CONTENTS

OVERVIEW

1.1   What is MCA21? What is the objective of the MCA 21 application?

MCA21 is an e-Governance initiative of Ministry of Company Affairs (MCA), Government of India that enables an easy and secure access of the MCA services to the corporate entities, professionals and citizens of India.

The MCA21 application is designed to fully automate all processes related to the proactive enforcement and compliance of the legal requirements under the Companies Act, 1956, New Companies Act, 2013 and Limited Liability Partnership Act, 2008. This will help the business community to meet their statutory obligations.

The MCA21 application is available through is the single point of contact for all MCA related services, which can be easily accessed over the Internet by corporate entities and professionals, and citizens of India.

The MCA21 application offers the following:

- Enables the business community to register a company and file statutory documents quickly and easily.

- Provides easy access of public documents

- Helps faster and effective resolution of public grievances

- Helps registration and verification of charges easily

- Ensures proactive and effective compliance with relevant laws and corporate governance

- Enables the MCA employees to deliver best of breed services

1.2   How does the Ministry of Corporate Affairs Website help me?

To access the MCA21 application, access the URL - www.mca.gov.in. The **Ministry of Corporate Affairs** Home page is displayed. This page:

- Provides information about acts and rules that govern the working of Ministry of Corporate Affairs
- Allows you to access various MCA user services offered by Ministry of Corporate Affairs
- Allows you to access various reports offered by Ministry of Corporate Affairs
- Provides contact address of various offices and officials of Ministry of Corporate Affairs
- Provides links to various other Ministry and Government Agencies

1.3   How can I learn to avail the services offered by the Ministry of Corporate Affairs?

To learn to use the services offered by Ministry of Corporate Affairs, you can, click the **Help & FAQS** tab and:
- Access the **Video Based Tutorial - CBT**
- Read the **Help on Using the MCA21 Application**
- Clarify doubts by reading the **FAQs**

2   SELF-REGISTRATION

2.1   If I am an External Agency user, how can I get user credentials and login to the MCA21 application?

Users of organizations, such as SEBI, RBI and CBI can request the Ministry of Corporate Affairs to provide them with login credentials of an External Agency User. An External Agency User can view public documents without any charge from the www.mca.gov.in.

2.2   How can I register myself as a user of mca.gov.in?

You have to self-register in the MCA21 application available at www.mca.gov.in. to avail the MCA services like filing eForm and viewing public documents. During successful registration you are assigned an USERID and password or given an attempt to register your Digital Signature Certificate (DSC). In case you are a Company Director, or a Professional User you have to provide your DSC instead of password during registration.

You can then login to the MCA21 application with your user ID and password/DSC.

To self-register, follow the steps given below:

1. Access the MCA21 application available at www.mca.gov.in.
2. In the top-bar of the website, www.mca.gov.in, click the **Register** link given. The **New User Registration** page is displayed.
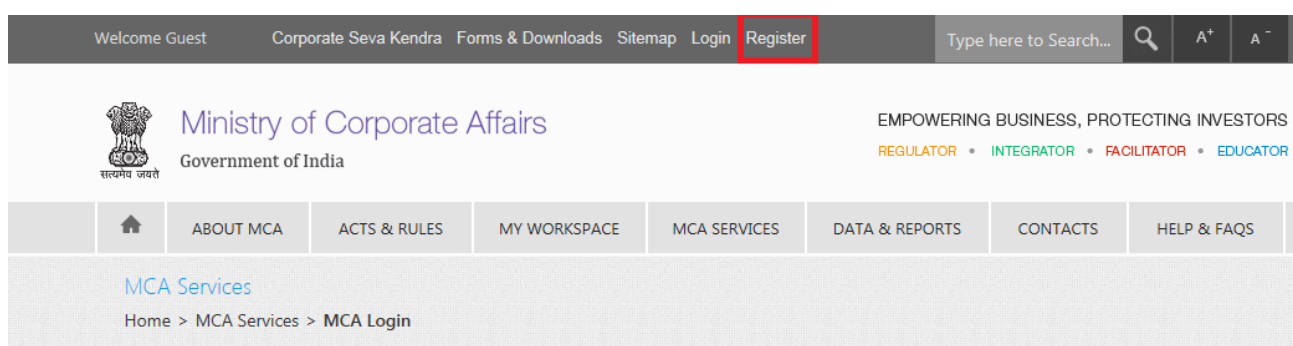
3. In the **User Details** section, enter your role-related details. Based on the information provided in this section, your access level is provided.
    a. In the **User Category** list, select the relevant option. **Note**: If you are not sure, which user category is applicable for you, click the **What's this?** link. The MCA21 User category message box is displayed that includes a brief about the user categories. Based on the option selected, the **User Role** field is activated.
    b. In the **User Role drop-down** list, select the relevant option.

- The **Registered User** category has one User Role named **Individual User**. A Registered User has access some of the MCA services. All users under this category have a Password-based login.
- A **Business User** has access to all the MCA services. Users under this category primarily have a DSC-based login and consist of Directors, practicing members of ICSI/ICAI/ICWAI and individuals associated with companies. The **Business User** category has the following User Roles:

  - Director
  - Company User-Others
  - Practicing Professional
  - Manager/ Secretary/ Authorized Representative

4. In the **User Details** section, enter your personal details.

In the **Business User** category, if you select the **Director** option, a section to provide DIN and PAN details is available.

   a. In the **DIN** field, enter your approved DIN number.
   b. In the **PAN** field, enter your Income Tax PAN.

   OR

In the **Business User** category, if you select the **Company User-Others** option, a section to provide PAN details is available.

   a. In the **Income Tax PAN** field, enter you Income Tax PAN.
   b. In the **Confirm Income Tax PAN** field, re-enter you Income Tax PAN.

   OR

In the **Business User** category, if you select the **Company User-Others** option, a section to provide PAN details and professional membership details is available.

   a. In the **Income Tax PAN** field, enter you Income Tax PAN.
   b. In the **Confirm Income Tax PAN** field, re-enter you Income Tax PAN.

   The Professional Membership Details

   c. In the **Institute** drop-down list, select the institute of which you are a member.
   d. In the **Date of enrolment** field, enter your date of en enrolment.
   e. In the **Membership Number** field, enter you membership number.
   f. In the **Certificate of Practice Number** field, enter you practice number.
   g. In the **Membership Type** drop-down list, select your membership type.

   OR

In the **Business User** category, if you select the Manager/ Secretary/ Authorised Representative option, a section to provide PAN details is displayed.

    a. In the **Income Tax PAN** field, enter you Income Tax PAN.

5. In the **Personal Details** section, enter your personal details.

    a. In the **First Name** field, enter your first name.
    b. In the **Middle Name** field, enter your middle name.
    c. In the **Last Name** field, enter your surname.
    d. In the **Date of Birth** field, enter your date of birth in the dd-mm-yyyy format.
    e. Select the **Gender list, select the relevant** option.

6. In the **Contact Details** section, enter your address details. This address is used by MCA for correspondence purposes.

    a. In the **Address Line1, Line 2 and Line 3** fields, specify your address.
    b. In the **City** filed, enter your city.
    c. In the **Country** drop-down list, select your country. The **State** field is activated only after selecting the **Country** as **India**.
    d. In the **State** drop-down list, select your state.
    e. In the **Postal Index Number** field, enter Postal Index Number.
    f. In the **Telephone No. (Res):** field, enter your residence phone number.
    g. In the **Telephone No. (Off):** field, enter your residence phone number.
    h. In the **Whether you wish to avail SMS alert facility** option list, select the **Yes** option to receive SMS from MCA about efilings.
    i. In the **Mobile** field, enter your mobile number.
    j. In the **Fax** field, enter your FAX number.
    k. In the **Email Address** field, enter your email ID.
    l. In the **Confirm Email Address** field, re-enter your email ID.

7. In the **Login Details** section, fill your details login details. This section only needs to be filled, if in the **User Details** section, you selected the user category as **Registered User** or **Business User** with user role **Company User-Others**.

    a. In the **User ID** field, enter a user ID for your account. Specify the ID carefully. It should be between 8-11 characters & should consist of A-Z, a-z and 0-9.
    b. In the **Password** field, enter your password.
    c. In the **Confirm Password** field, re-enter your password. Specify the ID carefully. It should be between 8-11 characters & should consist of A-Z, a-z and 0-9.
    d. In the **Hint Question** field, select the hint question. In case you forget your password, this hint question is displayed. Make sure you remember your answer to hint question but it's hard for others to guess!
    e. In the **Hint Answer** field, enter the answer to hint question. In case you forget your password, hint question is displayed and you are prompted to enter the hint answer.

8. In the **User Details** section, if you select the user category as **Business User** with any of the following user roles, you need to fill the following details:

- Director/Designated Partner/Authorized Representative
- Practicing Professional
- Manager/Secretary/Authorized Representative
- Company user

a) In the **User ID** field, enter a user ID for your account. Specify the ID carefully. It should be between 8-11 characters & should consist of A-Z, a-z and 0-9.

b) Based on the user role you selected, fields to provide password or attach DSC are displayed.

In the **Password** field, enter a password for your account based on the criteria mentioned in the page. In the **Confirm Password** field, re-enter the password for your account.

OR

In the **Digital Certificate** field, attach your DSC. Click the **Select Certificate** button to navigate and select your DSC.

c) Click the **Select Certificate** button to browse and select your DSC. The DSC details are displayed in the **Digital Certificate** field.

d) In the **Hint Question** field, enter the hint question. In case you forget your password, this hint question is displayed. Make sure you remember your answer to hint question but it's hard for others to guess!

e) In the **Hint Answer** field, enter the answer to hint question. In case you forget your password, hint question is displayed and you will be prompted to enter the hint answer.

9. Click the C**reate My Account button** to submit details for registration. On submission of the details, a message confirming the successful creation of a new user is displayed.

Note: If the user id entered is already exists in the system, a message stating the user already exists is displayed in a new window. Click the **Close** button and **User Details** screen is displayed to you for entering a different User ID.

2.3   How do I Login to the MCA21 application?

If you are a **Registered User** or a **Business User** with user role **Company User-Others**, follow the steps given below:

1. Access the MCA21 application available at available at www.mca.gov.in.
2. In the Top bar of the Home page, click the **Login** link.
3. In the **Enter Username** field, enter your User ID.
4. In the **Password** field, enter your password.
5. Click the **Sign In** button. Your personalized space – MY DASBOARD is displayed.

If you are a **Business User** with any of the following roles, follow the steps given below:

- o   Director
- o   Company User-Others
- o   Practicing Professional
- o   Manager/ Secretary/ Authorized Representative

1. Access the MCA21 application available at available at www.mca.gov.in.
2. In the Top bar of the Home page, click the **Login** link.
3. In the **Enter Username** field, enter your User ID.
4. Select the **External Agency/Bank/Nodal Officials/Business Users** option.
5. Click the **Browse** button. Navigate and select the DSC.
6. Click the **Sign In** button. Your personalized space – MY DASBOARD is displayed.

2.4 How can I change my password?

This feature provides facility to change password for security reasons. To update personal profile, follow the steps given below:

1. Login to the MCA21 application with your User ID and existing password.
2. In the top left corner of the Home page, click the **user name**. The Edit profile page is displayed.

3. Click the **Change Password** link at the bottom of the page. The **Change Password** page is displayed.
4. In the **Old Password** field, type your old password.
5. In the **New Password** field, type your new password.
6. In the **Confirm Password** field, re-enter your new password
7. Click the **Submit** button to proceed. A message is displayed indicating that the password has been updated successfully and an email shall be sent to your mail ID.

MCA Services
Home > MCA Services

DSC Services	⌄
DIN Services	⌄
Master Data	⌄
LLP Services	⌄
e-Filing	⌄
Company Services	⌄
Complaints	⌄
Document Related Services	⌄
Fee and Payment Services	⌄
Investor Services	
Track SRN/Transaction Status 🔒	
Address for sending physical copy of G.A.R. 33	
Public Search of Trademark ⧉	

Edit your Personal Profile
Personal Details

User Name*: MCATEST1
Full Name*: Anand
Email Id*: anand_madhupada@infosys.com
Date of Birth*: 17-12-1983 (dd/mm/yyyy)
Address 1 *: gachibowli
Address 2 :
Address 3:
City*: hyderabad
Country*: INDIA
State*: Andhra Pradesh
Pin*: 500096
Telephone No. (Res):
Telephone No. (Off):
View/Update mobile number
Fax:
Change Password

Update   Reset

2.5 How can I update my address, telephone number or email id (My Profile) after registration?

You can update your personal details entered at the time of registration. To update personal profile, follow the steps given below:

1. Login to the MCA21 application with your User ID and existing password.
2. Click the user name on top left of the page.
3. The **Edit your Personal Profile** page is displayed. The personal details entered during user registration except **User ID**, **Name** and **Date of Birth** are displayed in edit mode.
4. Click the field you want to modify and edit the details.
5. Click the **Update** button to update the information. A message is displayed indicating that the profile has been updated successfully.
6. Click the **view/update mobile number** link to update the registered mobile number. The **Register for SMS Alerts** screen is displayed.
7. In the **whether you wish to avail SMS alert facility** option list, select the **Yes** option to receive SMS from MCA about e-filings.
8. In the **Mobile** field, enter your mobile number.
9. Click the **Update** button to update the mobile number details. A message is displayed indicating that the profile has been updated successfully.

2.6 If I am a Bank Nodal Administrator, how can I get user credentials and login to the MCA21 application?

Bank users can request the Ministry of Corporate Affairs to provide them with login credentials of a Bank Nodal Administrator.

2.7 How can I authorize a Professional User or Company/LLP Representative?

If you are a Director/ Designated Partner, you can authorize a professional user or a Company/ LLP Representative to work on behalf of the company/ LLP. Once the user is authorized, he/she can be suspended from working on behalf of the company/ LLP.

To authorize a Professional User or Company/LLP Representative, follow the steps given below:

1. Log in to **MCA21 application** with your User ID and the DSC.
2. In the Left-bar, click the **Authorize Professional User** link. A list of Company/ LLP is displayed.
   Alternatively, in the Left-bar, click the **Authorize Company/LLP Representative** link. A list of Company/ LLP is displayed.

3. Click the **Company/LLP Name** with which you want to authorize a user.

4. In the **User ID** field, enter the user ID of the user to be authorized and click the **Submit** button. The details of the user are displayed.

5. Click the **Authorize** button. An email is sent to the user stating the authorization to work for the company.

2.8   How can I suspend a Professional User or Company/LLP Representative?

If you are a Director/ Designated Partner, you can authorize a professional user or a Company/ LLP Representative to work on behalf of the company/ LLP. Once the user is authorized, he/she can be suspended from working on behalf of the company/ LLP.

To suspend a Professional User or Company/LLP Representative, follow the steps given below:

1. Log in to **MCA21 application** with your User ID and the DSC.
2. In the Left-bar, click the **Suspend Professional User** link. A list of Company/ LLP is displayed.
   Alternatively, in the Left-bar, click the **Suspend Company/LLP Representative** link. A list of Company/ LLP is displayed.

3. Click the **Company/LLP Name** with which you want to suspend a user.

4. The User ID associated with the company/LLP are displayed. Click the **User ID** of the user to be suspended.

5. The details of the user are displayed. Click the **Suspend** button. An email is sent to the user stating the suspension to work for the company.

3 MY WORKSPACE

3.1 What is MY WORKSPACE and what does it display?

MY WORKSPACE is a personalized page available for every Directors, Certified Professionals, Company Representatives, Registered Users, External Agency Users and Bank Officials as soon as you login. The following sections are displayed to the following users.

In the **Notices & Circulars** section, you can access the latest communication from MCA.

In the **MY COMPANIES** section, you can view the companies/ LLP with which you are associated. The Director of company can associate you to a company/ LLP.
On clicking the **CIN/ LLPIN/ FCRN** link you can view the SRNs for eForms that you had uploaded at by using the **Upload eForms** user service available at http://www.mca.gov.in/.

In the **DOCUMENTS** section, you can download the public documents for which you had placed the requests by using the **View Public Document** user service available at http://www.mca.gov.in/.

In the **CERTIFIED COPIES** section, you can view the requests you placed for getting certified copies of public documents by using the **Get Certified Copies** user service available at http://www.mca.gov.in/.

4   DIGITAL SIGNATURE CERTIFICATE (DSC) SERVICES

4.1   Why do I need a DSC?

The Information Technology Act, 2000 has provisions to use the DSC on the documents submitted in electronic form. Using DSC ensures the security and authenticity of the documents filed electronically. As such, all filings done by the companies/LLPs under the MCA21 e-Governance programme are required to be filed using DSC by the person authorized to sign the documents. The website mca.gov.in, provides information on sources to acquire a DSC. In addition, the MCA21 application allows you to:
- Associate a DSC
- Update the registered DSC

4.2   When do I need to associate my DSC with the MCA21 application?

In case you need to sign an eForm that need to be filed with MCA, your DSC should be associated with the MCA21 application.

4.3   How can I associate my DSC with the MCA21 application?

To register a DSC for yourself in the user role of Director, follow the steps given below:
1. Click the **MCA Services** tab. The list of MCA services is displayed.
2. Under the **DSC Services**, click the **Associate DSC** menu. The **Associate DSC** page is displayed.
3. In the **Select the Role** drop-down list, select the relevant option. The Associate Director's/Designated Partner's/Authorized Representative's DSC page is displayed.

In the **Select the Role** drop-down list, if you select the **Director** option, a section to provide DIN is available.

     a. In the **DIN** field, enter your approved DIN number.

     OR

In the **Select the Role** drop-down list, if you select the **Manager/ Secretary** option, a section to provide Income Tax PAN is available.

     a. In the **Income Tax PAN** field, enter you Income Tax PAN.

     OR

In the **Select the Role** drop-down list, if you select the **Practicing Professional** option, a section to provide Professional Membership Details is available.

     a. In the **Institute** drop-down list, select the institute of which you are a member.
     b. In the **Date of enrolment** field, enter your date of en enrolment.
     c. In the **Membership Number** field, enter you membership number.
     d. In the **Certificate of Practice Number** field, enter you practice number.

      e. In the **Membership Type** drop-down list, select your membership type.

      f. Click the **Next** button. The page is displayed with additional fields for entering Personal Details. Enter these personal details as they appear in the Professional Institute of which you are a member.

4. In the **First Name** field, enter your first name. The first name and other particulars on the page are to be entered of the Director/ designated partner whose DSC is to be registered.
5. In the **Middle Name** field, enter your middle name.
6. In the **Last Name** field, enter your last name.
7. In the **Date of Birth** field, enter your date of birth.
8. In the **Father's First Name** field, enter your father's first name.
9. In the **Father's Middle Name** field, enter your father's middle name.
10. In the **Father's Last Name** field, enter your father's last name.
11. In the **Mother's Maiden Name** field, enter your mother's maiden name.
    Note: Mother's maiden name refers to mothers surname used before her marriage.
12. Click the **Next** button. The page is displayed with additional fields.
13. In the **Email id** field, enter your email id.
14. In the **Digital Certificate** field, attach your DSC. Click the **Select Certificate** button to browse and select the certificate.
    Note: Please ensure that the selected DSC belongs to the applicant, whose particulars are being registered.
15. Click the **I agree** button to agree to the declaration that details furnished are correct.
16. Click the **Submit** button to register your DSC. Acknowledgement message is displayed.

4.4   How can I update a registered DSC for Director, manager, secretary, CEO, CFO, practicing professional or a bank official?

To update a registered DSC before expiry date of the DSC, for Director, manager, secretary, CEO, CFO, a practicing professional or a bank official, follow the steps given below:

Note: If your DSC is expired, then you have to use the **Associate DSC** service to update your DSC.

1. Login to the MCA21 application.
2. Click the **MCA Services** tab. The list of MCA services is displayed.
3. Under the **DSC Services**, click the **Update DSC** service. The Update DSC page is displayed.
4. Click the link **Update DSC for Business users**.

5. Enter the name for whom the DSC needs to be updated along with the registered email id.
6. Click the **Select Certificate** button next to the **New Digital Certificate** field. Browse and select the new DSC.
7. Click the **Update** button. A message indicating DSC update will be shown.

Note: Alternatively, you can follow the steps to associate a DSC. On providing the details, the system will verify if the DSC is already registered and ask if you want to update the DSC. Select 'Yes' and DSC will be updated.

4.5   How can I update a registered DSC for external agency user or a bank official?

To update a registered DSC before or after the expiry date of the DSC, for external agency users or a bank official, follow the steps given below:

1. Login to the MCA21 application.
2. Click the **MCA Services** tab. The list of MCA services is displayed.
3. Under the **DSC Services**, click the **Update DSC** menu. The Update DSC page is displayed.
4. Click the link to **Update DSC for EAU's or bank officials**.
5. The service can be accessed without login to the MCA21 application.
6. Enter the user ID and name for whom the DSC needs to be updated along with the registered email id.

7. Click the **Select Certificate** button next to the **New Digital Certificate** field. Browse and select the new DSC.
8. Click the **Update** button. A message indicating DSC update will be shown.

5   DIN SERVICES

5.1   Why do Directors need DIN?

Directors of a company need to obtain DIN as per Sections 2 (1) (d) of Companies (Appointment and Qualification of Directors) Rules, 2014

5.2   How can I enquire status of a DIN?

To enquire status of a DIN allotted through the approval of eForm DIR-3, follow the steps given below:
1. Click the **MCA Services** tab. The list of MCA Services is displayed.
2. Under the **DIN Services**, click the **Enquire DIN Status** service. The **Enquire DIN status** page is displayed.
3. In the **DIN** field, enter the DIN of the Director whose status you want to enquire.
4. Click the **Submit** button. The DIN Details are displayed.

5.3   How can I verify DIN PAN details of Director?

MCA has issued a circular whereby Income tax PAN has been made mandatory for all the Indian Directors. All existing Directors are expected to provide their Income tax details or to update their details as per Income tax PAN Database in case the same are not matching in the DIN database. This facility is provided to the user to verify the details of Director as per DIN database with PAN database. This facility shall be available to all public users without need to login to the MCA21 application.

To verify the PAN details for a Director with a valid DIN, follow the steps given below:
1. Click the **MCA Services** tab. The list of MCA Services is displayed.
2. Under the DIN Services, click the **Verify DIN PAN Details of Director** menu. The **Verify DIN/DPIN-PAN Details of Director/Designated Partner** page is displayed.
3. In the **DIN/ DPIN** field, enter the DIN of the Indian Director or the DPIN of the Indian designated partner.

4. Click the **Submit** button. The Details of Director/Designated Partner (**Director's/Designated Partner's Name, Father's Name and Date of Birth**) as per DIN/DPIN database appear.

5. In the **Income-tax permanent account number** field, enter PAN of Director or the designated partner.

6. Click the **Submit** button. Any one of the following messages is displayed.

   • In case no Income tax Permanent Account Number (PAN) exist against the entered DIN in the DIN database, user shall be displayed an error message- "Income tax PAN does not exist in the DIN database in respect of the DIN entered. Please file Form DIR- 6 and update the Income tax PAN details. In case Form DIR- 6 has already been filed, kindly wait till the same is Approved"

   • If entered PAN does not belong to the entered DIN as per DIN database then following error message shall be displayed to the user. "The Income tax PAN entered does not match with the Income tax PAN existing in respect of the DIN/DPIN as per MCA database".

   • If entered PAN belongs to the entered DIN as per DIN database, then the DIN details (i.e. Name (in any order), Father's name (in any order) and date of birth shall be verified from the PAN database.

     a. In case the DIN details are matching with PAN database, user shall be shown the following confirmation message: "DIN details are matching with the Income tax PAN database."

     b. In case the DIN details are not matching with PAN database, user shall be shown the details as per PAN database. Only those fields shall be displayed which are not matching with the PAN database.

6 MASTER DATA SERVICES

6.1 What is 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.

6.2 How can I view master details of a company or an LLP?

To view details about a company or an LLP, follow the steps given below:
1. Click the **MCA Services** tab. The list of MCA Services is displayed.
2. Under the **Master Data** Services, click the **View Company or LLP Master Data** menu. The **Company/LLP Master Data** page is displayed.
3. In the **CIN/FCRN /LLPIN/FLLPIN** field, enter the CIN/FCRN of the company or the LLPIN/FLLPIN number of the LLP.
   Alternatively, follow the steps given below:
   a. In the **Company / LLP Name** field, type the name of the company or the LLP to be searched.
   b. Click the **Search** button.
   c. From the search results, select the **Company / LLP Name** option.
   d. Click the **Select** button. The company name and **CIN/FCRN /LLPIN/FLLPIN** fields is populated.

4. Click the **Submit** button. The **Company/LLP Master Details** page is displayed with details of the company/ LLP along with charge details and Director/Signatory details.
5. Click the **DIN** link .The Director master data for the selected Director/designated partner is displayed.
6. Click the **Export to Excel** button to save the master details in an xls file on your computer. The File Download box is displayed.
7. Click the **Save** button to save the xls in your computer.

6.3   How can I view Index of Charges for a company or an LLP?

To view charge related details of a company or an LLP, follow the steps given below:
1. Click the **MCA Services** tab. The list of MCA Services is displayed.
2. Under the **Master Data** Services, click the **View Index of Charges** menu. The View **Index of Charges** page is displayed.
3. In the **CIN/FCRN /LLPIN/FLLPIN** field, enter the CIN/FCRN of the company or the LLPIN/FLLPIN number of the LLP.
   Alternatively, follow the steps given below:
      a. In the **Company / LLP Name** field, type the name of the company or the LLP to be searched.
      b. Click the **Search** button.
      c. From the search results, select the **Company / LLP Name** option.
      d. Click the **Select** button. The company name and **CIN/FCRN /LLPIN/FLLPIN** fields are populated.
4. Click the **Submit** button. The Index of Charges page are displayed with details of the charges. The satisfied charges are displayed in green color.

6.4   How can I view signatory details of a company or an LLP?

To view signatory details of a company or an LLP, follow the steps given below:

1. Click the **MCA Services** tab. The list of MCA Services is displayed.
2. Under the **Master Data** Services, click the **View Signatory Details** menu. The **View Signatory Details** page is displayed.
3. In the **CIN/FCRN /LLPIN/FLLPIN** field, enter the CIN/FCRN of the company or the LLPIN/FLLPIN number of the LLP.
   Alternatively, follow the steps given below:
      a. In the **Company / LLP Name** field, type the name of the company or the LLP to be searched.
      b. Click the **Search** button.
      c. From the search results, select the **Company / LLP Name** option.
      d. Click the **Select** button. The company name and **CIN/FCRN /LLPIN/FLLPIN** fields are populated.
4. Click the **Submit** button. The **View Signatory Details** page is displayed with details of the signatories of the company or LLP.

6.5   How can I view list of LLPs with which a Director is associated?

To view details of a Director associated with an LLP, follow the steps given below:

1. Click the **MCA Services** tab. The list of MCA Services is displayed.
1. Under the **Master Data** Services, click the **View Director Master Data** menu. You are redirected to login page.
2. The **View Director Master Data** page is displayed.
3. In the **DIN** field, enter the DPIN of the designated partner of the LLP.
    Alternatively, follow the steps given below:
    a. Click the **Search** icon next to **Director Name** field. The **DIN Lookup** window is displayed.
    b. In the **Director/ Designated Partner Name** field, type the name of the Director/Designated Partner to be searched.
    c. In the **Father's Last name** field, enter the father's name of Director/Designated Partner to be searched.
    d. In the **Date of Birth** field, enter the date of birth of the Director/Designated Partner to be searched.
    e. Click the **Search** button.
    f. From the search results, select the **Director Name** option. The company/LLP name and **DIN** fields are populated.
4. Click the **Submit** button. The list of LLPs with which the Director is associated is displayed.
5. Click the **Export to Excel** button to download the search results in an xls format. The File Download box is displayed.
6. Click the **Save** button to save the xls in your computer.

6.6   How can I view the master details of a Director/Designated Partner of a company/LLP?

To view the details of a Director of a company, follow the steps given below:
1. Click the **MCA Services** tab. The list of MCA Services is displayed.
2. Under the **Master Data** Services, click the **View Director/Designated Partner Master Data** menu. The **Director Master Data** page is displayed.
3. In the **DIN** field, enter the DIN of the Director/Designated Partner. In the **Director/ Designated Partner Name** field, the name is auto-filled.
    Alternatively, follow the steps given below:
    e. In the **Director Name** field, type the name of the Director/father' name and DOB to be searched.
    f. Click the **Search** button.
    g. From the search results, select the **Director Name** option.
    h. Click the **Select** button. The **Director** name and **DIN** fields are populated.
4. Click the **Search** button. The list of companies/LLP's where the entered DIN is associated as a Director will appear.
5. Click the **Print** button to print the search results.

6.7   How can I search for a company or an LLP, if I know the partial company or LLP name?

To search for a company or an LLP, follow the steps given below:
1. Login to the MCA21 application.
2. Click the **MCA Services** tab. The list of MCA Services is displayed.
3. Under the **Master Data** Services, click the **Advanced Search** menu. The **Advanced Search** page is displayed.
4. In the **Company CIN/FCRN/LLPIN/FLLPIN** drop-down list, select the search criteria of the LLPIN/FLLPIN. There are tree available options – **Starts With, Contains** and **Ends With**.
   Note: Select the search criteria based on whether you know the partial starting CIN/FCRN/LLPIN/FLLPIN, some part of the LLPIN/FLLPIN or the end part of the LLPIN/FLLPIN of the LLP you are searching for.
5. In the **Company Name** drop-down list, select the search criteria of the name. There are tree available options – **Starts With, Contains** and **Ends With**.
   Note: Select the search criteria based on whether you know the partial starting name, some part of the name or the end part of the name of the LLP you are searching for.
6. In the **Country** option, select **Indian** or **Foreign**.
7. In case you selected the **Indian** option in the **Country** field, in the State drop-down list, select the state of incorporation of the LLP.
8. In case you selected the **Foreign** option in the **Country** field, in the State drop-down list, select the country of the LLP.
9. Select the **OR** option to search for the LLP based on any one of the search criteria specified by you. Select the **And** option to search based on combination of the search criteria specified by you.
10. Click the **Search** button. The Company or LLP Details are displayed.

6.8   How can I view list of Companies/LLPs registered in last 30 days?

To search for Indian and foreign Companies/LLP's registered in last 30 days, follow the steps given below:
1. Login to the MCA21 application.
2. Click the **MCA Services** tab. The list of MCA Services is displayed.
3. Under the **Master Data** Services, click the **Companies/LLPs registered in last 30 days**.
4. The system will generate an excel detailing down the list of all Indian and Foreign Companies and LLP's registered in last 30 days.
5. The same report can be accessed from the **My WORKSPACE** section after login to the MCA21 application.

7   LLP SERVICES

7.1   How can I view the names of LLPs already registered?

To view the names of LLPs already registered, follow the steps given below:
1. Click the **MCA Services** tab. The list of MCA Services is displayed.
2. Under the **LLP Services**, click the **Check LLP Name** menu. The **Check LLP Name** page is displayed.
3. In the **Company or LLP Name** field, enter the name to be searched. You can enter up to six names to be searched. To add another name, click the **Add More Names** button. A blank field is

populated under the **Company or LLP Name** field. Enter a second name that you want to search. Similarly, you can add up to six names to be searched by using the **Add More Names** button functionality.

4. In the **Activity Names** field, enter the main business of the company or LLP to be searched. Some example of activities are agriculture, construction and consulting. Entering activity narrows the search results.

5. Click the **Search** button. The company/ LLP names are displayed with brief registration details.

7.2   How can I search for LLPIN an LLP?

To search for LLPIN of an LLP, follow the steps given below:

1. Click the **MCA Services** tab. The list of MCA Services is displayed.
2. Under the **LLP Services**, click the **Find LLPIN** menu.
3. The **Find LLPIN** page is displayed.
4. To search for an LLP based on existing LLP name:

   a. Select the **Search based on existing company/LLP name** option.

   b. Select one of the following **search criteria** from the drop-down list:

   - "Ends with"
   - "is"
   - "Start with"
   - "Contains anywhere"

   c. Enter the existing company/ LLP name.

5. To search for a company/LLP based on old name:

   a. Select the **Search based on Old Name of Company/LLP** option.

   b. Select one of the following **search criteria** from the drop-down list:

   - "Ends with"
   - "is"
   - "Start with"
   - "Contains anywhere"

   c. Enter the old LLP name.

6. Click the **Submit** button. Based on the LLP name, the system finds out the LLP name from the database and displays the same.

8   COMPANY SERVICES

8.1   How can I Check Company or LLP Name?

To view the names of companies already registered, follow the steps given below:

1. Click the **MCA Services** tab. The list of MCA Services is displayed.
2. Under the **Company Services**, click the **Check Company Name** menu. The **Check Company or LLP Name** page is displayed.

3. In the **Company or LLP Name** field, enter the name to be searched. You can enter up to six names to be searched. To add another name, click the **Add More Names** button. A blank field is populated under the **Company or LLP Name** field. Enter a second name that you want to search. Similarly, you can add up to six names to be searched by using the **Add More Names** button functionality.

4. In the **Activity Names** field, enter the main business of the company or LLP to be searched. Some example of activities are agriculture, construction and consulting. Entering activity narrows the search results.

5. Click the **Search** button. The company/ LLP names are displayed with brief registration details.

8.2 How can I search for CIN of a company?

To search for CIN/GLN of a company, follow the steps given below:
1. Click the **MCA Services** tab. The list of MCA Services is displayed.
2. Under the **Company Services**, click the **Find CIN** menu. The **Find CIN/GLN/LLPIN** page is displayed.
3. To search for a company based on Registration number:
    a. Select the **Search based on RoC-Registration No.** option.
    b. Select the **RoC name** with which company is registered from the drop-down list.
    c. Enter the registration number.
4. To search for a company based on existing company name:
    a. Select the **Search based on existing company/LLP name** option.
    b. Select one of the following **search criteria** from the drop-down list:
        - "Ends with"
        - "is"
        - "Start with"
        - "Contains anywhere"
    c. Enter the existing company name.
5. To search for a company based on inactive CIN:
    a. Select the **Search based on Inactive CIN** option.
    b. In the **Inactive CIN** field, enter the inactive CIN.
6. To search for a company/ based on old name:
    d. Select the **Search based on Old Name of Company/LLP** option.
    e. Select one of the following **search criteria** from the drop-down list:
        - "Ends with"
        - "is"
        - "Start with"
        - "Contains anywhere"
    f. Enter the old company/ LLP name.

7. Click the **Submit** button. Based on the registration number and the RoC code or the company name or inactive CIN, the system finds out the CIN and company name from the database and displays the same.

9   E-FILING

9.1   What is the process of efiling?
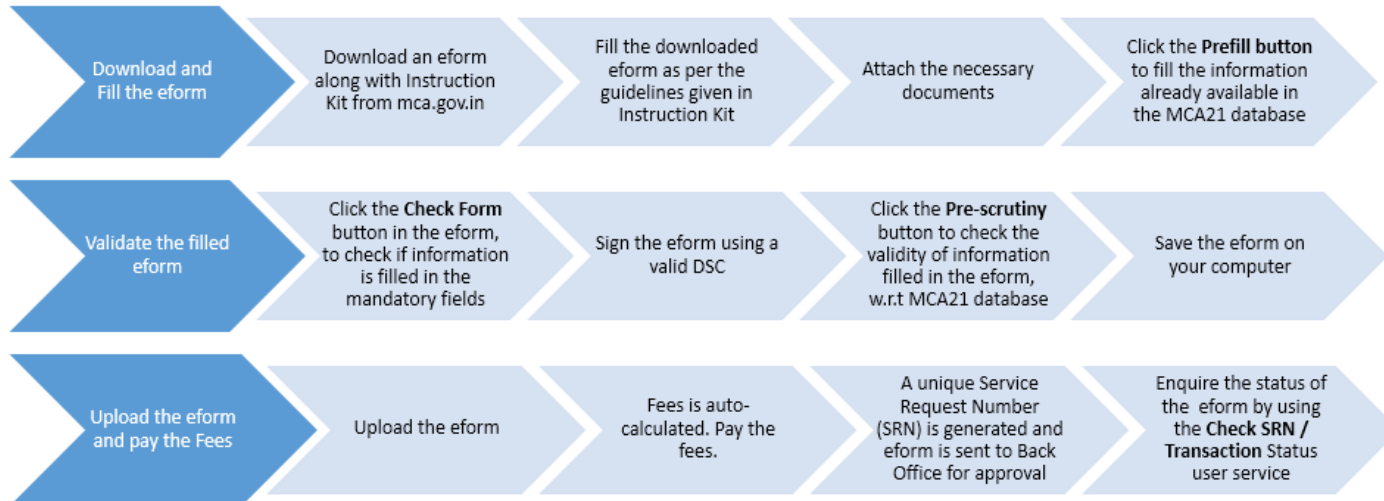
9.2   How can I download an eForm? How can I get help to file eForms?

To download the eForm, follow the steps given below:
1. Click the **MCA Services** tab. The list of MCA Services is displayed.
2. Under **e-Filing**, click the **LLP Forms Download** or **Company Forms Download** menu.
3. All the forms categorized into different groups are displayed. In each group the **Description** of form is followed by the name of eForm under the categories eForm with **Instruction Kit** and eForm.
4. Click the link under **With Kit** option to download the form along with the instruction kit that is helpful for you to fill the form.
5. Click the link under **eForm** option to download the form without any instruction kit.
6. You can open the form by clicking the **Open** button.
7. Click the **Save** button, to save the form at your local computer.
8. Click the **Cancel** button, in case you now do not want to download the eForm.

9.1   How can I check for errors in the eForm that I have filled?

To check for completeness and correctness in the eForms, follow the steps given below:
1. Login to the MCA21 application.
2. Click the **MCA Services** tab. The list of MCA Services is displayed.
3. Under **e-Filing**, click the **LLP Forms Download** or **Company Forms Download** menu.
4. All the forms categorized into different groups are displayed. In each group the **Description** of form is followed by the name of eForm under the categories eForm with **Instruction Kit** and eForm.

5. Click the link under **With Kit** option to download the form along with the instruction kit that is helpful for you in filling the eForm.
6. Click the link under **eForm** option to download the form without any instruction kit.
7. You can open the form by clicking the **Open** button. Fill the eForm.
8. Click the **Check Form** button in the eForm to check if information is filled in the mandatory fields. Error messages is displayed if any of the mandatory fields are not filled.
9. Click the **Pre-scrutiny** button to check the validity of information filled in the eForm, w.r.t the MCA21 database. Error messages are displayed.
10. Make necessary changes in the eForm to rectify the errors.

9.2 How can I upload an eForm?

To upload a filled eForm, follow the steps below:

1. Login to the MCA21 application.
2. Click the **MCA Services** tab. The list of MCA Services is displayed.
3. Under e-filing, click the **Upload eForms** menu. The **Upload eForms** page is displayed.
4. Click the **eForm Upload** button/link. The **eForm Filing** page is displayed.
5. Click on **normal filing or resubmission SRN** as the case may be.
6. Browse the eForm to be upload and click on Upload button.
7. You can browse upload 10 multiple files in case of linked filing option by selecting "**Add more eForms"** button
8. The pre scrutiny checks happens and after successful upload the SRN of the uploaded eForm will be displayed to the user.
9. The user will have an option to either make a payment soon after form upload or later.
10. Click thee **Pay Fee** button. The fee details screen will be displayed.
11. The **Payment Options** page is displayed.
12. Select the desired payment option making payment of Fee. Make the payment. SRN is generated and displayed.
Note: Refer the [Payment Services](#) section to learn to make payment using this payment options.
13. After you make the payment, a transaction receipt/acknowledgment is generated.

9.3 How can download an eForm that has been marked for resubmission and resubmit the eForm?

At times, MCA may ask for some changes before approving/ registering the eForm that has been submitted successfully. MCA will notify you about their requirements through email. You will have to make the changes and resubmitted. The documents that were uploaded during submission of eForm will be again uploaded during re-submission. To download the resubmitted eForm, follow the steps given below:

1. Login to the MCA21 application.
2. Click the **MCA Services** tab. The list of MCA Services is displayed.
3. Under **e-filing**, click the **Download Submitted Form for resubmission** menu. The **Download Submitted Form for resubmission** page is displayed.
4. In the **Enter SRN** field, enter the SRN of the eForm that has been marked for resubmission.

5. Click the **Submit** button. In the Informational Alert dialogue box, a message is displayed. Read the message carefully.
6. Click the **Ok** button to close the Informational Alert dialogue box.
7. The eForm is displayed. Save this eForm in your computer.

9.4   How can I track status of annual efilings?

To track status of annual eForms filed, follow the steps given below:
1. Click the **MCA Services** tab. The list of MCA services is displayed.
2. Under the **e-Filing Services**, click the **Check Annual Filing Status** menu. The **Check Annual E-Filing Status** page is displayed.
3. In the **CIN/FCRN/LLPIN/FLLPIN** field, enter the CIN/FCRN/LLPIN/FLLPIN of the company or LLP for whose status you want to check.

    Alternatively, follow the steps given below:
    a. In the **Company / LLP Name** field, type the name of the company or the LLP to be searched.
    b. Click the **Search** button.
    c. From the search results, select the **Company / LLP Name** option.
    d. Click the **Select** button. The company name and **CIN/FCRN /LLPIN/FLLPIN** fields is populated.
4. Click the **Submit** button. In case details do not exist in the system, then the following message is displayed – "There is no annual filing eForm filed by the company".In case the details exist in the system, then details in respect all the annual filing eForms filed by the company shall be displayed. You can take copy of the challan or receipt by clicking on the **Copy of the challan or receipt** link.

10   COMPLAINTS SERVICES

10.1 How can I file a service related complaint?

You can file a service related complaint if you are facing technical issues in using any of the MCA services offered at www.mca.gov.in. Some examples are, you are unable to attach a DSC on an eForm or you are not able to upload an eForm. To create a service related complaint, follow the steps given below:
1. Click the **MCA Services** tab. The list of MCA Services is displayed.
2. Under the **Complaints** section, click the **Create Service Related Complaint** menu. The **Register Your Complaints/Query/Suggestion** page is displayed.
3. In the **Name of Person** field, enter your name.
4. In the **City** field, enter your city.
5. In the **Country** field, enter your country.
6. In the **Mobile Number** field, enter your mobile phone number.
7. In the **Email Id** field, enter your email id.
8. In the **Type** drop-down list, select the relevant option.
9. In the **Category** drop-down list, select the relevant option based on the problem faced. Based on the option selected in the **Category** drop-down list, the options in the **Sub Category** drop-down list is populated.

10. In the Sub **Category** drop-down list, select the relevant option based on the problem faced.
11. In the **Severity** drop-down list, select the relevant option from **High**, **Medium** and **Low** option.
12. If you are an MCA employee, in the **For MCA Offices** drop-down list, select your office type.
13. In the **Description of Problem** box, enter the description of problem. Detailed description will help the technical team resolve the issue more effectively.
14. In the **Company Name** filed, enter your company name.
15. In the **CIN** filed, enter your CIN of your company, if the problem is related to a company filing or service.
16. In case you are facing a technical issue when filing any eForm dealing with DIN processing, in the **DIN** field, enter the DIN.
17. In case category of complaint is **eFiling**, enter the SRN generated in the **SRN** field.
18. In the **Date** field, enter the date of SRN generated.
19. In the **FORM ID** drop-down list, enter the Form Number of the eForm filed or for which you are facing issues.
20. In the **Size of eForm (In MB)** field, enter the size of eForm that you are trying to upload.
21. The **Logged Date & Time** field is populated with current system date and time.
22. Click the **Submit** button. A confirmation message to confirm the details entered is displayed.
23. Click **OK** to proceed. Ticket details along with ticket number are displayed. In addition, an e mail is sent to user on email id and mobile number mentioned in the complaint screen.

10.2 How can I track service related complaint?

You can track the status of a service related complaint filed without logging into the system. Following is the list of complaint statuses:
- Under process
- Waiting for information (i.e. Waiting for response from Complainant)
- Forwarded (Forwarded to Other Departments)
- Closed
- Reopened
- Resolved

To track a service related complaint, follow the steps given below:
1. Click the **MCA Services** tab. The list of MCA services is displayed.
2. Under the **Complaints** section, click the **Track Service Related Complaint** menu. The **Select Your Request Type** page is displayed. This page has following four options:
   o **Status of Ticket** – allows you to check the status of your ticket
   o **Update Ticket** – allows you to provide additional inputs to your ticket
   o **Reopen Ticket** – allows you to open a closed ticket
   o **Close Ticket** – allows you to close a ticket
3. Click the **Status of Ticket** link. The **Enter Ticket Number** page is displayed.
4. In the **Enter Ticket Number** field, enter the ticket number.
5. In **Email Id** field, enters the Email Id and click the **Submit** button. The **Status of Ticket** Page is displayed. The page contains details of the ticket along with solution provided by helpdesk.

10.3 How can I file an Investor related complaint?

To file an Investor related complaint, you need to download and Investor Complain eForm or Serious Compliant eForm, fill the same and upload in the MCA21 application. You compliant will be assigned to a MCA official who will look into the compliant and work towards its resolution. **Note:** Refer the Efiling section to learn to download, fill and upload an eForm.

10.4 How can I track status of my investor related complaint?

You can track the status of the investor complaint filed without logging into the system. To track complaint status, follow the steps given below:
1. Click the **MCA Services** tab. The list of MCA services is displayed.
2. Under the **Complaints** section, click the **Track Investor/ Serious Complaint Status** menu. The **Track Complaint Status** page is displayed.
3. In the **SRN** field, enter the SRN of the eForm filed. Alternatively, in the **Start Date** and **End Date** field, select the date range (of note more than 7 days) for which you want to find that status of SRN.
4. Click the **Search** button. In case details do not exist in the system, then the following message is displayed – "No SRN Found". In case the details exist in the system, the status of the complaint is displayed.

10.5 How can I give suggestion/ feedback on improving any MCA user service or an eForm?

1. Click the **MCA Services** tab. The list of MCA Services is displayed.
2. Under the **Complaints** section, click the **Feedback / Suggestions** menu. The Register Your Suggestion page is displayed.
3. In the **Name of Person** field, enter your name.
4. In the **City** field, enter your city name.
5. In the **Country** field, enter your country of residence.
6. In the **Mobile Number** field, enter your mobile number.
7. In the **Email Id** field, enter your Email Id. In the Type field, the value Suggestion is populated by default.
8. In the **Category** drop-down list, select the relevant category for which you want to give feedback.
9. If you are an MCA employee, in the **For MCA Offices** drop-down list, select your office type.
10. In the **Suggestions** field, enter the feedback.
11. Click the **Submit** button. A confirmation message to confirm the details entered is displayed.
12. Click the **OK** button to proceed. Ticket details along with ticket number are displayed. In addition, an e mail and SMS is sent to user on email id and mobile number mentioned in the Register Your Suggestion page.

11   DOCUMENT RELATED SERVICES

11.1   What is a public document? How can I view them?

Public documents refer to documents that are open for public to view, such as incorporation documents, annual returns and balance sheets of a company or LLP.

Viewing Public Documents

You can place a request to view a public document of a company or LLP on payment of a requisite fee. Some financial institutions also request for viewing public documents before sanctioning a loan.

After the payment is confirmed for viewing the public document, the document is available for viewing for one week in the MCA21 application in the your dashboard. The document is available for three consecutive hours from the time, you start viewing it for the first time.

Placing Request for Getting Certified Copies of Public Document

You can place a request to get a certified copy of a public document on payment of a requisite fee and stamp duty. You have to place a separate request for getting certified copy of document for each company or LLP.

After you place the request, the certified copy is mailed to you by post.

Placing Request for Scanned Copies of Public documents

If the document is not available in the MCA21 application, you can request to make it available by raising request for - on demand scanning.

After the request is placed, an MCA official scans the document available with MCA in paper form and uploads it in the MCA repository. Once the document is uploaded in the MCA repository, you can place a request to view the public document.

11.2   How can I view public documents of a Company?

You can view public document of a company on payment of a fee. To place request for viewing public documents and pay the requisite fee, follow the steps given below:
Note: The View Public Documents service with payment options is available only after login. However, you can search for a company/LLP and view the list of documents available for companies/LLP before login.

1. Login to the MCA21 application.
2. Under the **MCA Services** tab, click the **View Public Document** menu. The **View Public Document** page is displayed with search criteria.
3. Select the **Company** or **LLP** option.
4. Enter the search criteria by selecting the relevant checkbox.
   In case of a Company
   a) In the **Company Name** field, enter the company name.
   b) In the **Company CIN/FCRN** field, enter the company CIN/FCRN.
   c) In the **Company Registration Number** field, select the **RoC name** with which company/LLP is registered from the drop-down list and enter the registration number.
   d) In the **Country of Origin** option, select the **India** or **Foreign** option. India would be selected by default.
   e) In the **State** drop-down list, select the state in which the company is registered.
   In case of an LLP
   a) In the **LLP Name** field, enter the company name.
   b) In the **LLPIN/FLLPIN** field, enter the LLPIN/FLLPIN of the LLP.
   c) In the **Country of Origin** option, select the **India** or **Foreign** option. India would be selected by default.
   d) In the **State** drop-down list, select the state in which the company is registered.

5. Click the **Submit** button. Based on the search criteria, the list of company matching the search criterion is displayed. The **Company CIN/ FCRN/ LLPIN/ FLLPIN** is a hyperlink. In case you want to view the documents available for the searched company/ LLP, follow the steps given below:
   a. Click the **Company CIN/ FCRN/ LLPIN/ FLLPIN** hyperlink.
   b. In the **Document Category** dropdown, select the document type.
   c. In the **Year of Filing** drop-down list, select the year of filing.
   d. Click the **Submit** button to proceed.
6. Click the **Add this Company to Cart** button. More than one company can be added to the cart. The details of the Cart are displayed.
7. Click the **Make Payment** button. The payment details are displayed.
8. Click the **Pay Fee** button.
9. On the payment screen, select the desired Payment Mode and for making payment of Fee. An SRN is generated and displayed.

Note: Refer the [Payment Services](#) section to learn to make payment using this payment option.

View Documents after Payment

The viewing of public documents after payment of fees is available only after login. You can view the document only within 7 days after the payment has been confirmed. The documents are available for viewing only for 3 hours after you have started viewing the first document of company. To view public documents of a company for which payment has been made, follow the steps given below:

1. Login to the MCA21 application.
2. In MY WORKSPACE, under the **Documents** section, you can view the name of the company or LLP whose document you wish to view. Notice, the Expiry Time & Date of the document is given. Remember, the document is available for viewing for one week in your Workspace. The document is available for three consecutive hours from the time, you start viewing it for the first time.
3. Click the **DOWNLOAD** button to view the document.
4. In case you had requested to view multiple documents of the same company or LLP, the **Category List** page is displayed to select the category of document to be viewed.
5. Select the **Category** of document you want to view.
6. The document details are displayed that include document name, document ID and year of filing the document.
7. Click the **Document Name**.
8. The document is displayed.

11.3 How can I get a certified copy of a public document for an LLP?

Public documents are available for viewing by public on payment of a requisite fee. You can make a request for required documents, pay the requisite fees and physical certified copy of the requested document is sent to the user by the respective RoC office. You have to place separate request for each company.

To view the documents available under this service, you can access the **MCA Services > Document Related Services > Get Certified Copies** menu from the **MCA Home** page. On using this service, you can also enquire about the fee to be paid to get a certified copy of the document. However, to place a request to get a certified copy of a document, you need to login to the MCA portal.

To place a request to get a certified copy of a Company/LLP document, follow the steps given below:
1. Login to the MCA21 application.
2. Click the **MCA Services** tab. The list of MCA Services is displayed.
3. Click the **Get Certified Copies** menu. The **Get Certified Copies** page is displayed with search criteria.
4. Select the relevant check box for the search criteria.
    In case of a Company
    a) In the **Company Name** field, enter the company name.
    b) In the **Company CIN/FCRN** field, enter the company CIN/FCRN.
    c) In the **Company Registration Number** field, select the **RoC name** with which company/LLP is registered from the drop-down list and enter the registration number.
    d) In the **Country of Origin** option, select the **India** or **Foreign** option. India would be selected by default.
    e) In the **State** drop-down list, select the state in which the company is registered.
    In case of an LLP
    a) In the **LLP Name** field, enter the company name.
    b) In the **LLPIN/FLLPIN** field, enter the LLPIN/FLLPIN of the LLP.
    c) In the **Country of Origin** option, select the **India** or **Foreign** option. India would be selected by default.
    d) In the **State** drop-down list, select the state in which the company is registered.
5. Click the **Submit** button. Based on the search criteria, the list of company/LLP matching the search criterion is displayed. The **Company CIN/ FCRN/ LLPIN/ FLLPIN** is a hyperlink.
6. Click the **Company CIN/ FCRN/ LLPIN/ FLLPIN** hyperlink. The page is displayed to select the document category and year of the public document. This page lists the different categories of documents available for companies and LLP under the **Document Category** dropdown. Some examples of document categories are Certificates, Charge Documents and Incorporation documents.
7. In the **Year of Filing** drop-down list, select the corresponding year for which document needs to be fetched.
8. Click the **Submit** button.
    Note: In case you have not logged in you are redirected to login page.

9. The documents matching the search results are listed. Select the document for which you want to get the certified copies.
10. Click the **Continue** button. The **Enter Document Details** page is displayed

S.No	Document Name	Page Nos	All Pages	Number Of Copies
	Enter Document Details			
	Company/LLP Name : ACCENTURE CHEMICALS LLP			
	Category List			
1	Certificate of LLP Incorporation - 02APR2015		☑	1

Get Fee Details   Reset   Back

*Enter Page Nos. and page ranges seperated by commas. For Example: 1,3,5-9

11. Select the **Page Nos.** option and the range of page numbers, in case you want to specify the page numbers of the document. Alternatively, select the **All Pages** option.
12. In the **Number of Copies** field, enter the number of copies of the document needed.
13. Click the **Get Fee Details** button. The **Fee Details** page is displayed with details of the fee. Notice, there are two types of fee- MCA fees and stamp duty.
14. Click the **Add to Cart** button. The **Cart Details** page is displayed. You can add more documents at this stage. Click the **View Payments** button.
15. The **Fee for Services** page is displayed. This page displays the total fees for getting the certified copies of the selected documents. The total fee includes MCA fee and stamp duty.

Fee for Services
Transaction Details
CIN/FCRN/LLPIN/FLLPIN :   AAD-6042   Service Type : Fee For Certified Copies

Full Particulars of Remittance

Service Type Description	Type of Fees	Amount(Rs)
CERTIFIED COPY OF Certificate of LLP Incorporation - 27MAY2015	NORMAL	0.0
Court Fee		2.0
	Total	2.0

Stamp Duty

Service Type Description	Type of Fees	Amount(Rs)
CERTIFIED COPY OF Certificate of LLP Incorporation - 27MAY2015	STAMP DUTY	50.0
	Total	50.0

Make Payment

Kindly make payment of both stamp duty and efiling fee simultaneoulsy and within the specified time period

16. Click the **Make Payment** button. The **Payment Options** page is displayed.
17. Select the desired payment option making payment of the MCA Fee. Make the payment. SRN is generated and displayed. This SRN and payment is for the MCA fees.
    Note: Refer the Payment Services section to learn to make payment using this payment option.

18. The **Information** page is displayed with one question - **Do you want to pay stamp duty fee now?.**

Information
Do you want to pay stamp duty fee now?
Yes   No

Click the **Yes** button to continue. The **Payment Options** page is displayed. Select the desired payment option making payment of the Stamp Duty. Make the payment. SRN is generated and displayed.
Note: Refer the Payment Services section to learn to make payment using this payment option.

In case you select the **No** button, it will be assumed that you will pay the stamp duty using the **Pay Later** payment option.
Note: Refer the Payment Services section to learn to make payment using the **Pay Later** payment option.
The Information page is displayed. Notice, there are two receipts – one for MCA fees and another for stamp duty.

Information
1) If you want receipt for eForm/service SRN, you can proceed with clicking on **"Copy of eForm/service Receipt"** button.
2) If you want receipt for eStamp SRN, you can proceed with clicking on **"Copy of eStamp Receipt/Challan"** button.
If you want to view receipt later, it can be viewed through mentioned link **"TRACK PAYMENT STATUS"**
Copy of eForm/service Receipt   Copy of eStamp Receipt/Challan

11.4 How can I request for scanning of some public documents that are not visible through view public document user service?

You can request for scanning of some public documents that are not visible through view public document user service. After the request is placed, an MCA official scans the document available with MCA in paper form and uploads it in the MCA repository. Once the document is uploaded in the MCA repository, you can place a request to view the public document.

To place request for scanning of some public documents, follow the steps given below:
1. Login to the MCA21 application.
2. Click the **MCA Services** tab. The list of MCA Services is displayed.
8. Click the **On Demand scanning** menu. The **Request for Scanned Documents** page is displayed with search criteria.
3. In the **Company / LLP Name** field, enter the company / LLP name.
4. In the **Company LLPIN/FLLPIN** field, enter the LLPIN/FLLPIN. Alternatively, follow the steps below:
    a. Click the **Search** icon. The **CIN/LLPIN Lookup** page is displayed.
    b. In the **Company / LLP Name** field, enter the company/LLPIN name.
    c. Click the **Search** button.
    d. From the displayed results, select the **Company / LLP Name** option.
    e. Click the **Select** button. The **Company CIN/FCRN** field is populated with the company CIN/LLPIN.
5. In the **Document Type** drop-down list, select the relevant category.
6. In the **Document description (for which on demand scanning request is being made)** box, enter the description of the document to be scanned.

7. Click the **Submit** button. An acknowledgment message is displayed containing SRN, details of request, expected date by when the document shall be available in the view public documents (subject to approval by the concerned RoC).

12 FEE AND PAYMENT SERVICES

12.1 How can I enquire fees for paid services offered by Ministry of Corporate Affairs?

You can enquire the fee details for eForms.
- eForms
- View public Documents
- Certified copies

To enquire fees for a service, follow the steps given below:
1. Click the **MCA Services** tab. The list of MCA Services is displayed.
2. Under the **Fee and Payment Services**, click the **Enquire Fee** menu. The **Fee Calculator** page is displayed. The **Fee Calculator** page displays the fee applicable for viewing a public document and getting a certified copy of a public document. The page also allows you to check the fee relevant to eForms for a company or an LLP.
3. Select **Company** or **LLP** option.
4. Click the **Select Form** button.
5. In case you have selected the **Company** option, the **Select the Company Form** drop-down list is displayed. In the **Select the Company Form** drop-down list, select the eForm for which you want to enquire the details.
   OR
   In case you have selected the LLP option, the **Select the LLP Form** drop-down list is displayed. In the **Select** the **LLP Form** drop-down list, select the relevant eForm for which you want to enquire the details.
6. Click the **Calculate Fee** button. The fee is calculated based on eForm specific parameters. Based on the eForm, some additional parameters to calculate the fee are displayed. Provide inputs in these parameters.
7. Click the **Calculate Fee** button. The fee is calculated and displayed.

### 12.2 How can I track status of my payment?

To track payment status, follow the steps given below:
1. Click the **MCA Services** tab. The list of MCA Services is displayed.
2. Click the **Track Payment Status** menu. The **Track Payment Status** page is displayed with search criteria.
3. In the **SRN** field, enter the SRN of the payment made.
4. Click the **Submit** button. The payment details are displayed. If the payment status is **Paid**, the **Copy of eForm Challan/Receipt/Acknowledgement** button is displayed.
5. Click the **Copy of eForm Challan/Receipt/Acknowledgement** button to view the eChallan.

12.3 What are the payment modes available for me?

There are five payment modes:
- Online Payment – Credit/ Prepaid Cards
- Internet banking
- Offline Challan
- Pay Through NEFT
- Pay Later
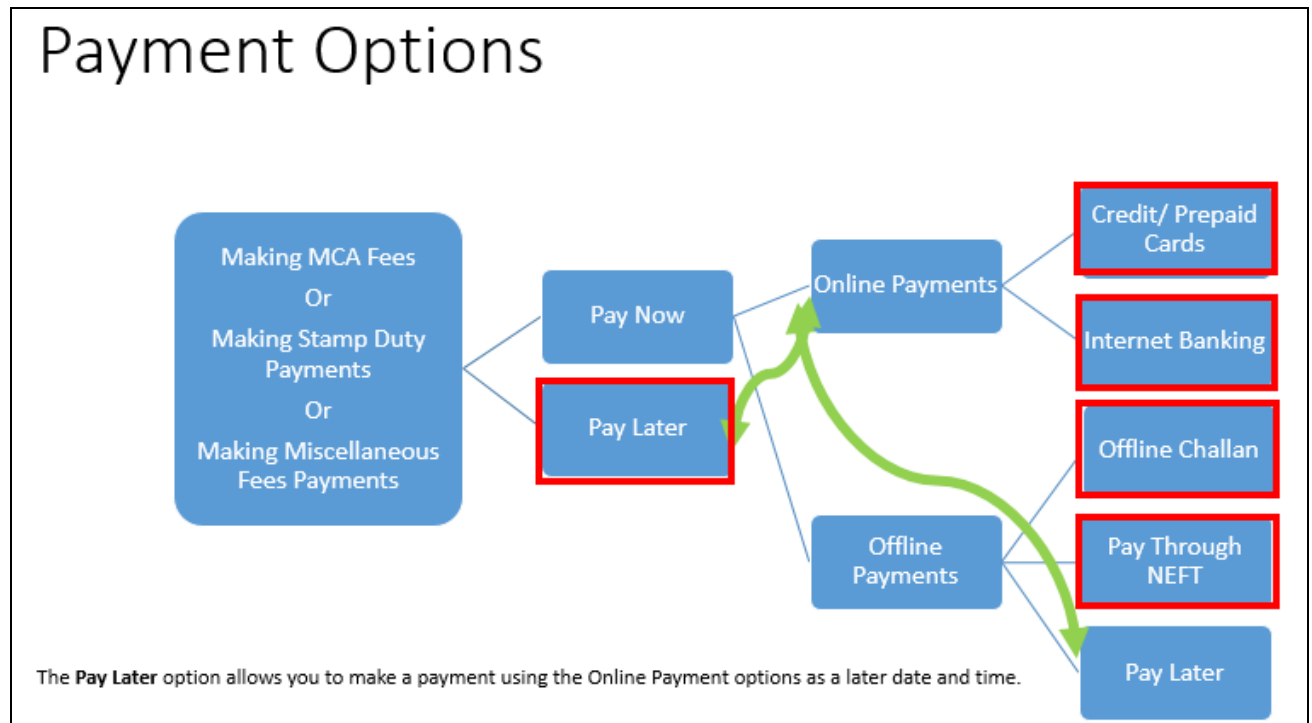
The **Credit/ Prepaid Cards** option allows you to make a payment from your debit card or credit card. When you use this payment option, you are redirected to your bank's website to provide your card details and make the payment. You cannot edit the payment amount when you use credit card payment option. The payment is made instantly.

The **Internet Banking** option allows you to make a payment from your online banking account directly. When you use this payment option, you are redirected to your bank's website to provide your user credentials and make the payment. You cannot edit the payment amount when you use Internet Banking payment option. The payment is made instantly.

The **Offline Challan** option allows you to generate a challan and make payments at a bank branch. When you select this payment option, you need to go physically to one of the banks that accept offline challan payments, with printed copy of offline challan and makes payment at the bank. The payment needs to be made before the expiry date of the Offline challan
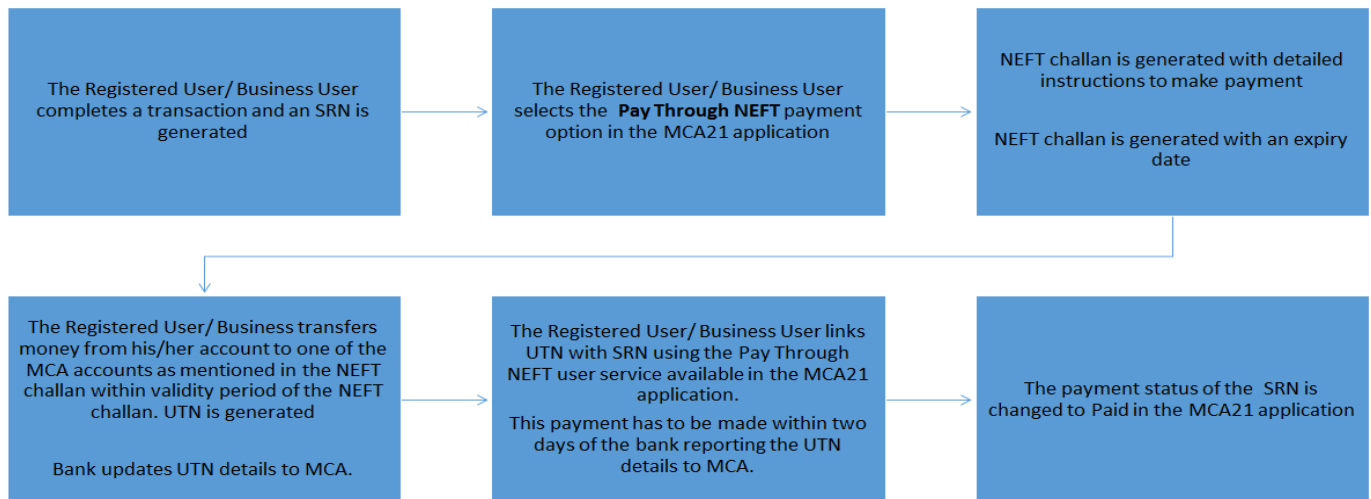
The **Pay Through NEFT** option allows you to make a payment from your own online account to one of the MCA's bank account.

The **Pay Later** option allows you to defer the payment and pay at a later date using any one of the two online payment modes - **Credit/ Prepaid Cards or Internet Banking.**

12.4 What is the payment process for Offline Challan payment option?

The Registered User/ Business User completes a transaction and an SRN is generated	The Registered User/ Business User selects the **Offline Challan** payment option in the MCA21 application	Offline challan is generated with an expiry date
The Registered User/ Business User prints the offline challan and goes to one of the banks that accept offline challan payments, with printed copy of offline challan and makes payment at the bank. The payment needs to be made before the expiry date of the Offline challan	Bank updates MCA about the payment	The payment status of the SRN is changed to Paid in the MCA21 application

12.5 What is the payment process for Pay Through NEFT payment option?

The Registered User/ Business User completes a transaction and an SRN is generated	The Registered User/ Business User selects the **Pay Through NEFT** payment option in the MCA21 application	NEFT challan is generated with detailed instructions to make payment NEFT challan is generated with an expiry date
The Registered User/ Business transfers money from his/her account to one of the MCA accounts as mentioned in the NEFT challan within validity period of the NEFT challan. UTN is generated Bank updates UTN details to MCA.	The Registered User/ Business User links UTN with SRN using the Pay Through NEFT user service available in the MCA21 application. This payment has to be made within two days of the bank reporting the UTN details to MCA.	The payment status of the SRN is changed to Paid in the MCA21 application

After a user has made a NEFT payment from his/her banks website, the payment needs to be linked with the SRN. To link an NEFT payment with your SRN, perform the following steps.
1. Login to the MCA21 application.
2. Click the **MCA Services** tab. The list of MCA Services is displayed.
3. Under the **Fee and Payment Services**, click the **Link NEFT Payment** menu. The **Link NEFT Payment** page appears.
4. Click the **Download NEFT User Guide** link. Save and read the guide carefully.
5. In the **SRN** field, enter the SRN of the transaction for which you want to make the payment.
6. In the **Date of SRN** field, enter the date on which the SRN was generated.
7. In the **Amount of SRN** field, enter the amount of the SRN to be paid.

8. In the **Unique Transaction Number (UTN)** field, enter the unique transaction number that you received when you made the payment at your banks website to MCA's bank account.
9. In the **User Account Number** field, enter the account number from which you made the online payment.
10. Click the **Submit** button. The Transaction Receipt is generated.

12.6 What is the payment process for Pay Later payment option?
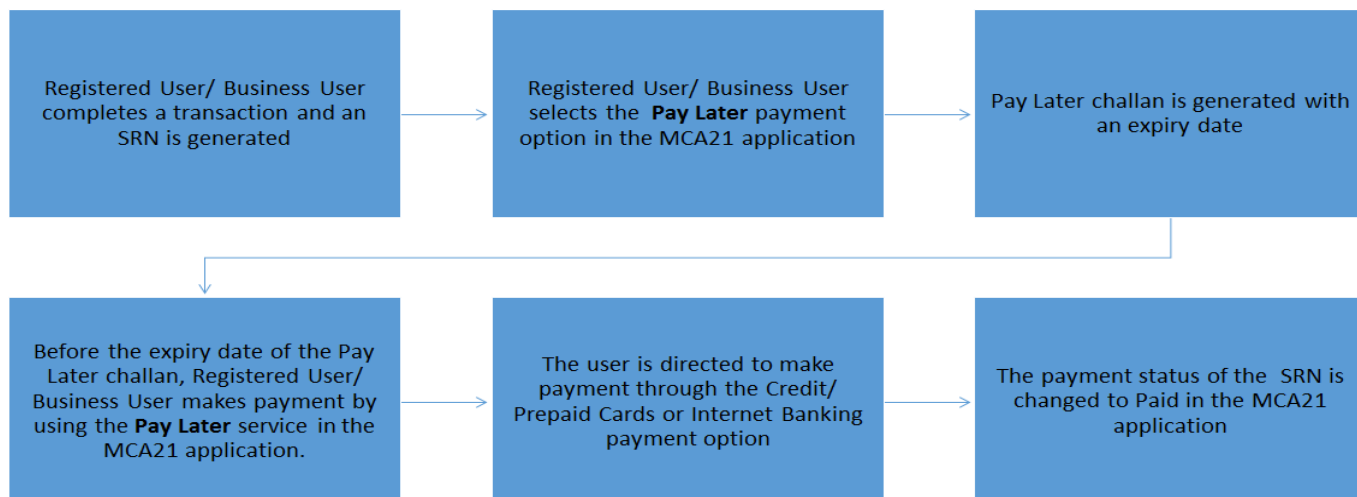
After the payment for an SRN was deferred by selecting the **Pay Later** payment option, the payment needs be made. To make a payment for a SRN, perform the following steps:

1. Login to the MCA21 application.
2. Click the **MCA Services** tab. The list of MCA Services is displayed.
3. Under the **Fee and Payment Services**, click the **Pay Later** menu. The **Pay Later** page appears.
4. In the **SRN** field, enter the SRN of the transaction for which you want to make the payment.
5. Click the **Submit** button. The **Pay Later: Fee For Services** page appears.
6. Click the **Pay Fee** button. The Payment Options page appears.
7. Select one of the two available **Online** payment modes.
8. Click the **Submit** button. The Online Payment page is displayed.
9. Click the **I Accept** button. You will be redirected to your bank's website to make the payment. After the payment is made the Transaction Receipt is generated.

12.7 How can I pay miscellaneous fee?

At times, you may need to pay additional fee for certain service requests. This may be penalty or any fee pursuant to court order.

To Pay Miscellaneous fee, follow the steps given below:
1. Login to the MCA portal.
2. Click the **MCA Services** tab. The list of MCA Services is displayed.
3. Under the **Fee and Payment Services**, click the **Pay Miscellaneous Fee** menu. The **Pay Miscellaneous Fee** page is displayed.
4. In the **Pay Fees For** drop-down list, select the option for which you want to pay the miscellaneous fee.

Note: The options available under this drop-down list are different for company-related transactions and LLP-related transaction.

5. Based on the option selected in the **Pay Fees For** drop-down list, fields will appear on the page. Enter the details.

6. Click the **Pay Fee** button. The **Payment Options** page is displayed.
7. Select the payment option. Note: Refer the Payment Services section to learn to make payment using this payment option.
8. You will be redirected to your bank's website to make the payment. After the payment is made the Transaction Receipt is generated.

12.8 How can I pay stamp duty?

You have the facility to pay stamp duty online. To make a payment of stamp duty through MCA21 system, follow the steps given below:

Note: Stamp duty for LLP Agreement should not be paid on MCA Portal. The Stamp Duty payable for LLP Agreement is a State subject and same may be paid as per the State Stamp Act. Till the time specific Stamp Duty is prescribed in respective Stamp Act, the Stamp duty on LLP Agreement may be paid as per the stamp duty payable on partnership agreement in view of the Finance Bill, 2009.

1. Login to the MCA portal. When you login, select the **Company** option.
2. Click the **MCA Services** tab. The list of MCA Services is displayed.
3. Under the **MCA Services** tab, click the **Pay Stamp Duty** menu.
4. The **Pay Stamp Duty Fee** page is displayed. In the **SRN** field, enter the SRN for which you want to make the payment.
5. Click the **Submit** button. The SRN details are displayed. If the SRN pertains to additional stamp duty payment, enter the additional fee details on this page.
6. Click the **Pay** button. The **Payment Options** page is displayed.
7. Select the payment option. Note: Refer the Payment Services section to learn to make payment using this payment option.
8. You will be redirected to your bank's website to make the payment. After the payment is made the Transaction Receipt is generated.

13   INVESTOR SERVICES

13.1 How can I search Unclaimed/Unpaid Amount for an investor?

You can search for unclaimed/unpaid amount of an investor on the MCA portal. To search unclaimed/unpaid amount of an investor, follow the steps given below:

1. Access the MCA21 application.
2. Under the **MCA Services** tab, click the **Investor Services** menu. The **Investor Education and Protection Fund (IEPF) page** is displayed.

3. Click the **Search Unclaimed/Unpaid Amount** link. The search for Investor Wise Unclaimed and Unpaid Amounts page is displayed.
4. In the **Investor Name** field, enter the First Name, Middle Name and Last Name of the investor.
5. In the **Father/Husband Name** field, enter the name of father or husband as mentioned in the company with which investment is made.
6. In the **Folio Number** field, enter the folio number as given in the share certificate.
7. In the **DP id-Client Id-Account Number** field, enter the **DP id-Client id-Account number** without any spaces and in the format: DP id-Client id-Account number with each number separated by hyphens.

Note: You can search using any of the following combinations:

*   Investor Name and Father/Husband name
*   Folio Number (should be same as per certificate)

8. Click the **Search** button. The search results are displayed.
9. In the search results, under the **Investor Name** column, click the **Investor Name**. The investor details are displayed.

10. In the search results, under the **S.No** column, select the checkbox of the investor and click the **Submit** button..

11. The unclaimed and unpaid amount of the investor are displayed. You view the details.

Search results

Prev / Ne

Amount Pending With Company

Company Name	.	Investment Type	Amount Due	Proposed Date Of Transfer To IEPF
BIRLA CORPORATION LIMITED		Amount for unclaimed and unpaid dividend	7.5	07/12/2018

Amount Tranferred to IEPF

Company Name	Investment Type	Amount Due	Actual Date Of Transfer To IEPF
BIRLA CORPORATION LIMITED	Amount for unclaimed and unpaid dividend	7.5	07/12/2018

Amount Refunded from IEPF

Company Name	Investment Type	Amount	Date of Refund	.
BIRLA CORPORATION LIMITED	Amount for unclaimed and unpaid dividend	7.5	07/12/2018	

Shares Transferred to IEPF account

Company Name	Number of shares	Nominal value	Actual Date Of Transfer
BIRLA CORPORATION LIMITED	5000	50000	07/12/2018

Shares Refunded from IEPF account

Company Name	Number of shares	Nominal value	Date of Refund	.
BIRLA CORPORATION LIMITED	5000	50000	07/12/2018	

13.2 How can I Upload Investor Details in the MCA21 application?

To upload Investor-Wise Details of Unclaimed and Unpaid Amounts, follow the steps given below:

1. Access the MCA21 application.
2. Under the **MCA Services** tab, click the **Investor Services** menu. The **Investor Education and Protection Fund (IEPF) page** is displayed.

3. Click the **Upload Investor Details** link. The Upload Investor-Wise Details of Unclaimed and Unpaid Amounts page is displayed.
4. In the **User Id** and **Password** field, enter the user ID and password as mentioned in the challan that was generated on upload of the IEPF-1/ IEPF-2/ IEPF-4 eForm.
5. In the **SRN** field, enter the SRN of the IEPF-1/ IEPF-2/ IEPF-4 eForm uploaded in the MCA21 application.

6. In the **CIN/CNBIN** field, enter the CIN/ CNBIN of the company/ bank.
7. In the **Company Name** field, enter the name of the company.
8. In the box – **Enter Letters shown below,** CAPTHA text is displayed. Enter the CAPTHA text in the empty box.
9. Click the **Validate** button.

10. Click the **Browse** button. Navigate and select the excel file with investor details. The format of the excel file is available at following link-> http://iepf.gov.in/IEPF/services.html.

Note:

1. For faster processing of uploaded investor details, you can confirm the details by using the **Confirm Upload Files** service.

2. The investor details uploaded in the excel file will be processed after 7 days from the filing of the eForm or one day later from the confirmation of excel uploads whichever is earlier.

3. The excel file may contain up to 10 lakh records and file size can be upto40 MB.

4. You can upload multiple excel files, in case the no of investor records exceed the 10 lakh limit or otherwise.

5. Upload separate excel sheets for respective eForms.

6. The eForm IEPF-1/ IEPF-2/ IEPF-4 will be marked as defective, if investor details are not validated or not uploaded within 7 days from the filing of the form.

13.3 When do I need to confirm the investor details? How can I confirm the uploaded files?

After investor details are uploaded using the **Upload Investor Details service,** you can confirm the details by using the **Confirm Upload Files** service for faster processing of uploaded investor details,

The investor details uploaded in the excel file by using the **Upload Investor Details** service will be processed after 7 days from the filing of the eForm or one day later from the confirmation of excel uploads whichever is earlier.

To confirm the Investor-Wise Details of Unclaimed and Unpaid Amounts, follow the steps given below:

1. Access the MCA21 application.
2. Under the **MCA Services** tab, click the **Investor Services** menu. The **Investor Education and Protection Fund (IEPF) page** is displayed.

3. Click the **Confirm Uploaded Files** link. The **Confirm Uploaded of Investor-Wise unclaimed and Unpaid Amounts** page is displayed.
4. In the **SRN** field, enter the SRN of the IEPF-1/ IEPF-2/ IEPF-4 eForm uploaded in the MCA21 application.
5. In the **CIN/CNBIN** field, enter the CIN/ CNBIN of the company/ bank.
6. Click the **Get Details** button. The details of the SRN will be auto-populated
7. Click the **Confirm** button.

Note: If investor details are not confirmed within 7 days, the investor details uploaded shall be processed automatically.

14 TRACKING SRN/ TRANSACTION

14.1 How can I track status of an SRN for a transaction?

To track status of an eForm filed/. SRN/ transaction, follow the steps given below:
1. Login to the MCA21 application.
2. Click the **MCA Services** tab. The list of MCA Services is displayed.
3. Click the **Track SRN/ Transaction Status** menu.
4. The **Track SRN/ Transaction Status** page is displayed.
5. In the **SRN** field, enter the SRN of the eForm filed. Alternatively, in the **Start Date** and **End Date** field, select the date range (of note more than 7 days) for which you want to find that status of SRN.
5. Click the **Submit** button. The SRN status is displayed.

15 PUBLIC SEARCH OF TRADEMARK

15.1 How can a user view the public search of trademark?

1. Login to the MCA21 application.
2. Click the **MCA Services** tab. The list of MCA Services is displayed.
3. Click the **Public Search of Trademark** menu. You will be redirected to website of Ministry of Commerce & Industry. You can search for Trademark on this website.

16 REPORTS & STATISTICS

16.1 How can I access the reports available on mca.gov.in?

To access the reports available on mca.gov.in, click the **Statistics and Reports** tab. The list of statistics and reports are available.

16.2 Which reports can I access from mca.gov.in?

You can access the following reports from mca.gov.in:

Statistics
- **Company Master Data & Index of Charges** – This facility has been made available to the general public to view master details of any company/LLP registered with Registrar of Companies. This facility may be availed by using the **View Company Master Data** menu under the **MCA Services** tab.
- **NBFC** – This statistical report list the NBFC companies registered so far, as per MCA records.
- **Chit Fund Companies** – This statistical report lists the chit fund companies registered so far, as per MCA records.
- **Plantation Companie**s – This statistical report lists the plantation companies registered so far, as per MCA records.
- **Companies incorporated for charitable purposes** – This statistical report lists the companies incorporated for Charitable Purposes.
- **List of Disqualified Directors** – This statistical report lists the disqualified Directors under section 274(1)(G) of Companies Act 1956, as per MCA records.
- **Monthly Information Bulletin** – This statistical report displays Monthly Information Bulletin on Corporate Sector released by the Ministry of Corporate Affairs. This bulletin is

available for Information purpose. This Bulletin includes Summary of Companies/LLPs registered or closed during the month as well as Counts of Companies/LLPs under different categories and their statuses. You can view the reports for latest six months by clicking on the link provided for respective months. Reports for earlier months can be accessed under Archived Reports.

Reports

- **Annual Reports** – The Annual Reports of Ministry of Corporate Affairs and Annual reports on Working & Administration of the Companies Act is prepared in pursuance of the relevant provisions of the Companies Act. This report can be accessed from the mca.gov.in for latest three years. Reports for earlier years may be accessed from the Archived Reports link.
- **Corporate Growth** – This reports displays the facts and figures that are indicative of the growth of corporate sector in India. You can select the month and year for which you want to see the report.
- **Nidhi Companies** – This reports include the following:
    - Reports on changes suggested by SABANAYAGAM COMMITTEE on policies and regulatory framework of Nidhi companies
    - REPORT OF EXPERT GROUP examining the representations on recommendation made by SABANAYAGAM committee
- **MLM Companies** – This report lists the companies for which complaints have been received alleging that the companies are doing MLM/chit fund activities.
- **Vanishing Companies** – This reports includes the following:
    - Region wise list of vanishing companies, their date of incorporation, Directors and amount raised by these companies.
    - A list that includes action taken against vanishing companies. The action includes:
        - Status of action initiated under Section 63/68and 628 of the Companies Act, 1956 for misstatement in the prospectus, fraudulently inducing persons to invest money and for false statement etc.
        - Status of FIR filed under Indian Penal Code (IPC)
- **Other Reports** – This reports displays statement of receipts and disbursements of MCA based on selection of a month and year.
- **Monthly Summary of MCA** – This reports displays the month-wise summary of the Council of Ministers.
- **Monthly MCA News Letter**
- **Entities Incorporated/Registered** – This reports displays the year-wise and month-wise details of:
    - Indian Companies or LLPs incorporated in India
    - Foreign Companies or Foreign LLPs having established a place of business
  This report is available from November, 2013onwards.
- **Archive**