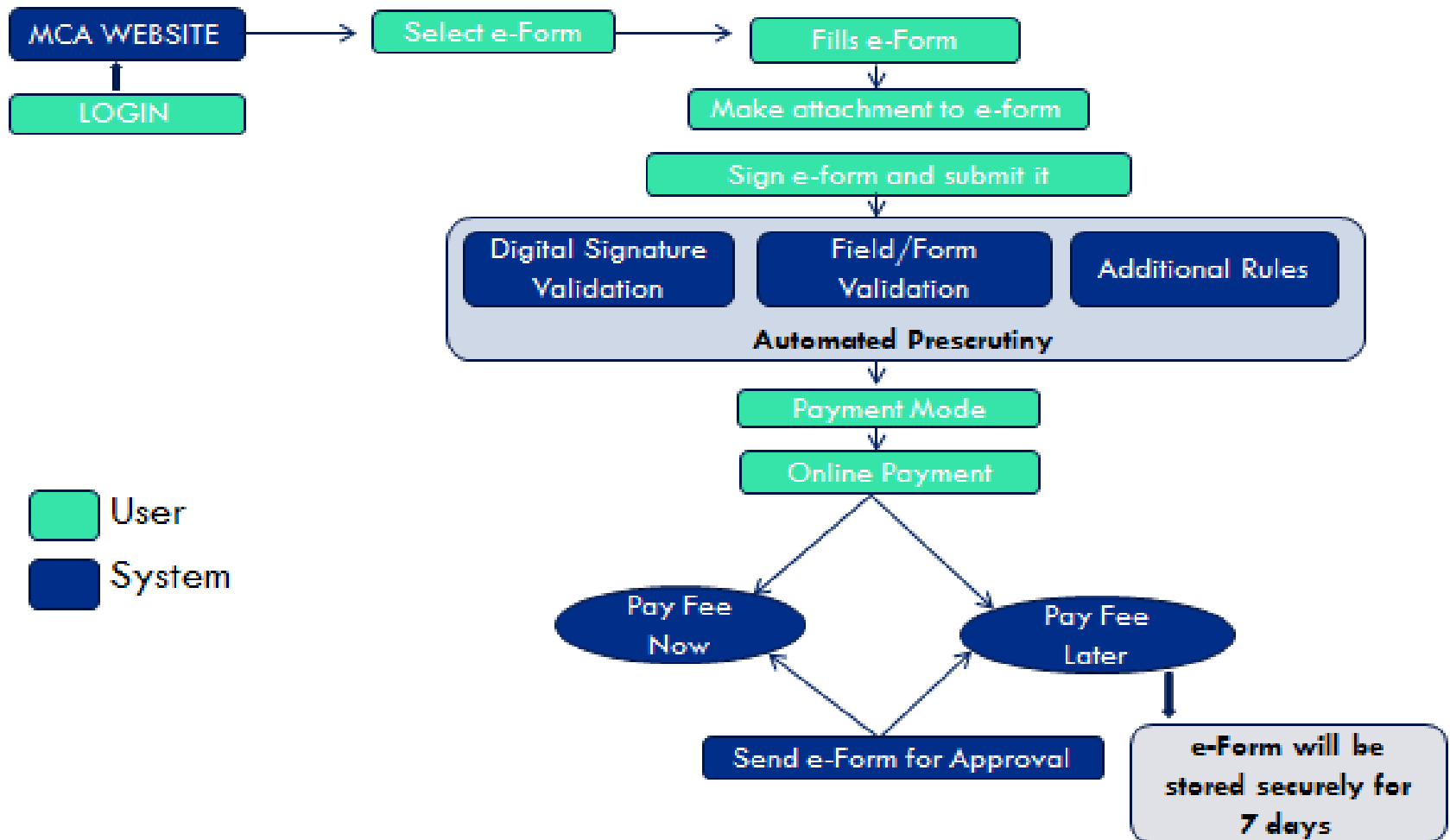
Submit



HOW TO FILE E-FORMS...?

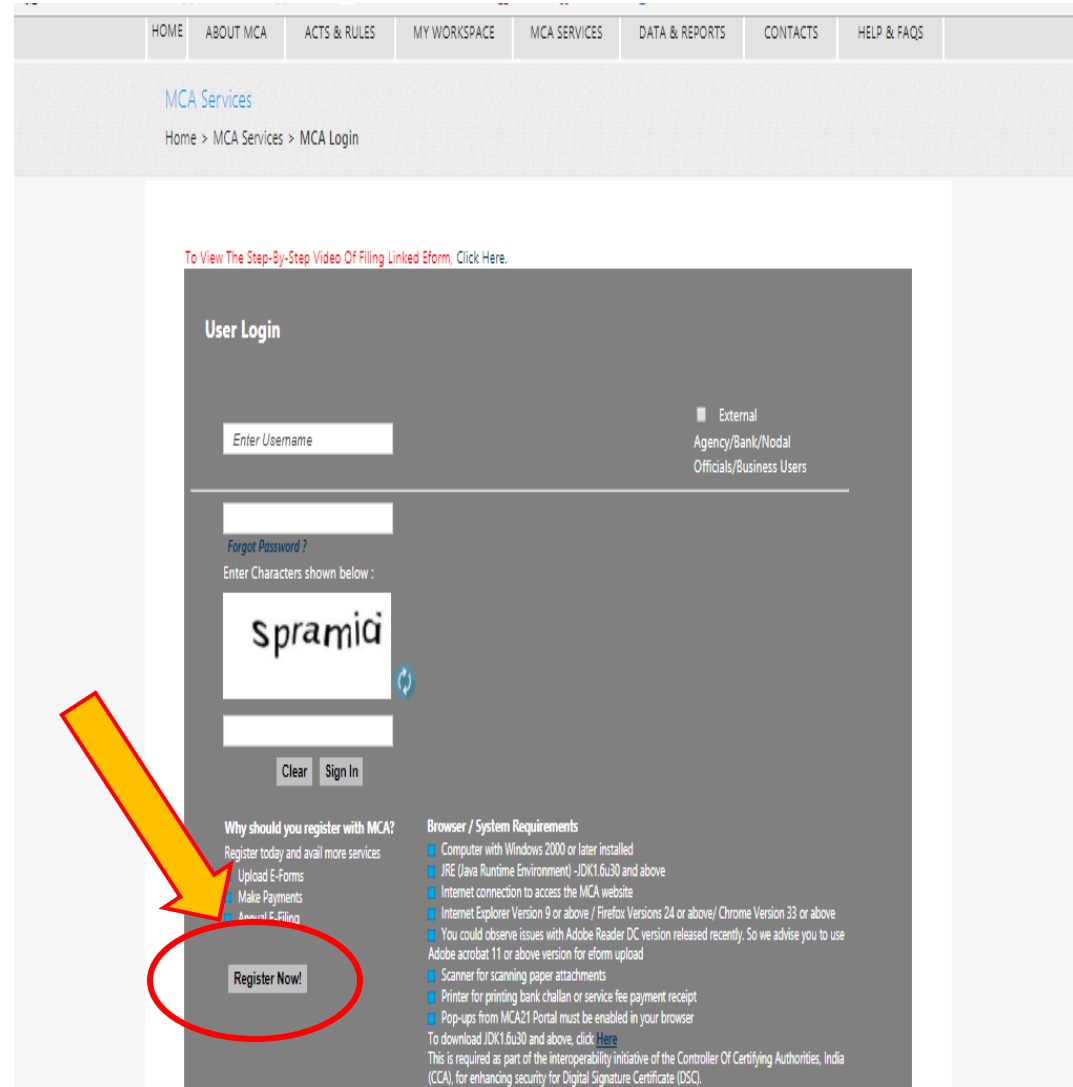
- An e-Form can be submitted after it has been digitally signed and pre-scrutinized.
- The maximum permissible size to upload an e-Form is 6MB.

PROCEDURE



CREATION OF USER ID

- On MCA Portal – Go to My Workspace
- Click on Register Now Tab
- Fill the Form for New User Registration– Create Username and Password for MCA portal.



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MCA Services
Home > MCA Services > MCA Login

To View The Step-By-Step Video Of Filing Linked Eform, Click Here.

User Login

External
Agency/Bank/Nodal
Officials/Business Users

Enter Username

Forgot Password?

Enter Characters shown below :

spramici

Clear Sign In

Why should you register with MCA?
Register today and avail more services
Upload E-Forms
Make Payments
Annual E-Filing

Register Now!

Browser / System Requirements

- Computer with Windows 2000 or later installed
- JRE (Java Runtime Environment) -JDK1.6u30 and above
- Internet connection to access the MCA website
- Internet Explorer Version 9 or above / Firefox Versions 24 or above/ Chrome Version 33 or above
- You could observe issues with Adobe Reader DC version released recently. So we advise you to use Adobe acrobat 11 or above version for eform upload
- Scanner for scanning paper attachments
- Printer for printing bank challan or service fee payment receipt
- Pop-ups from MCA21 Portal must be enabled in your browser

To download JDK1.6u30 and above, click [here](#)
This is required as part of the interoperability initiative of the Controller Of Certifying Authorities, India (CCA), for enhancing security for Digital Signature Certificate (DSC).

AFTER LOGGING IN MCA PORTAL

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WHAT'S NEW

Notices & Circulars

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MY COMPANIES

Company/LLP Name	CIN / LLPIN / FCRN
TRADE BAZAAR HOMETECH VENTURES LLP	AAA-6640
DOODLE FRAMES LLP	AAA-7019
LASHKARI AND BHATHENA INFRAPROJECTS LLP	AAB-4776

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Report Name

Companies/LLP's Registered in Last 30 Days

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Acquire DSC
Associate DSC
Update DSC

LLP Services

Check LLP Name
Find LLPIN
Incorporation
Annual e-Filing for LLP

Company Services

Check Company Name
Find CIN
Incorporation
Compliance Filing

Document Related Services

Get Certified Copies
View Public Documents
Request for Scanned Documents

DIN Services

Enquire DIN Status
Verify DIN PAN Details of Director

Change LLP Information
Close LLP

Approval Services
Change Company Information

Fee and Payment Services

Enquire Fees
Pay Later
Link NEFT Payment
Pay Miscellaneous Fee
Pay Stamp Duty

Master Data

View Company/LLP Master Data
View Index of Charges
View Signatory Details
View Companies/Directors under Prosecution

LLP Services for Business Users

Enter/Update Partner Details
Enter Form 3 Or Form 3&4 Details For LLP Filing
Verify Partner's Details For Filing Annual Return

Charge Management
Informational Services
Close Company

Complaints

Create Service Related Complaint
Track Service Related Complaint Status

Track Payment Status
Generate SRN For Offline Payment

Companies / LLP's Registered in Last 30 days

View Director Master Data
View Director / Designated Partner Details
Advanced Search

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Company Forms Download
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Upload eForms
Download Submitted Form for

Create Investor/Serious Complaint
Track Investor/Serious Complaint Status
Feedback / Suggestions

Investor Services

Track SRN / Transaction Status
Address for sending physical copy of G.A.R. 33

Public Search of Trademark

www.mca.gov.in/mcaportal/showFormUpload.do

WINDOW FOR UPLOADING OF E-FORMS

- ❖ Select the Normal Forms check box, in case of fresh uploads
- ❖ Select the e-form to be uploaded by clicking the button browse. The path of the e-form will be displayed in the box next to browse button.
- ❖ User may then click on 'Upload' button.

UPLOADING OF E-FORM

MCA Services

Home > MCA Services > E-Filing > Upload E-Form

Upload E-Form

To View The Step-By-Step Video Of Filing Linked Eform, [Click Here](#).

Forms versions are undergoing changes. Stakeholders are requested to check the latest version before filing <http://www.mca.gov.in/MinistryV2/companyformsdownload.html>.

Please [click here](#) for useful instructions regarding affixing the Digital Signature Certificate(DSC).

Select normal forms

Normal Forms

Resubmission SRN

Linked Forms

C:\fakepath\Form



Please wait, upload in progress.....

Browse

* You could observe issues with Adobe Reader DC version released recently. So we advise you to use Adobe acrobat 11 or above version for eform upload. [Click here to get Adobe 11 version](#)

* If you are getting 'Need to attach mandatory DSC' error during form upload then you need to check adobe versions used while affixing DSC. Please make sure to use adobe acrobat version 11 or above while affixing DSC. If problem still persists then please clear all DSCs and try affixing DSCs again before uploading eform.

***Please note that your IP is being tracked for security reasons**

GENERATION OF SRN

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A+

A-



Ministry of Corporate Affairs

Government of India

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HOME

ABOUT MCA

ACTS & RULES

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MCA Services

Home > MCA Services > Fee For Services

Informational Alert

Upload Successful

- The SRN generated is G46785325

Fee For Services

Transaction Details

Service Type: Compliance related filing

CIN/FCRN/LLPIN/FLLPIN: L29120MH1964PLC012955

Company/LLP Name: HINDUSTAN COMPOSITES LIMITED

Address: ManishBaldeva

Office No.2, Tirupati Darshan Bldg. 2 CHS Ltd.

Balaji Nagar, Station Road,

Bhayandar (West),

Thane, MH - 401101, IN

Full Particulars of Remittance

E- PAYMENT OF FEE

Two Options for payment: Pay fee now or Pay fee Later

Fee For Services

Transaction Details

Service Type : Compliance related filing
CIN/FCRN/LLPIN/FLLPIN : L29120MH1964PLC012955
Company/LLP Name : HINDUSTAN COMPOSITES LIMITED
Address : ManishBaldeva
Office No.2, Tirupati Darshan Bldg. 2 CHS Ltd.
Balaji Nagar, Station Road,
Bhayandar (West),
Thane, MH - 401101, IN

Full Particulars of Remittance

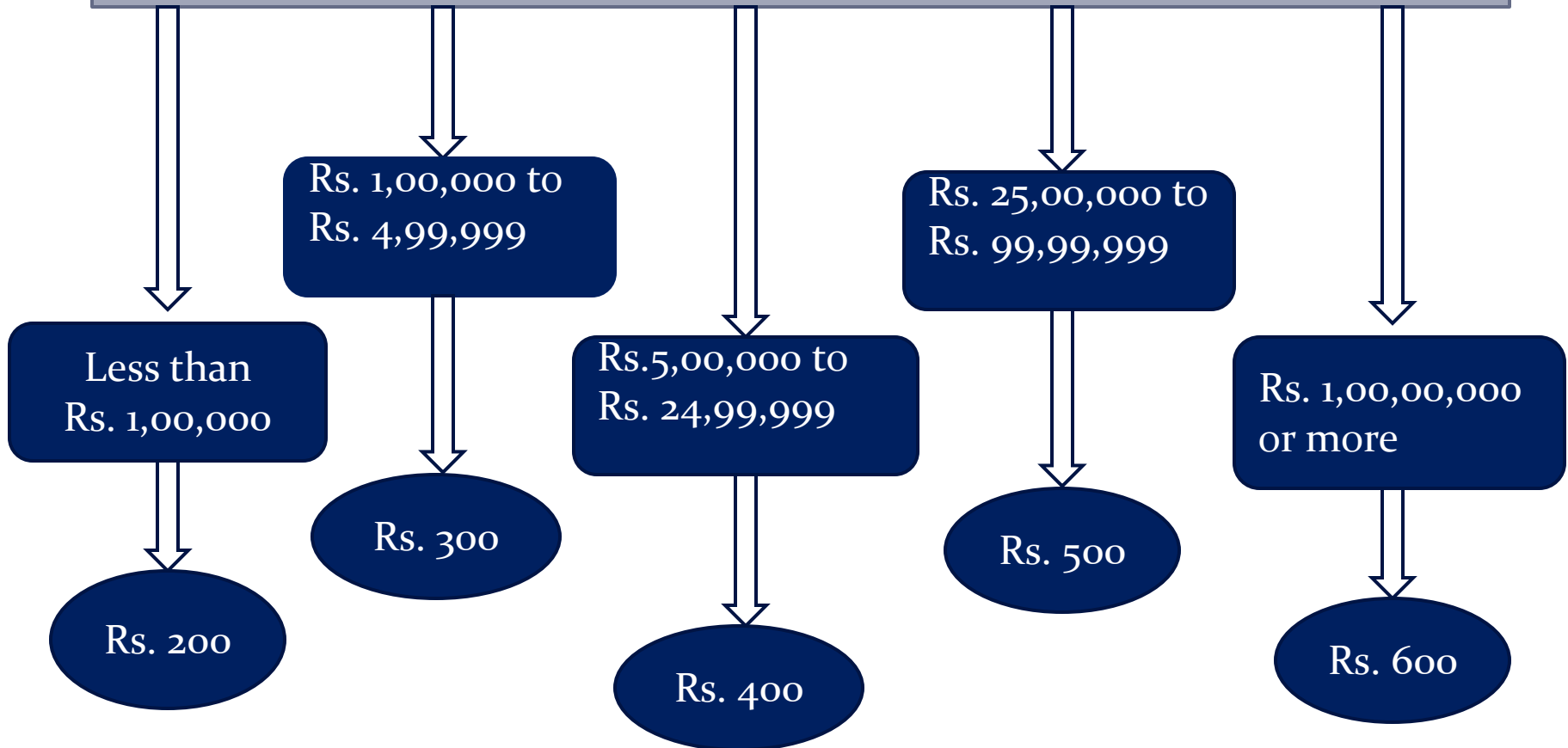
Service Type Description	Type of Fees	Amount(Rs)
Fee For Form PAS-3	Normal Fee	600.00
Fee For Form PAS-3	Additional Fee	0.00
Total		600.00

Pay Fee Later

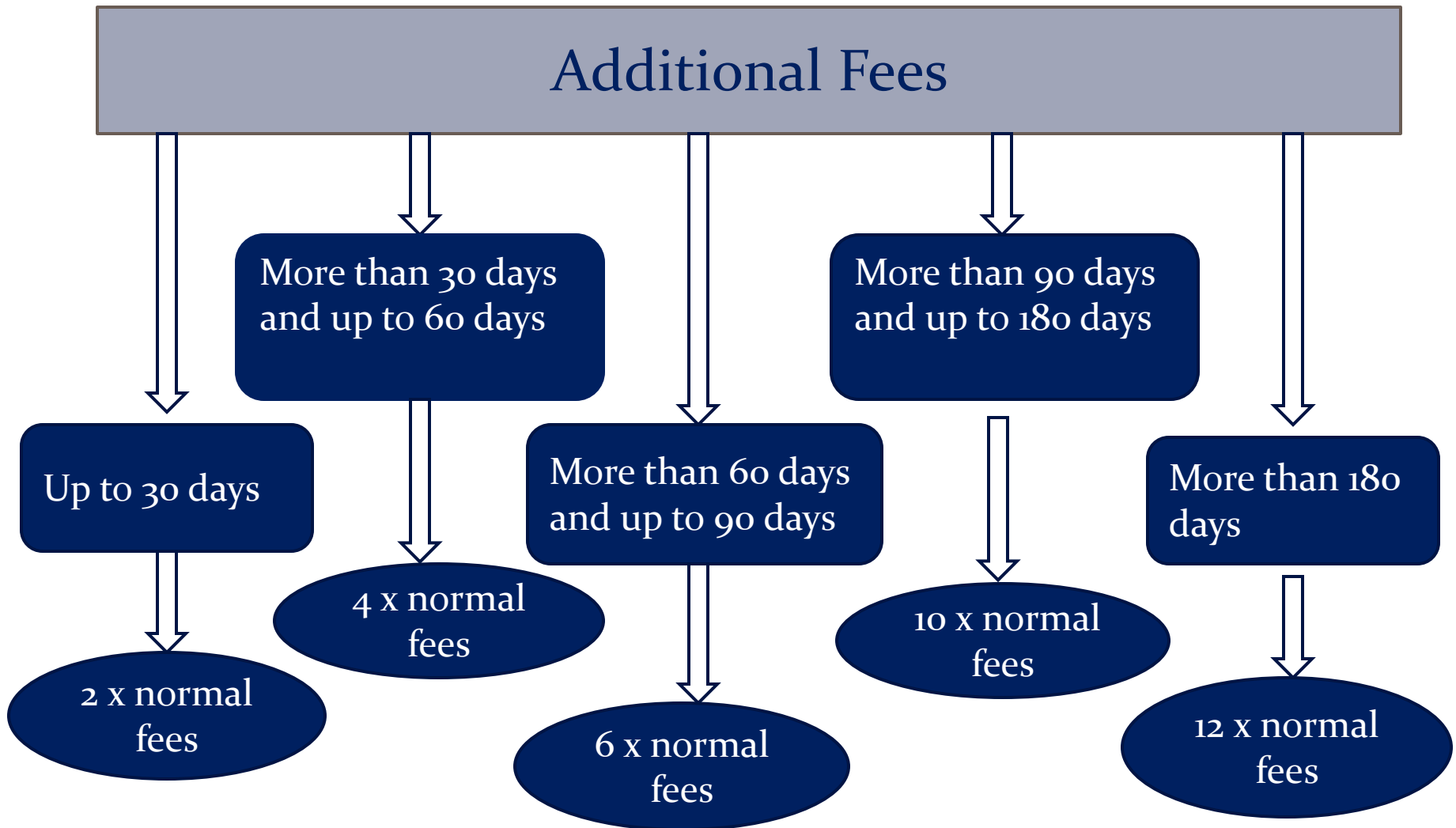
Pay Fee Now

PAYMENT FOR FILING - NORMAL ROC FILING FEES

Every company having nominal Share Capital



DELAYED FILING WITH ADDITIONAL FEES



APPROVAL OF FORMS UNDER STP (STRAIGHT THROUGH PROCESS) MODE

Definition: Straight through process means the process in which an e-Form is approved through system without manual interruption.

Mainly to avoid in process of forms filed with MCA and adhering to the standards of practicing professionals adopted with verification of forms, this Straight through process is adopted by MCA.

Forms under Companies Act, 2013	Particulars	STP (Straight Through Process)
DIR 12	Particulars of appointment of directors and key managerial personnel and the changes among them	The e-Form will be auto approved in case it is filed by the existing company (STP) and will be processed by the office of Registrar of Companies in case of new company (Non STP)
DIR 3	Application for allotment of Director Identification Number	If e-Form is certified by the practicing professional (CA/CS/CWA) (in whole time practice) and details of director have not been identified as a potential duplicate, then it shall be auto approved(STP) and in all other cases it will be processed by the DIN cell(NON STP)
DIR 6	Intimation of change in particulars of Director to be given to the Central Government	The e-Form will be auto approved (STP) in case no potential duplicate is identified by the system and will be sent for verification by the DIN cell. The e-Form will be processed by the DIN cell (Non STP) in case potential duplicate is identified by the system

CONTINUED....

Forms under Companies Act, 2013	Particulars	STP (Straight Through Process)
PAS 3	Return of allotment	The e-Form will be auto approved (STP)
MSC 1	Application to ROC for obtaining the status of dormant company	The e-Form will be auto approved (STP)
CHG 1	Application for registration of creation, modification (other than those related to debentures) including particulars of modification of charge by Asset Reconstruction Company in terms of Securitization and Reconstruction of Financial Assets and Enforcement of Securities Interest Act, 2002 (SARFAESI)	The form will be auto approved (STP) in case the e-Form is filed by the company within 300 days of creation or modification of the charge and processed by the office of Registrar of Companies in all other cases (Non STP)



SOME IMPORTANT E-FORMS

FORM SPICE

EASY WAY TO INCORPORATE A COMPANY

- SPICe
- SPICe MOA
- SPICe AOA



APPLICATION FOR INCORPORATION

A single application in E-form SPICe for reservation of name, incorporation of a new company and /or application for allotment of DIN, PAN & TAN has to be filed with the Central Registrar of Companies (CRC), Noida.

Attachments:

- ❖ Form No. INC-8 (Declaration by professionals)
- ❖ Form No. INC-9 (Affidavit from subscribers and first directors)
- ❖ Copies of utility bills that are not older than 2 months
- ❖ If the subscriber and director does not have DIN then Proof of identity and residential address has to be annexed
- ❖ Declaration / Consent of the appointee Director, in Form DIR-2
- ❖ Proof of Registered Office address (Conveyance/ lease deed/Rent Agreement along with the rent receipts), etc.
- ❖ Any other attachments, as required.

SPICe MOA AND SPICe AOA

□ **SPICe MOA:**

- This is the linked form to SPICe. The Table of MOA applicable to the company has to be selected as notified under Schedule I.
- The objects of the company are to be stated in the given table in the form.

□ **SPICe AOA:**

- This is the linked form to SPICe. The table of AOA has to be selected and there is an option to alter or add or delete any article in the form itself.

Note:

After filing the SPICe, SPICe MOA and SPICe AOA, upload all the linked forms on MCA.

The details of the subscribers are to be mentioned by attaching DSC.(Valid DIN/PAN/Passport number is compulsory)

Maximum 7 subscribers' information can be inserted. Company having more than this limit has to use INC-7 for Incorporation.

FORM AOC 4 - XBRL

FORM FOR FILING XBRL
DOCUMENT IN RESPECT OF
FINANCIAL STATEMENTS &
OTHER DOCUMENTS
WITH THE REGISTRAR



XBRL FILING

- The following class of companies shall file their financial statements and other documents under section 137 of the Act, with the Registrar in e-form AOC-4 XBRL for the financial year commencing on or after 1st April, 2014 using the XBRL taxonomy, namely:-
 - all companies listed with any Stock Exchange(s) in India and their Indian subsidiaries; or
 - all companies having paid up capital of rupees five crore or above;
 - all companies having turnover of rupees one hundred crore or above; or
 - all companies which were hitherto covered under the Companies (Filing of Documents and Forms in Extensible Business Reporting Language) Rules, 2011 and Companies (Filing of Documents and Forms in Extensible Business Reporting Language) Rules, 2015

EXCLUSIONS

- The following companies are exempted to file Financial Statements in XBRL:
 - Companies in Banking, Insurance, Power sectors
 - Non Banking Financial Companies
 - Housing Finance Companies



COMPLAINT

enter
return

alt
control

QUERIES & COMPLAINTS


- In case of any queries related to downloading, signing or uploading of e-forms, complaints can be registered with the MCA portal.

HOME	ABOUT MCA	ACTS & RULES	MY WORKSPACE	MCA SERVICES	DATA & REPORTS	CONTACTS	HELP & FAQs
DSC Services Acquire DSC Associate DSC Update DSC		LLP Services Check LLP Name Find LLPIN Incorporation Annual e-Filing for LLP		Company Services Check Company Name Find CIN Incorporation Compliance Filing Approval Services Change Company Information Charge Management Informational Services Close Company		Document Related Services Get Certified Copies View Public Documents Request for Scanned Documents 🔒	
DIN Services Enquire DIN Status Verify DIN PAN Details of Director		Change LLP Information Close LLP		Complaints Create Service Related Complaint NEW Track Service Related Complaint Status NEW Create Investor/Serious Complaint NEW Track Investor/Serious Complaint Status Feedback / Suggestions NEW Employee Grievances NEW		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 🔒	
Master Data View Company/LLP Master Data View Index of Charges View Signatory Details View Companies/Directors under Prosecution Companies / LLP's Registered in Last 30 days NEW View Director Master Data View Director / Designated Partner Details 🔒 Advanced Search 🔒		LLP Services for Business Users Enter/Update Partner Details 🔒 Enter Form 3 Or Form 3&4 Details For LLP Filing 🔒 NEW Verify Partner's Details For Filing Annual Return 🔒				Investor Services Track SRN / Transaction Status 🔒 Address for sending physical copy of G.A.R. 33 Public Search of Trademark 🔗 Notices Under Section 248(2)	
		e-Filing LLP Forms Download Company Forms Download Submit Application for PAN and TAN 🔒 NEW Upload eForms 🔒 Download Submitted Form for Submission 🔒					

COMPLAINTS REGISTRATION FORM

Register Your Complaint with MCA21 Helpdesk

If you are facing any issues in downloading an eform, signing the eform or uploading the eform click [here](#) to learn to troubleshoot the error.

*Name of Person	<input type="text"/>
*City	<input type="text"/>
*Country	----Select----- ▼
*Mobile Number	<input type="text"/>
*Email ID	<input type="text"/>
*Type	---Select--- ▼
*Severity	---Select--- ▼
For MCA Offices	---Select--- ▼  Only if required

Details

*Description of Problem

Supporting Documents (if any)

Browse

Company Name

CIN / LLPIN

DIN Number(if Applicable)

*SRN Number (if not applicable enter NA)

Please enter the SRN# in this field for quick resolution and update

*Form ID

Logged Date & Time

Submit

Cancel

IMPORTANT FIELDS OF FORM

- ❖ Companies – Any issues related to e-filing of Forms related to company's user may select 'Companies' in type
- ❖ LLP – Issues related to e-filing of Forms related to LLP user may select 'LLP'.
- ❖ CRC – CRC is Central Registration Centre for providing speedy incorporation related services. Any issues related to incorporation of new companies are addressed to CRC.
- ❖ Suggestion – In case of any suggestions user may select type as 'Suggestion'.

The image shows a screenshot of a form field labeled '* Type' with a red border. To the right of the label is a dropdown menu with a blue header and a white body. The dropdown menu is currently open, showing the following options: '--Select--', '--Select--', 'Companies', 'LLP', 'CRC', and 'Suggestion'. The text 'For MCA Offices' is visible below the dropdown menu, and 'Details' is visible below that.

CONTINUED....

Once the 'TYPE' is selected additional field 'CATEGORY' & 'SUB-CATEGORY' will be added to the Form

The screenshot displays a web form with several fields and dropdown menus. On the left, there are fields for '*Type', '*Category', '*Severity', 'For MCA Offices', '*Sub Area', and '*Description of Problem'. A dropdown menu labeled 'Companies' is open, showing options: ---Select---, ---Select---, Payment, DSC, DIN, eFiling, Master Data, Login, Document Services, Show Cause Notice, IEPF Related, and Prosecution. On the right, there is a text box with the message 'If your facing any issues in downloading... to learn to troubleshoot the error.' Below it are fields for '*Name of Person', '*City', '*Country', '*Mobile Number', '*Email ID', '*Type', '*Category', and '*Sub Category'. A dropdown menu for '*Sub Category' is open, showing options: --Select--, Affix DSC related, Approval Enquiry, Certificate related, Check form related, Download eForm, Resubmission related, Prefill related, Prescrutiny related, Form Upload related, Transaction Status related, XBRL related, Enforcement Complaints related, and --Select--.

Selection of 'CATEGORY' & 'SUB-CATEGORY' depends upon the query to be addressed to MCA.

CONTINUED...

Selection of MCA office & Sub-Area as per the jurisdiction of the

For MCA Offices

* Sub Area

Details

Registrar of Companies ▼

---Select---

Head Quarters

Regional Directors

Registrar of Companies

CONTINUED...


- Provide the description of the problem faced by the complainant.
- Attach supporting documents, if any relating to the problem addressed.
- Provide SRN No. of e-form for which the complaint is to be raised. In case SRN No. is not applicable, enter “**NA**”.
- Select the Form ID as related to the e-form.
- Click on Submit button.

CONTINUED...

- ❑ After submitting the complaint form, system generated ticket no. will be assigned through which you can track the complaint status.

The screenshot displays the Ministry of Corporate Affairs website interface. At the top, there is a navigation bar with links for 'Welcome Guest', 'Corporate Seva Kendra', 'Forms & Downloads', 'Sitemap', 'Login', and 'Register'. A search bar is also present with the placeholder text 'Type here to Search...'. Below the navigation bar, the Ministry of Corporate Affairs logo and name are visible, along with the tagline 'EMPOWERING BUSINESS, PROTECTING INVESTORS' and roles: 'REGULATOR', 'INTEGRATOR', 'FACILITATOR', and 'EDUCATOR'. The main menu includes 'HOME', 'ABOUT MCA', 'ACTS & RULES', 'MY WORKSPACE', 'MCA SERVICES' (highlighted), 'DATA & REPORTS', 'CONTACTS', and 'HELP & FAQs'. The breadcrumb trail shows 'Home > MCA Services > Complaints > Create Service Related Complaint'. The 'Create Service Related Complaint' section contains a confirmation message: 'Ticket has been created Successfully. Your ticket number is **SR430410** and Email Id is **kshama@csmanishb.in**. Kindly note the ticket number and email Id for future reference. Also note that it will take two business days for resolution of your query. For any queries/inputs, please drop a mail to **appl.helpdesk@mca.gov.in**'. A sidebar on the left lists various services: DSC Services, DIN Services, Master Data, LLP Services, LLP Services For Business User, e-Filing, and Company Services.

Welcome Guest Corporate Seva Kendra Forms & Downloads Sitemap Login Register Type here to Search... A⁺ A⁻

 Ministry of Corporate Affairs
Government of India

EMPOWERING BUSINESS, PROTECTING INVESTORS
REGULATOR • INTEGRATOR • FACILITATOR • EDUCATOR

HOME ABOUT MCA ACTS & RULES MY WORKSPACE **MCA SERVICES** DATA & REPORTS CONTACTS HELP & FAQs

MCA Services
Home > MCA Services > Complaints > Create Service Related Complaint

Create Service Related Complaint

Ticket has been created Successfully. Your ticket number is **SR430410** and Email Id is **kshama@csmanishb.in**.
Kindly note the ticket number and email Id for future reference. Also note that it will take two business days for resolution of your query.
For any queries/inputs, please drop a mail to **appl.helpdesk@mca.gov.in**

DSC Services
DIN Services
Master Data
LLP Services
LLP Services For Business User
e-Filing
Company Services

/aiting for www.mca.gov.in...





Thank you!

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