# Basics of MCA V3 Portal

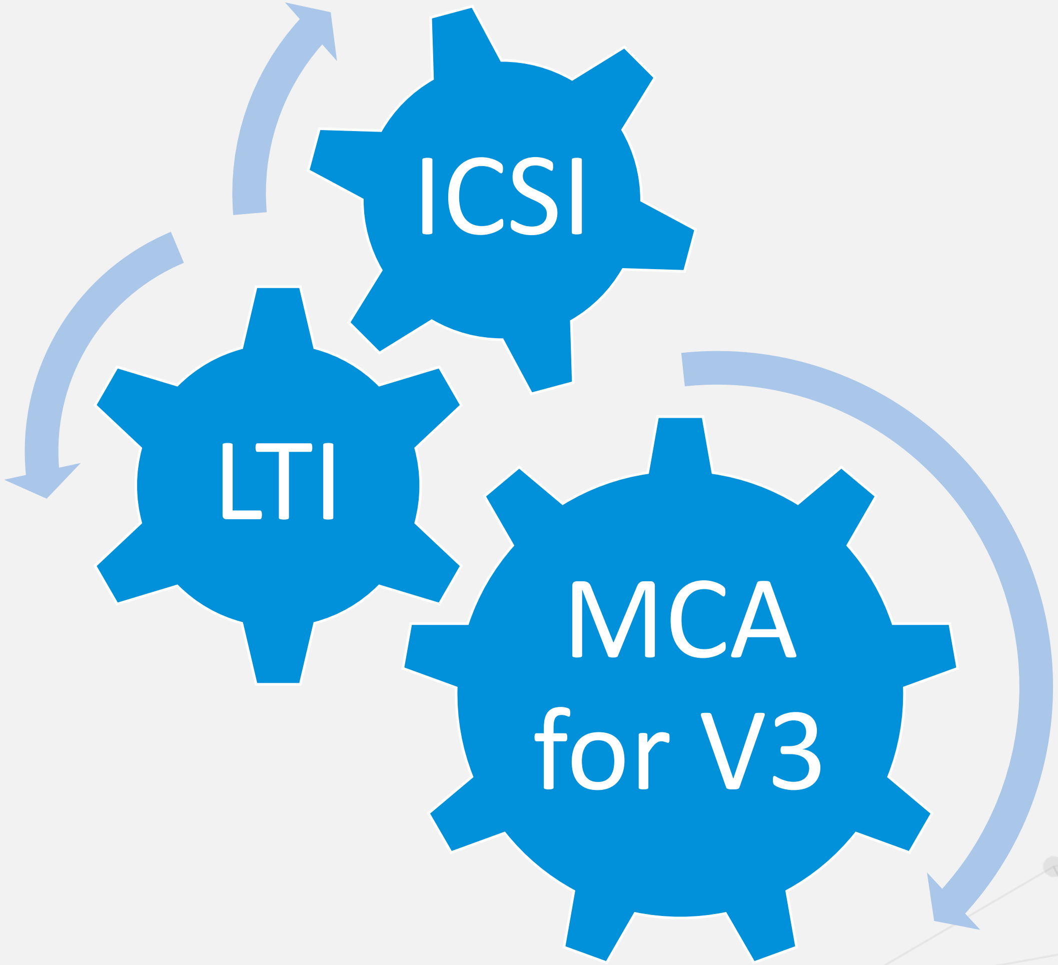
## A Training Session

# Guidance to trainers

- ✓ Thank you for the support in this MCA/LTI/ICSI Joint initiative to enhance Corporate governance
- ✓ V3 is an enhanced platform, and many forms are required to be filed. User registration numbers need to be enhanced and hence this Training initiative
- ✓ You may answer queries that you can and for the remaining the participants can submit issues via google forms
- ✓ Advise users to support this initiative and be assured that all google queries will receive a call to appreciate and understand their problems
- ✓ Appraise users that many forms HAVE been filed successfully across all types and specific issues continue to exist which are in the process of being addressed by MCA

ENHANCED USER-EXPERIENCE
E-CONSULTATION
ASY
ILING
SERVICE INTEGRATION
SIMPLIFIED COMPANY & LLP INCORPORATION
IMPROVED ACCESSIBILITY

# This Training Program


ICSI
LTI
MCA for V3

ENHANCED USER-EXPERIENCE
E-CONSULTATION
ASY
ILING
SERVICE INTEGRATION
SIMPLIFIED COMPANY & LLP INCORPORATION
IMPROVED ACCESSIBILITY

# Overview of the Training Program

- ✓ What is V2 – MCA
- ✓ What is V3 – MCA
- ✓ User types
- ✓ Where are you, the Trainee
- ✓ Registration of Registered User
- ✓ Registration of Business User – Director user
- ✓ Registration of Business User – Professional user
- ✓ Registration of Business User – Company / LLP user
- ✓ Profile Update in V3
- ✓ Forgot Password
- ✓ Associate DSC

ENHANCED
USER-EXPERIENCE
E-CONSULTATION
ASY
ILING
SERVICE
INTEGRATION
SIMPLIFIED COMPANY
& LLP INCORPORATION
IMPROVED
ACCESSIBILITY

# What is V2 Portal of MCA ?

V2 portal is Version 2 of the MCA portal which was used to file various forms relating to Companies and LLP's .

LLP Services have been discontinued on V2 portal and have now been migrated to V3 portal.

ENHANCED
USER-EXPERIENCE
E-CONSULTATION
ASY
ILING
SERVICE
INTEGRATION
SIMPLIFIED COMPANY
& LLP INCORPORATION
IMPROVED
ACCESSIBILITY

# What is V3 Portal of MCA ?

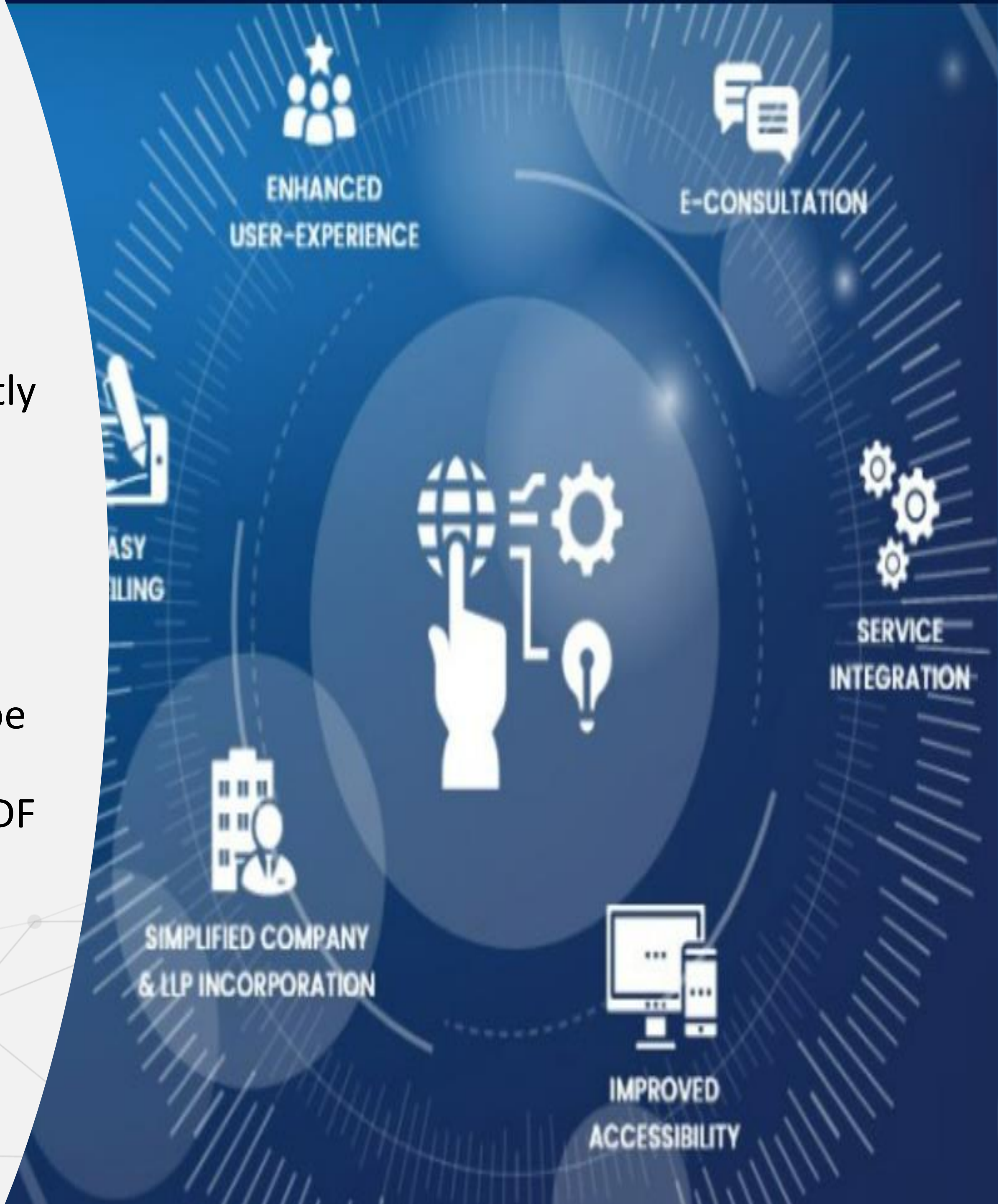
MCA is in process of upgrading the present version of the portal from Version 2 to Version 3 in a phased manner.

This is an enhanced version of the V2 portal and is presently live only for LLP’s

The V3 portal presently enables the following for LLP’s

- User Registration & Login
- DSC Association
- LLP Form Filing (except for RUN and FilliP, all forms can be filed only by Business Users)
- System of Online web-based forms rather than offline PDF based forms

The above services on V3 portal were rolled out on 8th March 2022

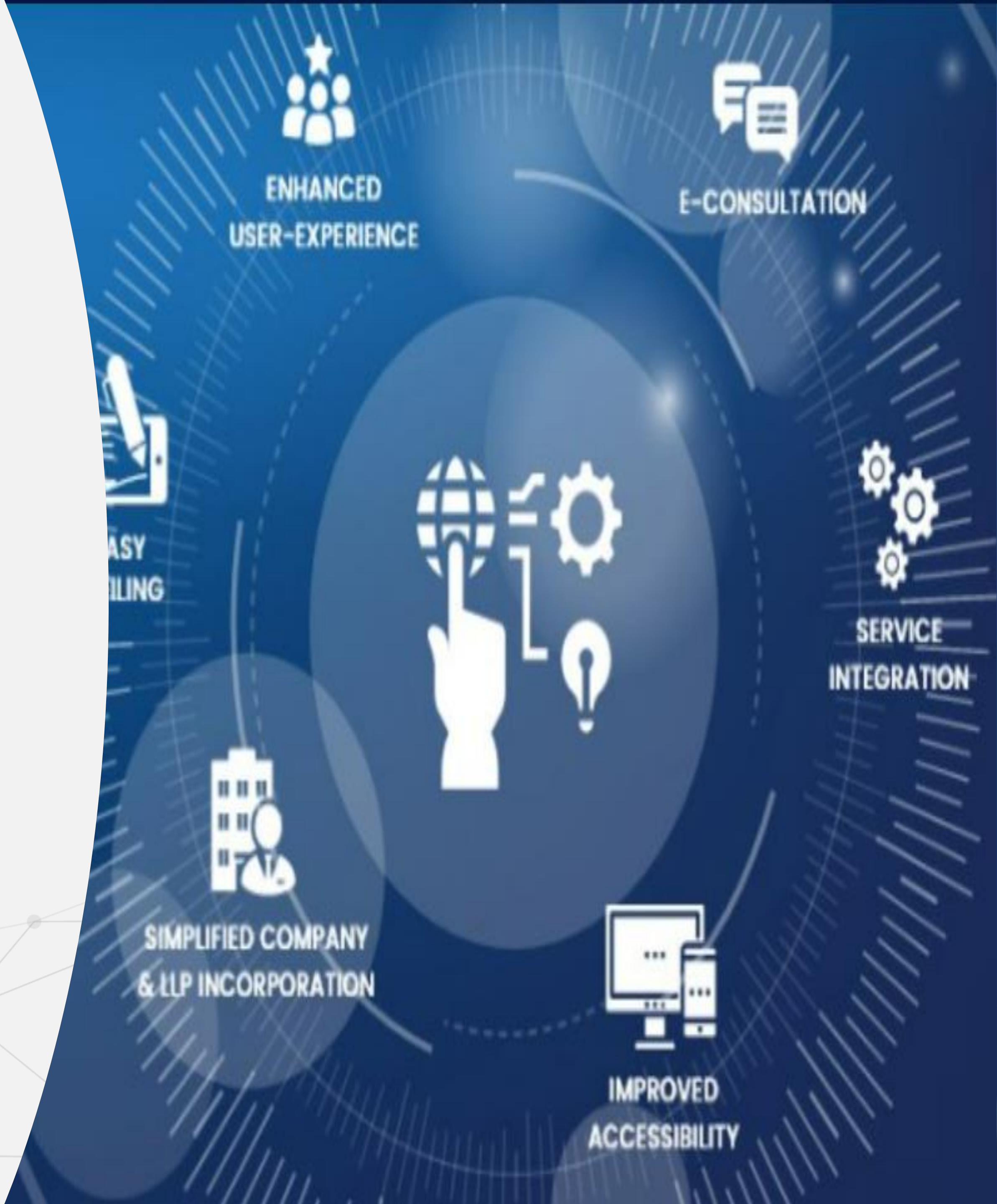

ENHANCED USER-EXPERIENCE
E-CONSULTATION
ASY
ILING
SERVICE INTEGRATION
SIMPLIFIED COMPANY & LLP INCORPORATION
IMPROVED ACCESSIBILITY

# What are the Two types of users & DSC Association

**V2 also had registered and business users. Forms could be filed by any user category and associate DSC functionality was available without any login to the system.**

**In V3, all forms other than Run LLP and Fillip can be filed and transacted only by Business Users.**

**DSC Association is a post login functionality where users can only associate their own DSC.**


ENHANCED
USER-EXPERIENCE
E-CONSULTATION
ASY
ILING
SERVICE
INTEGRATION
SIMPLIFIED COMPANY
& LLP INCORPORATION
IMPROVED
ACCESSIBILITY

# Where am I

**A New User – never present in V2 wanting to register as**

- ✓ **Registered User :**
- ✓ **Business User :**

- **Director User Category**
- **Professional User category**
- **Company / LLP User**

New Registration in V3

- ✓ **Existing registered user in V2 wanting to stay as such in V3**
- ✓ **Existing registered user in V2 wanting to upgrade to Business User in V3 under any of**
  - **Director User Category**
  - **Professional User category**
  - **Company / LLP User**

Update Profile option in V3

Do not "register" on the system again

- ✓ **Existing Business User in V2 wanting to continue as Business User in V3**

| Version 2 | Version 3 | Consequence |
|---|---|---|
| Version 2 of the MCA portal until 2018 permitted usage of multiple users (User ID's) to be using for the same e-mail ID. Hence users **may have created** multiple users ids tagged to same e-mail id. | V3 permits filing on the portal for any LLP form (except Run LLP ) only if the User mail id is unique (that is only one mail id can exist for a user in V3) and user is a Business User | User cannot transact on V3 portal until :<br>Mail id is redefined in V3 to a unique one ( Issue : 1 ) and in V3, the email ID shall be the user ID for Login to the system |
| Further, V2 did not mandate that the name of a user and DOB "had" to be mandatorily matched with the name & DOB as given by the user as in PAN registration. The user **may have therefore, entered** their user name & DOB which may not be an exact match as in PAN name | V3 permits transactions for a Business User only if the name in V3 is compulsorily matched with their PAN name and DOB also matches with PAN database | Name & DOB is matched exactly as per PAN (Issue : 2) |

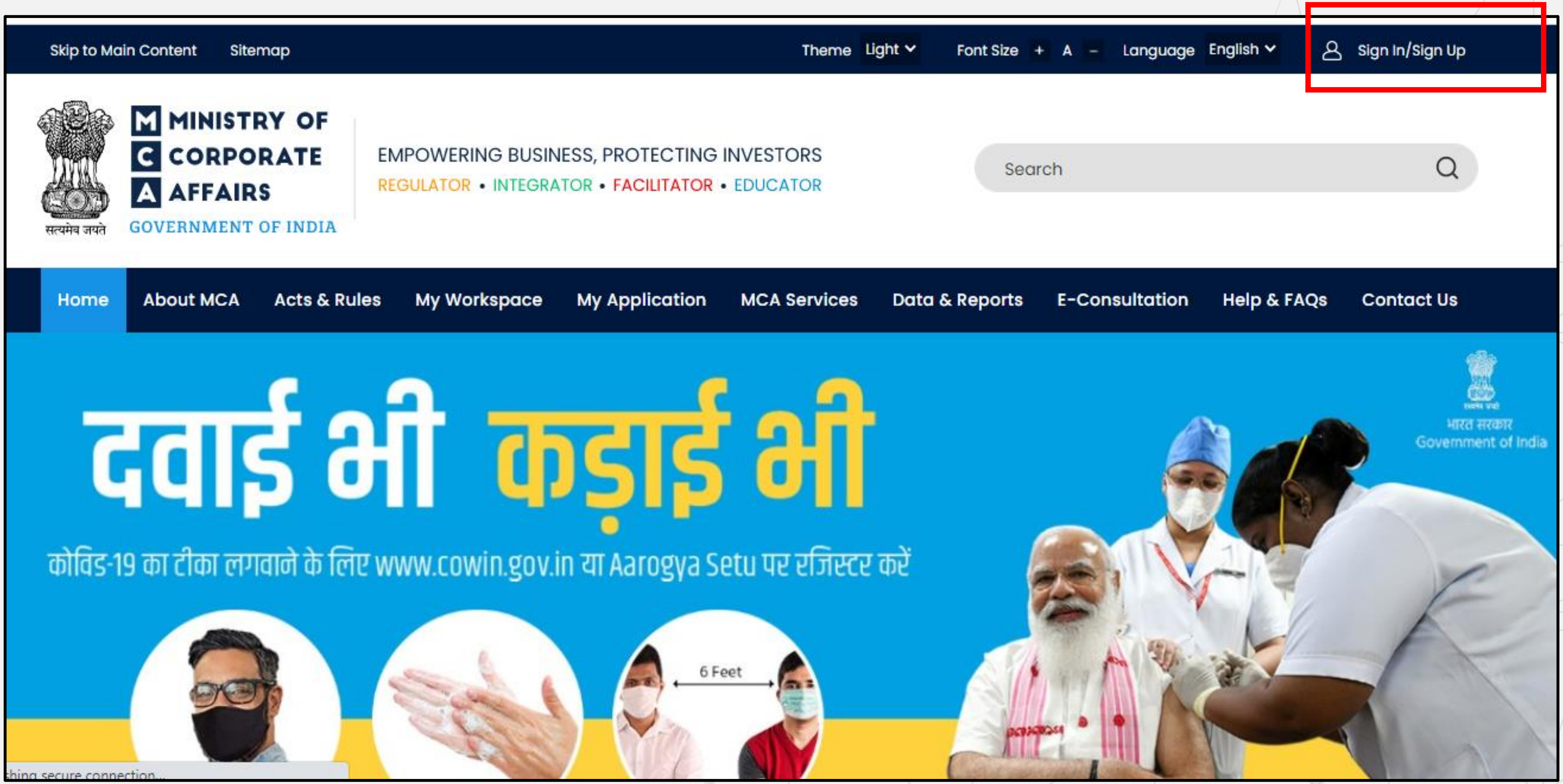
Forms are filed online in V3, need to be filled online then download the pdf after which the SRN is generated, then associate the DSC and make payment and submit

# User Registration

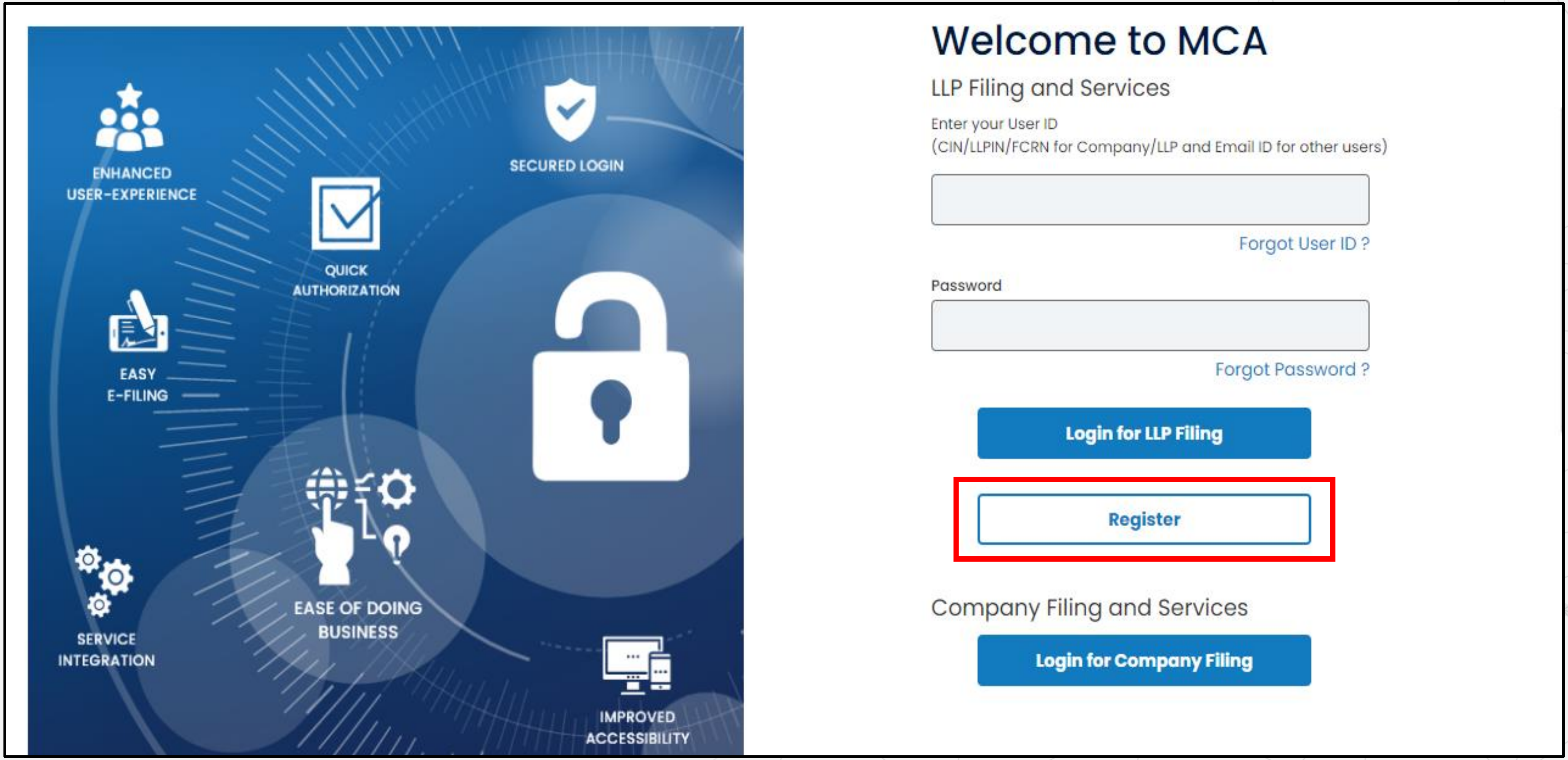
## Registered User

ENHANCED USER-EXPERIENCE
E-CONSULTATION
ASY ILING
SERVICE INTEGRATION
SIMPLIFIED COMPANY & LLP INCORPORATION
IMPROVED ACCESSIBILITY

# User Registration – Registered User


Skip to Main Content
Sitemap
Theme
Light
Font Size
+
A
–
Language
English
Sign In/Sign Up
MINISTRY OF
CORPORATE
AFFAIRS
GOVERNMENT OF INDIA
सत्यमेव जयते
EMPOWERING BUSINESS, PROTECTING INVESTORS
REGULATOR • INTEGRATOR • FACILITATOR • EDUCATOR
Search
Home
About MCA
Acts & Rules
My Workspace
My Application
MCA Services
Data & Reports
E-Consultation
Help & FAQs
Contact Us
दवाई भी कड़ाई भी
कोविड-19 का टीका लगवाने के लिए www.cowin.gov.in या Aarogya Setu पर रजिस्टर करें
6 Feet
भारत सरकार
Government of India
hing secure connection...

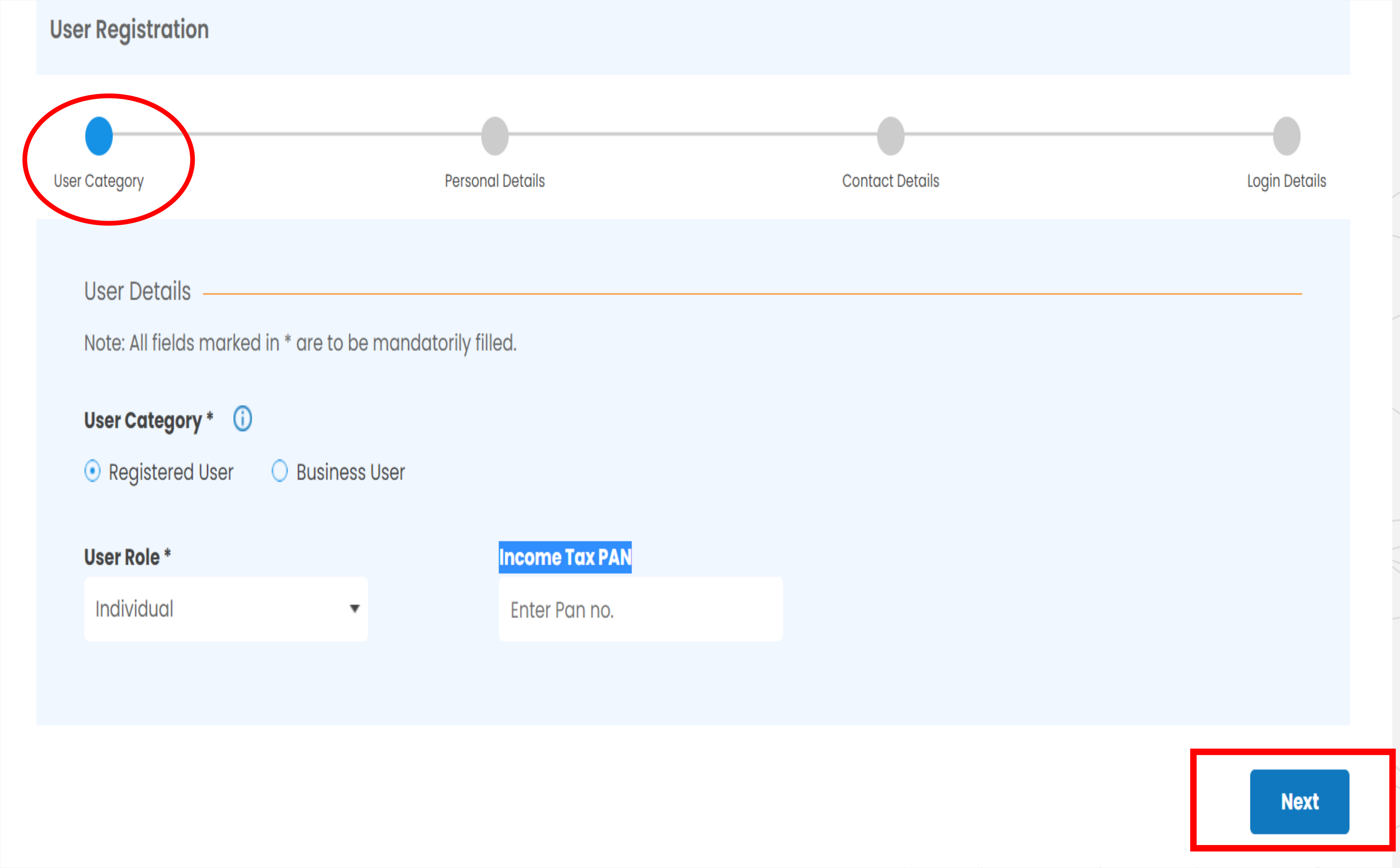
# User Registration – Registered User


ENHANCED USER-EXPERIENCE
SECURED LOGIN
QUICK AUTHORIZATION
EASY E-FILING
EASE OF DOING BUSINESS
SERVICE INTEGRATION
IMPROVED ACCESSIBILITY
Welcome to MCA
LLP Filing and Services
Forgot User ID ?
Forgot Password ?
Login for LLP Filing
Register
Company Filing and Services
Login for Company Filing

Enter your User ID
(CIN/LLPIN/FCRN for Company/LLP and Email ID for other users)

Password

# User Registration – Registered User



User Registration

User Category
Personal Details
Contact Details
Login Details

User Details

Note: All fields marked in * are to be mandatorily filled.

**User Category ***

● Registered User ○ Business User

**User Role ***

Individual

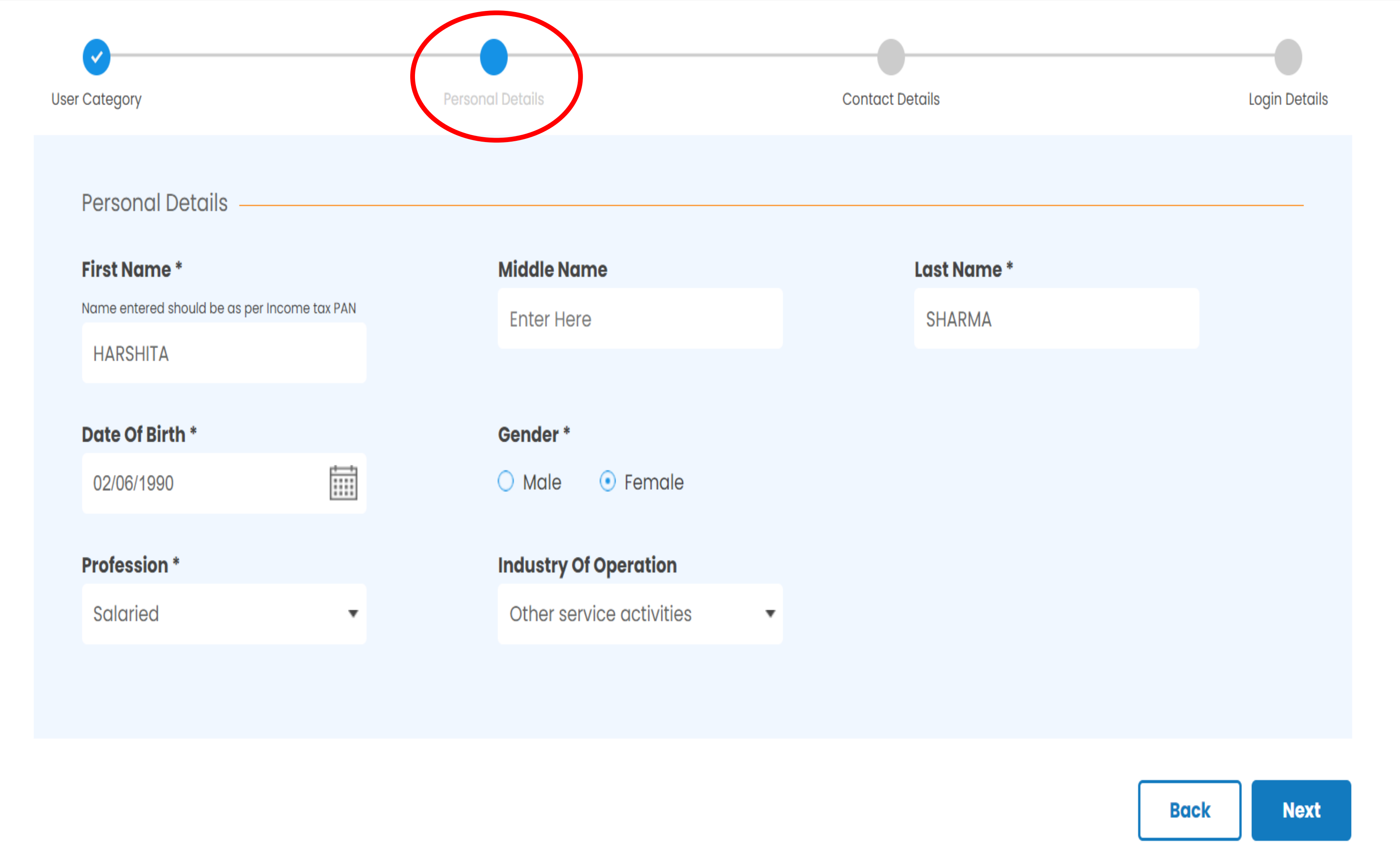
**Income Tax PAN**

Enter Pan no.

Next

- PAN is not mandatory for Registered Users and for Business Users selecting Director or Designated Partner Role

# User Registration – Registered User


User Category
Personal Details
Contact Details
Login Details

Personal Details

**First Name** *

Name entered should be as per Income tax PAN

HARSHITA

**Middle Name**

Enter Here

**Last Name** *

SHARMA

**Date Of Birth** *

02/06/1990

**Gender** *

○ Male ● Female

**Profession** *

Salaried

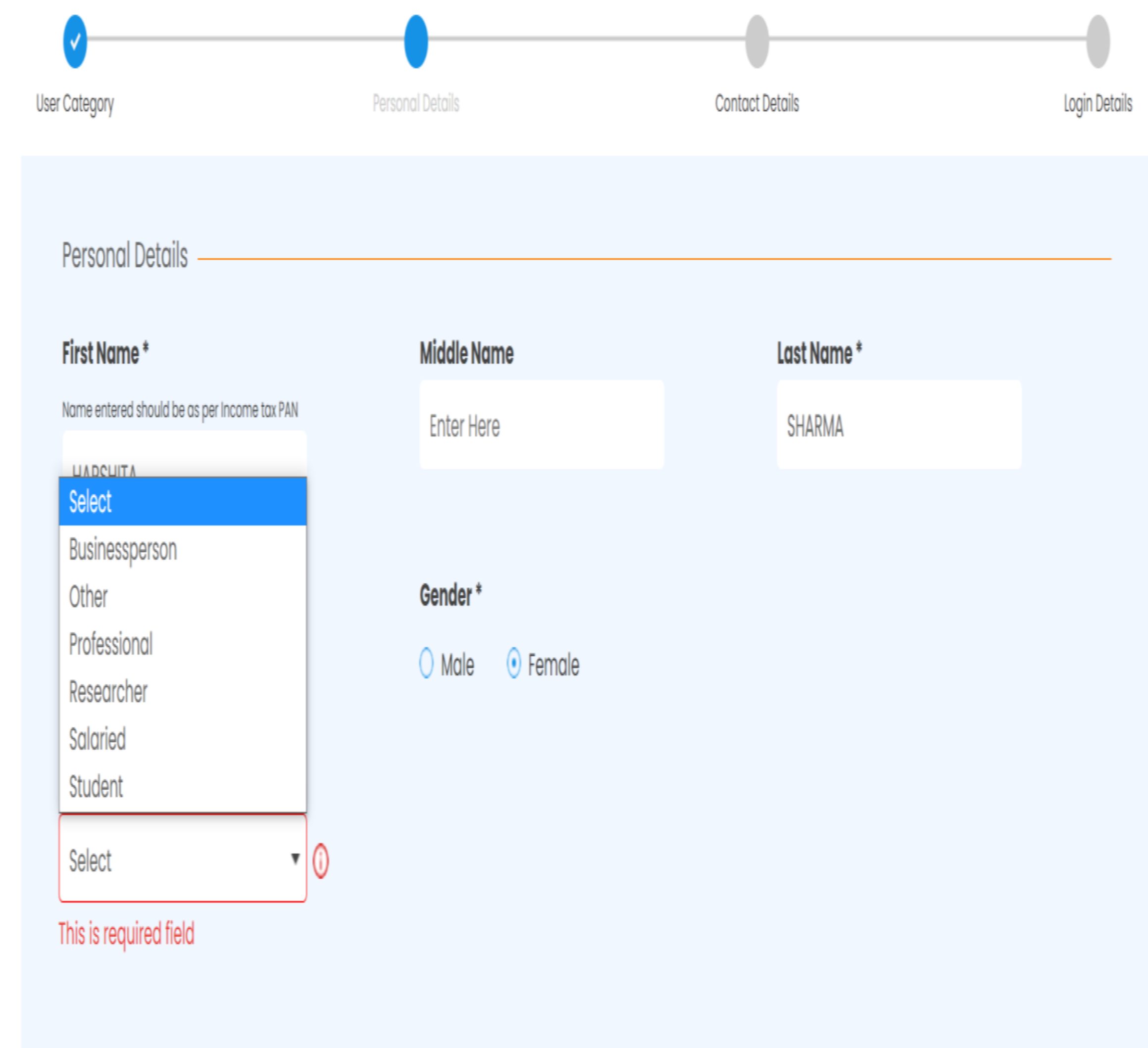
**Industry Of Operation**

Other service activities

Back
Next

- Provide First Name, Middle Name & Last Name in CAPITAL LETTERS
- Ensure to provide Name and Date of Birth as per PAN database
- For Director Role, please ensure to provide details as per DIN/DPIN details MCA database

# User Registration – Registered User


User Category
Personal Details
Contact Details
Login Details

Personal Details

**First Name** *

Name entered should be as per Income tax PAN

HARSHITA

**Middle Name**

Enter Here

**Last Name** *

SHARMA

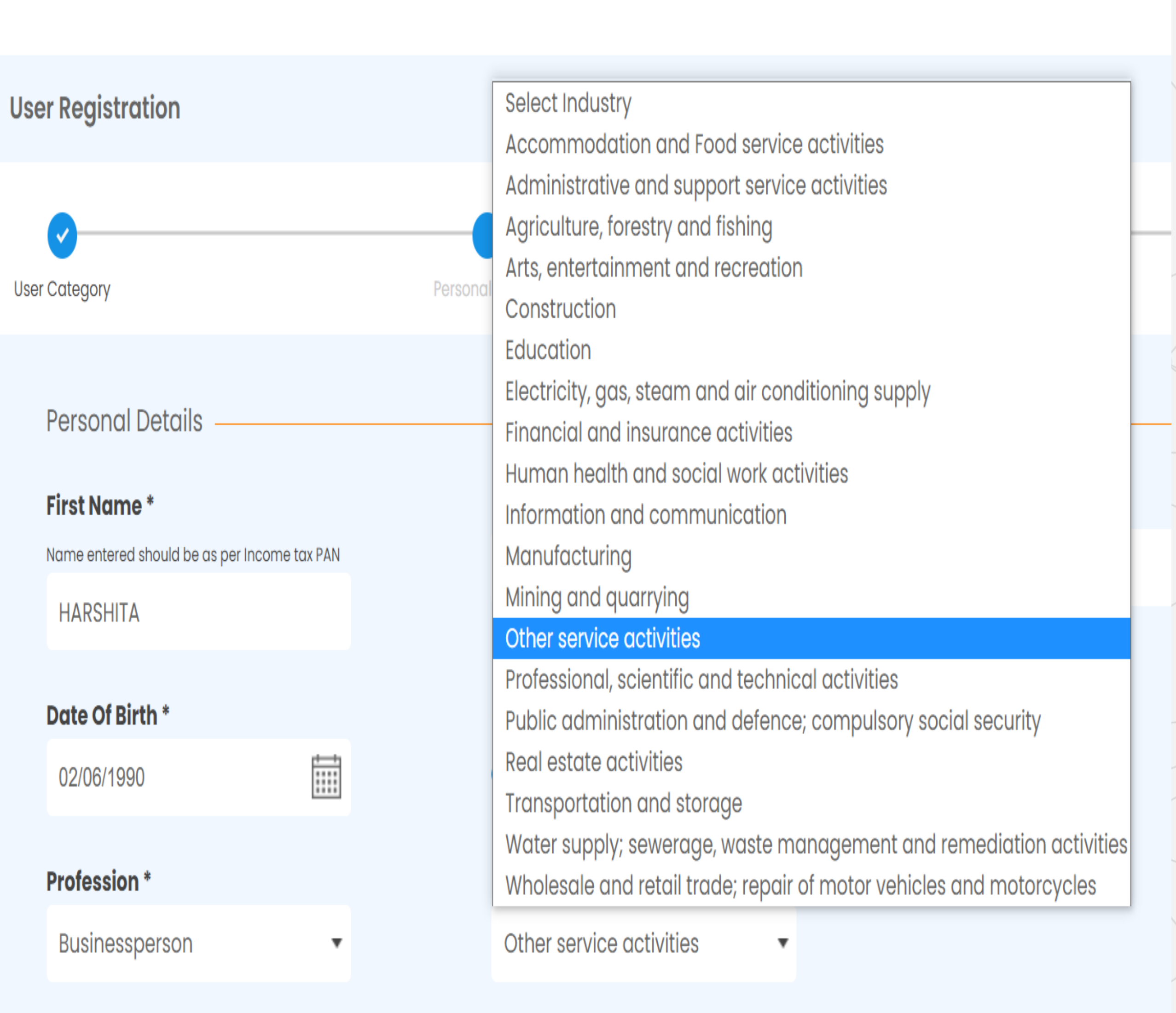
**Gender** *

○ Male ● Female

Select
Businessperson
Other
Professional
Researcher
Salaried
Student

Select

This is required field


User Registration

User Category
Personal

Personal Details

**First Name** *

Name entered should be as per Income tax PAN

HARSHITA

**Date Of Birth** *

02/06/1990

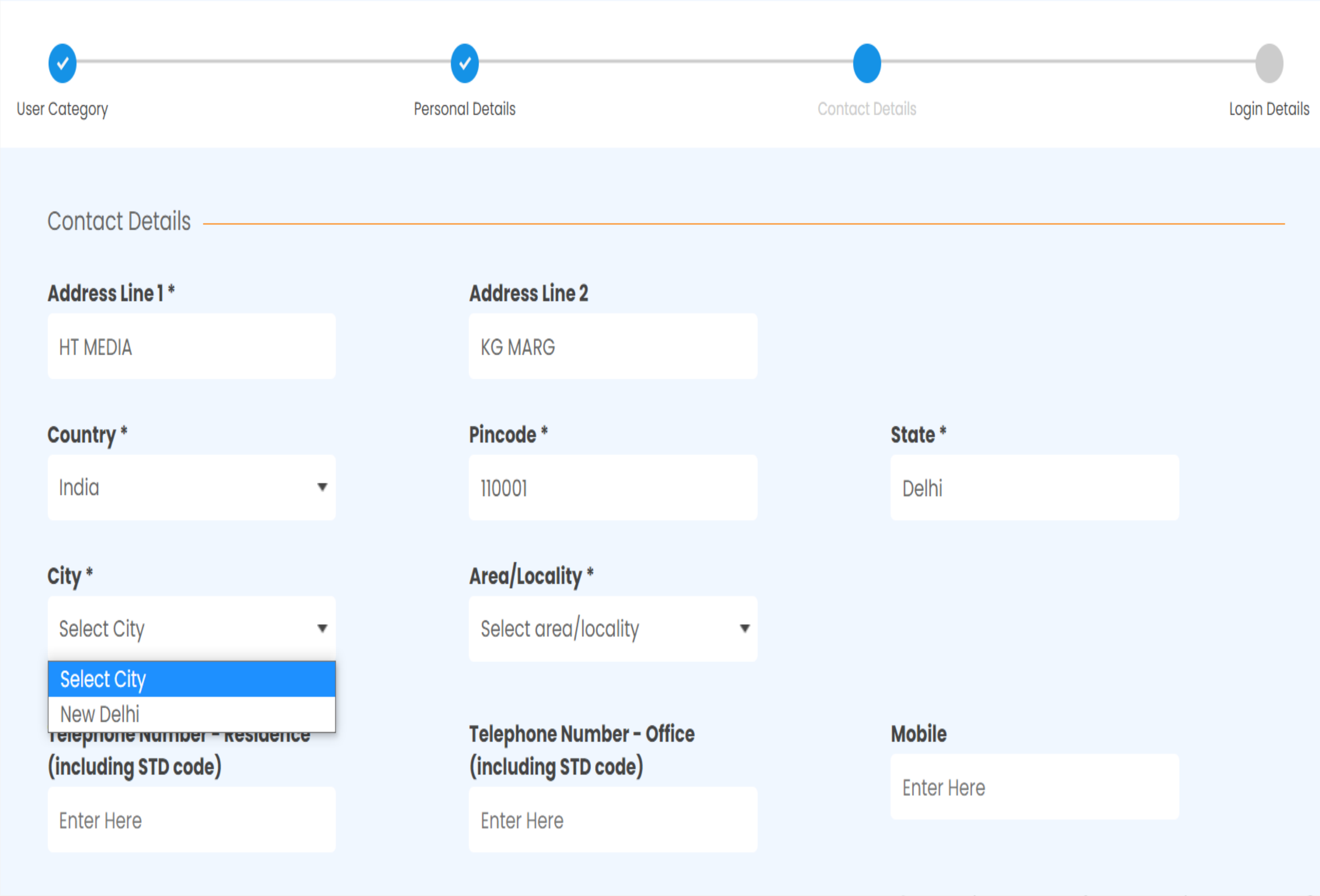
**Profession** *

Businessperson

Select Industry
Accommodation and Food service activities
Administrative and support service activities
Agriculture, forestry and fishing
Arts, entertainment and recreation
Construction
Education
Electricity, gas, steam and air conditioning supply
Financial and insurance activities
Human health and social work activities
Information and communication
Manufacturing
Mining and quarrying
Other service activities
Professional, scientific and technical activities
Public administration and defence; compulsory social security
Real estate activities
Transportation and storage
Water supply; sewerage, waste management and remediation activities
Wholesale and retail trade; repair of motor vehicles and motorcycles

Other service activities

# User Registration – Registered User


User Category
Personal Details
Contact Details
Login Details

Contact Details

**Address Line 1 ***: HT MEDIA

**Address Line 2**: KG MARG

**Country ***: India

**Pincode ***: 110001

**State ***: Delhi

**City ***: Select City

Select City
New Delhi

**Area/Locality ***: Select area/locality

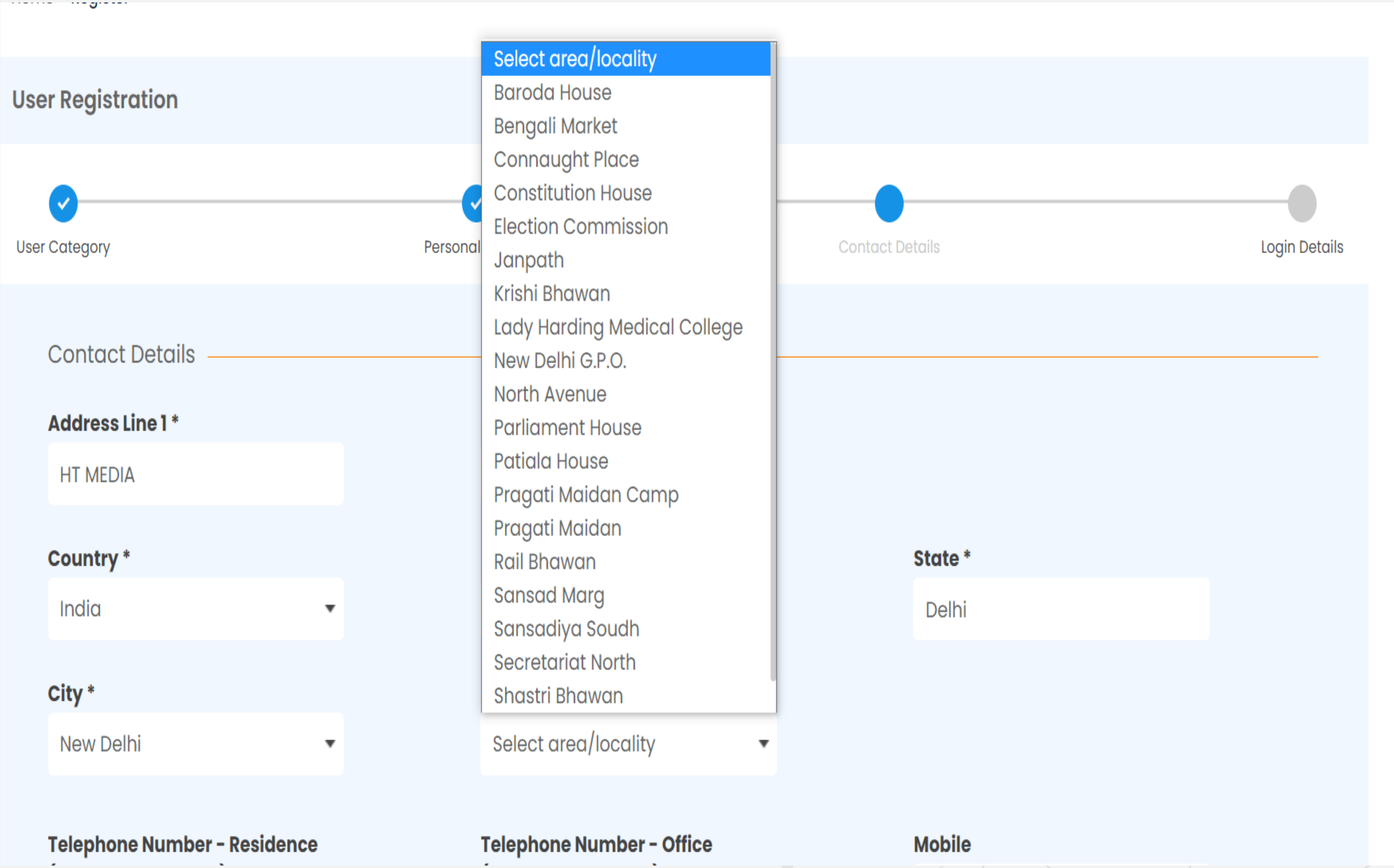
**Telephone Number - Residence (including STD code)**: Enter Here

**Telephone Number - Office (including STD code)**: Enter Here

**Mobile**: Enter Here

- Ensure to select ‘Country’ field first and thereafter select ‘Pincode’
- If ‘Country’ is selected as India, the related ‘State’ field will get auto populated with the relevant Pincode and ‘City’ and ‘Area’ are required to be selected from the auto-populated dropdowns

# User Registration – Registered User


User Registration
User Category
Personal
Contact Details
Login Details
Select area/locality
Baroda House
Bengali Market
Connaught Place
Constitution House
Election Commission
Janpath
Krishi Bhawan
Lady Harding Medical College
New Delhi G.P.O.
North Avenue
Parliament House
Patiala House
Pragati Maidan Camp
Pragati Maidan
Rail Bhawan
Sansad Marg
Sansadiya Soudh
Secretariat North
Shastri Bhawan

Contact Details

**Address Line 1 *** HT MEDIA

**Country *** India

**State *** Delhi

**City *** New Delhi

Select area/locality

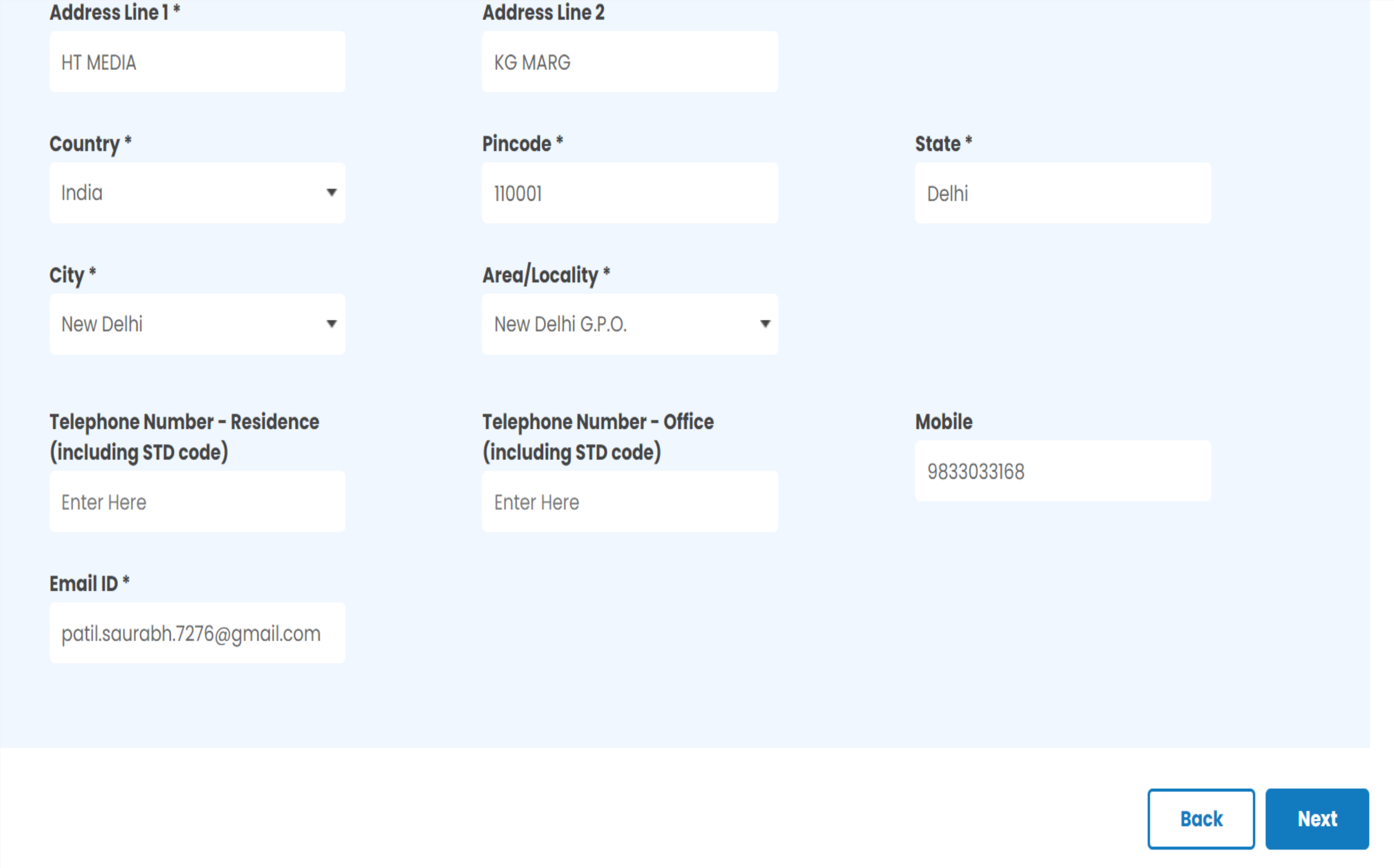
**Telephone Number - Residence**

**Telephone Number - Office**

**Mobile**

- The dropdowns in the 'Area' field will be dependent upon the selection of 'City'

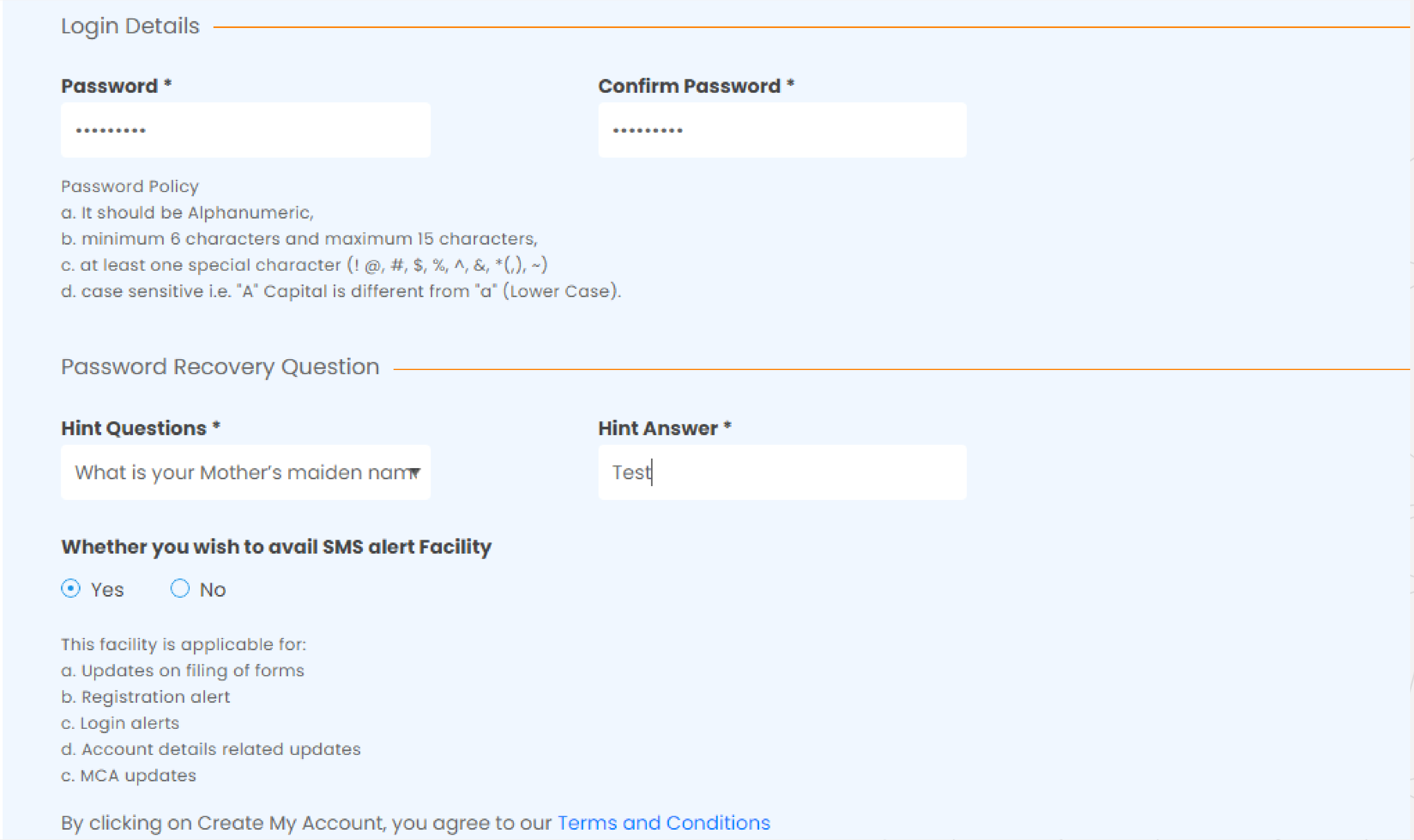
# User Registration – Registered User



| | | |
|---|---|---|
| **Address Line 1 *** HT MEDIA | **Address Line 2** KG MARG | |
| **Country *** India | **Pincode *** 110001 | **State *** Delhi |
| **City *** New Delhi | **Area/Locality *** New Delhi G.P.O. | |
| **Telephone Number - Residence (including STD code)** Enter Here | **Telephone Number - Office (including STD code)** Enter Here | **Mobile** 9833033168 |
| **Email ID *** patil.saurabh.7276@gmail.com | | |

- Ensure to provide correct Mobile Number and Email ID to receive OTP and further communications from MCA
- You are required to provide unique email ID for registration.

# User Registration – Registered User



Login Details

**Password ***

•••••••••

**Confirm Password ***

•••••••••

Password Policy
a. It should be Alphanumeric,
b. minimum 6 characters and maximum 15 characters,
c. at least one special character (! @, #, $, %, ^, &, *(,), ~)
d. case sensitive i.e. "A" Capital is different from "a" (Lower Case).

Password Recovery Question

**Hint Questions ***

What is your Mother's maiden nam

**Hint Answer ***

Test

**Whether you wish to avail SMS alert Facility**

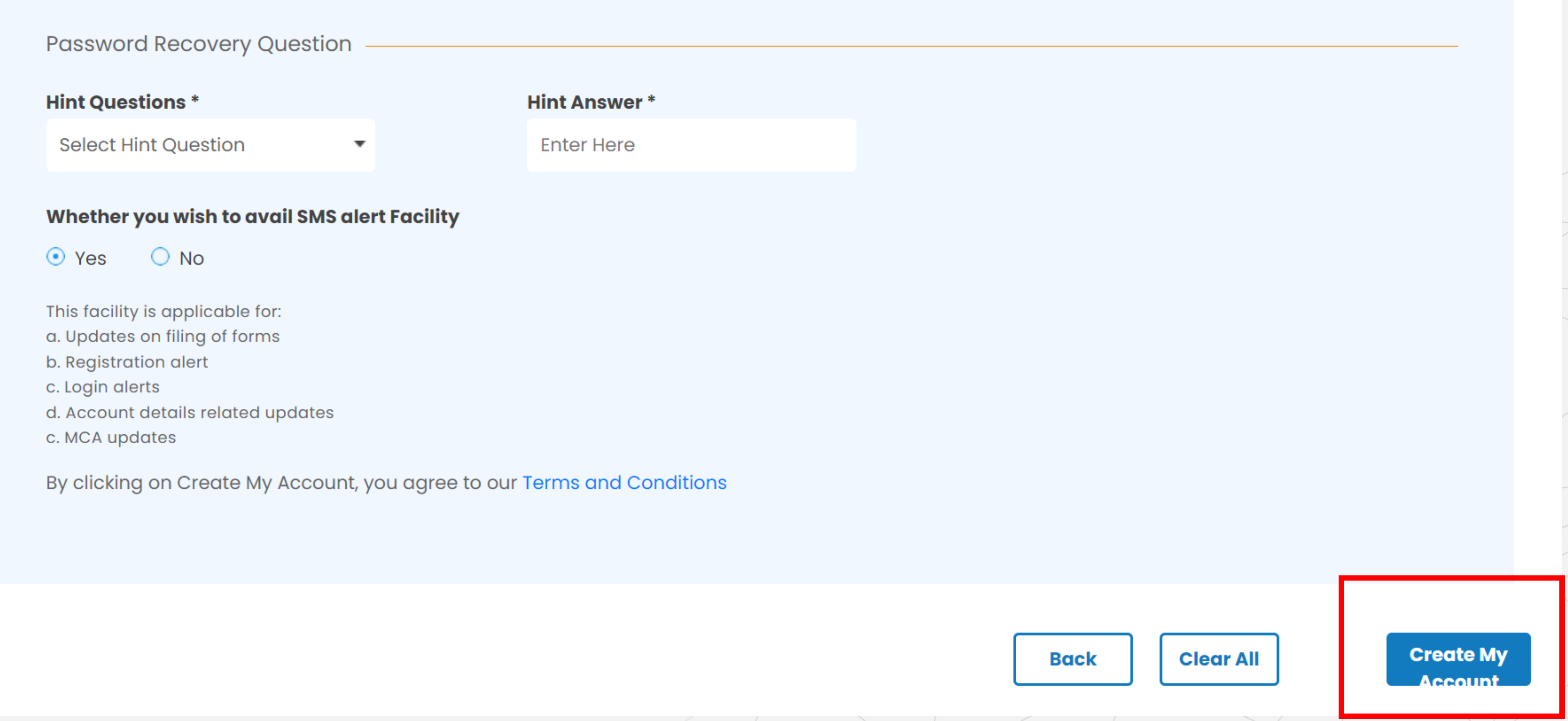
● Yes ○ No

This facility is applicable for:
a. Updates on filing of forms
b. Registration alert
c. Login alerts
d. Account details related updates
c. MCA updates

By clicking on Create My Account, you agree to our Terms and Conditions

- Please provide Password and Hint Question and Answer
- Hint Question & Answer will be helpful in case the User forgets the Password and initiates to reset their Password

# User Registration – Registered User



Password Recovery Question

**Hint Questions ***

Select Hint Question

**Hint Answer ***

Enter Here

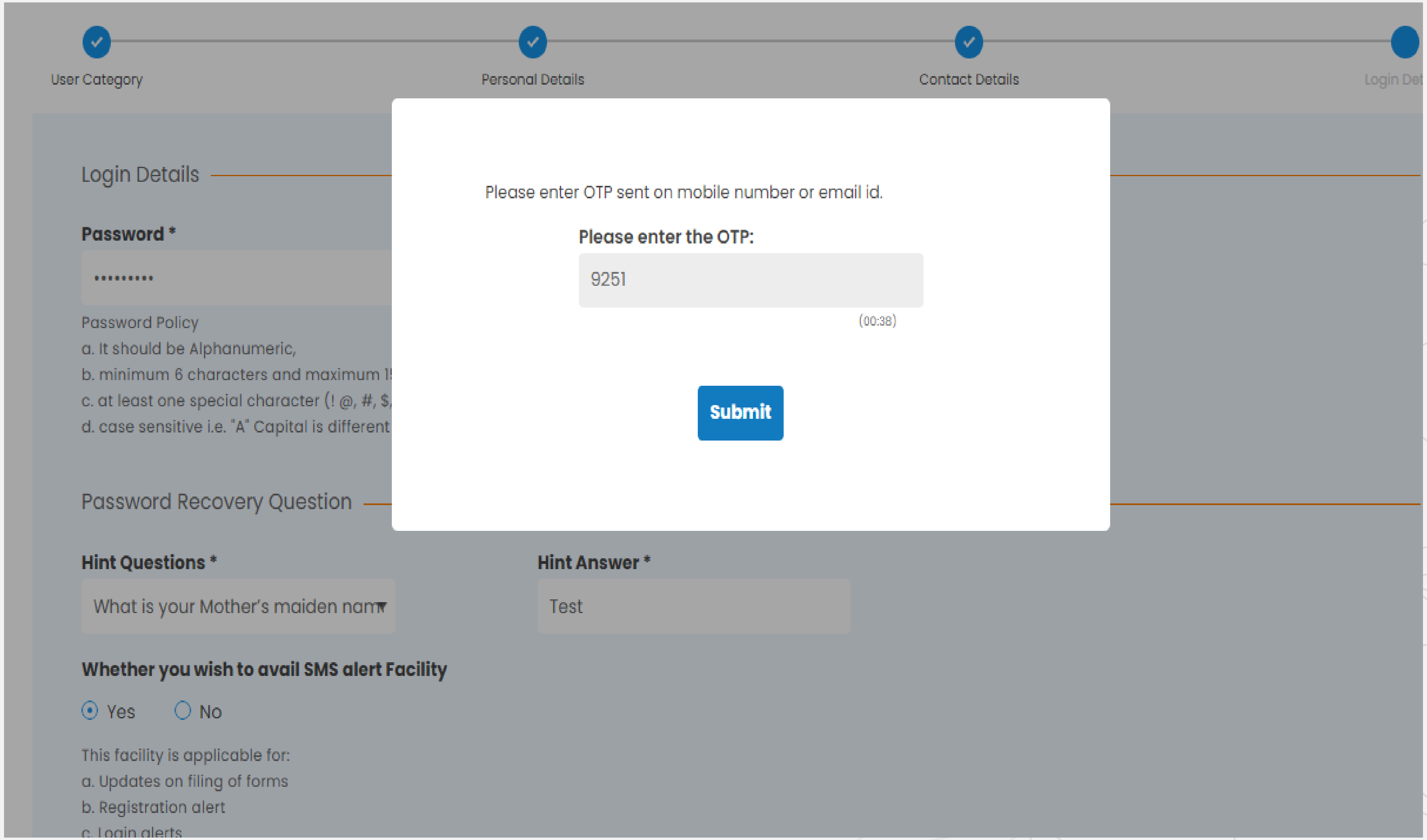
**Whether you wish to avail SMS alert Facility**

● Yes ○ No

This facility is applicable for:
a. Updates on filing of forms
b. Registration alert
c. Login alerts
d. Account details related updates
c. MCA updates

By clicking on Create My Account, you agree to our Terms and Conditions

# User Registration – Registered User



Login Details

**Password ***

•••••••••

Password Policy
a. It should be Alphanumeric,
b. minimum 6 characters and maximum 1
c. at least one special character (! @, #, $,
d. case sensitive i.e. "A" Capital is different

Please enter OTP sent on mobile number or email id.

**Please enter the OTP:** 9251

(00:38)

Password Recovery Question

**Hint Questions *** What is your Mother's maiden nam

**Hint Answer *** Test

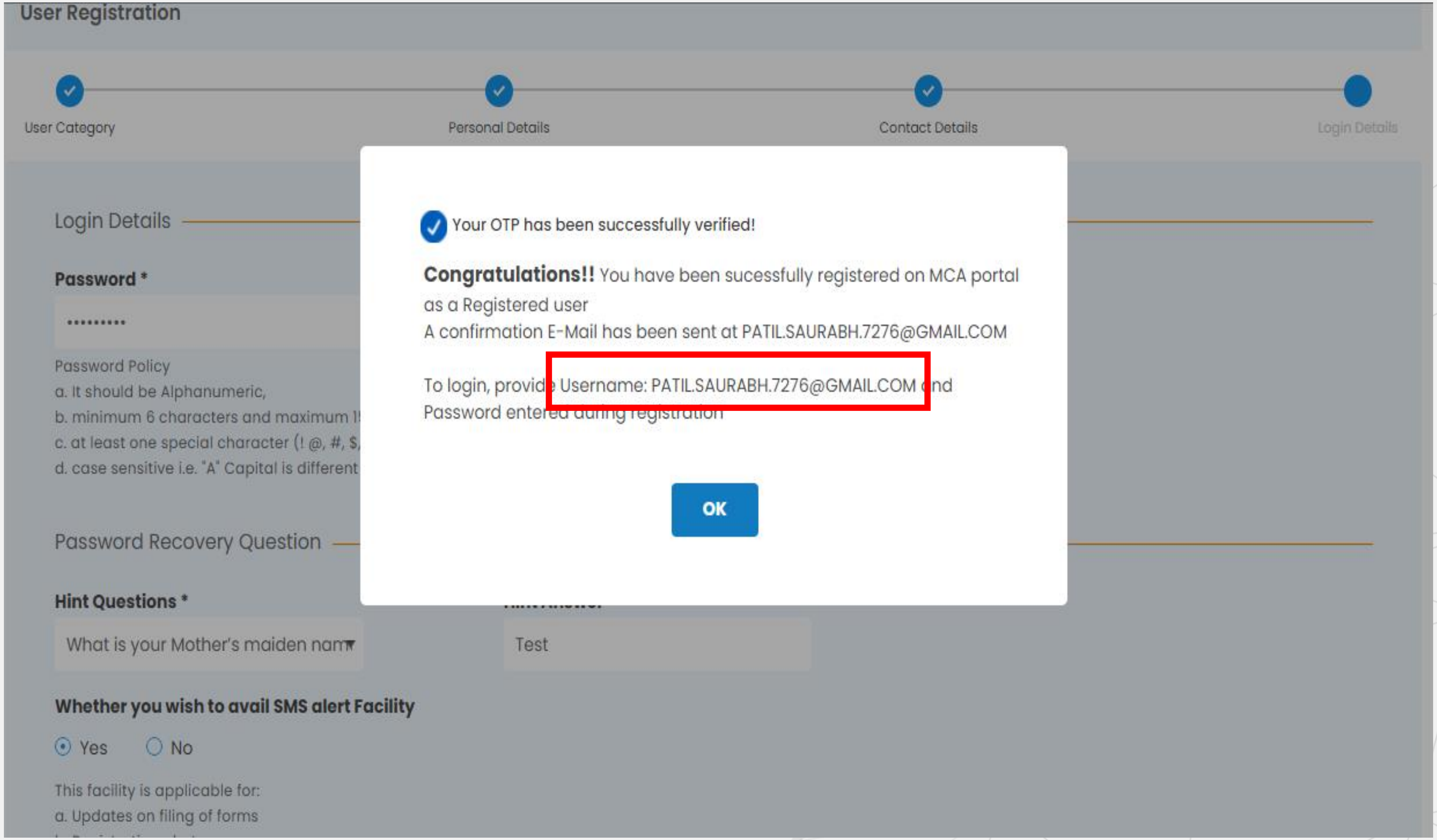
**Whether you wish to avail SMS alert Facility**

● Yes ○ No

This facility is applicable for:
a. Updates on filing of forms
b. Registration alert
c. Login alerts

- Same OTP will be sent to the Mobile and Email ID provided by the User in contact details
- For Registered Users, only ONE OTP is required to be provided for verification which will be sent on both Email as well as Mobile of the user. For Business Users, Two separate OTPs will be sent to user's Mobile and Email ID and those would be required to be given by the user.
- In case OTPs are not received by the user, the user can reinitiate the OTP after 60 seconds timer is over

# User Registration – Registered User



User Registration

Login Details

**Password ***

•••••••••

Password Policy
a. It should be Alphanumeric,
b. minimum 6 characters and maximum 1
c. at least one special character (! @, #, $,
d. case sensitive i.e. "A" Capital is different

Your OTP has been successfully verified!

**Congratulations!!** You have been sucessfully registered on MCA portal as a Registered user
A confirmation E-Mail has been sent at PATIL.SAURABH.7276@GMAIL.COM

To login, provide Username: PATIL.SAURABH.7276@GMAIL.COM and Password entered during registration

OK

Password Recovery Question

**Hint Questions ***

What is your Mother's maiden nam▾

Test

**Whether you wish to avail SMS alert Facility**

● Yes ○ No

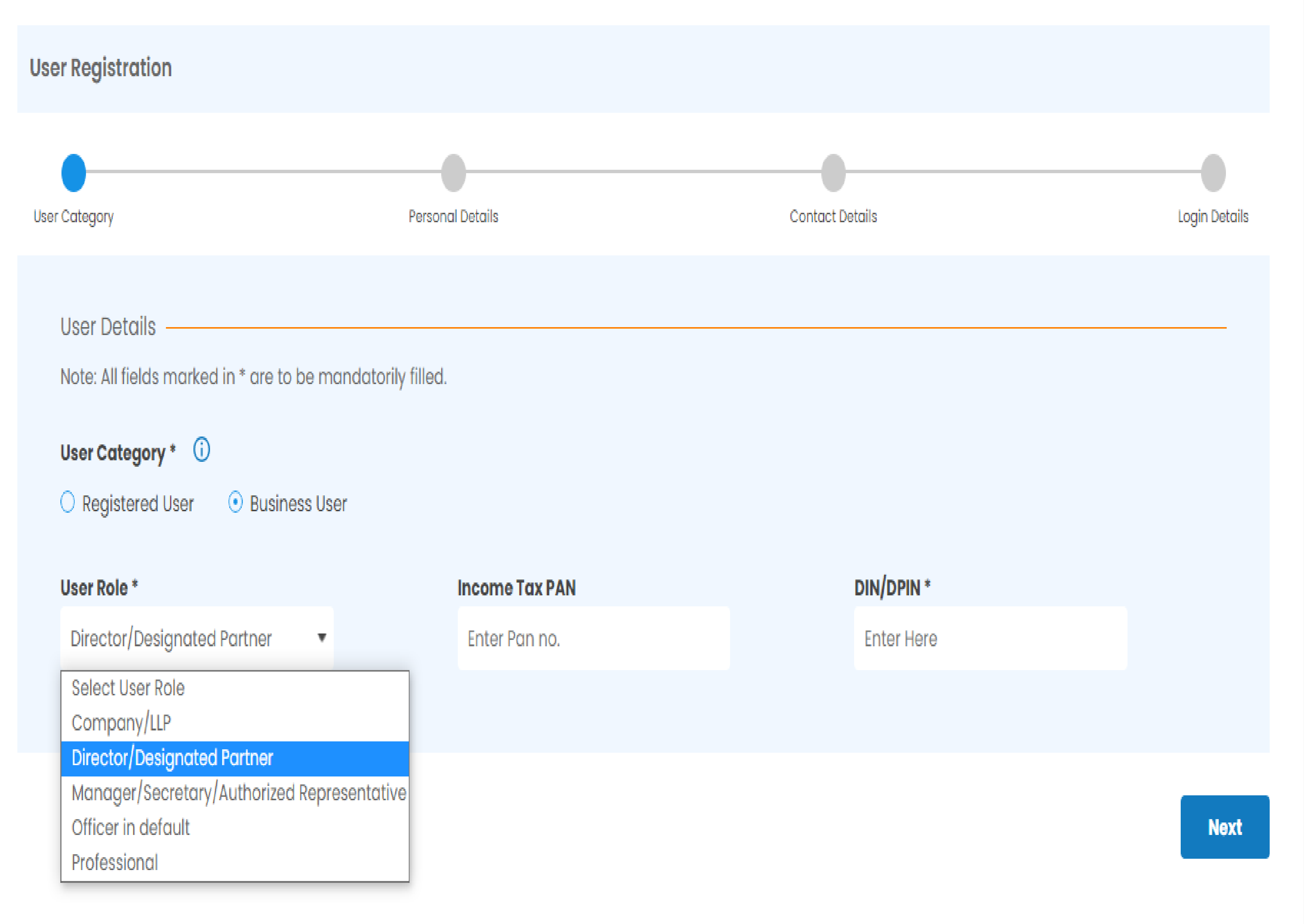
This facility is applicable for:
a. Updates on filing of forms

- Email ID provided by the User in Contact Details becomes the Username for login purpose to the system.
- The completion of the user registration will be communicated to the User on the Screen as well as through message on Email and SMS.

# User Registration

## Business User
## Director User

ENHANCED
USER-EXPERIENCE
E-CONSULTATION
ASY
ILING
SERVICE
INTEGRATION
SIMPLIFIED COMPANY
& LLP INCORPORATION
IMPROVED
ACCESSIBILITY



User Registration

User Category
Personal Details
Contact Details
Login Details

User Details

Note: All fields marked in * are to be mandatorily filled.

User Category *

○ Registered User ● Business User

User Role *: Director/Designated Partner

Select User Role
Company/LLP
Director/Designated Partner
Manager/Secretary/Authorized Representative
Officer in default
Professional

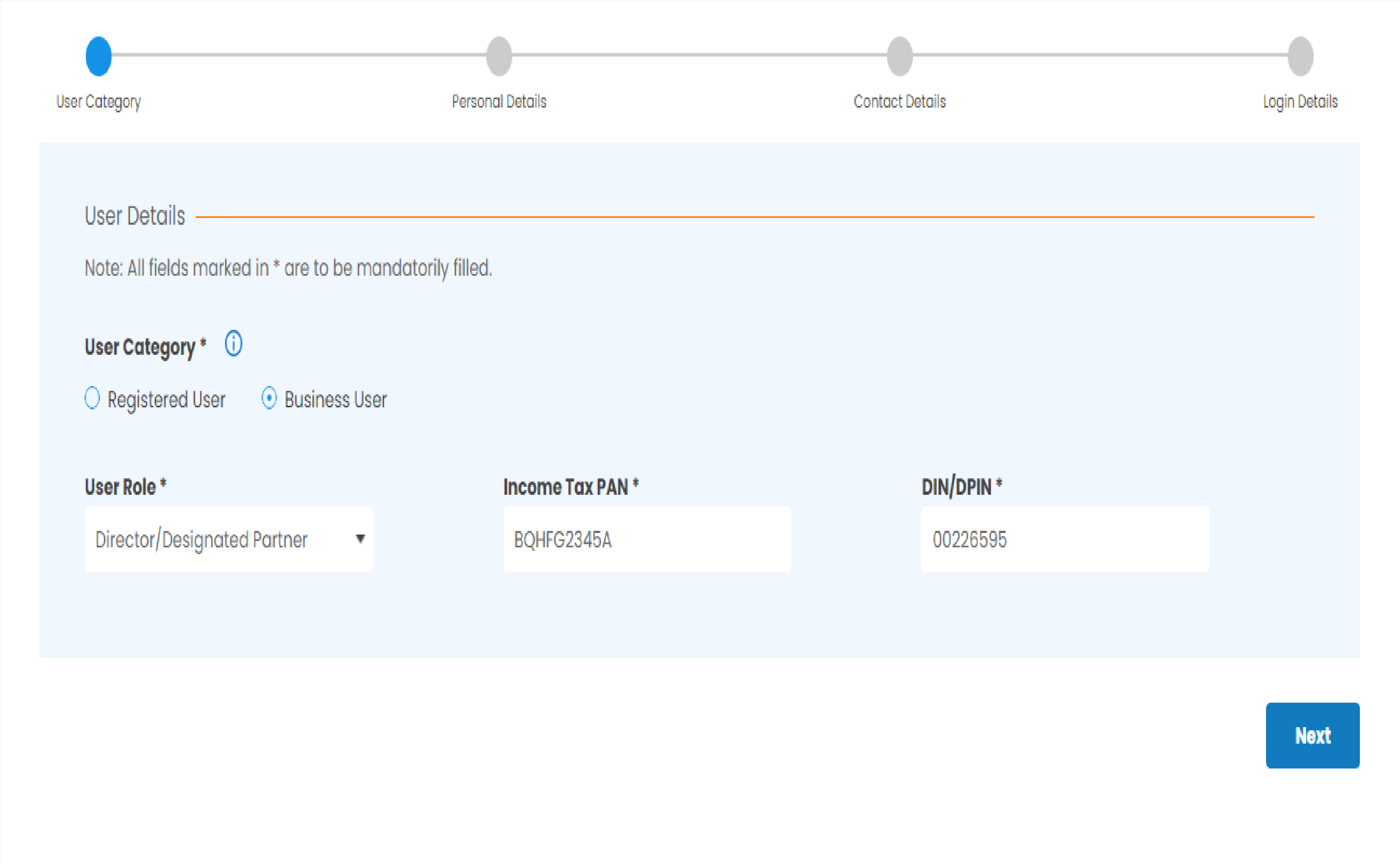
Income Tax PAN: Enter Pan no.

DIN/DPIN *: Enter Here

Next

- PAN is not mandatory for Business Users selecting Director or Designated Partner Role
- Only DIN / DPIN is mandatory for Business users in Director/Designated Partner category

# User Registration – Director User


User Category
Personal Details
Contact Details
Login Details

User Details

Note: All fields marked in * are to be mandatorily filled.

**User Category *** ⓘ

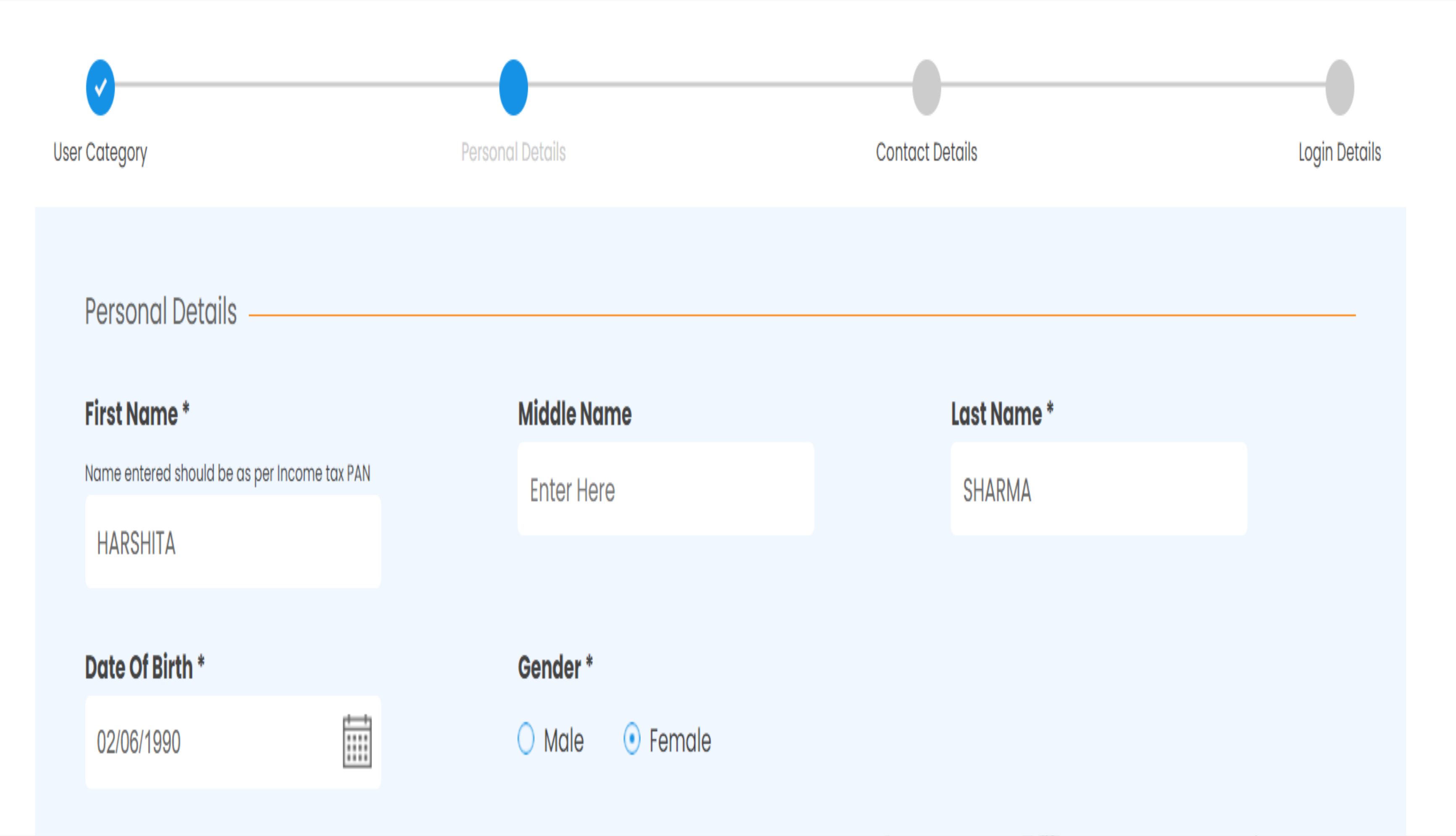
○ Registered User ● Business User

| | | |
|---|---|---|
| **User Role *** | **Income Tax PAN *** | **DIN/DPIN *** |
| Director/Designated Partner ▾ | BQHFG2345A | 00226595 |

Next

- DIN/DPIN is mandatory for Director/Designated Partner role

# User Registration – Director User


User Category
Personal Details
Contact Details
Login Details

Personal Details

**First Name** *

Name entered should be as per Income tax PAN

HARSHITA

**Middle Name**

Enter Here

**Last Name** *

SHARMA

**Date Of Birth** *

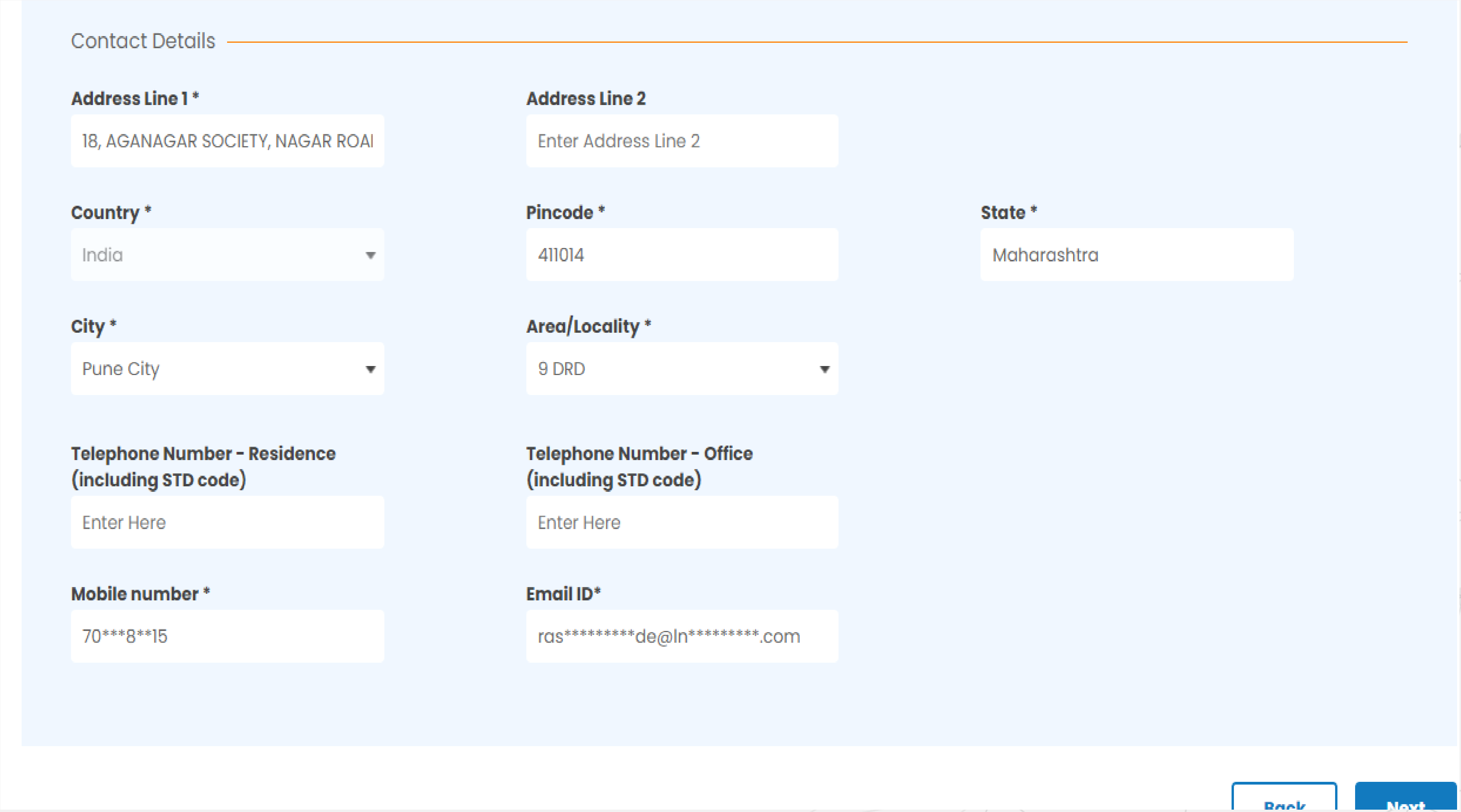
02/06/1990

**Gender** *

○ Male ● Female

- Provide First Name, Middle Name & Last Name in CAPITAL LETTERS. First Name and Last Name are Mandatory whereas Middle Name is optional
- For Director Role, please ensure to provide details as per MCA database as part of Director KYC.

# User Registration – Director User



Contact Details

**Address Line 1 *** 18, AGANAGAR SOCIETY, NAGAR ROAI

**Address Line 2** Enter Address Line 2

**Country *** India

**Pincode *** 411014

**State *** Maharashtra

**City *** Pune City

**Area/Locality *** 9 DRD

**Telephone Number - Residence (including STD code)** Enter Here

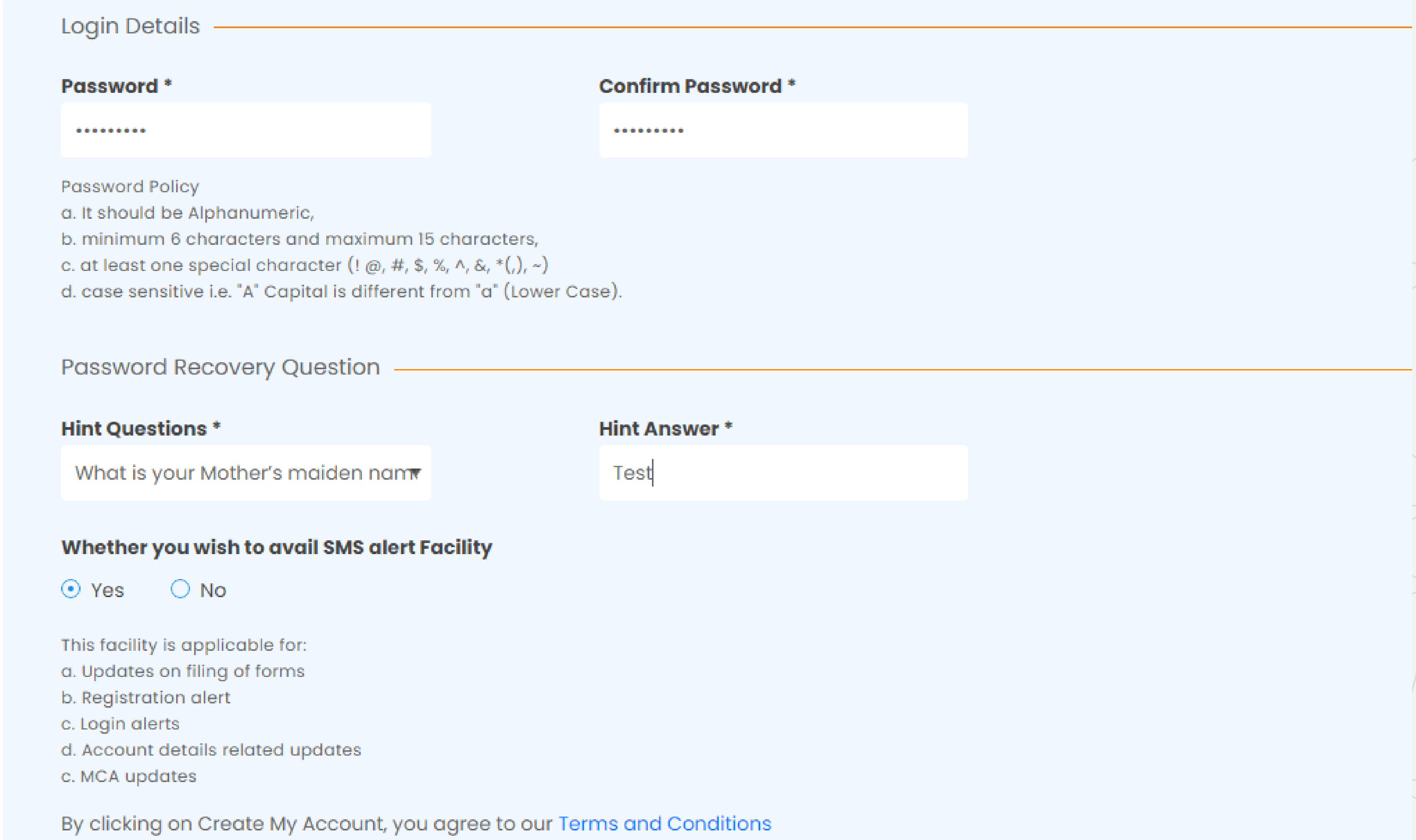
**Telephone Number - Office (including STD code)** Enter Here

**Mobile number *** 70***8**15

**Email ID*** ras*********de@ln*********.com

- Mobile Number and Email ID of the User will get pre-filled (non-editable) basis the DIN/ DPIN entered
- These details cannot be edited by the Business User in Director Category

# User Registration – Director User



Login Details

**Password ***

•••••••••

**Confirm Password ***

•••••••••

Password Policy
a. It should be Alphanumeric,
b. minimum 6 characters and maximum 15 characters,
c. at least one special character (! @, #, $, %, ^, &, *(,), ~)
d. case sensitive i.e. "A" Capital is different from "a" (Lower Case).

Password Recovery Question

**Hint Questions ***

What is your Mother's maiden name

**Hint Answer ***

Test

**Whether you wish to avail SMS alert Facility**

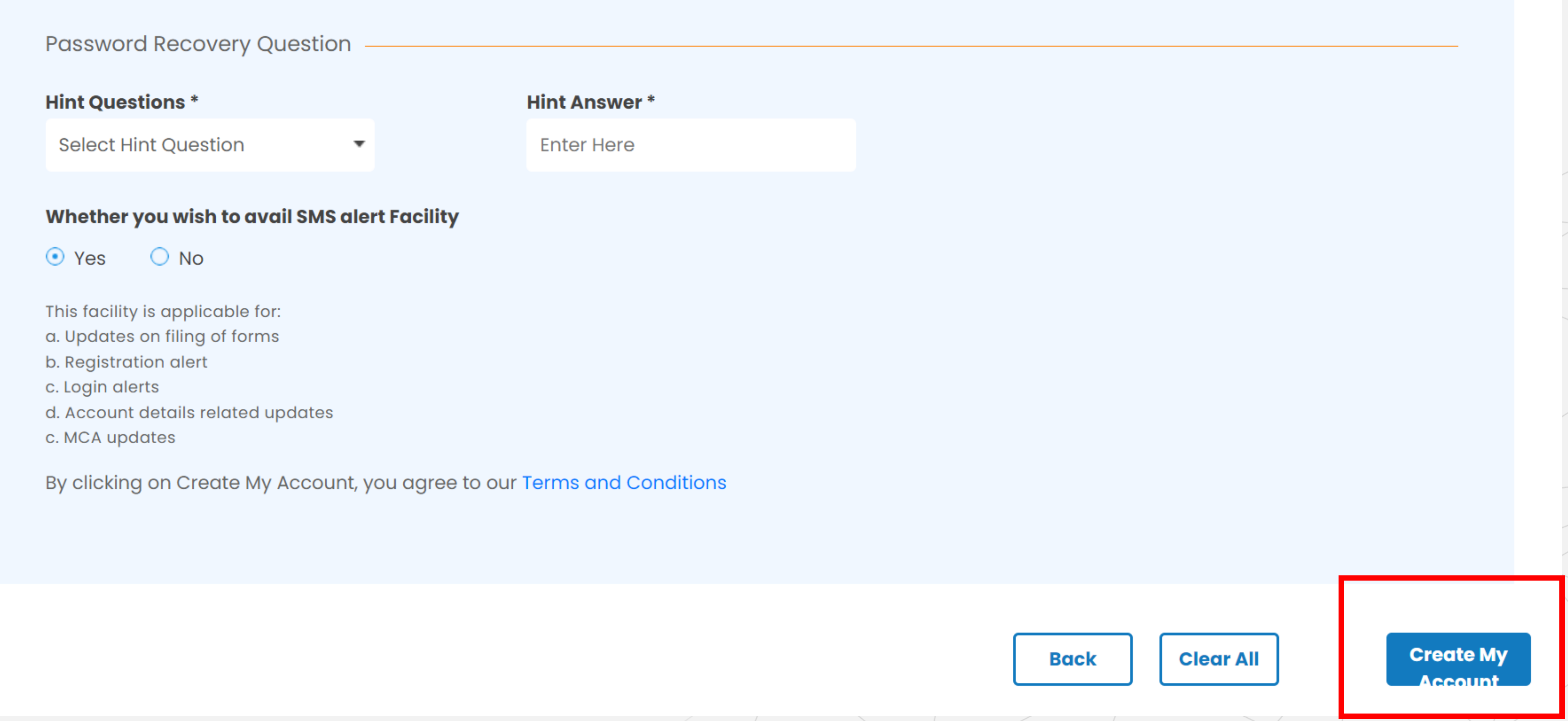
● Yes ○ No

This facility is applicable for:
a. Updates on filing of forms
b. Registration alert
c. Login alerts
d. Account details related updates
c. MCA updates

By clicking on Create My Account, you agree to our Terms and Conditions

- Please give your Password as per the combination as provided in Password Policy section and select the Hint Question and Answer option which will be helpful in case the user forgets the Password and applies for reset/change of the Password
- User is advised to select SMS alert Facility to get useful updates from MCA

# User Registration – Director User



Password Recovery Question

**Hint Questions ***

Select Hint Question

**Hint Answer ***

Enter Here

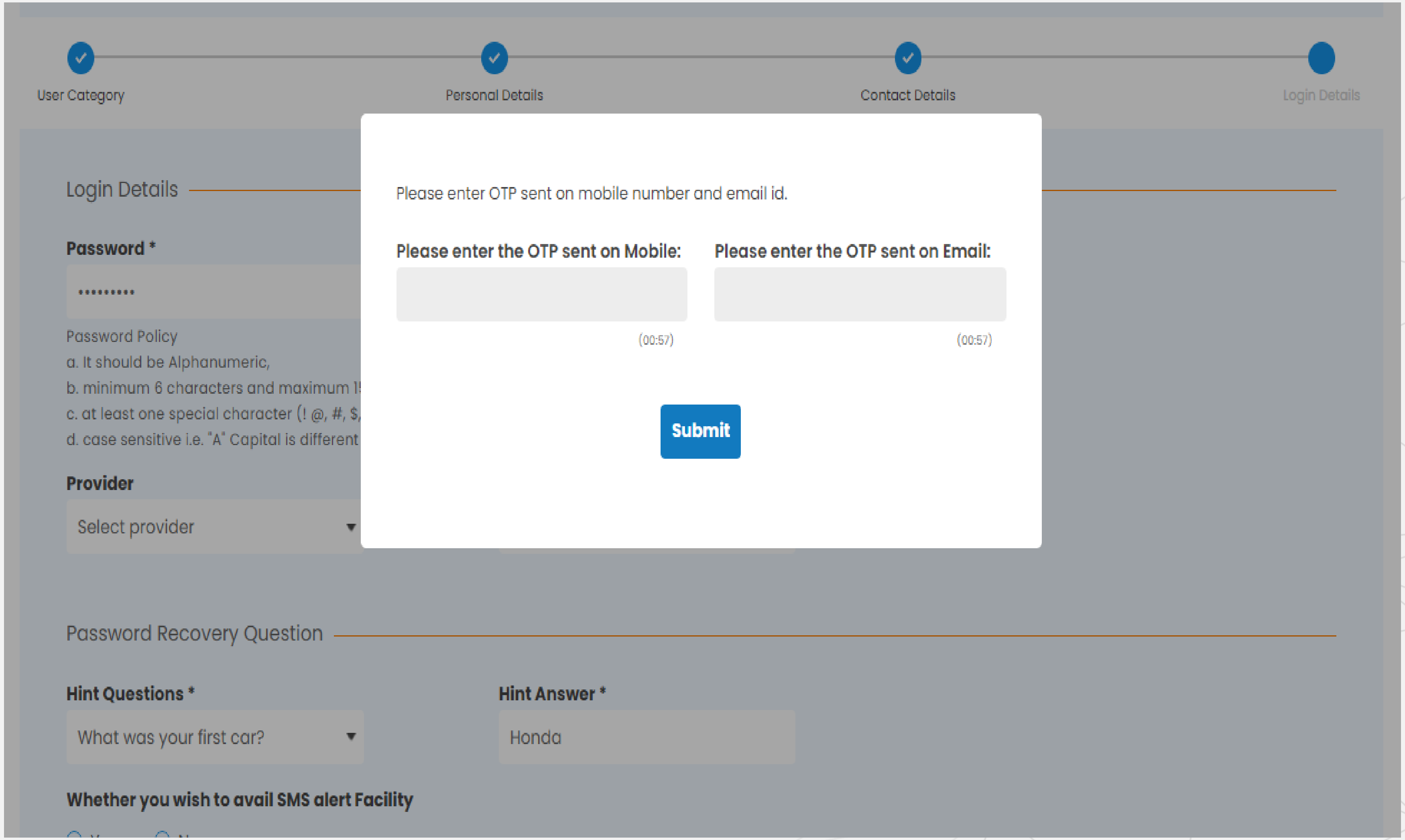
**Whether you wish to avail SMS alert Facility**

● Yes ○ No

This facility is applicable for:
a. Updates on filing of forms
b. Registration alert
c. Login alerts
d. Account details related updates
c. MCA updates

By clicking on Create My Account, you agree to our Terms and Conditions

# User Registration – Director User



Login Details

**Password ***

•••••••••

Password Policy
a. It should be Alphanumeric,
b. minimum 6 characters and maximum 1
c. at least one special character (! @, #, $,
d. case sensitive i.e. "A" Capital is different

**Provider**

Select provider ▾

Please enter OTP sent on mobile number and email id.

**Please enter the OTP sent on Mobile:** (00:57)

**Please enter the OTP sent on Email:** (00:57)

Password Recovery Question

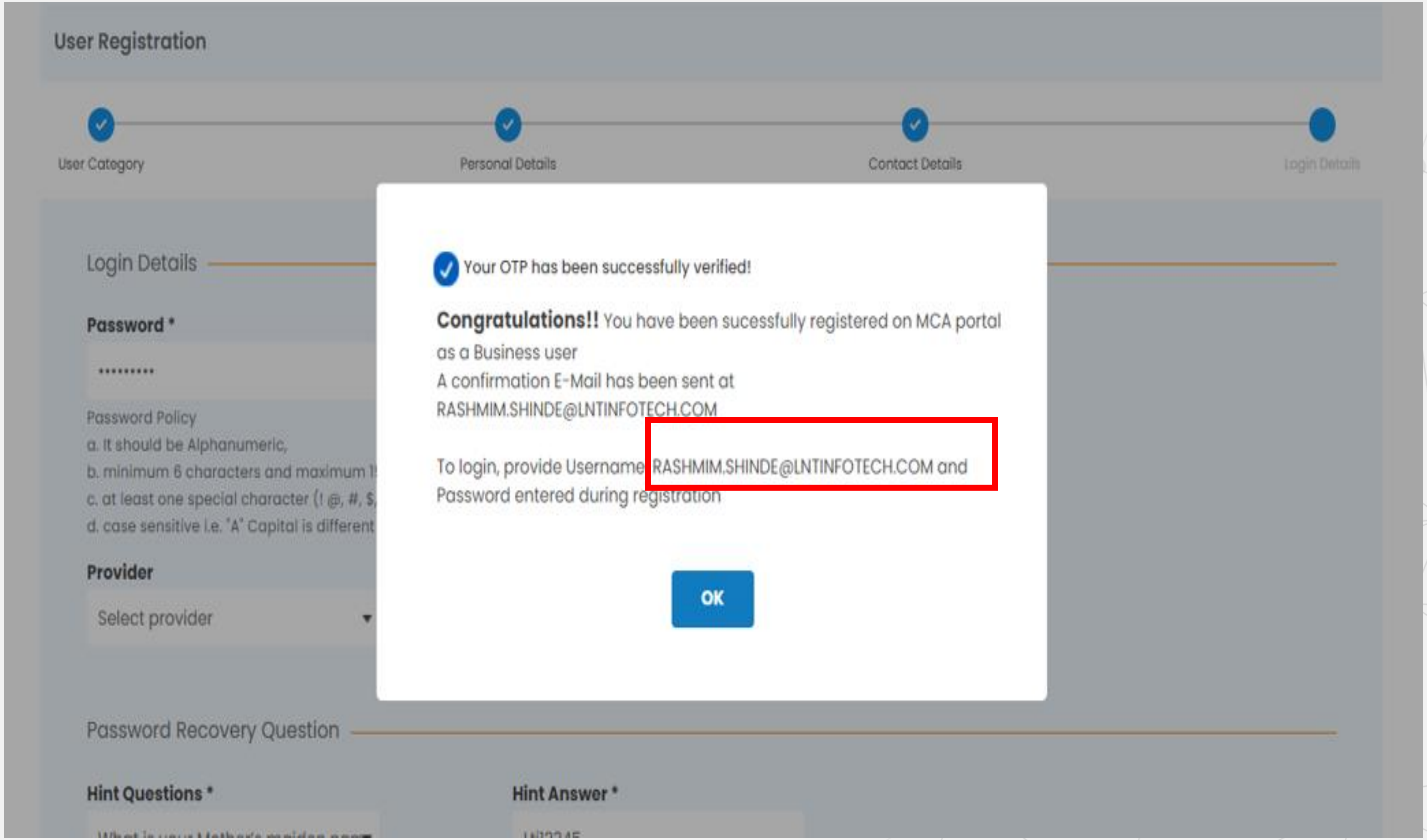
**Hint Questions ***: What was your first car? ▾

**Hint Answer ***: Honda

**Whether you wish to avail SMS alert Facility**

- Two separate / distinct OTP's will be sent to the Mobile and Email ID provided by the User in contact details
- Both will be required to be provided by the User to complete the registration process

# User Registration – Director User



User Registration

Login Details

**Password ***

•••••••••

Password Policy
a. It should be Alphanumeric,
b. minimum 6 characters and maximum 1
c. at least one special character (! @, #, $,
d. case sensitive i.e. "A" Capital is different

**Provider**

Select provider ▾

Your OTP has been successfully verified!

**Congratulations!!** You have been sucessfully registered on MCA portal as a Business user
A confirmation E-Mail has been sent at
RASHMIM.SHINDE@LNTINFOTECH.COM

To login, provide Username RASHMIM.SHINDE@LNTINFOTECH.COM and Password entered during registration

Password Recovery Question

**Hint Questions ***

**Hint Answer ***

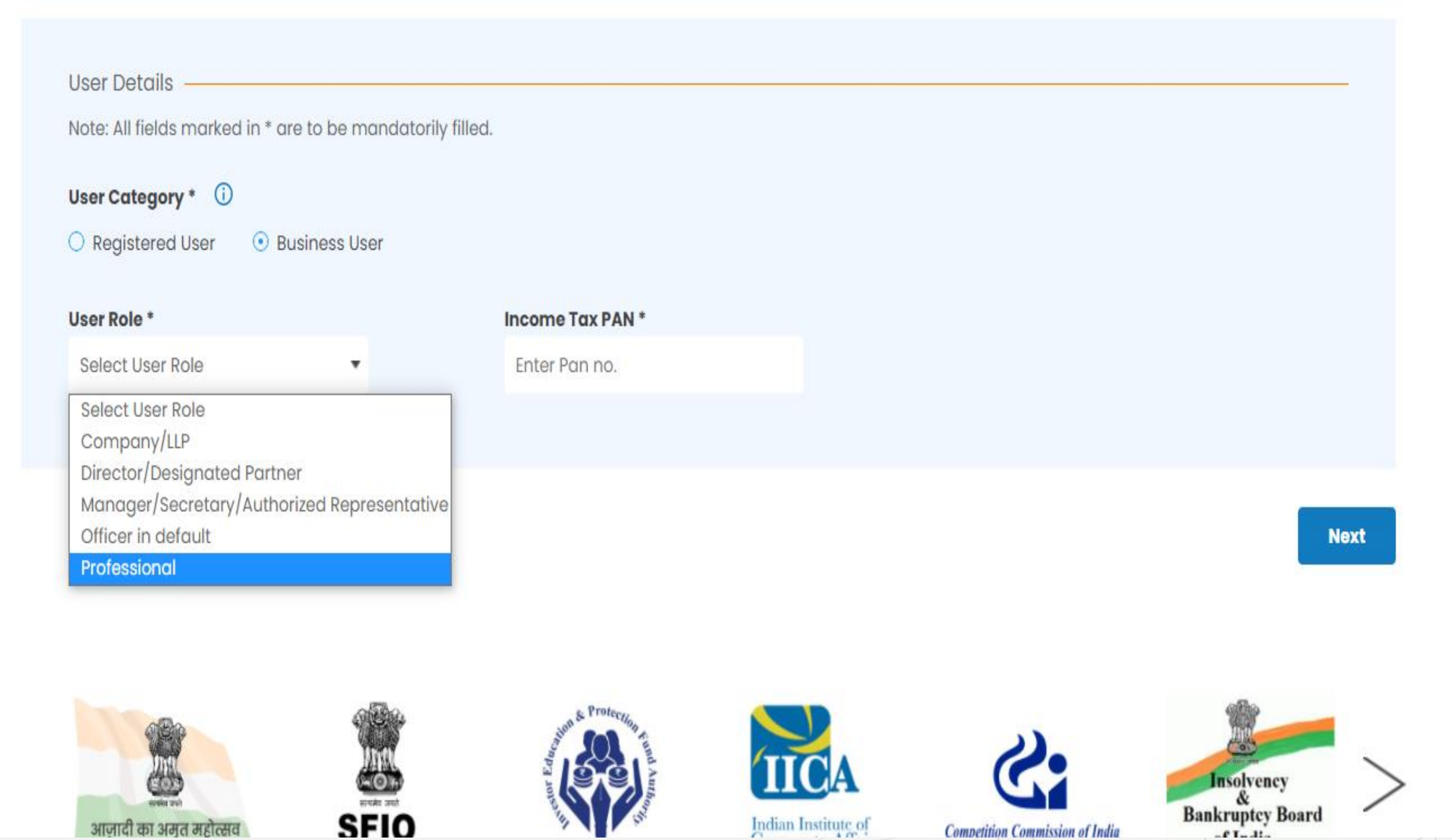
- Email ID provided by the User in Contact Details becomes the Username for user for login purpose
- A confirmation message for completion of registration will be displayed on the screen and a separate communicated will be sent to the User through Email and SMS.

# User Registration

## Business User
## Professional User

ENHANCED
USER-EXPERIENCE
E-CONSULTATION
ASY
ILING
SERVICE
INTEGRATION
SIMPLIFIED COMPANY
& LLP INCORPORATION
IMPROVED
ACCESSIBILITY

# User Registration – Professional User



User Details

Note: All fields marked in * are to be mandatorily filled.

**User Category ***

○ Registered User ● Business User

**User Role ***

Select User Role

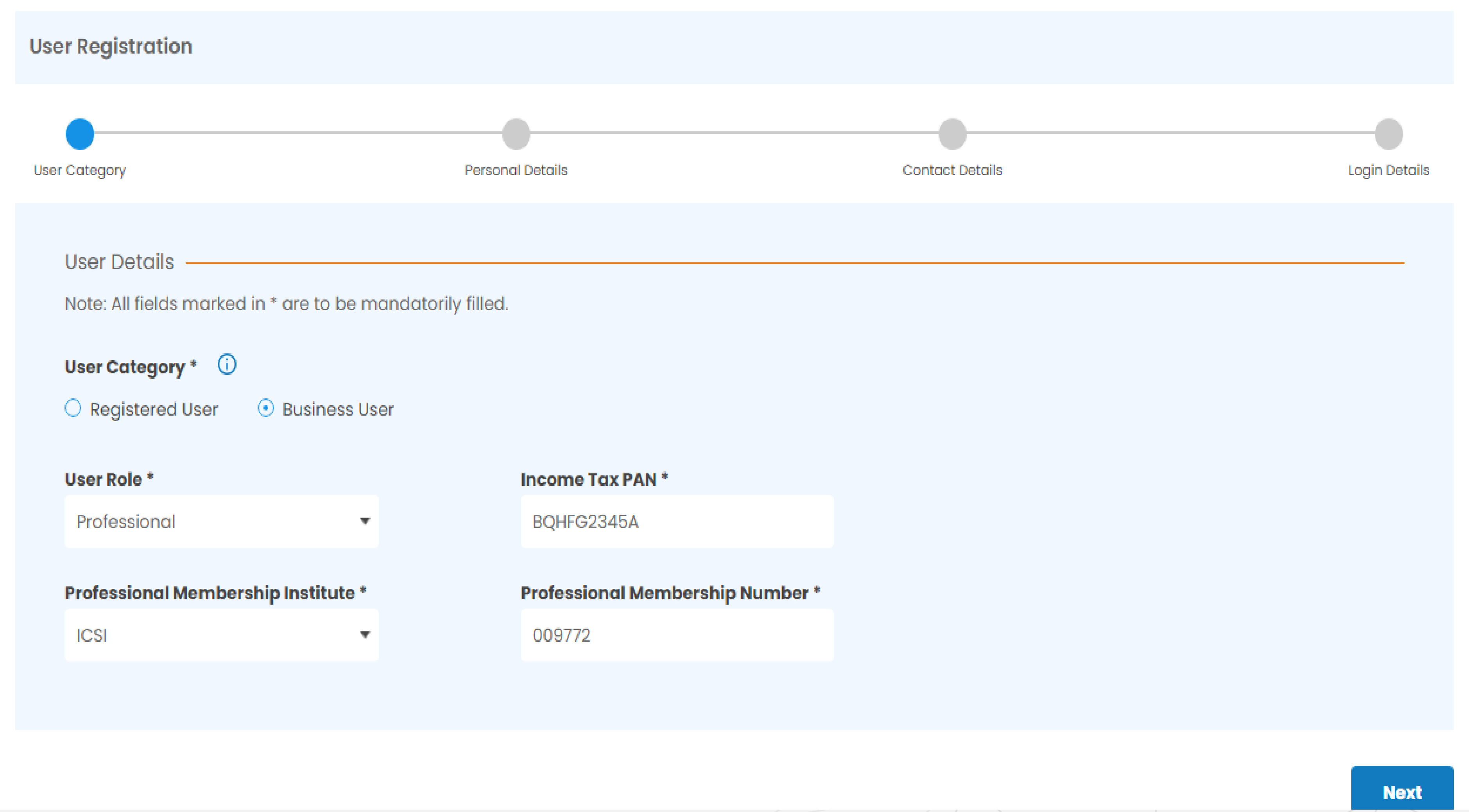
**Income Tax PAN ***

Enter Pan no.

Select User Role
Company/LLP
Director/Designated Partner
Manager/Secretary/Authorized Representative
Officer in default
Professional
Next
आज़ादी का अमृत महोत्सव
SFIO
Investor Education & Protection Fund Authority
IICA
Indian Institute of
Competition Commission of India
Insolvency & Bankruptcy Board

- Please select ‘Business User’ under User Category and select ‘Professional’ as User Role
- PAN is mandatory for Professional Users

# User Registration – Professional User



User Registration

User Category
Personal Details
Contact Details
Login Details

User Details

Note: All fields marked in * are to be mandatorily filled.

**User Category ***

○ Registered User ● Business User

**User Role ***: Professional

**Income Tax PAN ***: BQHFG2345A

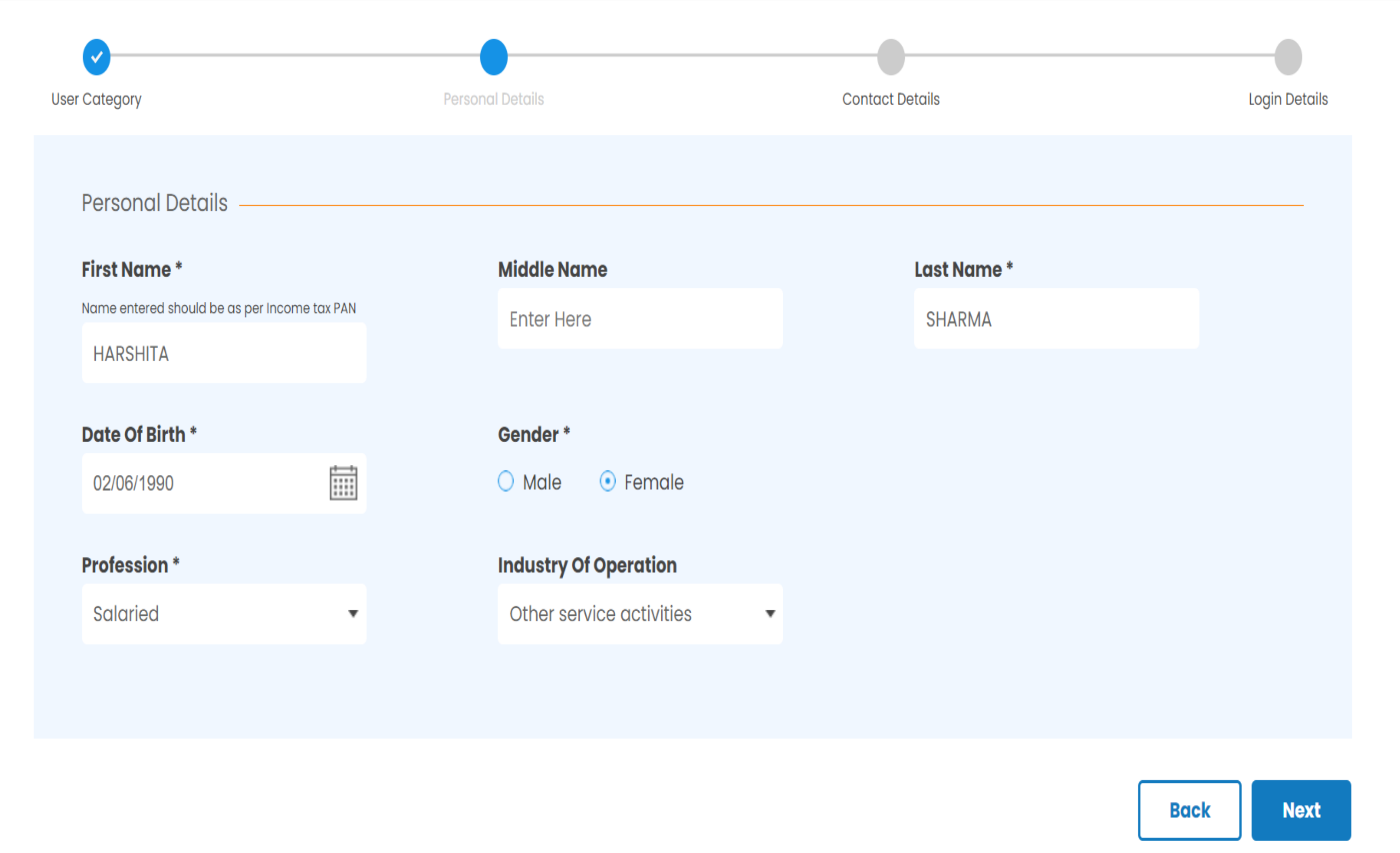
**Professional Membership Institute ***: ICSI

**Professional Membership Number ***: 009772

Next

- Please select 'Professional Membership Institute' from the dropdown and provide 'Professional Membership Number' and this is a mandatory field

# User Registration – Professional User


User Category
Personal Details
Contact Details
Login Details

Personal Details

**First Name ***

Name entered should be as per Income tax PAN

HARSHITA

**Middle Name**

Enter Here

**Last Name ***

SHARMA

**Date Of Birth ***

02/06/1990

**Gender ***

○ Male ● Female

**Profession ***

Salaried

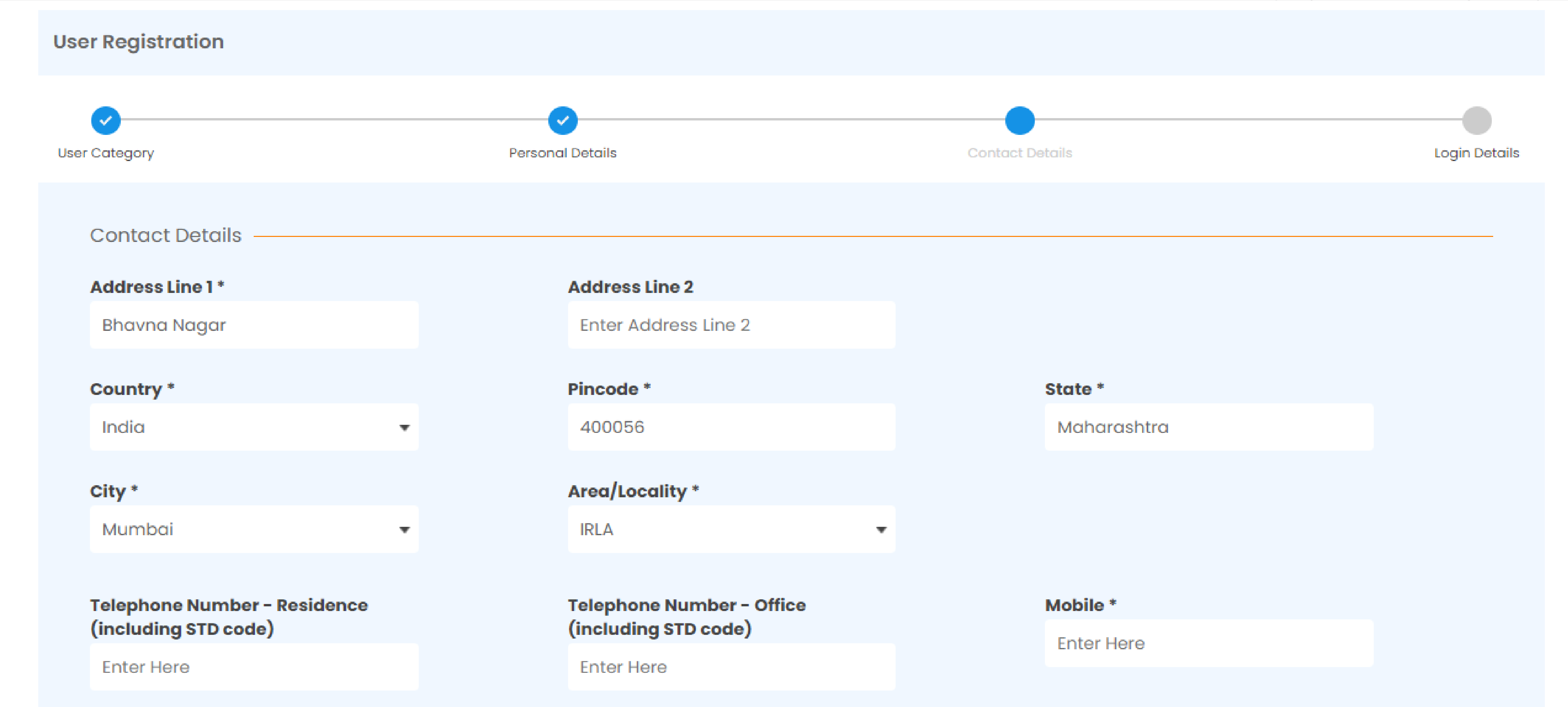
**Industry Of Operation**

Other service activities

Back
Next

- Provide First Name, Middle Name & Last Name as in PAN database
- Date of Birth should match with PAN database

# User Registration – Professional User



User Registration

✓ User Category
✓ Personal Details
● Contact Details
○ Login Details

Contact Details

Address Line 1 *: Bhavna Nagar

Address Line 2: Enter Address Line 2

Country *: India

Pincode *: 400056

State *: Maharashtra

City *: Mumbai

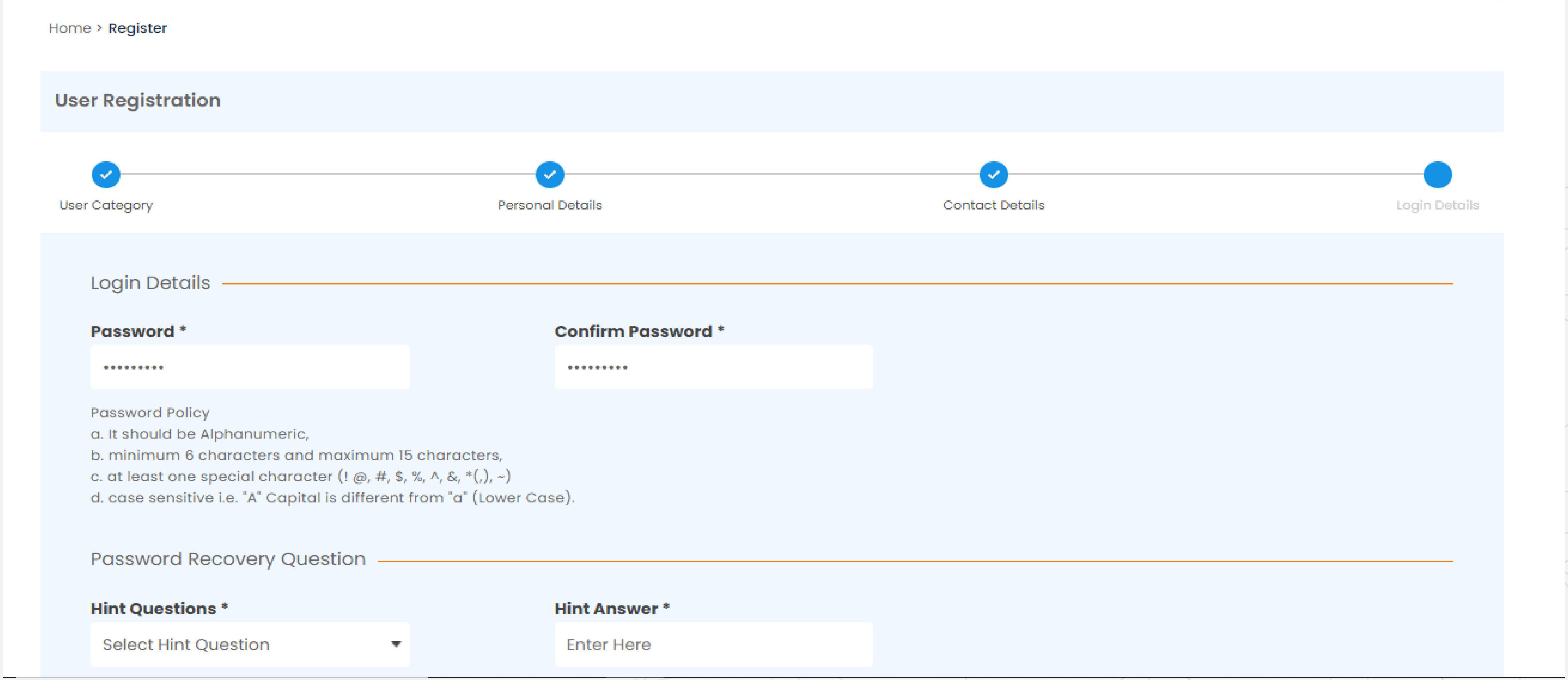
Area/Locality *: IRLA

Telephone Number - Residence (including STD code): Enter Here

Telephone Number - Office (including STD code): Enter Here

Mobile *: Enter Here

# User Registration – Professional User



Home > Register

User Registration

User Category
Personal Details
Contact Details
Login Details

Login Details

**Password ***

•••••••••

**Confirm Password ***

•••••••••

Password Policy
a. It should be Alphanumeric,
b. minimum 6 characters and maximum 15 characters,
c. at least one special character (! @, #, $, %, ^, &, *(,), ~)
d. case sensitive i.e. "A" Capital is different from "a" (Lower Case).

Password Recovery Question

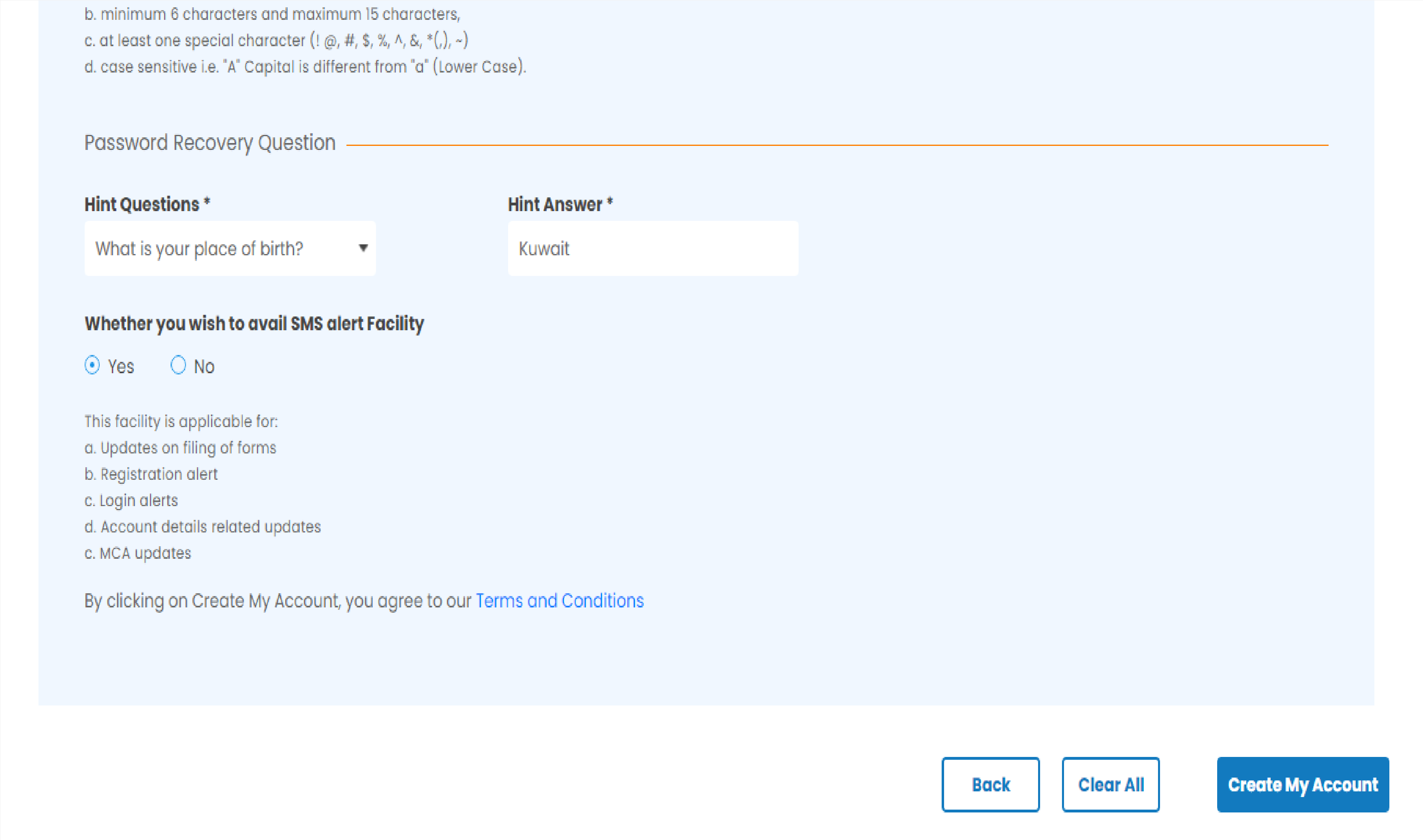
**Hint Questions ***

Select Hint Question

**Hint Answer ***

Enter Here

# User Registration – Professional User



b. minimum 6 characters and maximum 15 characters,
c. at least one special character (! @, #, $, %, ^, &, *(,), ~)
d. case sensitive i.e. "A" Capital is different from "a" (Lower Case).

Password Recovery Question

| | |
|---|---|
| **Hint Questions *** | **Hint Answer *** |
| What is your place of birth? | Kuwait |

**Whether you wish to avail SMS alert Facility**

● Yes ○ No

This facility is applicable for:
a. Updates on filing of forms
b. Registration alert
c. Login alerts
d. Account details related updates
c. MCA updates

By clicking on Create My Account, you agree to our Terms and Conditions

- Two distinct OTP's will sent to user on the specified Email and Mobile selected at the time of registration by the Professional User.

# User Registration

## Professional Staff

ENHANCED
USER-EXPERIENCE
E-CONSULTATION
ASY
ILING
SERVICE
INTEGRATION
SIMPLIFIED COMPANY
& LLP INCORPORATION
IMPROVED
ACCESSIBILITY

# Who qualifies as a “Professional Staff Member”?

1. **Who is a “Professional Staff Member”?**

A Professional Staff Member refers to any person who is with or transacts on MCA21 V3 system on behalf of a Professional of ICSI/ICAI/ICWAI as a staff member.
Such members may include:
- Trainees of the professional firms
- Non-professional members working with professional firms etc.

2. **Who is a “Professional”?**

A Professional or Professional Member is a person who is a member of ICSI/ICAI/ICWAI and registered on MCA portal as ‘Business User’ under ‘Professional’ User Role.

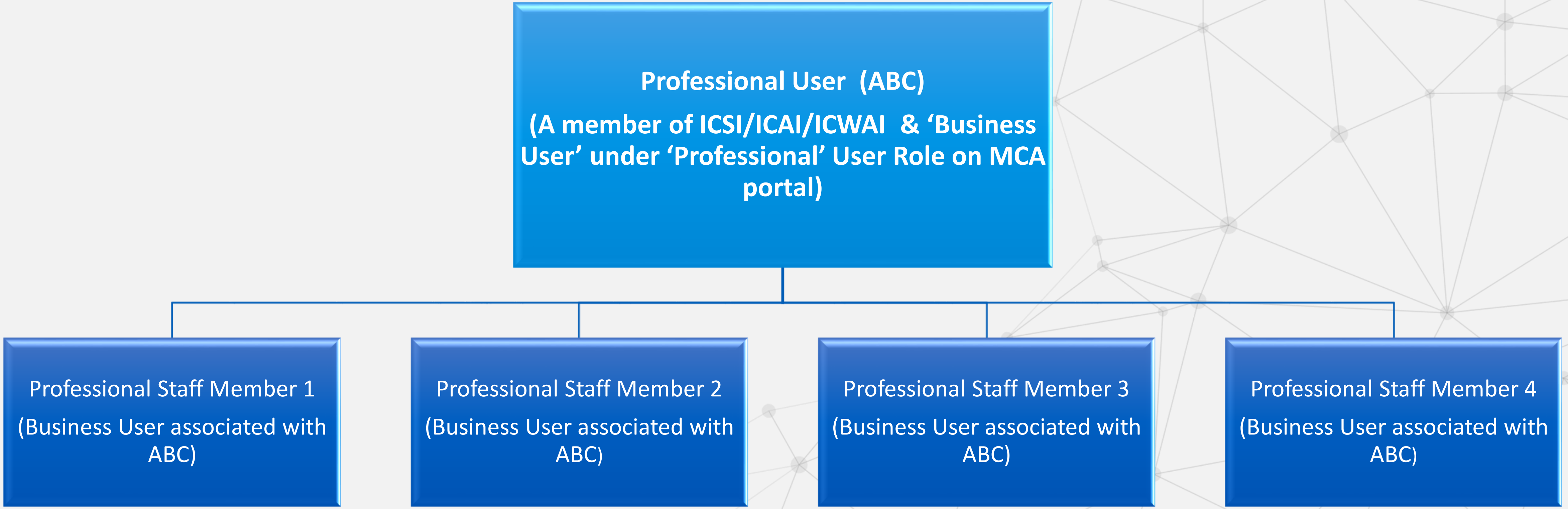
**3. I am a member of a Professional Firm. I do not have a Professional Membership Number. Can I register myself as Business User to access the LLP Forms?**

Yes, these users can register themselves under ‘Business User’ category as ‘Professional Staff Member’ User Role. These Users will be linked with the Professional Member who is already registered on MCA portal as a ‘Business User’ and they can file all the LLP forms on behalf of the main Professional Member.

# What is the process to register as 'Professional Staff Member'?

Below are the Pre-requisites to register as 'Professional Staff Member':

- Professional Staff Members will be linked to any one Professional Member at any given time;
- The main Professional Member should be registered on MCA portal as a 'Business User' under 'Professional' User Role.



**Professional User (ABC)**

**(A member of ICSI/ICAI/ICWAI & 'Business User' under 'Professional' User Role on MCA portal)**

Professional Staff Member 1

(Business User associated with ABC)

Professional Staff Member 2

(Business User associated with ABC)

Professional Staff Member 3

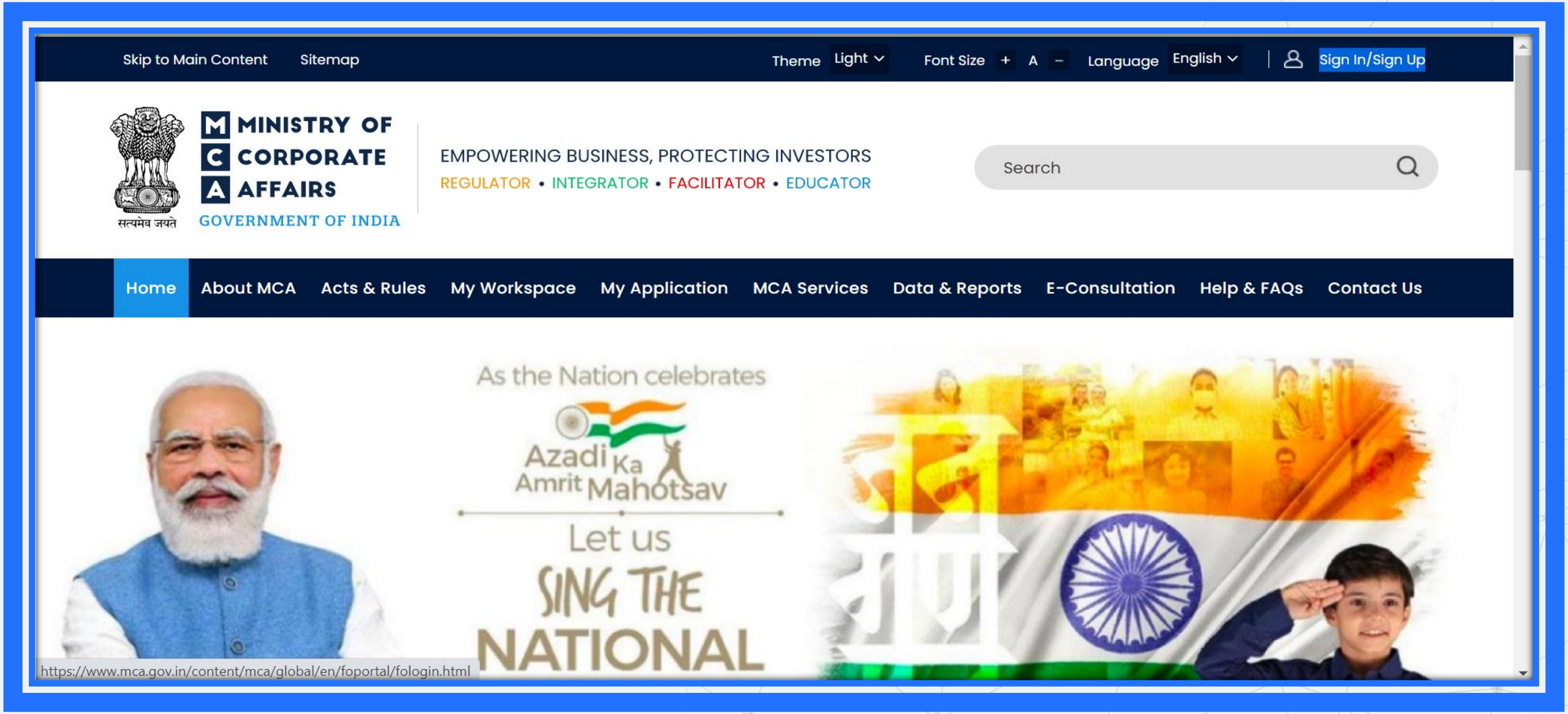
(Business User associated with ABC)

Professional Staff Member 4

(Business User associated with ABC)

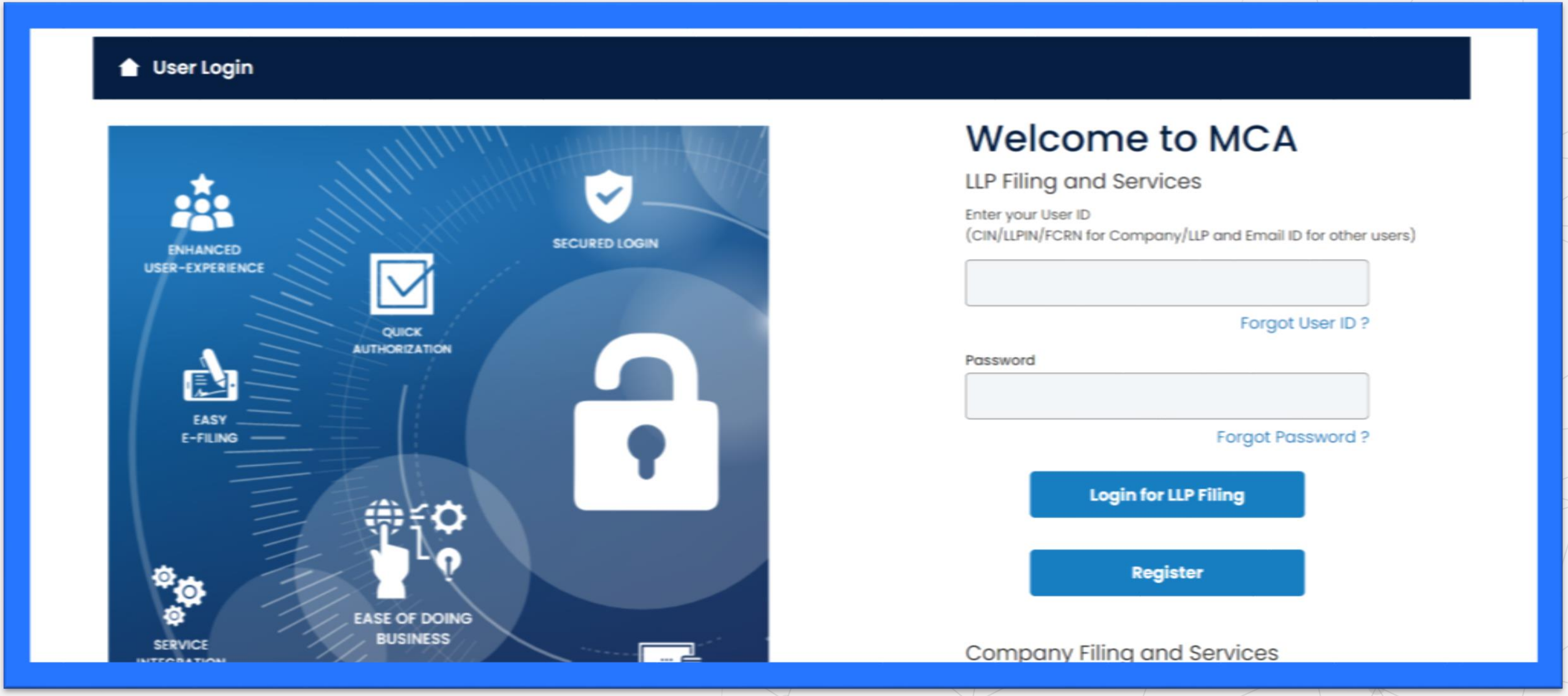
# Steps to register as ‘Professional Staff Member’

*__Step 1:__* Please click on ‘Sign In/Sign Up’ on MCA portal:


Skip to Main Content
Sitemap
Theme Light
Font Size + A –
Language English
Sign In/Sign Up
MINISTRY OF CORPORATE AFFAIRS
GOVERNMENT OF INDIA
सत्यमेव जयते
EMPOWERING BUSINESS, PROTECTING INVESTORS
REGULATOR • INTEGRATOR • FACILITATOR • EDUCATOR
Search
Home
About MCA
Acts & Rules
My Workspace
My Application
MCA Services
Data & Reports
E-Consultation
Help & FAQs
Contact Us
As the Nation celebrates
Azadi Ka Amrit Mahotsav
Let us
SING THE
NATIONAL
https://www.mca.gov.in/content/mca/global/en/foportal/fologin.html

# Steps to register as 'Professional Staff Member'

***Step 2:*** Please click on 'Register':



User Login

Welcome to MCA

LLP Filing and Services

Enter your User ID
(CIN/LLPIN/FCRN for Company/LLP and Email ID for other users)

Forgot User ID ?

Password

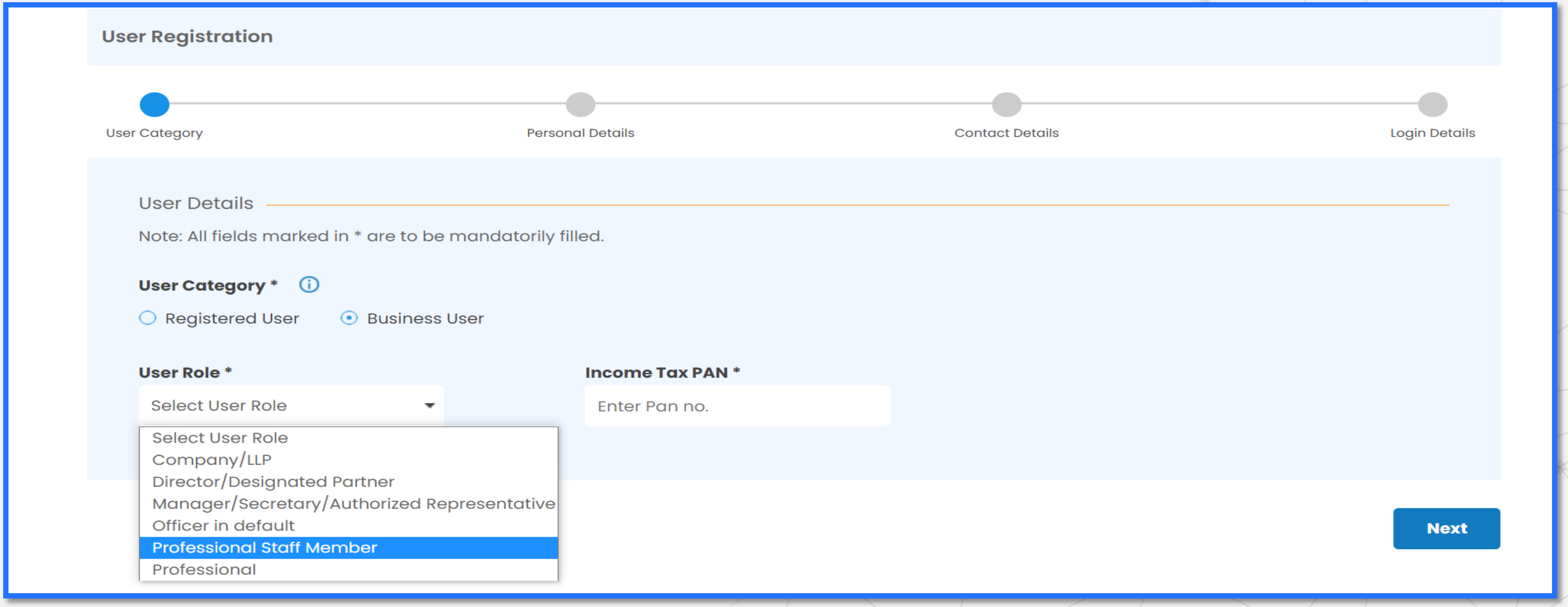
Forgot Password ?

Company Filing and Services

ENHANCED USER-EXPERIENCE
SECURED LOGIN
QUICK AUTHORIZATION
EASY E-FILING
EASE OF DOING BUSINESS
SERVICE
Login for LLP Filing
Register

# Steps to register as 'Professional Staff Member'

***Step 3:*** Please select 'Business User' in User Category and 'Professional Staff Member' from the User Role dropdowns:



User Registration

User Category

Personal Details

Contact Details

Login Details

User Details

Note: All fields marked in * are to be mandatorily filled.

**User Category ***

○ Registered User ● Business User

**User Role ***

Select User Role

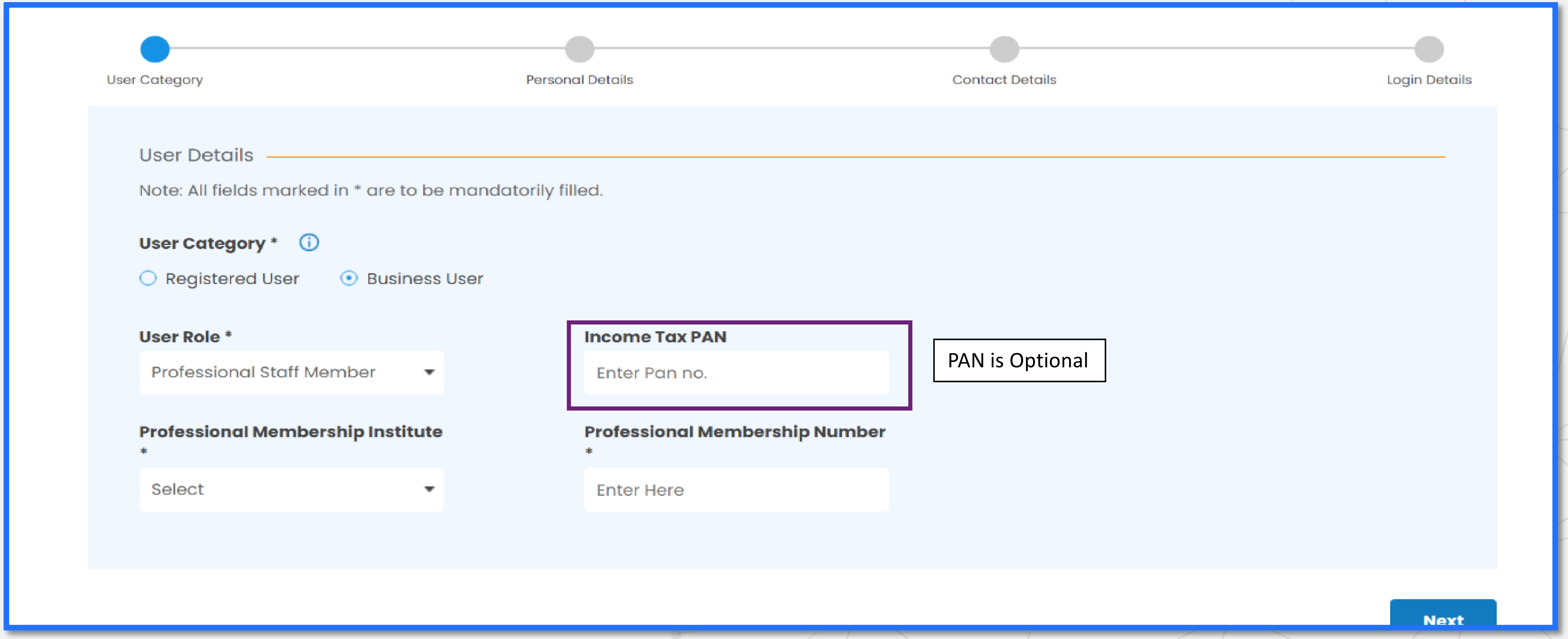
**Income Tax PAN ***

Enter Pan no.

- Select User Role
- Company/LLP
- Director/Designated Partner
- Manager/Secretary/Authorized Representative
- Officer in default
- Professional Staff Member
- Professional

# Steps to register as ‘Professional Staff Member’

***Step 4***: Please provide the Income Tax PAN of the **Professional Staff Member;** (this is an optional field and not a mandatory requirement)



User Category
Personal Details
Contact Details
Login Details

User Details

Note: All fields marked in * are to be mandatorily filled.

**User Category** *

○ Registered User ● Business User

**User Role** *: Professional Staff Member

**Income Tax PAN**: Enter Pan no.

PAN is Optional

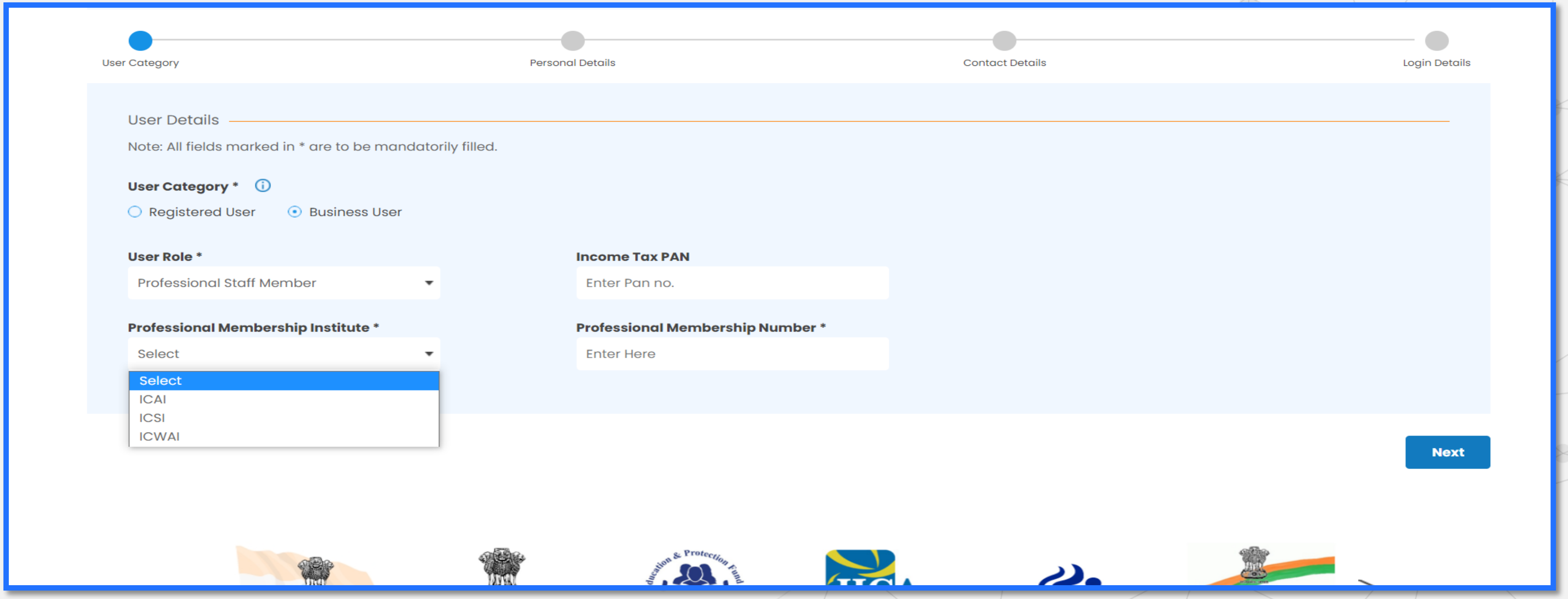
**Professional Membership Institute** *: Select

**Professional Membership Number** *: Enter Here

Next

# Steps to register as ‘Professional Staff Member’

*__Step 5:__* Please select the Membership Institute from the dropdowns and provide the Membership Number of the main Professional Member:
(Please note this is a mandatory field and this role will mandatorily map to the main Professional Member)


User Category
Personal Details
Contact Details
Login Details
Next

User Details

Note: All fields marked in * are to be mandatorily filled.

**User Category ***

○ Registered User ● Business User

**User Role ***: Professional Staff Member

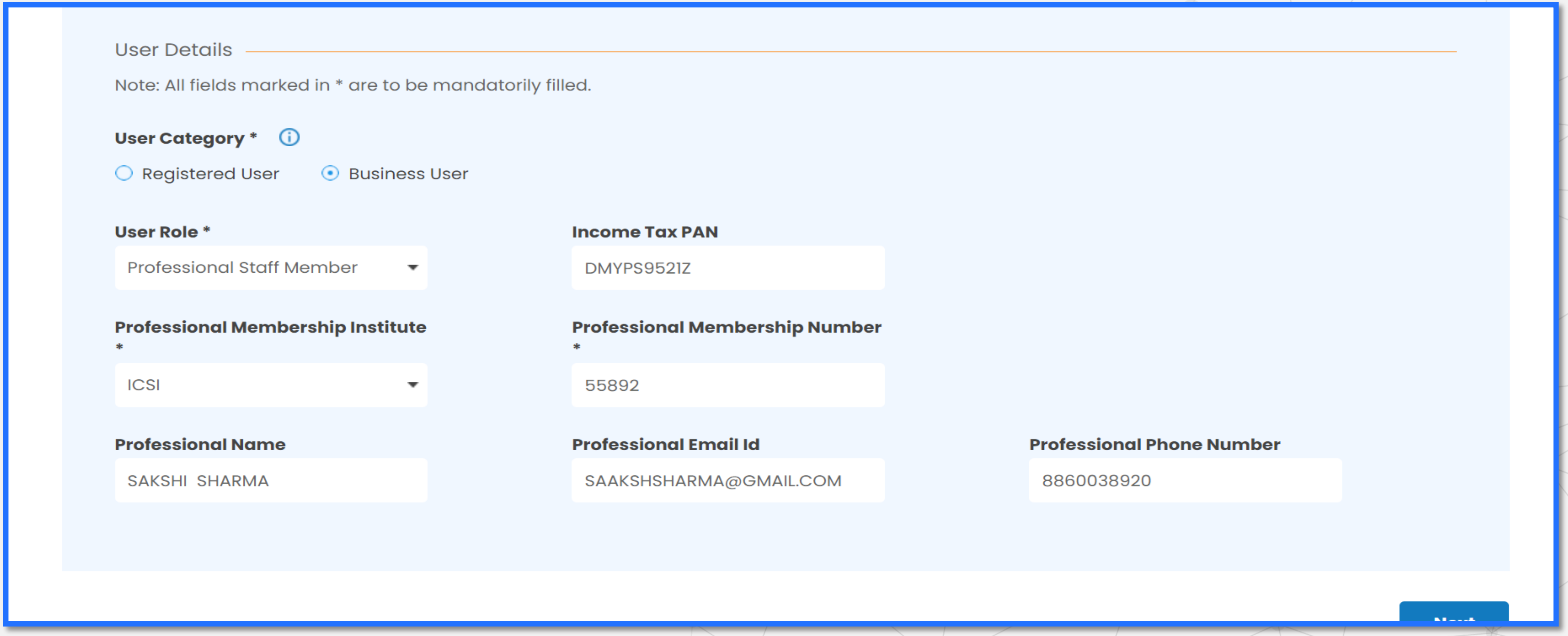
**Income Tax PAN**: Enter Pan no.

**Professional Membership Institute ***: Select
- Select
- ICAI
- ICSI
- ICWAI

**Professional Membership Number ***: Enter Here

# Steps to register as 'Professional Staff Member'

***Step 6***: Once the details are updated in the above fields, the Name, Email ID and Phone Number of the main Professional member will be pre-filled from the system as Professional Member is already registered. These-fields are non editable to avoid any misuse of Professional's membership details.



User Details

Note: All fields marked in * are to be mandatorily filled.

**User Category** *

○ Registered User ● Business User

**User Role** *: Professional Staff Member

**Income Tax PAN**: DMYPS9521Z

**Professional Membership Institute** *: ICSI

**Professional Membership Number** *: 55892

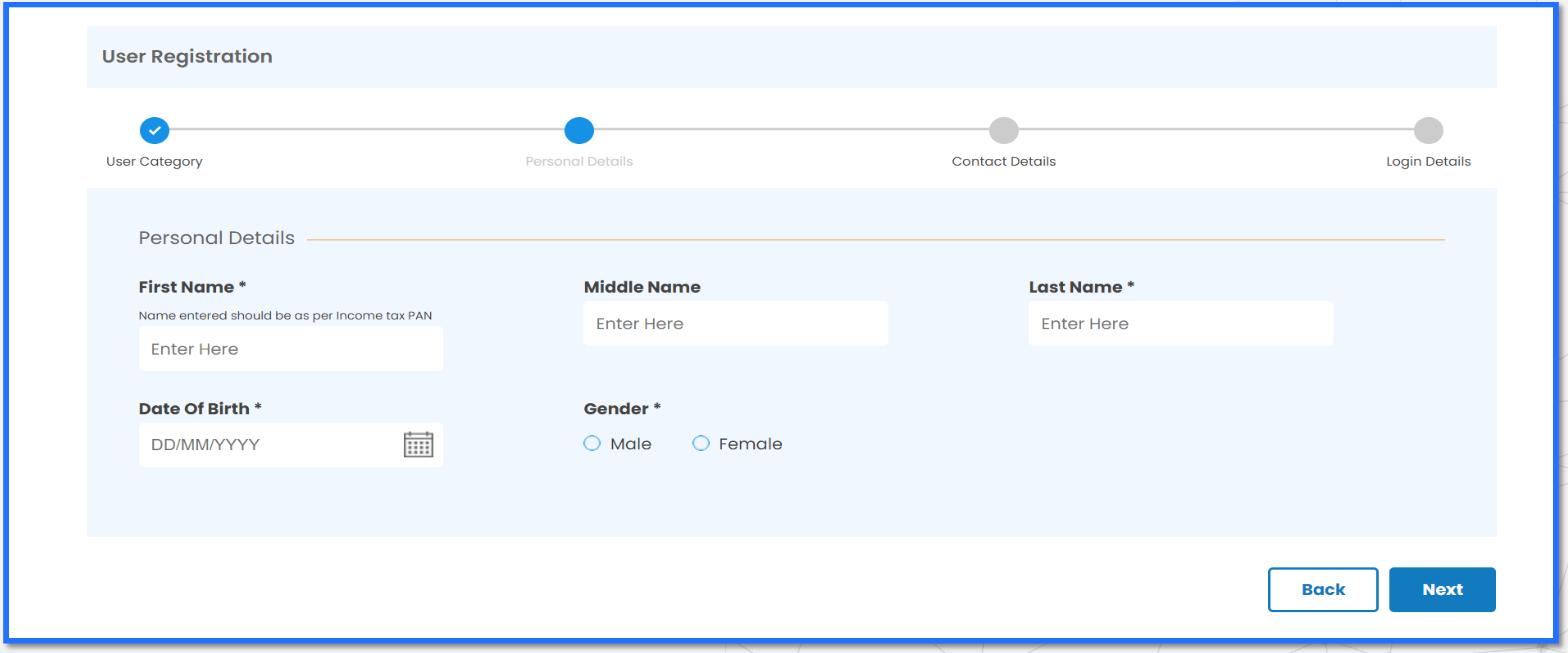
**Professional Name**: SAKSHI SHARMA

**Professional Email Id**: SAAKSHSHARMA@GMAIL.COM

**Professional Phone Number**: 8860038920

# Steps to register as 'Professional Staff Member'

***Step 7***: Please provide the personal details like Name, DOB & Gender of Professional Staff Member in the Personal Details section as below:



User Registration

✓
User Category
Personal Details
Contact Details
Login Details

Personal Details

**First Name ***

Name entered should be as per Income tax PAN

Enter Here

**Middle Name**

Enter Here

**Last Name ***

Enter Here

**Date Of Birth ***

DD/MM/YYYY

**Gender ***

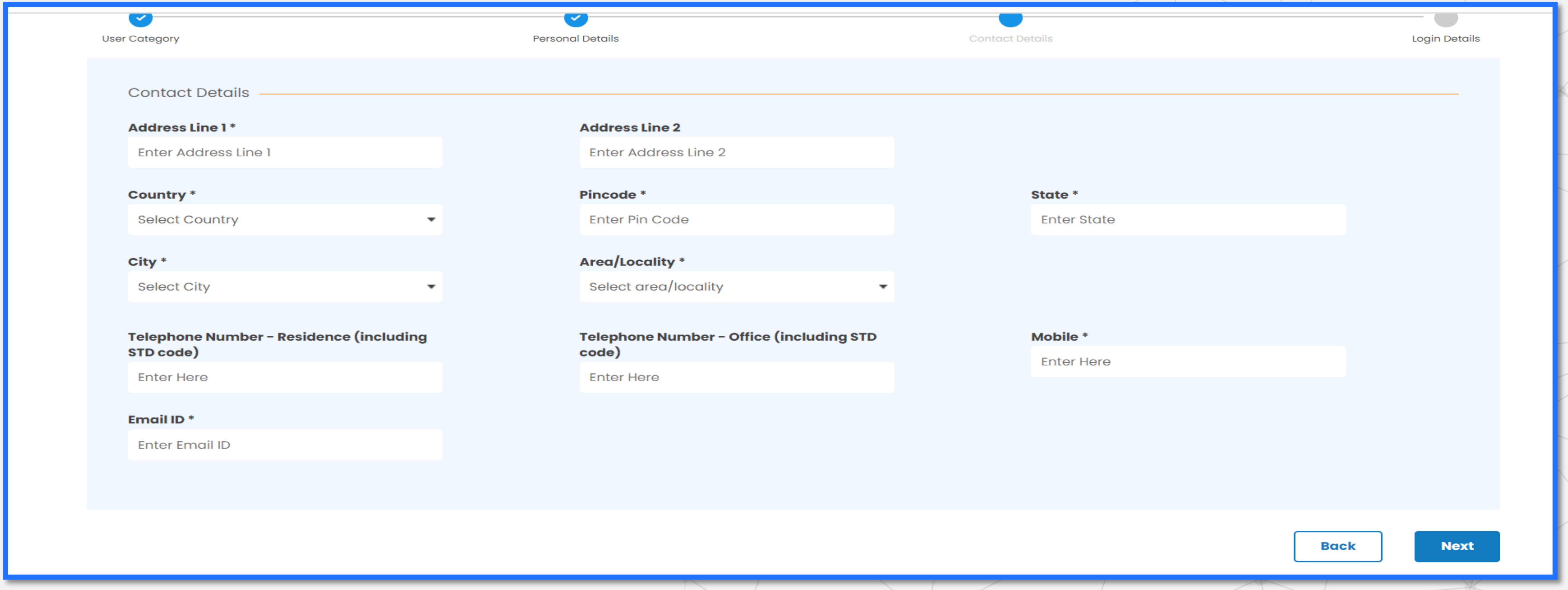
○ Male ○ Female

Back
Next

# Steps to register as 'Professional Staff Member'

*__Step 8__*: Please provide Address, Contact Number and Email ID of the Professional Staff Member in the Contact Details section:

Please provide correct details as E-mail and Mobile No. of the user shall be verified through OTP and address shall be used for correspondence by MCA



Contact Details

**Address Line 1 ***
Enter Address Line 1

**Address Line 2**
Enter Address Line 2

**Country ***
Select Country

**Pincode ***
Enter Pin Code

**State ***
Enter State

**City ***
Select City

**Area/Locality ***
Select area/locality

**Telephone Number – Residence (including STD code)**
Enter Here

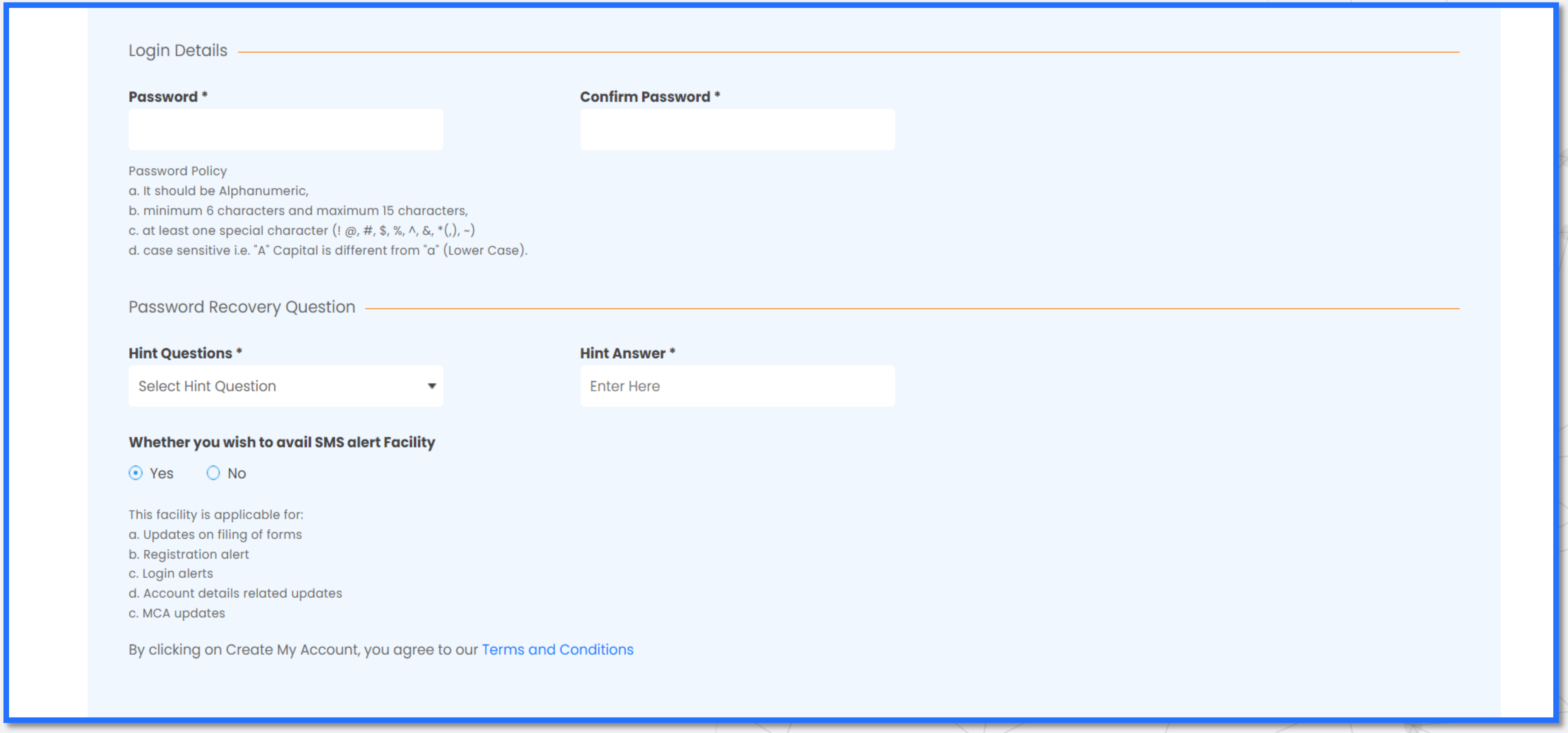
**Telephone Number – Office (including STD code)**
Enter Here

**Mobile ***
Enter Here

**Email ID ***
Enter Email ID

# Steps to register as ‘Professional Staff Member’

***Step 9***: Please provide the Password and Hint Question in the Login Details section as below, this will be useful in case user Forgets their password and needs to reset the same:



Login Details

**Password ***

**Confirm Password ***

Password Policy
a. It should be Alphanumeric,
b. minimum 6 characters and maximum 15 characters,
c. at least one special character (! @, #, $, %, ^, &, *(,), ~)
d. case sensitive i.e. "A" Capital is different from "a" (Lower Case).

Password Recovery Question

**Hint Questions ***

Select Hint Question ▾

**Hint Answer ***

Enter Here

**Whether you wish to avail SMS alert Facility**

● Yes ○ No

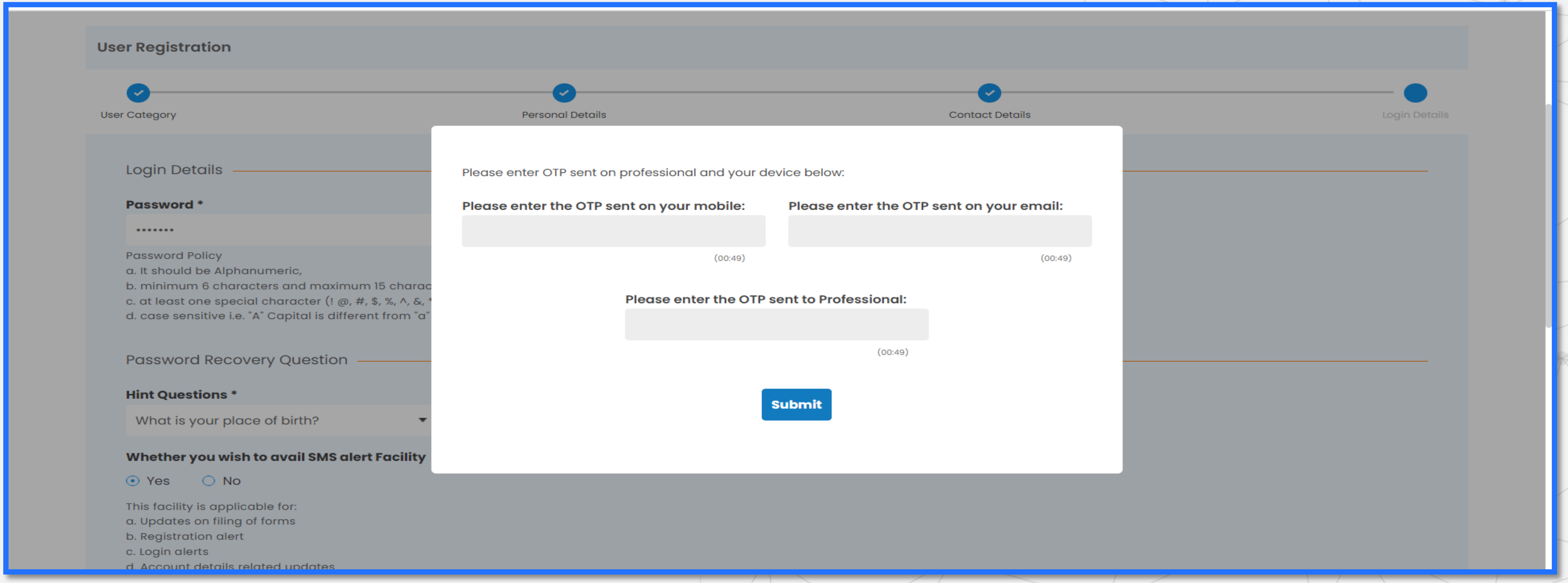
This facility is applicable for:
a. Updates on filing of forms
b. Registration alert
c. Login alerts
d. Account details related updates
c. MCA updates

By clicking on Create My Account, you agree to our Terms and Conditions

# Steps to register as ‘Professional Staff Member’

***Step 10***: Two different OTPs will be sent to the Mobile no. and E-mail ID of the Professional Staff Member that are given at the time of registration and one common OTP will be sent to the already available Email ID and Phone Number of the main Professional Member against whom the staff member shall be mapped. This is done to ensure that Professional duly authorizes the Professional Staff member to become associated with his/her membership ID.

In order to complete the registration process, please provide all the Three OTPs (two (2) OTPs for Professional Staff Member and One (1) OTP for main Professional verification



Login Details

Password *

•••••••

Password Policy
a. It should be Alphanumeric,
b. minimum 6 characters and maximum 15 charac
c. at least one special character (! @, #, $, %, ^, &,
d. case sensitive i.e. "A" Capital is different from "a"

Password Recovery Question

Hint Questions *

What is your place of birth?

Whether you wish to avail SMS alert Facility

● Yes ○ No

This facility is applicable for:
a. Updates on filing of forms
b. Registration alert
c. Login alerts
d. Account details related updates

Please enter OTP sent on professional and your device below:

Please enter the OTP sent on your mobile: (00:49)

Please enter the OTP sent on your email: (00:49)

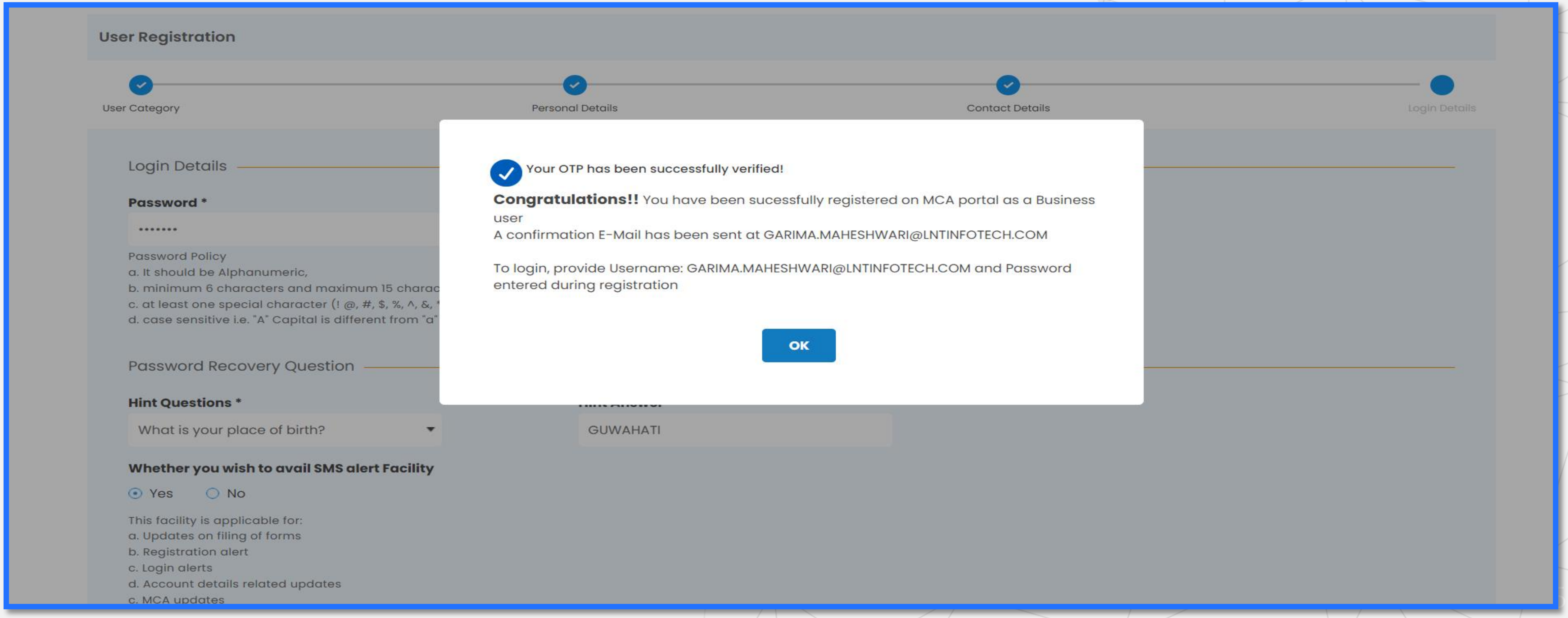
Please enter the OTP sent to Professional: (00:49)

# Steps to register as ‘Professional Staff Member’

*__Step 11__*: User registration under Professional Staff Member will be successfully created post OTPs verification. A confirmation message will be displayed on the screen as well as an e-mail and mobile sms shall be sent to the user.

The Professional Staff Members will now have access to view and file all LLP forms.

**__It is to be noted that the main Professional Member shall be liable for all the transactions performed by this category of users in MCA system.__**



Login Details

**Password** *

•••••••

Password Policy
a. It should be Alphanumeric,
b. minimum 6 characters and maximum 15 charac
c. at least one special character (! @, #, $, %, ^, &,
d. case sensitive i.e. "A" Capital is different from "a"

Your OTP has been successfully verified!

**Congratulations!!** You have been sucessfully registered on MCA portal as a Business user
A confirmation E-Mail has been sent at GARIMA.MAHESHWARI@LNTINFOTECH.COM

To login, provide Username: GARIMA.MAHESHWARI@LNTINFOTECH.COM and Password entered during registration

Password Recovery Question

**Hint Questions** *

What is your place of birth?

GUWAHATI

**Whether you wish to avail SMS alert Facility**

● Yes ○ No

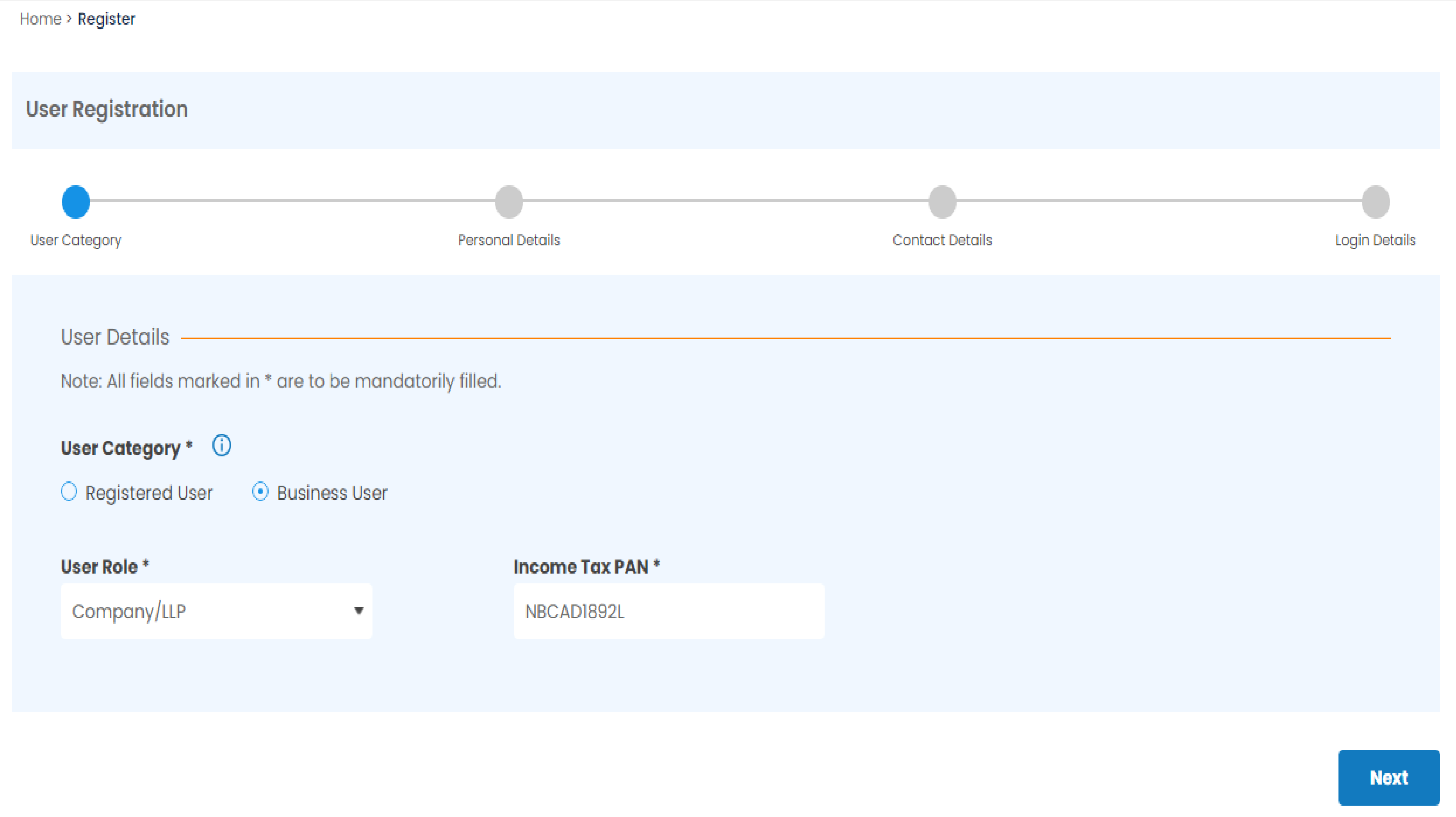
This facility is applicable for:
a. Updates on filing of forms
b. Registration alert
c. Login alerts
d. Account details related updates
c. MCA updates

# User Registration

## Company / LLP user

ENHANCED USER-EXPERIENCE
E-CONSULTATION
ASY
ILING
SERVICE INTEGRATION
SIMPLIFIED COMPANY & LLP INCORPORATION
IMPROVED ACCESSIBILITY

# User Registration – Company/LLP User



Home > Register

User Registration

User Category
Personal Details
Contact Details
Login Details

User Details

Note: All fields marked in * are to be mandatorily filled.

**User Category ***

○ Registered User ● Business User

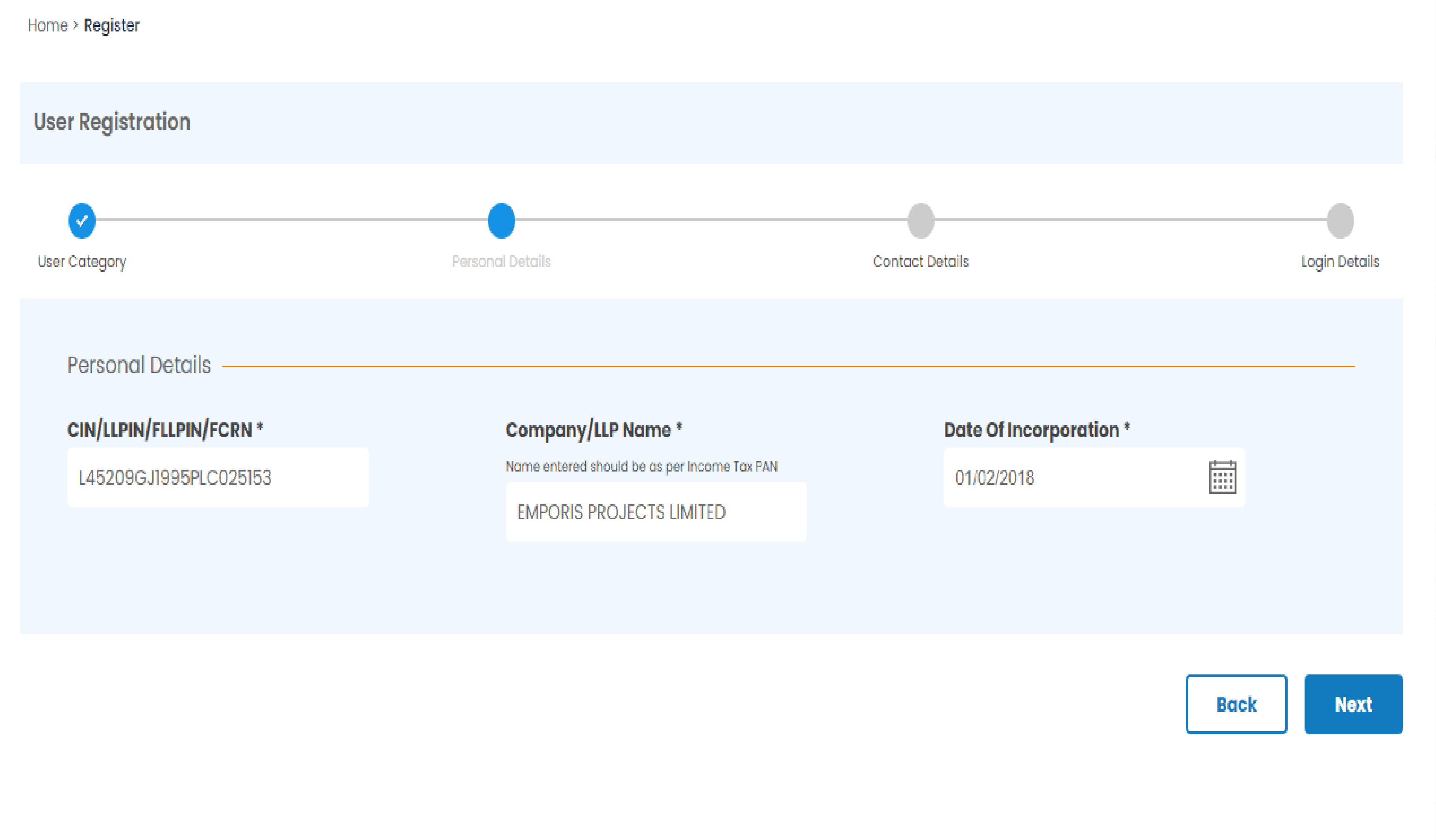
**User Role ***: Company/LLP

**Income Tax PAN ***: NBCAD1892L

Next

- PAN is mandatory for Company/LLP User

# User Registration – Company/LLP User



Home › Register
User Registration
User Category
Personal Details
Contact Details
Login Details
Back
Next

Personal Details

**CIN/LLPIN/FLLPIN/FCRN ***: L45209GJ1995PLC025153

**Company/LLP Name ***

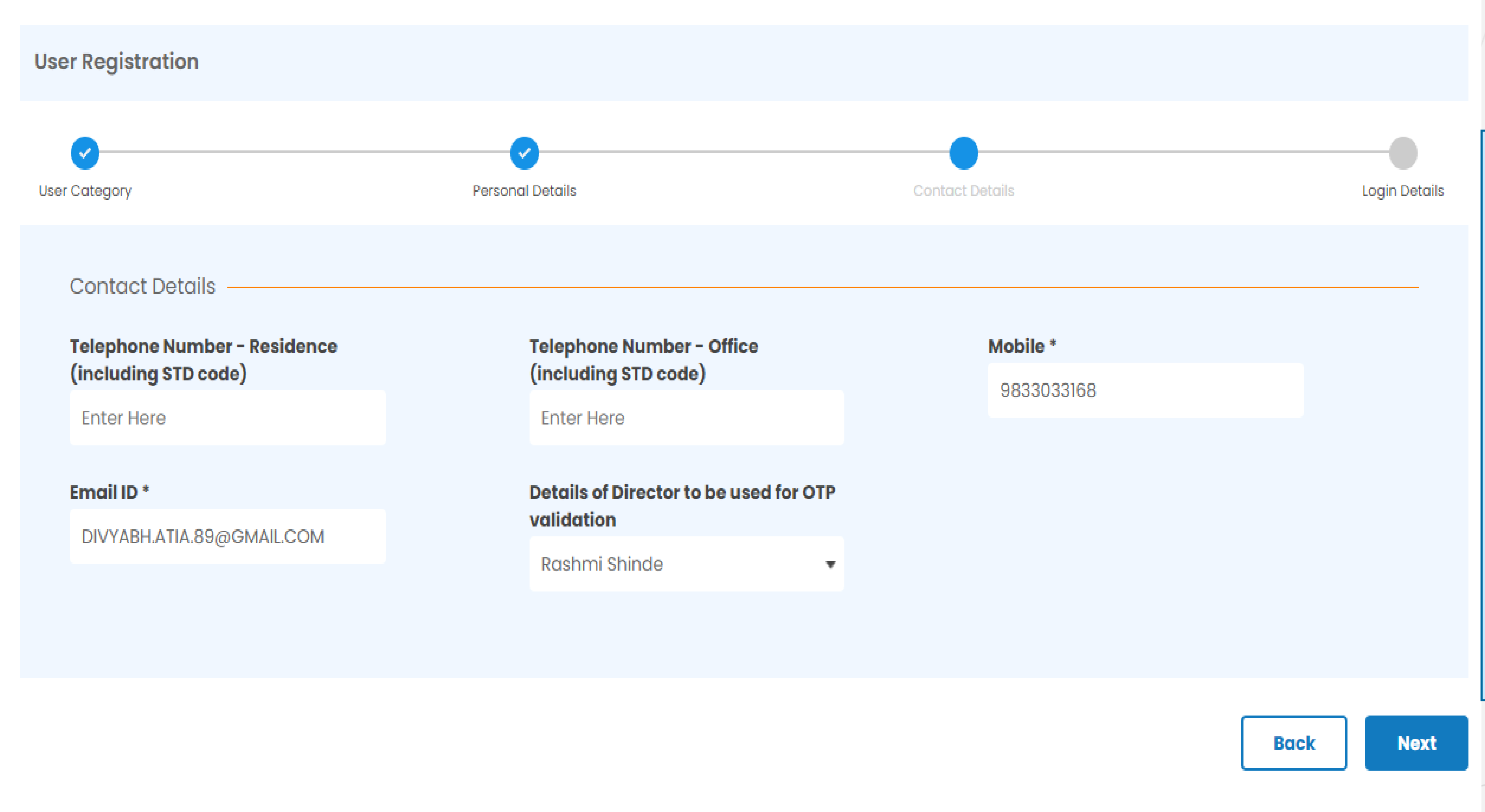
Name entered should be as per Income Tax PAN

EMPORIS PROJECTS LIMITED

**Date Of Incorporation ***: 01/02/2018

- The name will get auto-populated basis the CIN/LLPIN entered by the User and is not editable

# User Registration – Company/LLP User



User Registration

User Category
Personal Details
Contact Details
Login Details

Contact Details

Telephone Number - Residence (including STD code): Enter Here

Telephone Number - Office (including STD code): Enter Here

Mobile *: 9833033168

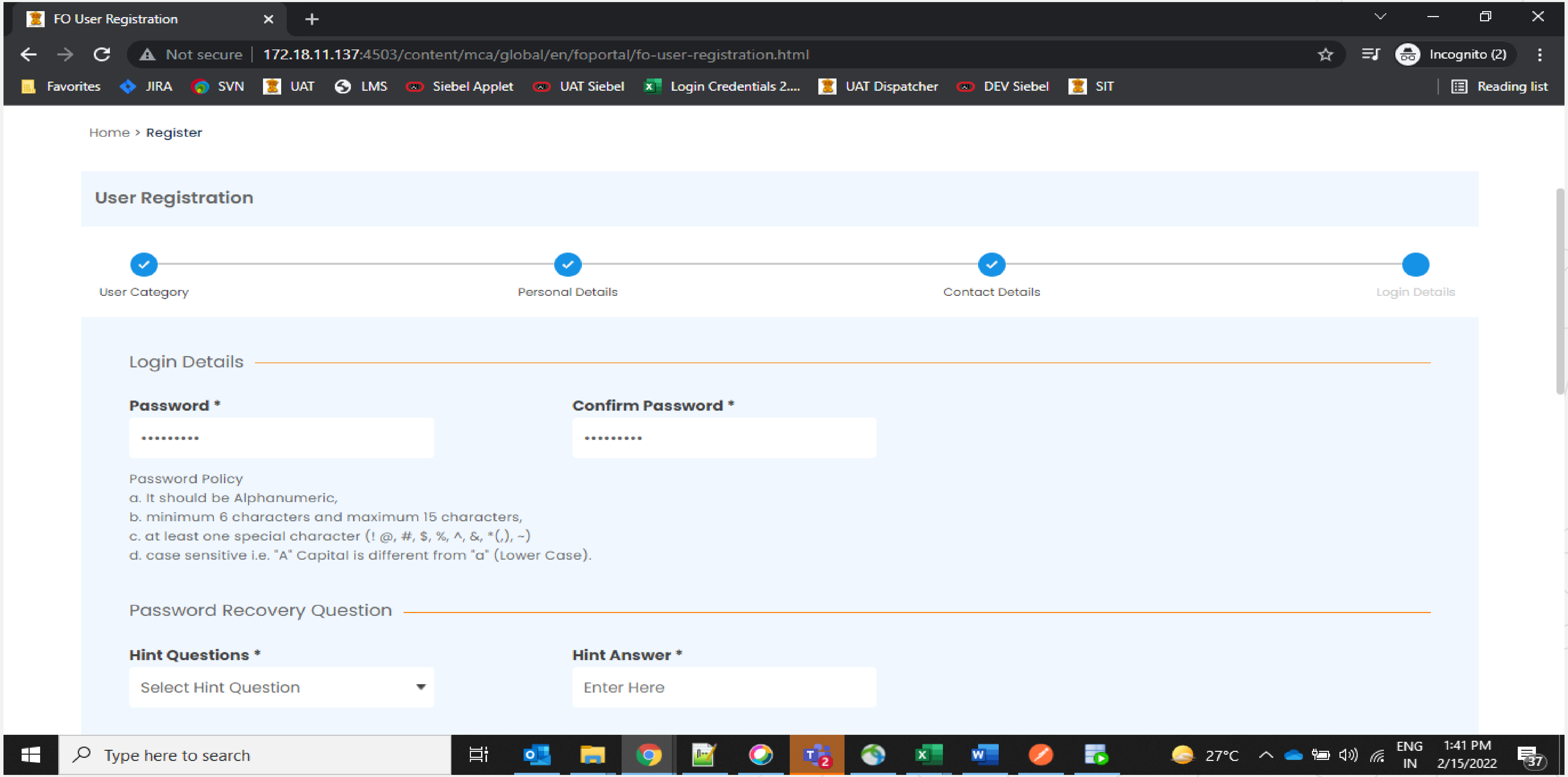
Email ID *: DIVYABH.ATIA.89@GMAIL.COM

Details of Director to be used for OTP validation: Rashmi Shinde

Back
Next

- There will be multiple options under the Details of Directors as per the Directors / DP’s provided by the Company / LLP at the time of the Incorporation
- Director email & mobile number will not be displayed to the user under this category and will be picked up from MCA database

# User Registration – Company/LLP User



Home > Register

User Registration

User Category
Personal Details
Contact Details
Login Details

Login Details

**Password** *

•••••••••

**Confirm Password** *

•••••••••

Password Policy
a. It should be Alphanumeric,
b. minimum 6 characters and maximum 15 characters,
c. at least one special character (! @, #, $, %, ^, &, *(,), ~)
d. case sensitive i.e. "A" Capital is different from "a" (Lower Case).

Password Recovery Question

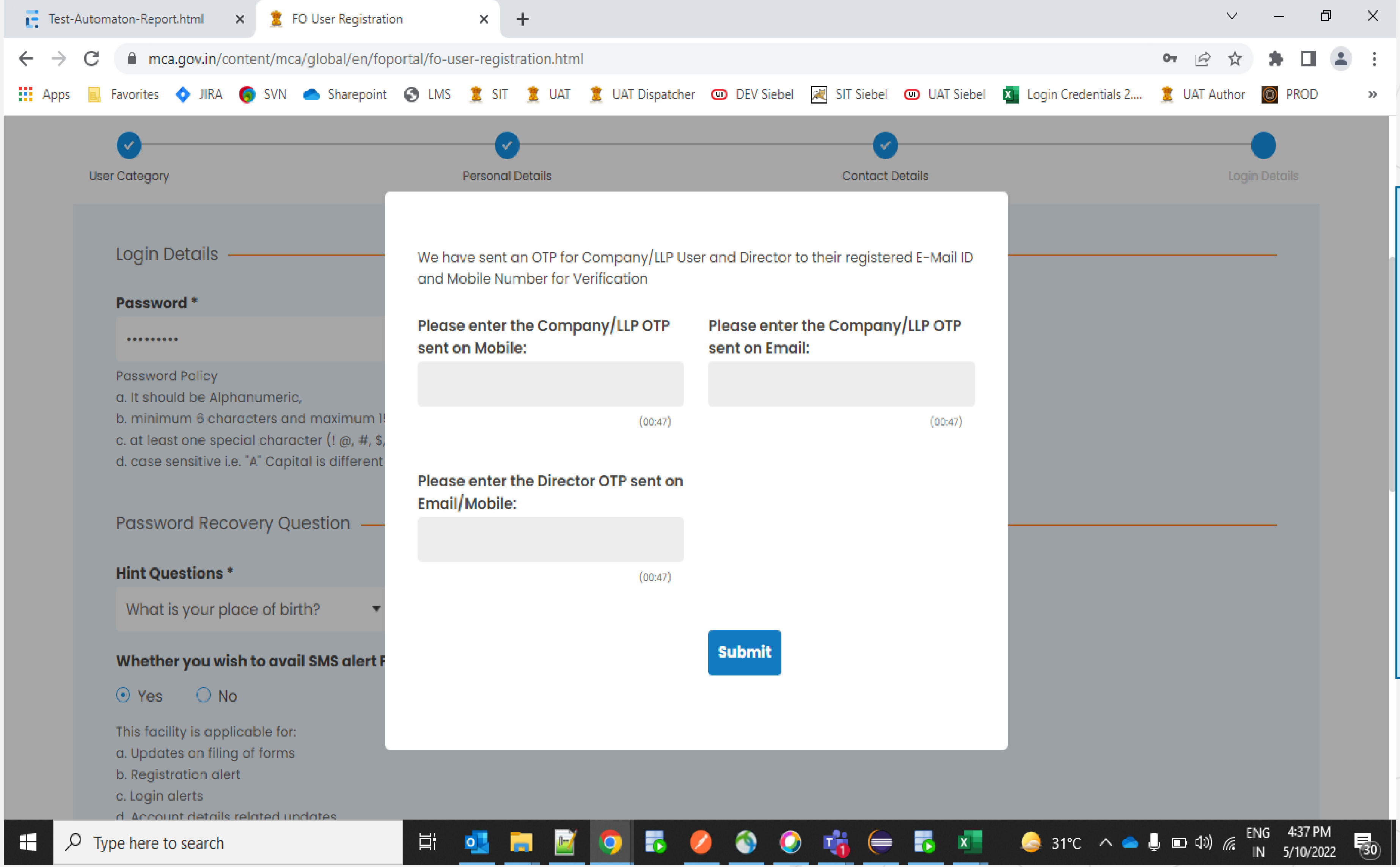
**Hint Questions** *

Select Hint Question

**Hint Answer** *

Enter Here

# User Registration – Company/LLP User


Test-Automaton-Report.html
FO User Registration
mca.gov.in/content/mca/global/en/foportal/fo-user-registration.html
Apps
Favorites
JIRA
SVN
Sharepoint
LMS
SIT
UAT
UAT Dispatcher
DEV Siebel
SIT Siebel
UAT Siebel
Login Credentials 2....
UAT Author
PROD
User Category
Personal Details
Contact Details
Login Details
Type here to search
31°C
ENG
IN
4:37 PM
5/10/2022

Login Details

**Password ***

•••••••••

Password Policy
a. It should be Alphanumeric,
b. minimum 6 characters and maximum 1
c. at least one special character (! @, #, $,
d. case sensitive i.e. "A" Capital is different

Password Recovery Question

**Hint Questions ***

What is your place of birth?

**Whether you wish to avail SMS alert f**

● Yes ○ No

This facility is applicable for:
a. Updates on filing of forms
b. Registration alert
c. Login alerts
d. Account details related updates

We have sent an OTP for Company/LLP User and Director to their registered E-Mail ID and Mobile Number for Verification

**Please enter the Company/LLP OTP sent on Mobile:**

(00:47)

**Please enter the Company/LLP OTP sent on Email:**

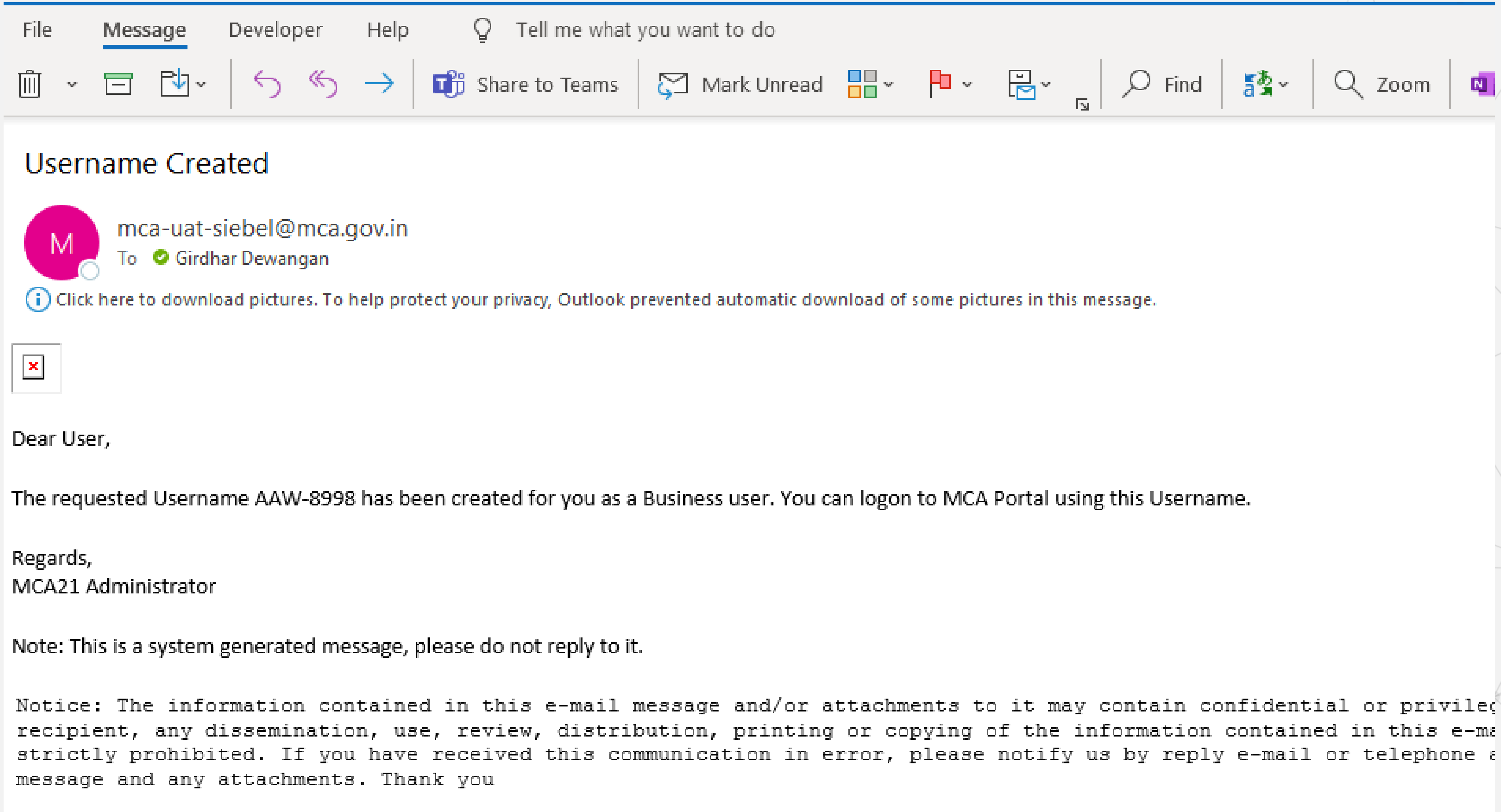
(00:47)

**Please enter the Director OTP sent on Email/Mobile:**

(00:47)

**Submit**

- Three OTP's will be sent to the users under this category.
- Two separate OTPs shall be sent on the Email and Mobile specified at the time of registration and same OTP will be received by the selected Director on mobile and email specified by them at time of Director KYC


File
Message
Developer
Help
Tell me what you want to do
Share to Teams
Mark Unread
Find
Zoom

Username Created

mca-uat-siebel@mca.gov.in
To Girdhar Dewangan

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear User,

The requested Username AAW-8998 has been created for you as a Business user. You can logon to MCA Portal using this Username.

Regards,
MCA21 Administrator

Note: This is a system generated message, please do not reply to it.

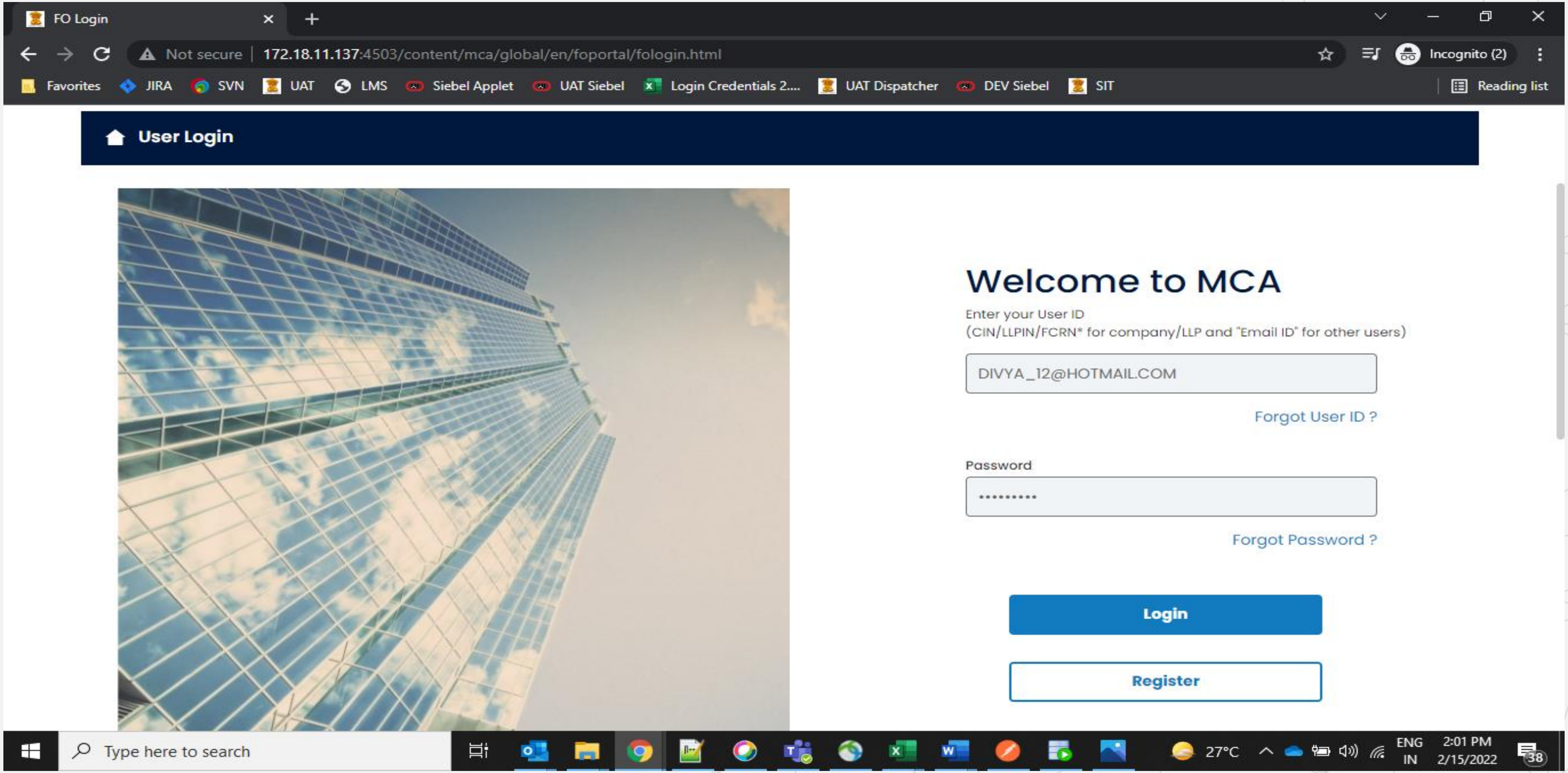
```
Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privile
recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-ma
strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone
message and any attachments. Thank you
```

# User Registration

## Profile Update

ENHANCED
USER-EXPERIENCE
E-CONSULTATION
ASY
ILING
SERVICE
INTEGRATION
SIMPLIFIED COMPANY
& LLP INCORPORATION
IMPROVED
ACCESSIBILITY

# Profile Update


FO Login
Not secure
172.18.11.137:4503/content/mca/global/en/foportal/fologin.html
Incognito (2)
Favorites
JIRA
SVN
UAT
LMS
Siebel Applet
UAT Siebel
Login Credentials 2....
UAT Dispatcher
DEV Siebel
SIT
Reading list
Type here to search
27°C
ENG
IN
2:01 PM
2/15/2022

User Login

Welcome to MCA

Enter your User ID
(CIN/LLPIN/FCRN* for company/LLP and "Email ID" for other users)

DIVYA_12@HOTMAIL.COM

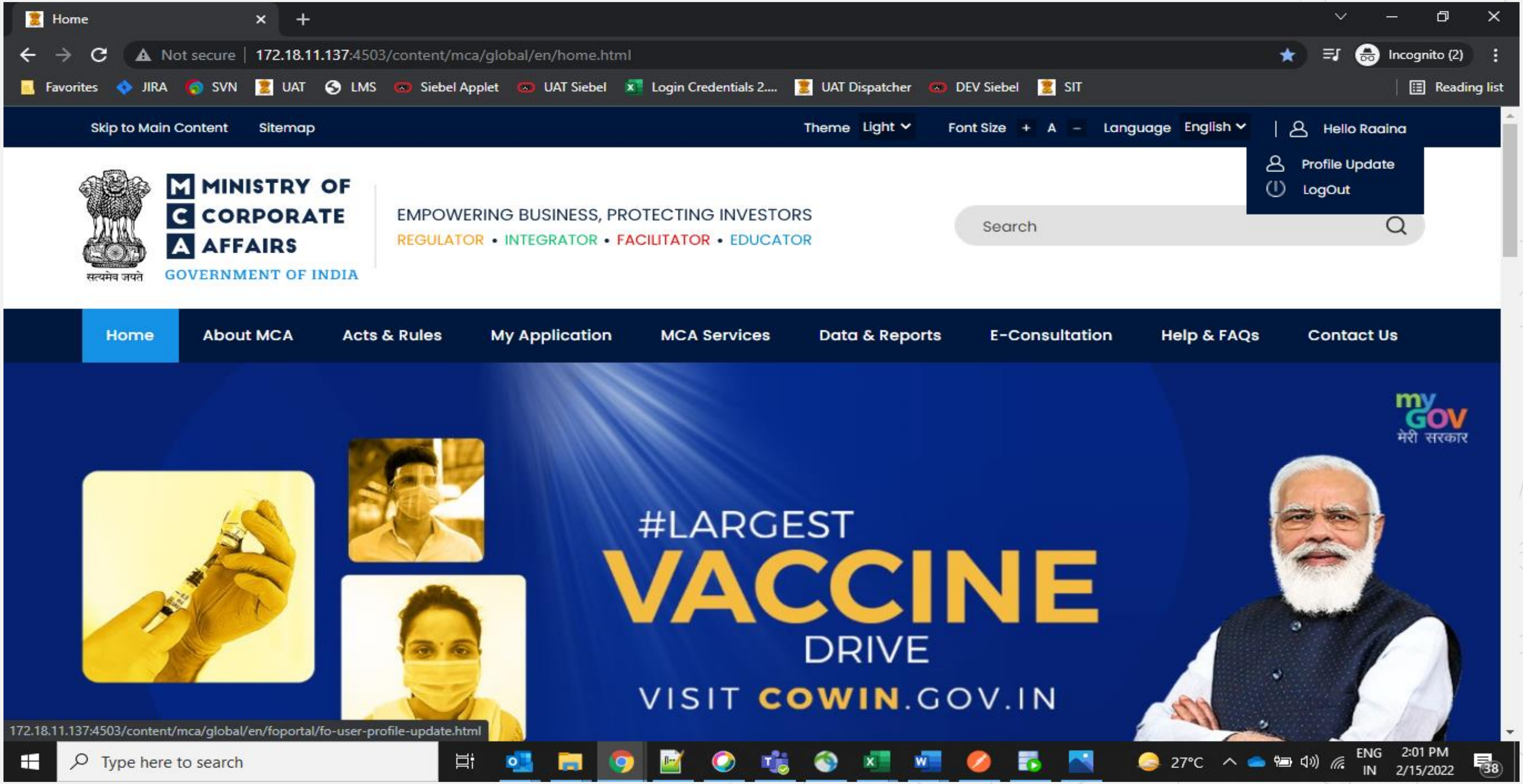
Forgot User ID ?

Password

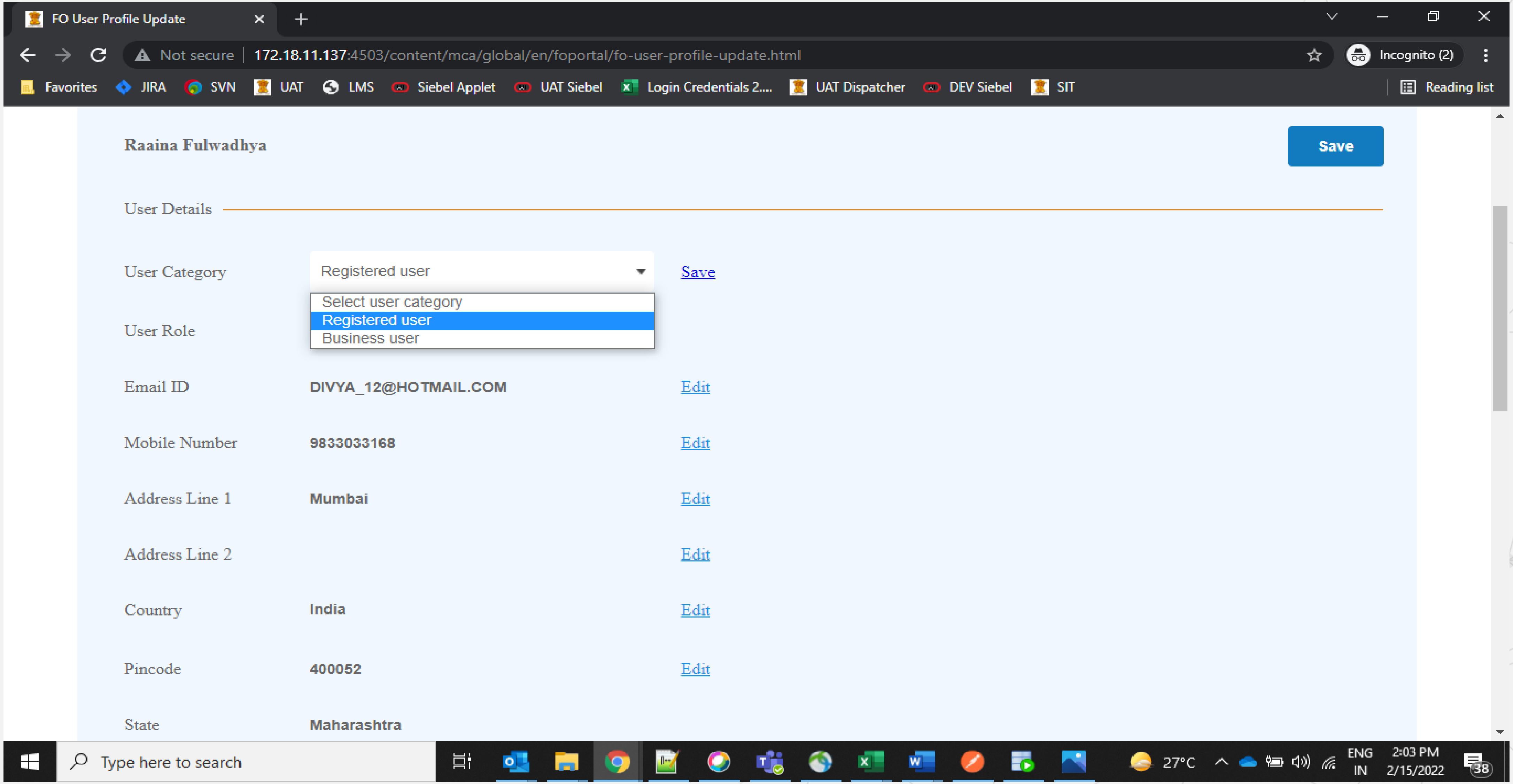
••••••••••

Forgot Password ?
Login
Register

# Profile Update


Home
Not secure
172.18.11.137:4503/content/mca/global/en/home.html
Incognito (2)
Favorites
JIRA
SVN
UAT
LMS
Siebel Applet
UAT Siebel
Login Credentials 2....
UAT Dispatcher
DEV Siebel
SIT
Reading list
Skip to Main Content
Sitemap
Theme
Light
Font Size
+
A
–
Language
English
Hello Raaina
Profile Update
LogOut
MINISTRY OF
CORPORATE
AFFAIRS
GOVERNMENT OF INDIA
सत्यमेव जयते
EMPOWERING BUSINESS, PROTECTING INVESTORS
REGULATOR • INTEGRATOR • FACILITATOR • EDUCATOR
Search
Home
About MCA
Acts & Rules
My Application
MCA Services
Data & Reports
E-Consultation
Help & FAQs
Contact Us
my GOV
मेरी सरकार
#LARGEST
VACCINE
DRIVE
VISIT COWIN.GOV.IN
172.18.11.137:4503/content/mca/global/en/foportal/fo-user-profile-update.html
Type here to search
27°C
ENG
IN
2:01 PM
2/15/2022
38

# Profile Update

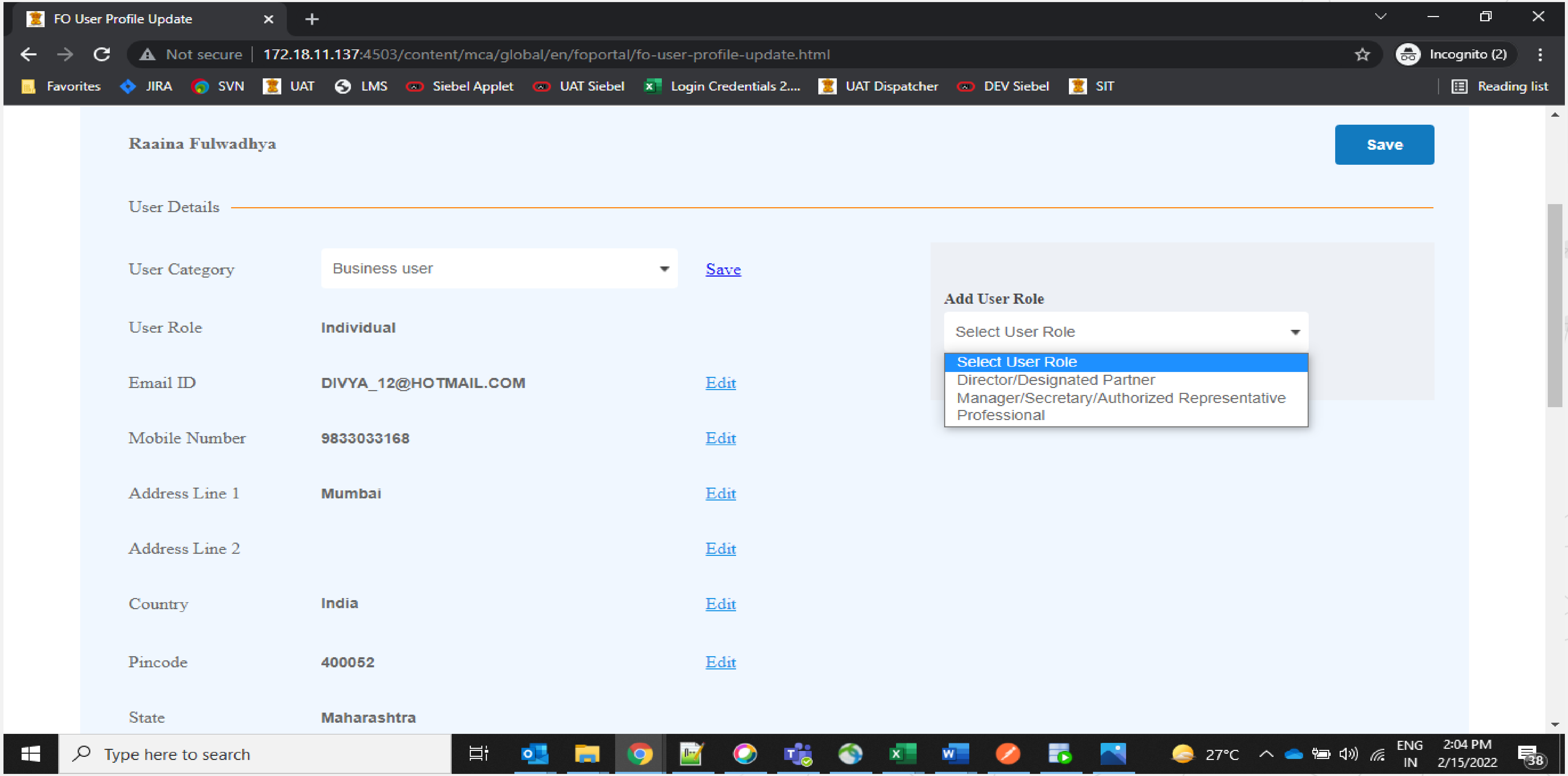

FO User Profile Update
Not secure
172.18.11.137:4503/content/mca/global/en/foportal/fo-user-profile-update.html
Incognito (2)
Favorites
JIRA
SVN
UAT
LMS
Siebel Applet
UAT Siebel
Login Credentials 2....
UAT Dispatcher
DEV Siebel
SIT
Reading list
Save
Type here to search
27°C
ENG
IN
2:03 PM
2/15/2022
38

**Raaina Fulwadhya**

User Details

| | | |
|---|---|---|
| User Category | Registered user ▾<br>Select user category<br>Registered user<br>Business user | Save |
| User Role | | |
| Email ID | DIVYA_12@HOTMAIL.COM | Edit |
| Mobile Number | 9833033168 | Edit |
| Address Line 1 | Mumbai | Edit |
| Address Line 2 | | Edit |
| Country | India | Edit |
| Pincode | 400052 | Edit |
| State | Maharashtra | |

# Profile Update



Raaina Fulwadhya

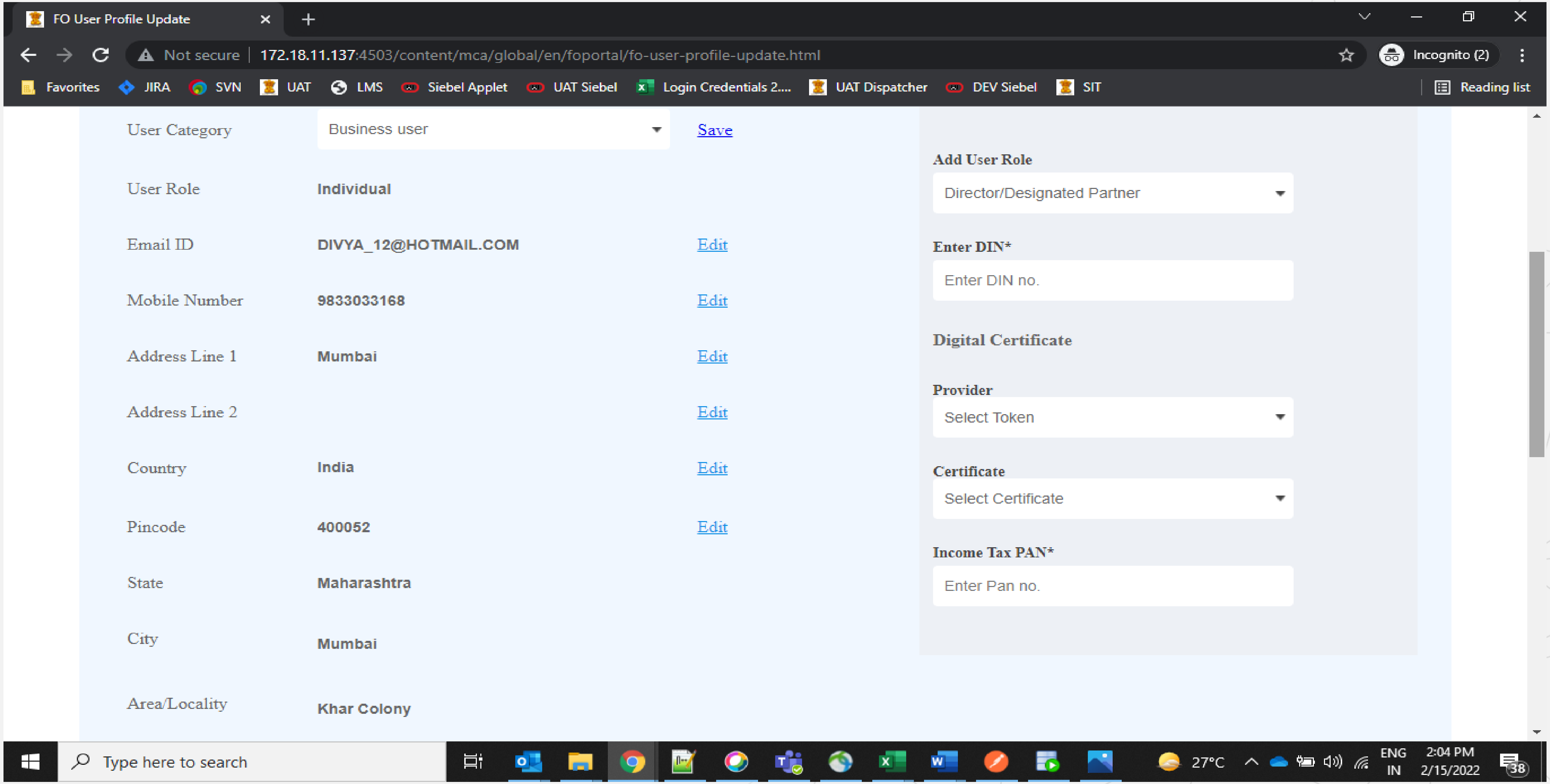
User Details

| | | |
|---|---|---|
| User Category | Business user | Save |
| User Role | Individual | |
| Email ID | DIVYA_12@HOTMAIL.COM | Edit |
| Mobile Number | 9833033168 | Edit |
| Address Line 1 | Mumbai | Edit |
| Address Line 2 | | Edit |
| Country | India | Edit |
| Pincode | 400052 | Edit |
| State | Maharashtra | |

Add User Role

FO User Profile Update
Not secure
172.18.11.137:4503/content/mca/global/en/foportal/fo-user-profile-update.html
Incognito (2)
Favorites
JIRA
SVN
UAT
LMS
Siebel Applet
UAT Siebel
Login Credentials 2....
UAT Dispatcher
DEV Siebel
SIT
Reading list
Save
Select User Role
Select User Role
Director/Designated Partner
Manager/Secretary/Authorized Representative
Professional
Type here to search
27°C
ENG
IN
2:04 PM
2/15/2022
38

# Profile Update


FO User Profile Update
Not secure
172.18.11.137:4503/content/mca/global/en/foportal/fo-user-profile-update.html
Incognito (2)
Favorites
JIRA
SVN
UAT
LMS
Siebel Applet
UAT Siebel
Login Credentials 2....
UAT Dispatcher
DEV Siebel
SIT
Reading list
Save
Edit
Type here to search
27°C
ENG
IN
2:04 PM
2/15/2022
38

| | |
|---|---|
| User Category | Business user |
| User Role | Individual |
| Email ID | DIVYA_12@HOTMAIL.COM |
| Mobile Number | 9833033168 |
| Address Line 1 | Mumbai |
| Address Line 2 | |
| Country | India |
| Pincode | 400052 |
| State | Maharashtra |
| City | Mumbai |
| Area/Locality | Khar Colony |

Add User Role
Director/Designated Partner

Enter DIN*
Enter DIN no.

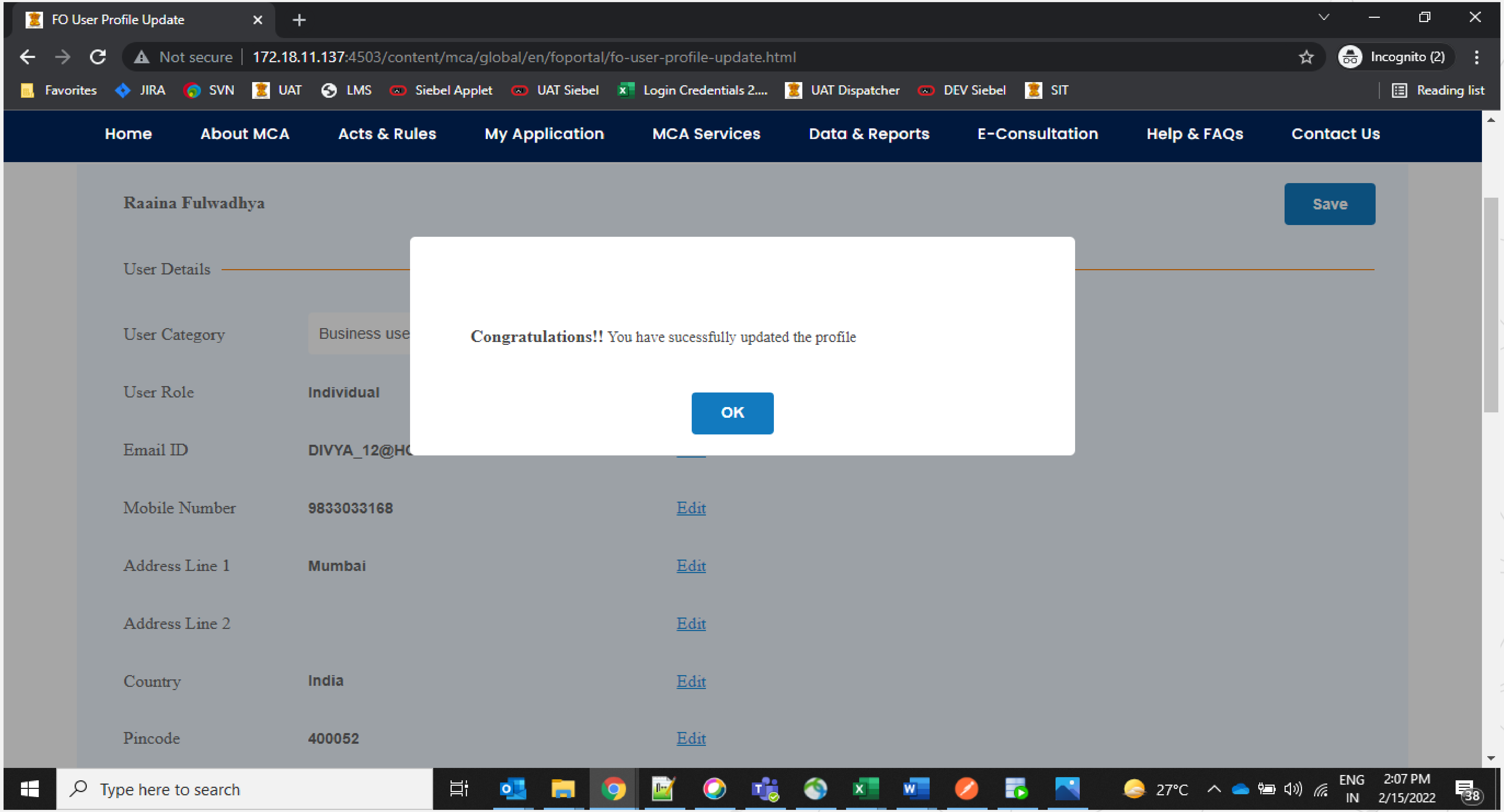
Digital Certificate

Provider
Select Token

Certificate
Select Certificate

Income Tax PAN*
Enter Pan no.

# Profile Update



FO User Profile Update
Not secure | 172.18.11.137:4503/content/mca/global/en/foportal/fo-user-profile-update.html
Incognito (2)
Favorites
JIRA
SVN
UAT
LMS
Siebel Applet
UAT Siebel
Login Credentials 2....
UAT Dispatcher
DEV Siebel
SIT
Reading list
Home
About MCA
Acts & Rules
My Application
MCA Services
Data & Reports
E-Consultation
Help & FAQs
Contact Us
Save
OK
Type here to search
27°C
ENG
IN
2:07 PM
2/15/2022
38

Raaina Fulwadhya

User Details

User Category: Business use

User Role: Individual

Email ID: DIVYA_12@HC

Mobile Number: 9833033168 Edit

Address Line 1: Mumbai Edit

Address Line 2: Edit

Country: India Edit

Pincode: 400052 Edit

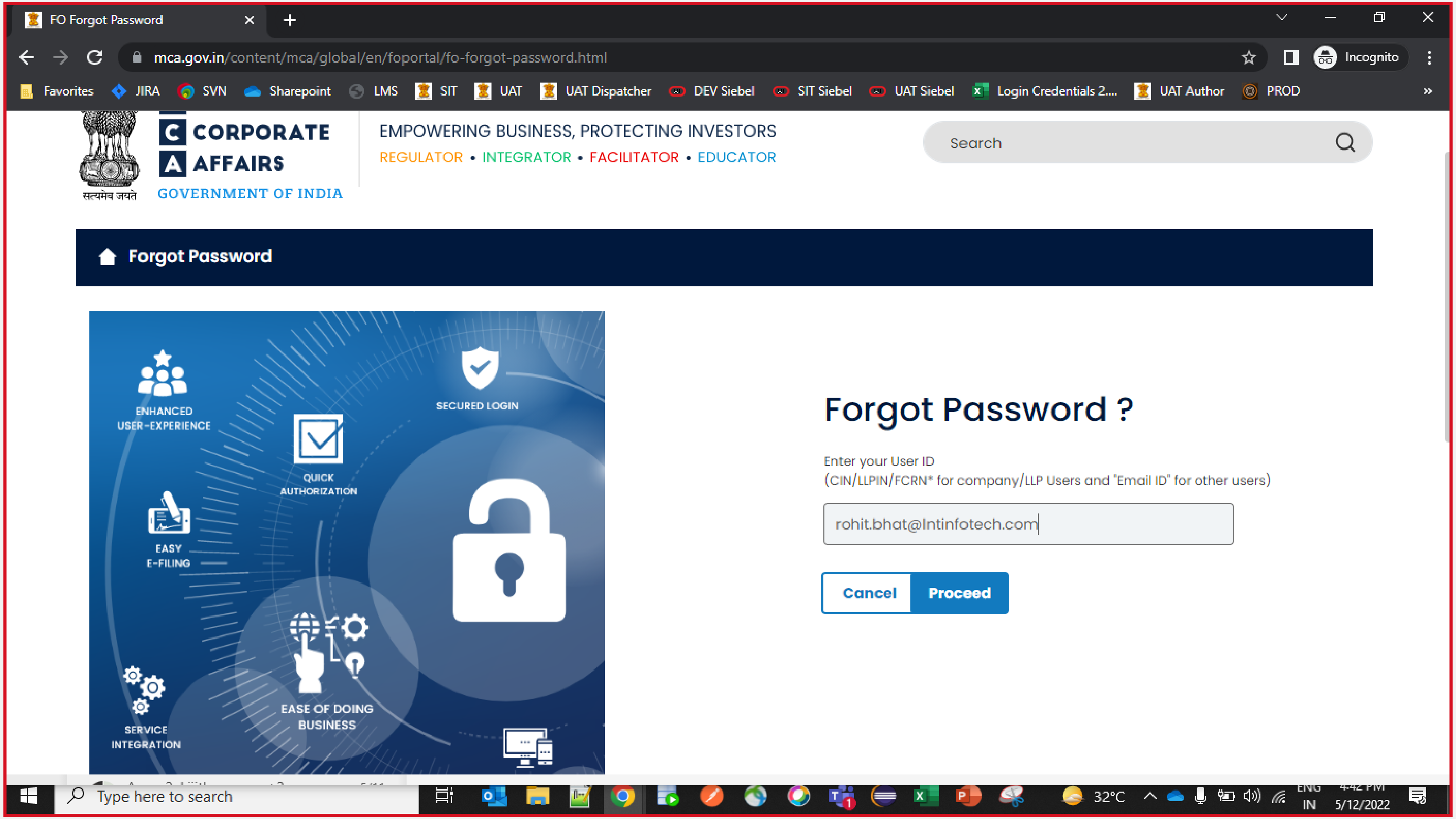
**Congratulations!!** You have sucessfully updated the profile

# User Registration

## Forgot password

ENHANCED
USER-EXPERIENCE
E-CONSULTATION
ASY
ILING
SERVICE
INTEGRATION
SIMPLIFIED COMPANY
& LLP INCORPORATION
IMPROVED
ACCESSIBILITY

# Forgot Password – Registered Users

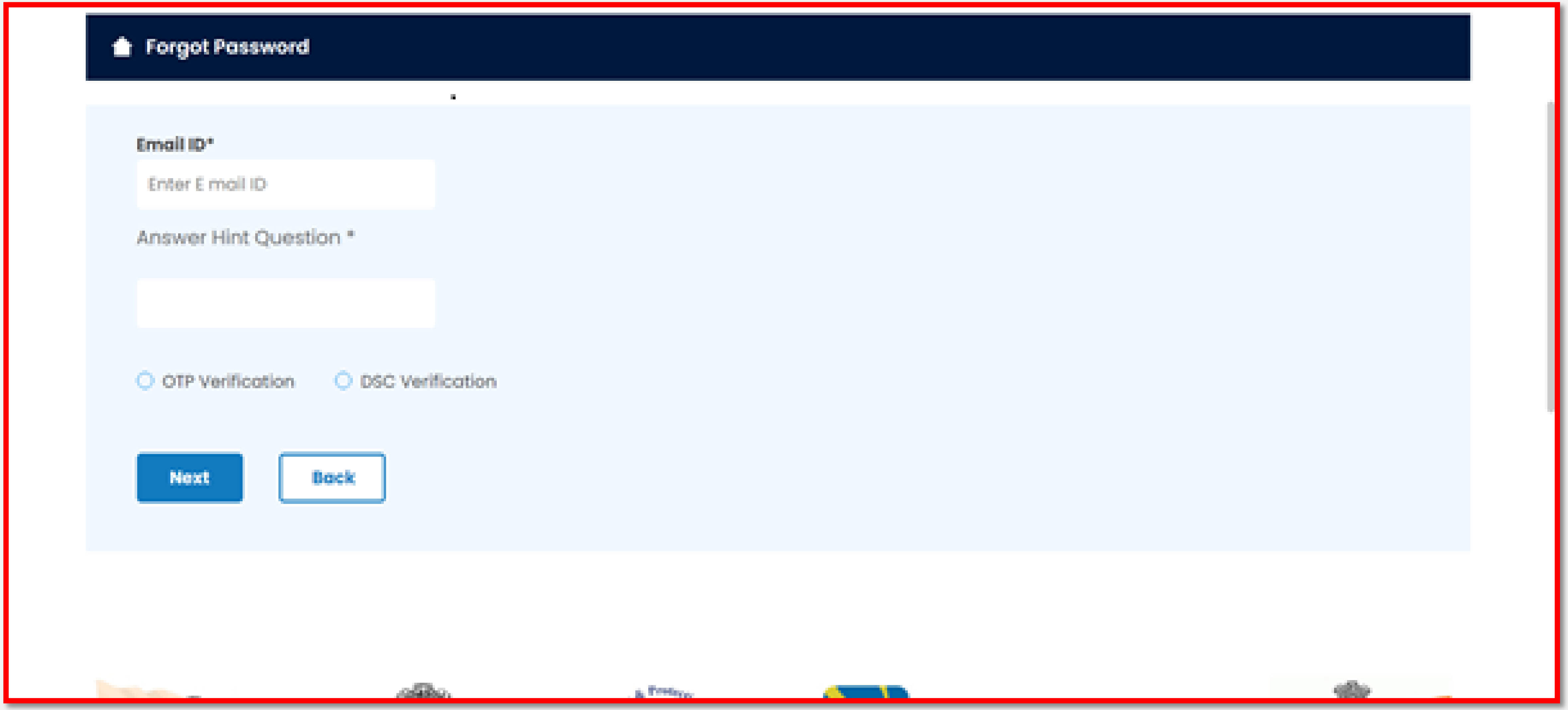

FO Forgot Password
mca.gov.in/content/mca/global/en/foportal/fo-forgot-password.html
Incognito
Favorites
JIRA
SVN
Sharepoint
LMS
SIT
UAT
UAT Dispatcher
DEV Siebel
SIT Siebel
UAT Siebel
Login Credentials 2....
UAT Author
PROD
सत्यमेव जयते
CORPORATE
AFFAIRS
GOVERNMENT OF INDIA
EMPOWERING BUSINESS, PROTECTING INVESTORS
REGULATOR • INTEGRATOR • FACILITATOR • EDUCATOR
Search
Forgot Password
ENHANCED USER-EXPERIENCE
SECURED LOGIN
QUICK AUTHORIZATION
EASY E-FILING
EASE OF DOING BUSINESS
SERVICE INTEGRATION
Cancel
Proceed
Type here to search
32°C
ENG IN
4:42 PM
5/12/2022

Forgot Password ?

Enter your User ID
(CIN/LLPIN/FCRN* for company/LLP Users and "Email ID" for other users)

rohit.bhat@Intinfotech.com

# Forgot Password – Registered Users



Forgot Password

**Email ID***

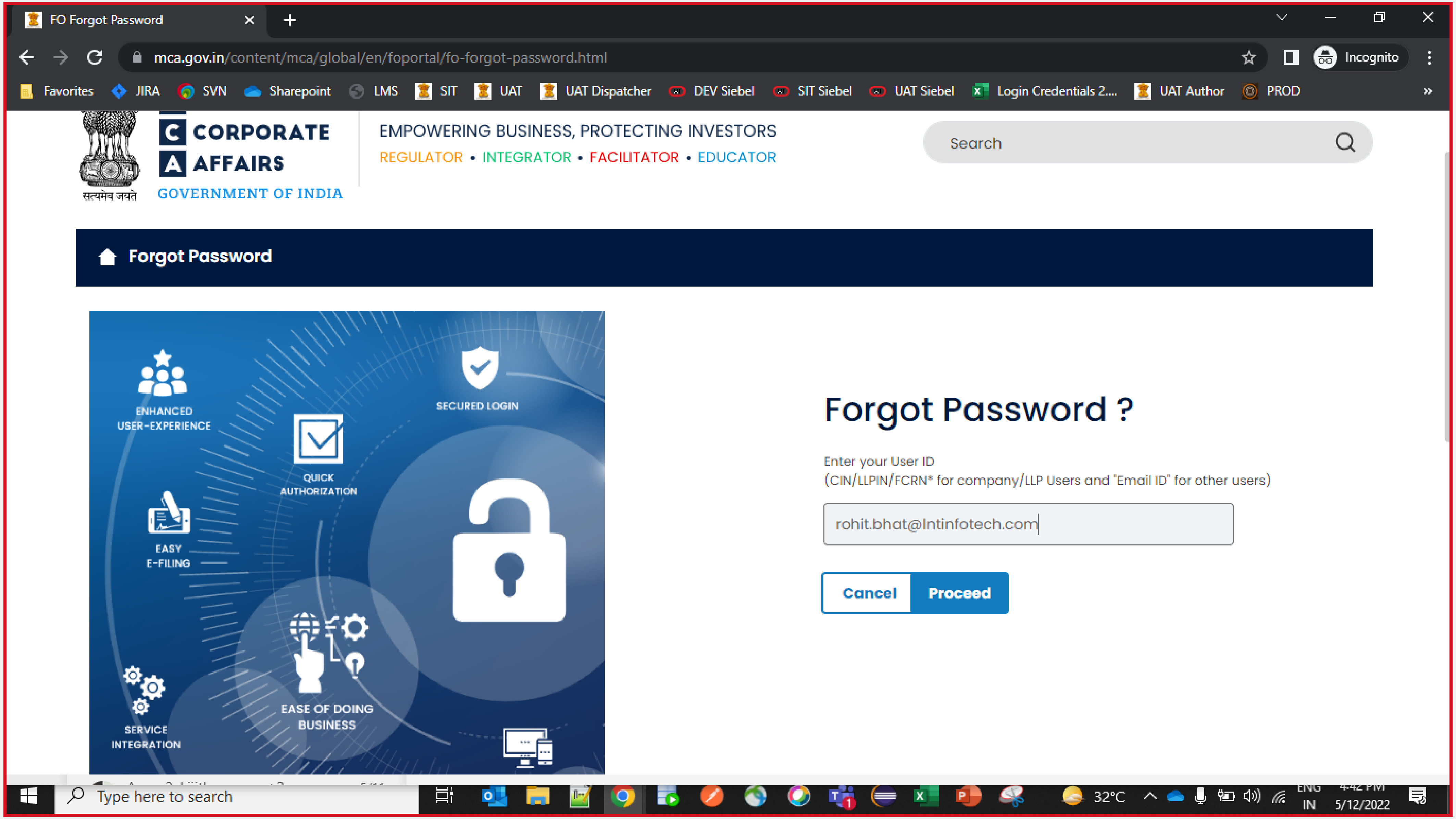
Enter E mail ID

Answer Hint Question *

○ OTP Verification ○ DSC Verification

Next
Back

# Forgot Password – Business Users

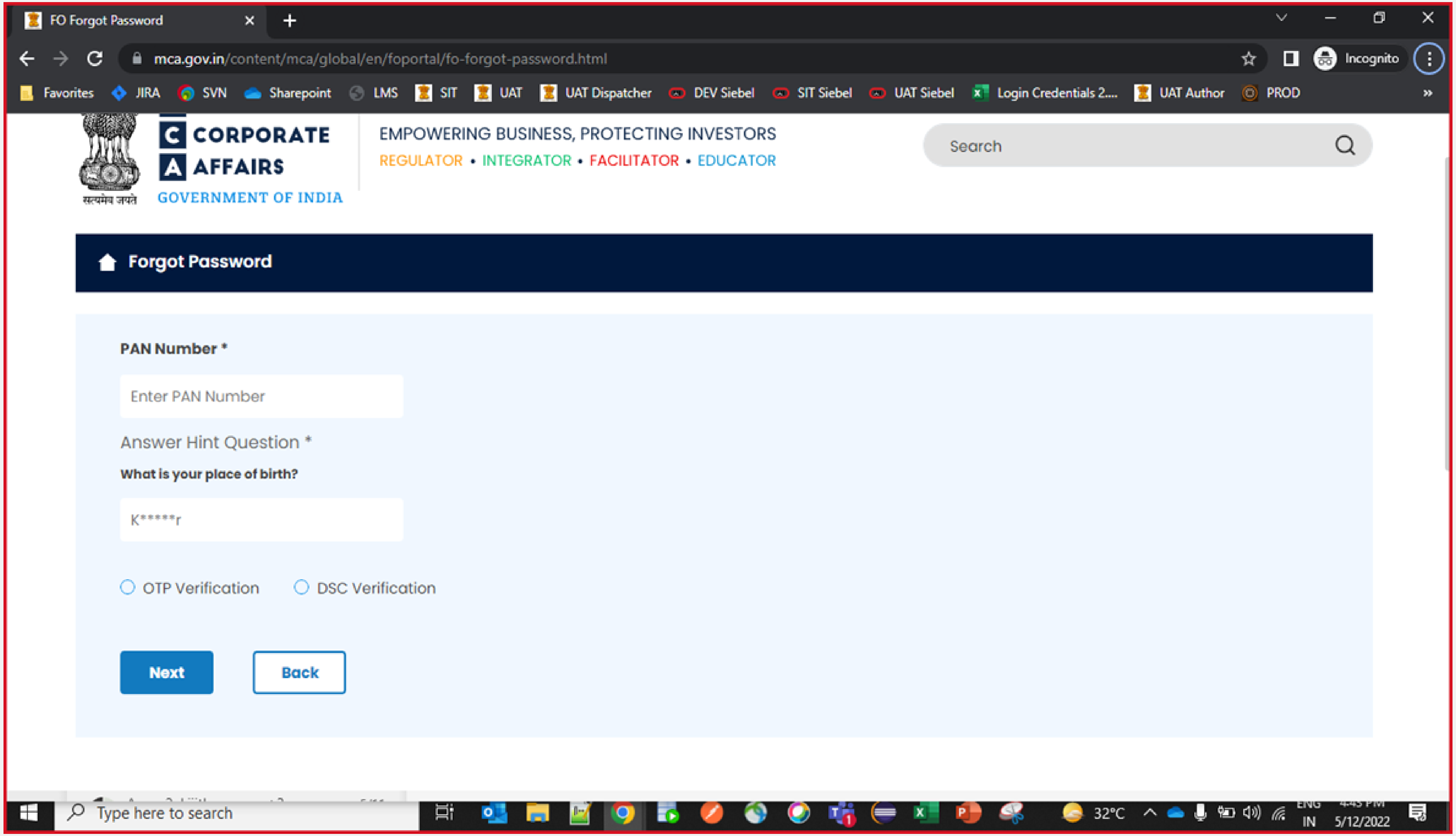

FO Forgot Password
mca.gov.in/content/mca/global/en/foportal/fo-forgot-password.html
Incognito
Favorites
JIRA
SVN
Sharepoint
LMS
SIT
UAT
UAT Dispatcher
DEV Siebel
SIT Siebel
UAT Siebel
Login Credentials 2....
UAT Author
PROD
CORPORATE
AFFAIRS
GOVERNMENT OF INDIA
सत्यमेव जयते
EMPOWERING BUSINESS, PROTECTING INVESTORS
REGULATOR • INTEGRATOR • FACILITATOR • EDUCATOR
Search
Forgot Password
ENHANCED USER-EXPERIENCE
SECURED LOGIN
QUICK AUTHORIZATION
EASY E-FILING
EASE OF DOING BUSINESS
SERVICE INTEGRATION
Cancel
Proceed
Type here to search
32°C
ENG
IN
5/12/2022

## Forgot Password ?

Enter your User ID
(CIN/LLPIN/FCRN* for company/LLP Users and "Email ID" for other users)

rohit.bhat@lntinfotech.com

# Forgot Password – Business Users


FO Forgot Password
mca.gov.in/content/mca/global/en/foportal/fo-forgot-password.html
Incognito
Favorites
JIRA
SVN
Sharepoint
LMS
SIT
UAT
UAT Dispatcher
DEV Siebel
SIT Siebel
UAT Siebel
Login Credentials 2....
UAT Author
PROD
CORPORATE AFFAIRS
GOVERNMENT OF INDIA
सत्यमेव जयते
EMPOWERING BUSINESS, PROTECTING INVESTORS
REGULATOR • INTEGRATOR • FACILITATOR • EDUCATOR
Search
Type here to search
32°C
ENG IN
5/12/2022

**Forgot Password**

**PAN Number ***

Enter PAN Number

Answer Hint Question *

**What is your place of birth?**

K*****r

○ OTP Verification ○ DSC Verification

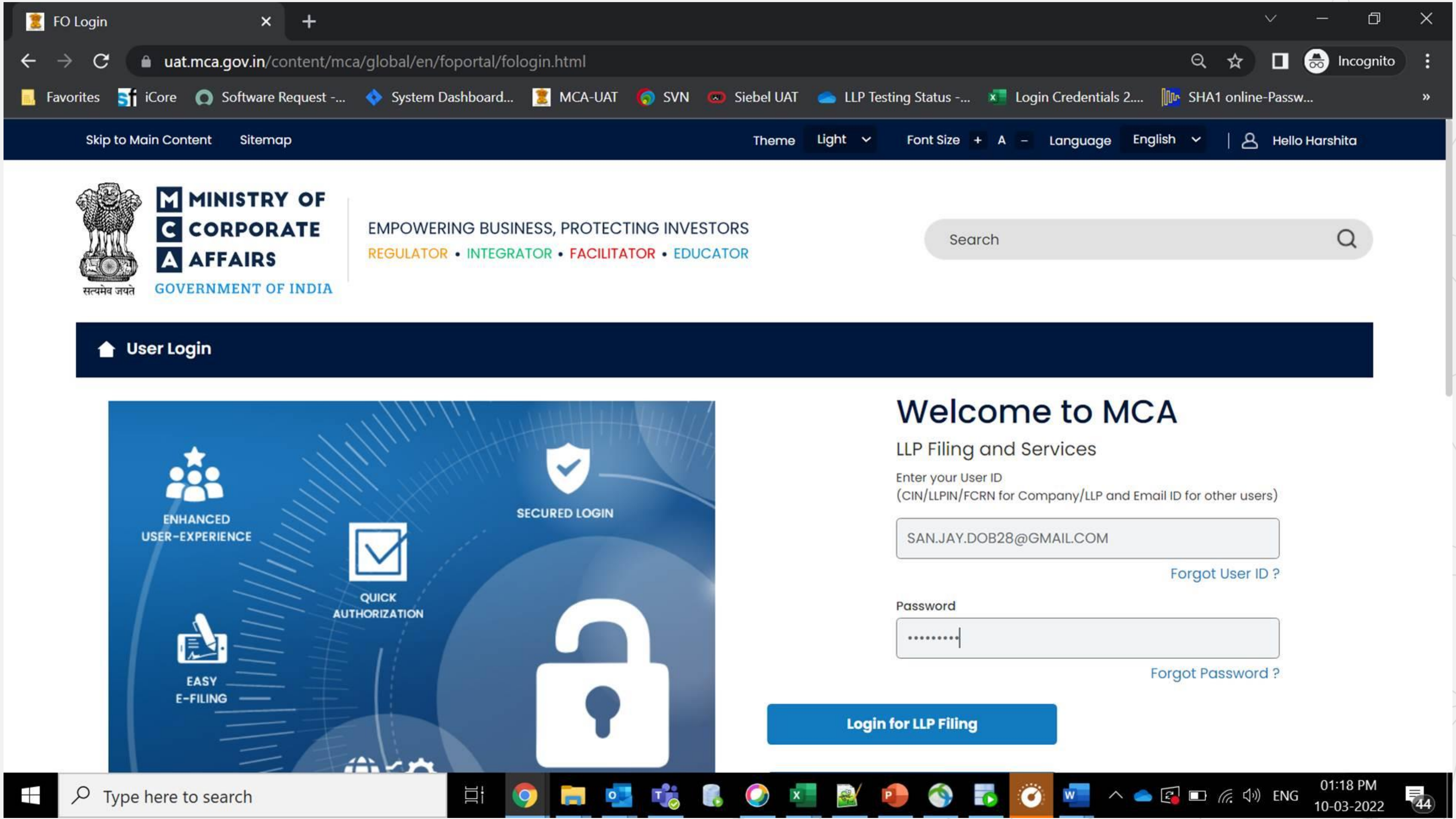
**Next** **Back**

# User Registration

## Associate DSC

ENHANCED
USER-EXPERIENCE
E-CONSULTATION
ASY
ILING
SERVICE
INTEGRATION
SIMPLIFIED COMPANY
& LLP INCORPORATION
IMPROVED
ACCESSIBILITY

# Associate DSC



uat.mca.gov.in/content/mca/global/en/foportal/fologin.html

Welcome to MCA

LLP Filing and Services

Enter your User ID
(CIN/LLPIN/FCRN for Company/LLP and Email ID for other users)

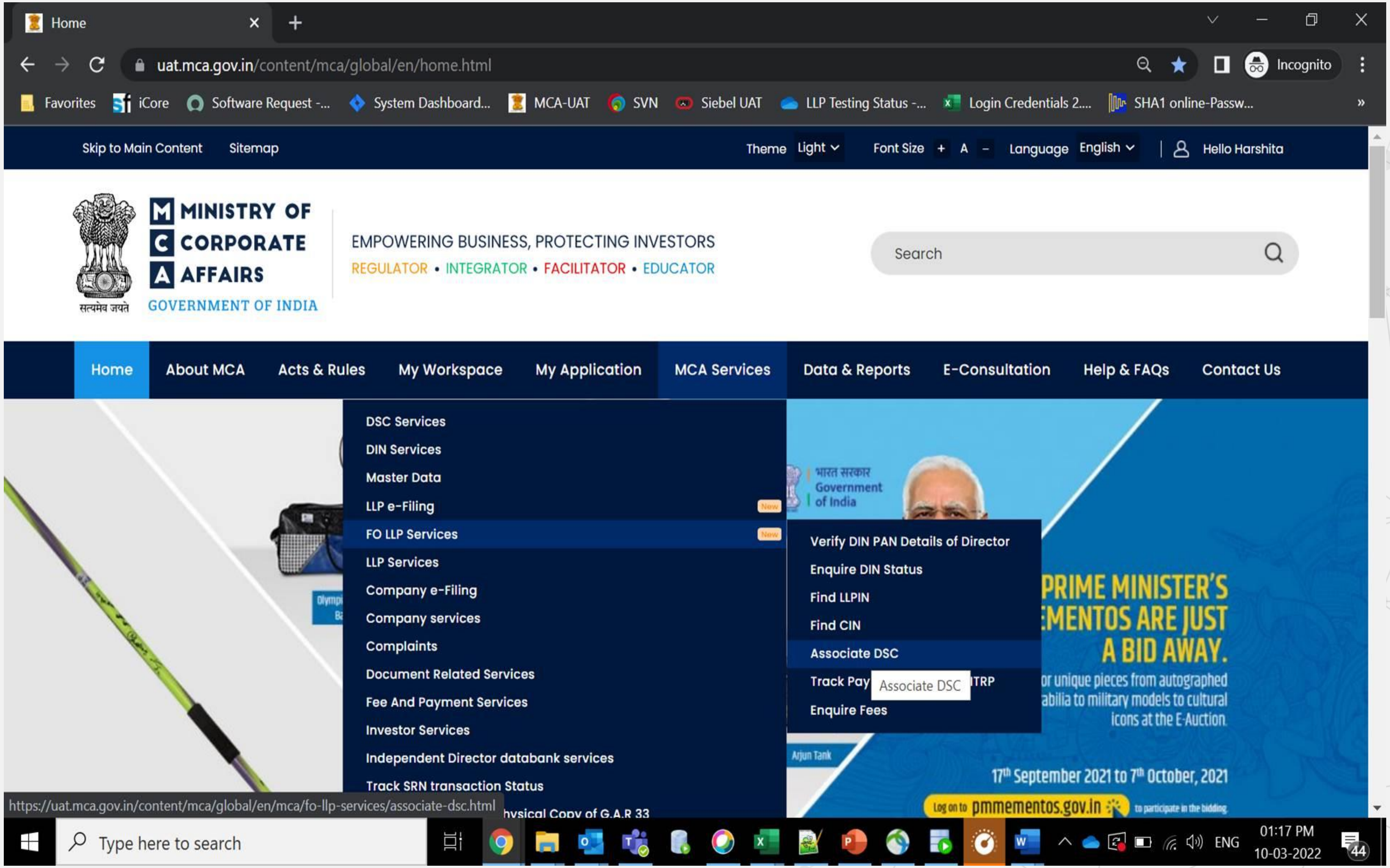
SAN.JAY.DOB28@GMAIL.COM

Password

•••••••••

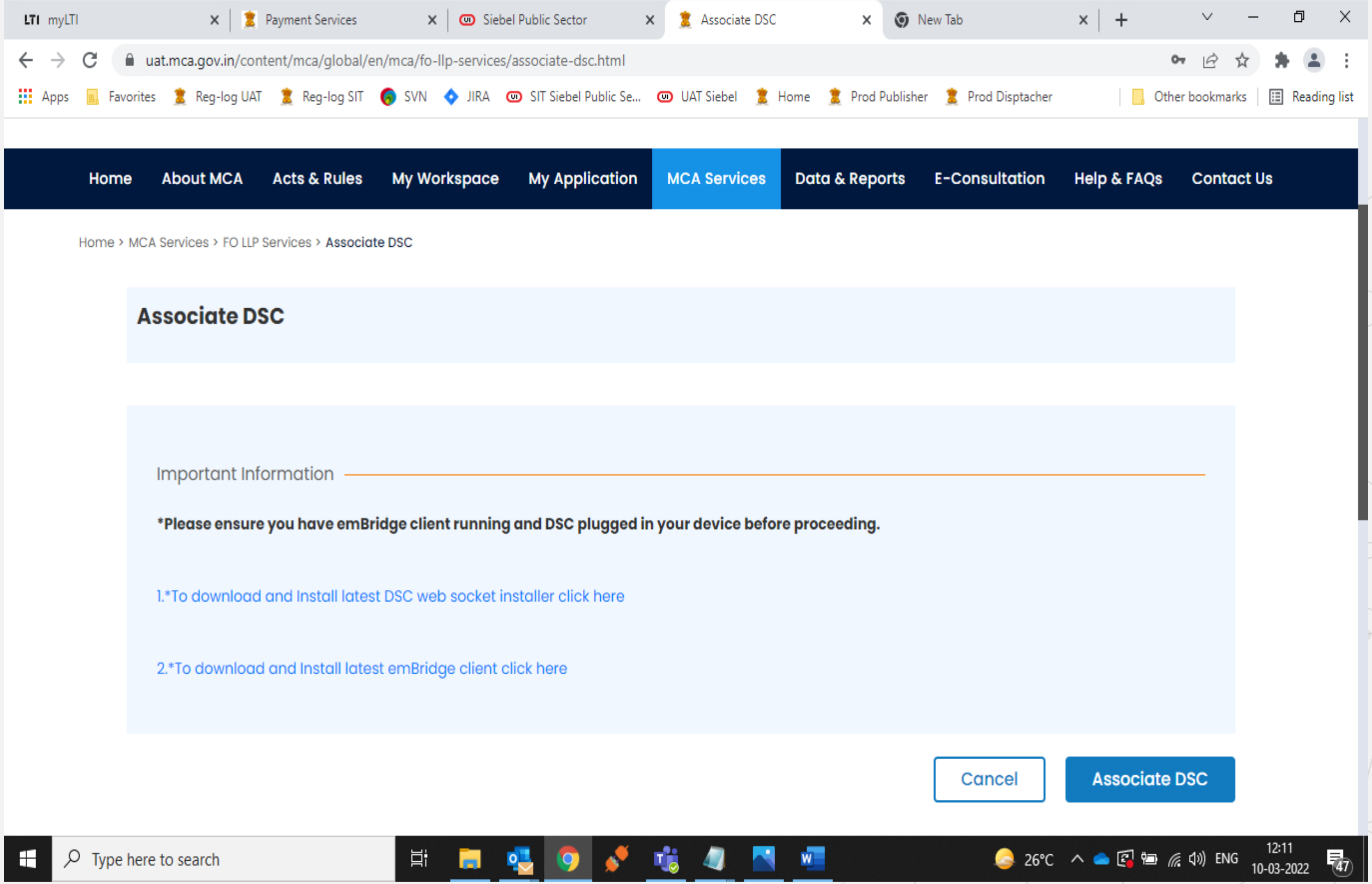
FO Login
Incognito
Favorites
iCore
Software Request -...
System Dashboard...
MCA-UAT
SVN
Siebel UAT
LLP Testing Status -...
Login Credentials 2....
SHA1 online-Passw...
Skip to Main Content
Sitemap
Theme
Light
Font Size + A –
Language
English
Hello Harshita
MINISTRY OF CORPORATE AFFAIRS
GOVERNMENT OF INDIA
सत्यमेव जयते
EMPOWERING BUSINESS, PROTECTING INVESTORS
REGULATOR • INTEGRATOR • FACILITATOR • EDUCATOR
Search
User Login
ENHANCED USER-EXPERIENCE
SECURED LOGIN
QUICK AUTHORIZATION
EASY E-FILING
Forgot User ID ?
Forgot Password ?
Login for LLP Filing
Type here to search
ENG
01:18 PM
10-03-2022
44

# Associate DSC


Home
uat.mca.gov.in/content/mca/global/en/home.html
Favorites
iCore
Software Request -...
System Dashboard...
MCA-UAT
SVN
Siebel UAT
LLP Testing Status -...
Login Credentials 2....
SHA1 online-Passw...
Incognito
Skip to Main Content
Sitemap
Theme Light
Font Size + A –
Language English
Hello Harshita
MINISTRY OF CORPORATE AFFAIRS
GOVERNMENT OF INDIA
सत्यमेव जयते
EMPOWERING BUSINESS, PROTECTING INVESTORS
REGULATOR • INTEGRATOR • FACILITATOR • EDUCATOR
Search
Home
About MCA
Acts & Rules
My Workspace
My Application
MCA Services
Data & Reports
E-Consultation
Help & FAQs
Contact Us
DSC Services
DIN Services
Master Data
LLP e-Filing
New
FO LLP Services
New
LLP Services
Company e-Filing
Company services
Complaints
Document Related Services
Fee And Payment Services
Investor Services
Independent Director databank services
Track SRN transaction Status
Physical Copy of G.A.R 33
Verify DIN PAN Details of Director
Enquire DIN Status
Find LLPIN
Find CIN
Associate DSC
Track Pay
Associate DSC
ITRP
Enquire Fees
भारत सरकार Government of India
PRIME MINISTER'S MEMENTOS ARE JUST A BID AWAY.
or unique pieces from autographed abilia to military models to cultural icons at the E-Auction.
17th September 2021 to 7th October, 2021
Log on to pmmementos.gov.in to participate in the bidding
Arjun Tank
https://uat.mca.gov.in/content/mca/global/en/mca/fo-llp-services/associate-dsc.html
Type here to search
ENG
01:17 PM
10-03-2022
44

- DSC Association in V3 is a Post Login feature.
- User will be required to Login to the system to associate their DSC
- Associate DSC is only a one-time activity
- All Business Users are required to associate their DSCs for affixing their DSCs during LLP Form filing

# Associate DSC



myLTI
Payment Services
Siebel Public Sector
Associate DSC
New Tab
uat.mca.gov.in/content/mca/global/en/mca/fo-llp-services/associate-dsc.html
Apps
Favorites
Reg-log UAT
Reg-log SIT
SVN
JIRA
SIT Siebel Public Se...
UAT Siebel
Home
Prod Publisher
Prod Disptacher
Other bookmarks
Reading list
Home
About MCA
Acts & Rules
My Workspace
My Application
MCA Services
Data & Reports
E-Consultation
Help & FAQs
Contact Us
Home > MCA Services > FO LLP Services > Associate DSC

**Associate DSC**

Important Information

***Please ensure you have emBridge client running and DSC plugged in your device before proceeding.**

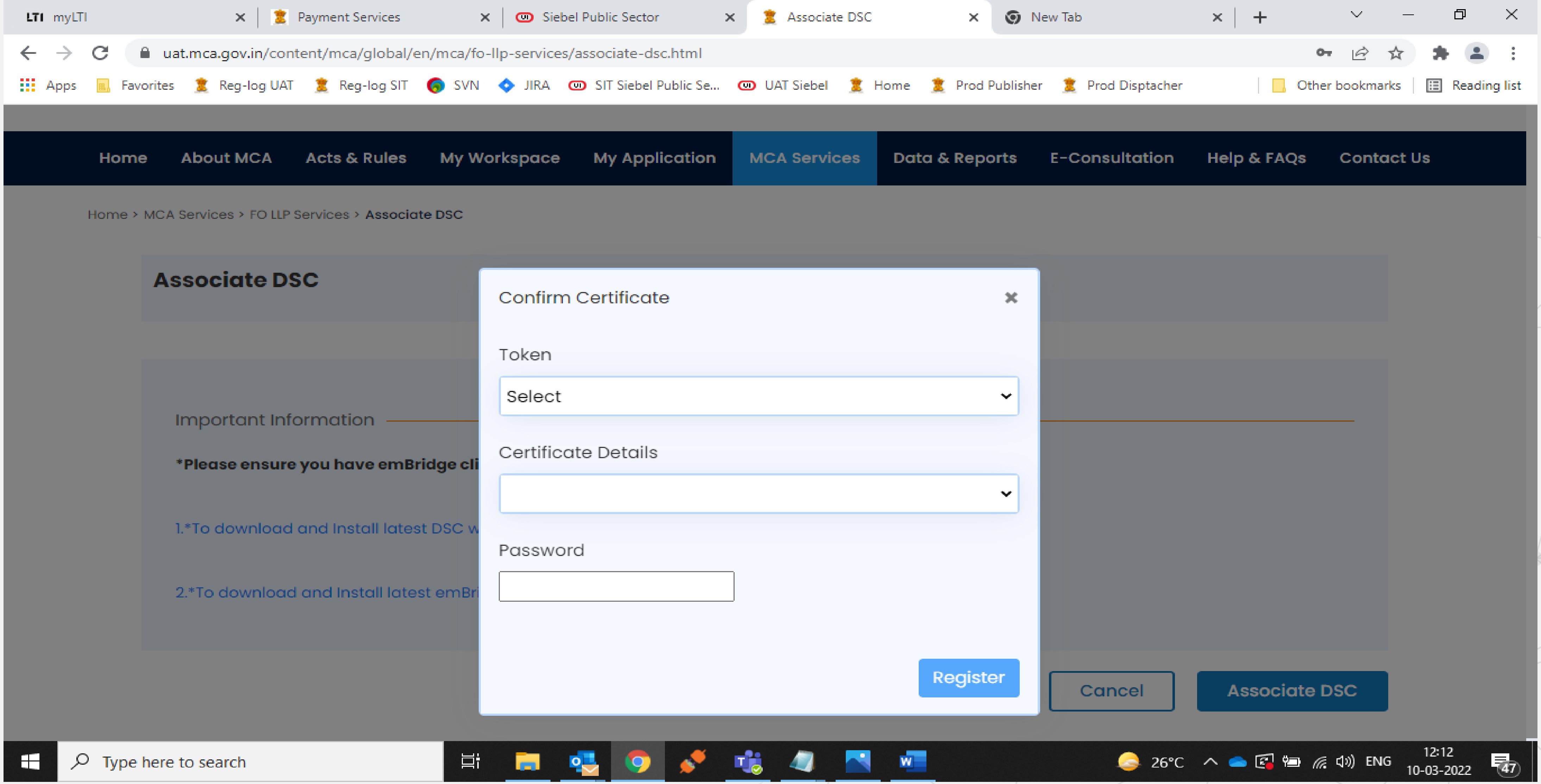
1.*To download and Install latest DSC web socket installer click here

2.*To download and Install latest emBridge client click here

Cancel
Associate DSC
Type here to search
26°C
ENG
12:11
10-03-2022

- Users are required to download the emBridge utility from the link available on this page and install that on their machine
- Once the software is installed then plug your DSC Token on the USB Interface and the system will automatically define the token details.

# Associate DSC


myLTI
Payment Services
Siebel Public Sector
Associate DSC
New Tab
uat.mca.gov.in/content/mca/global/en/mca/fo-llp-services/associate-dsc.html
Apps
Favorites
Reg-log UAT
Reg-log SIT
SVN
JIRA
SIT Siebel Public Se...
UAT Siebel
Home
Prod Publisher
Prod Disptacher
Other bookmarks
Reading list
Home
About MCA
Acts & Rules
My Workspace
My Application
MCA Services
Data & Reports
E-Consultation
Help & FAQs
Contact Us
Cancel
Associate DSC
Type here to search
26°C
ENG
12:12
10-03-2022

Home > MCA Services > FO LLP Services > Associate DSC

**Associate DSC**

Important Information

***Please ensure you have emBridge cli**

1.*To download and Install latest DSC w

2.*To download and Install latest emBri

Confirm Certificate

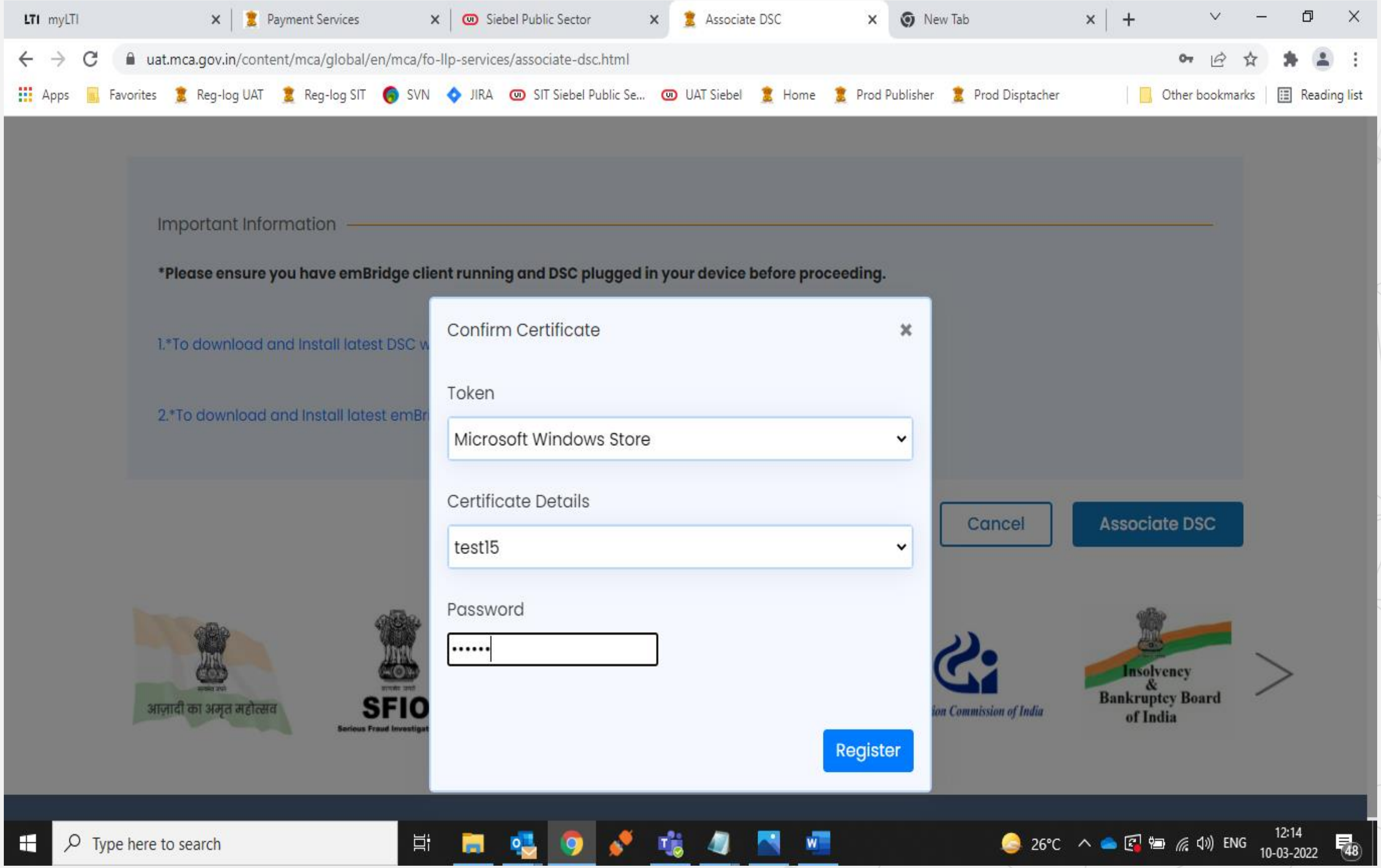
Token: Select

Certificate Details:

Password:

Register

# Associate DSC



Important Information

*Please ensure you have emBridge client running and DSC plugged in your device before proceeding.

1.*To download and Install latest DSC w

2.*To download and Install latest emBr

Confirm Certificate

Token: Microsoft Windows Store

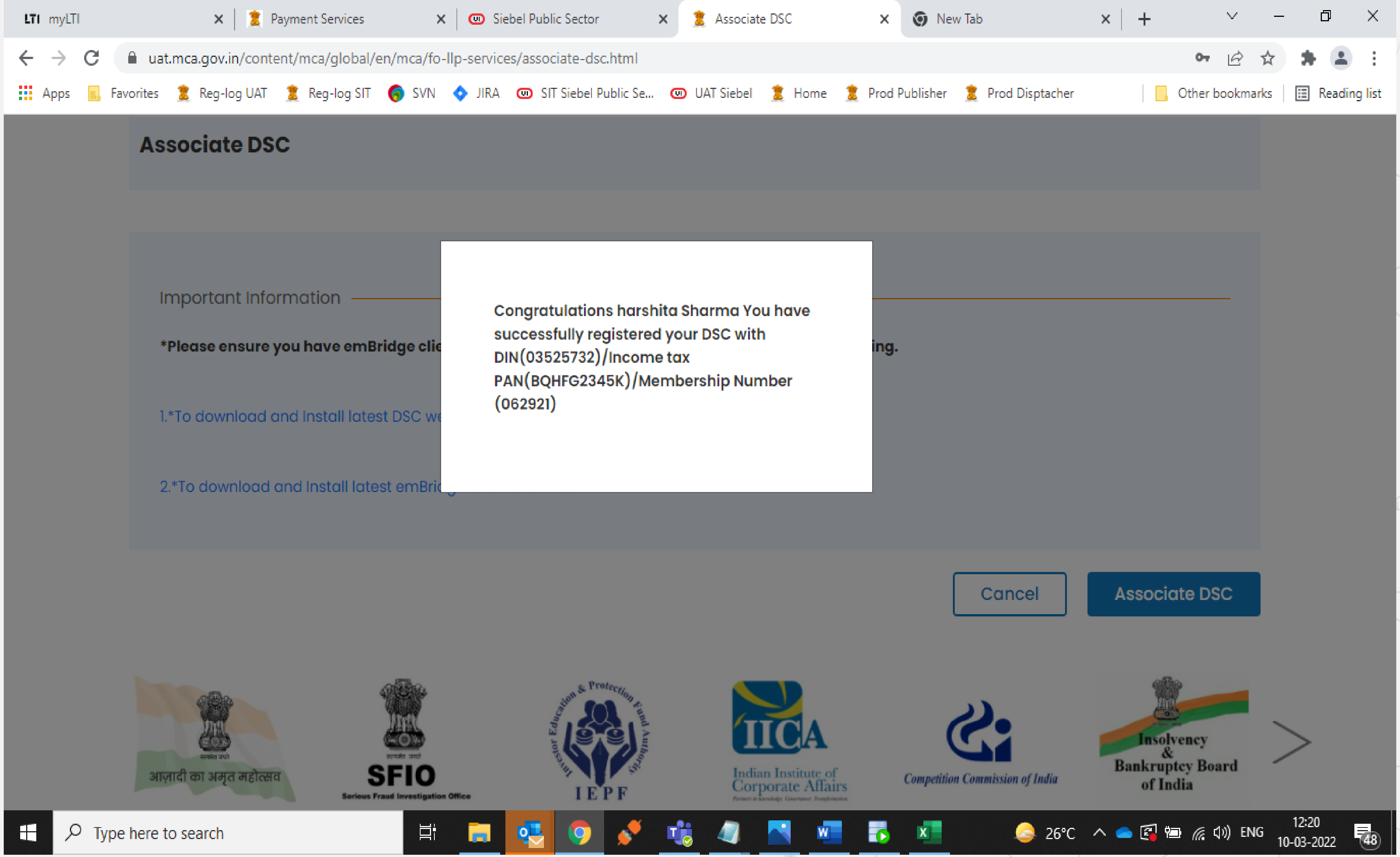
Certificate Details: test15

Password: ••••••

uat.mca.gov.in/content/mca/global/en/mca/fo-llp-services/associate-dsc.html
×
Register
Cancel
Associate DSC

- Users can only associate the DSC provided they know the password associated with the DSC.
- This is done to provide misuse of the DSC Token

# Associate DSC


myLTI
Payment Services
Siebel Public Sector
Associate DSC
New Tab
uat.mca.gov.in/content/mca/global/en/mca/fo-llp-services/associate-dsc.html
Apps
Favorites
Reg-log UAT
Reg-log SIT
SVN
JIRA
SIT Siebel Public Se...
UAT Siebel
Home
Prod Publisher
Prod Disptacher
Other bookmarks
Reading list
Cancel
Associate DSC
SFIO
Serious Fraud Investigation Office
IEPF
IICA
Indian Institute of Corporate Affairs
Competition Commission of India
Insolvency & Bankruptcy Board of India
Type here to search
26°C
ENG
12:20
10-03-2022

**Associate DSC**

Important Information

***Please ensure you have emBridge clie… …ing.**

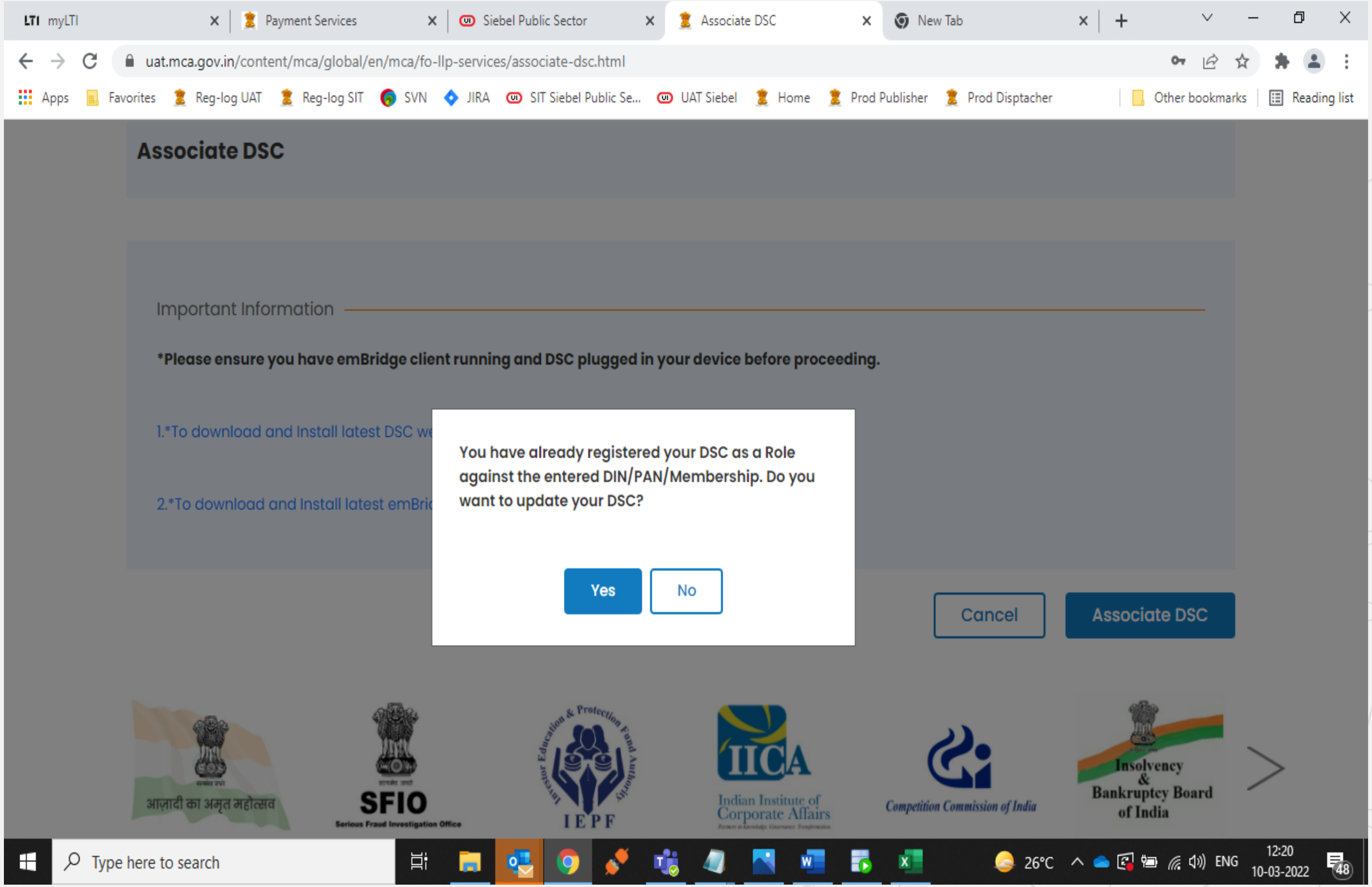
1.*To download and Install latest DSC w…

2.*To download and Install latest emBri…

Congratulations harshita Sharma You have successfully registered your DSC with DIN(03525732)/Income tax PAN(BQHFG2345K)/Membership Number (062921)

- Users will get a confirmation on their screen at the time of successful DSC Association

# Reassociate DSC – In case DSC is already Associated with the User ID or Expired


myLTI
Payment Services
Siebel Public Sector
Associate DSC
New Tab
uat.mca.gov.in/content/mca/global/en/mca/fo-llp-services/associate-dsc.html
Apps
Favorites
Reg-log UAT
Reg-log SIT
SVN
JIRA
SIT Siebel Public Se...
UAT Siebel
Home
Prod Publisher
Prod Disptacher
Other bookmarks
Reading list
Yes
No
Cancel
Associate DSC
आज़ादी का अमृत महोत्सव
SFIO
Serious Fraud Investigation Office
IEPF
IICA
Indian Institute of Corporate Affairs
Competition Commission of India
Insolvency & Bankruptcy Board of India
Type here to search
26°C
ENG
12:20
10-03-2022

**Associate DSC**

Important Information

***Please ensure you have emBridge client running and DSC plugged in your device before proceeding.**

1.*To download and Install latest DSC we

2.*To download and Install latest emBri

You have already registered your DSC as a Role against the entered DIN/PAN/Membership. Do you want to update your DSC?

- User has been provided an option of being able to reassociate the DSC in case they wrongly associate someone’s DSC or when the DSC gets expired
- One user can only associate one DSC with their User ID

Any Specific Form related Queries may be posted on below link. Trainer / ICSI office will provide this link on the chat box

ENHANCED USER-EXPERIENCE
E-CONSULTATION
ASY ILING
SERVICE INTEGRATION
SIMPLIFIED COMPANY & LLP INCORPORATION
IMPROVED ACCESSIBILITY