MCA V3 BASICS
AND KICK START –PART B

"HAVE PATIENCE"

"ALL THINGS ARE DIFFICULT BEFORE THEY BECOME EASY"

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TOPICS COVERED

- MCA V3 BASICS- TYPES OF USERS- REGISTERED AND BUSINESS.
- BUSINESS USER CAN FURTHER BE CLASSIFIED INTO - COMPANY/LLP USER/ PROFESSIONAL USER/ MANAGER/SECRETARY/AUTHORISED REPRESENTATIVE USER.
- MCA V3 LOGIN - UPGRADATION FORM V2 REGISTERED USER ID TO BUSINESS USER ID.
- MCA V3 LOGIN - NEW LOGIN.
- MCA V3 ADD ROLE - ACCORDING TO BUSINESS USER.
- MCA V3 SIGNATURE - ROLE CHECK- DSC OF BUSINESS USER.
- MINI DASH BOARD - MY APPLICATION AND HISTORIC FORMS.
- V3 SYSTEM CONFIGURATION SUGGESTED
- HOW TO CLEAR CACHE AND TEMPORARY FILES.
- AVAILABILITY OF VARIOUS FORMS.
- TECHNICAL PROBABLE SOLUTIONS BASED ON EXPERIENCE .
- QUICK TIPS

WHY V2 TO V3 .....

- In the V2, forms are required to be filled and uploaded in the portal while in V3 the forms are to be filled online. This enables user convenience, including the ability to save a half-filled form and file it later.

- Further in V2, there was only a 'My Workspace' which had a list of notices from MCA and circulars issued by them. In V3, there is a personalised "My Application" feature which allows one to view all the forms filed by them till date along with the status of the forms such as pending for DSC upload and payment, under processing, pay fees, resubmission etc.

- V2 IS BETTER OR V3 ? VERY TRICKY QUESTION

WHAT IS EACH TYPE USER ALLOWED TO DO?

- REGISTERED, - REGISTERED USERS HAVE LIMITED ACCESS TO INCORPORATION FORMS , E-BOOK, E-CONSULTATION, MASTER DATA SERVICES, VPD, FILING OF COMPLIANTS.

- BUSINESS USER- SUBDIVIDED INTO THREE:

- COMPANY/LLP USER - This user account will have access to all MCA FO services in relation to respective company/LLP. This user can also authorize Manager/Secretary/officer in default/ Authorised Representative to act on its behalf. In addition, all the basic services available to Registered user will be available to this user role.

- PROFESSIONAL USER- FOR PROFESSIONALS LIKE CS, CA , ICWAI MEMBERS. They will be able to access all MCA FO services for any company/LLP. Professional user will not be required to obtain any authorization from the company/LLP.

- PROFESSIONAL STAFF – STAFF include:
  - - trainees of the professional firms
  - - non-professional members of professional firms etc

- MANAGER/SECRETARY/AUTHORISED REPRSENTATIVE USER- UNLIKE PROFESSIONAL THEY NEED AUTHORISATION FROM THE COMPANY/LLP TO PERFORM FO SERVICES.

V3 LOGIN – HOW TO LOGIN WITH EXISTING V2 LOGIN ID'S

- IF YOU HAVE A V2 REGISTERED USER LOGIN, USE SAME TO LOGIN V3.

- IF IT SHOWS ERROR USE V2 EMAIL ID WITH SAME V2 PASSWORD.

- ONCE LOGIN – GO TO UPDATE – PROFILE – UPGRADE TO BUSINESS USER-ADD ROLE- OF SUITABLE BUSINESS USER.

- AFTER ADD ROLE YOUR REGISTERED USER ID GETS UPGRADED TO BUSINESS USER.

- ALWAYS KEEP HANDY YOUR HINT ANSWER AND PASSWORD.

- WRITING WRONG PASSWORD OR USER ID MAY LOCK YOUR ACCOUNT.

- ALL USER TO LOGIN IN EVERY 60 DAYS.

- V2 BUSINESS USER CAN LOGIN TO V2 WITH PAN AS PASSWORD OR mca@123. or mobile number

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User Login

Welcome to MCA

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

This is a required field.

Forgot User ID ?

Password

This is a required field.

Forgot Password ?

Login for V3 Filing

For LLP forms, 9 Company forms deployed on 31st August 2022 and 56 forms deployed on 23rd January 2023

Register

Login for V2 Filing

For Remaining Company Filing and Services

MCA V3 NEW LOGIN

- THOSE NOT HAVING V2 USER ID SHOULD DO LOGIN FOR NEW USER REGISTRATION.

- AGAIN OPTION IS REGISTERED USER OR BUSINESS USER.

- ANYONE CAN BE REGISTERED USER LOGIN.

- BUSINESS USER SHOULD SHOW THE ROLE- LIKE COMPANY, DIRECTOR DESIGNATED PARTNER, PROFESSIONAL, MANAGER, SECRETARY, AUTHORISED REPRESENTATIVE, OFFICER IN DEFAULT, PROFESSIONAL STAFF, PROFESSIONAL STALL MEMBERS.

- NEW USER WILL GET REGISTERED AS REGISTERED USER AND DO ROLE CHECK OF DSC ALSO FROM THAT LOGIN ID. AS PER FAQ PAN IS NOT MANDATORY FOR REGISTERED USER.

HOW TO CREATE DIRECTOR LOGIN

- GO TO MCA.GOV.IN- CLICK ON REGISTER.

- SELECT BUSINESS USER.

- SELECT DIRECTOR.

- WRITE PAN AND DIN.

- HIS NAME AND ADDRESS , EMAIL AND PHONE NUMBER AS GIVEN IN DURING KYC WILL DISPLAY.

- OTP WILL BE SEND. SUBMIT AFTER GIVING PASSWORD AND HINT ANSWER . LOGIN IS CREATED MESSAGE WILL POP UP.

- NOTE: NOW ITS MANDATORY FOR ALL DIRECTORS AND DESIGNATED PARTNERS TO HAVE A BUSINESS LOGIN USER. ONLY THEN THEY CAN DO ROLE CHECK OF THEIR DSC.

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Search

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 *

Director/Designated Partner

Income Tax PAN

Enter Pan no.

DIN/DPIN *

Enter Here

Next

HOW TO CREATE PROFESSIONAL STAFF LOGIN

- PROFESSIONAL MAIN MEMBER SHOULD BE A BUSINESS USER
- UPTO FIVE STAFF MEMBER CAN BE ADDED
- THESE MEMBERS CAN BE STAFF OR TRAINEES TOO
- PROFESSIONAL STAFF MEMBERS ARE LINKED TO ONE MAIN MEMBER LOGIN
- PAN OF PROFESSIONAL STAFF IS OPTIONAL
- PROFESSIONAL STAFF PHONE NUMBER AND MAIL ID IS MANDATORY
- MAIL ID SHOULD BE UNIQUE ALWAYS.
- STAFF MEMBERS AND TRAINEES KEEP CHANGING SO GIVE SUITABLE ID AND PHONE NO.

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 ▼ |

Professional Membership Number *

| Enter Here |

Next

NEED EMBRIDGE FOR ROLE CHECK

- ROLE CHECK WILL BE FROM RESPECTIVE LOGINS ONLY.

- AFTER LOGIN FROM BUSINESS USERS.

- GO TO FO SERVICES - ASSOCIATE DSC –

- EMBRIDGE CAN BE DOWNLOADED FROM HERE ALSO.

- RUN EMBRIDGE AS ADMIN. IT WILL RUN IN BACKGROUND.

- IF REQUIRED GIVE REFRESH.

- SOMETIME AFTER SUBMIT NO MESSAGE COMES. IN THAT CASE CHANGE TOKEN PASSWORD AND TRY.

- TOKENS NAME WILL APPEAR. SELECT AND PUT PASSWORD.

- DO NOT DO ROLE CHECK FROM PROFESSIONAL LOGIN.

DIGITAL SIGNATURE VERIFICATION FAILED

- PROBABLE SOLUTIONS.

- DO ROLE CHECK OF DSC ON V3 AS BUSINESS USERS.

- INSTALL DC ACROBAT READER 64 BIT.

- AFTER DOWNLOAD DO NOT OPEN WITH DOUBLE CLICK.

- GIVE RIGHT CLICK TO OPEN WITH DC ACROBAT READER.

- GIVE SAME INSTRUCTIONS TO CLIENT , AUDITOR AND BANKERS.

- AFTER EACH SIGN SAVE IN LITTLE DIFFERENT NAME.

- SEE THAT DIGITAL SIGNATURE IS ADDED TO TRUST. FOR ADDING TO TRUST RIGHT CLICK ON ALREADY AFFIXED DSC- SHOW SIGNATURE CERTIFICATE - TRUST- FOUR GREEN TICK SHOULD BE THERE. OTHERWISE CLICK ON ADD TRUST, CHECK THE FOUR BOXES.

MINI DASH BOARD, payments, receipt download

- MY APPLICATION -

IT HAS ALL THE CURRENT DRAFT , SRN GENERATED FORMS, APPROVED CANCELLED FORMS, WITH REMARKS LIKE RESUBMISSION .

- ALL APPROVED FORMS WILL APPEAR HERE FOR 15 DAYS.

- THEREAFTER IT WILL GET TRANSFERRED TO HISTORIC FORMS.

- ALL FORMS RELEVANT TO A PARTICULAR COMPANY OR LLP WILL ALSO APPEAR IN THE COMPANY ID OR LLP ID SIMULTANEOUSLY.

- ONCE FORM IS SUBMITTED , GIVE UPLOAD AND PAY. AFTER PAYMENT YOU CAN CHECK STATUS IN MY APPLICATION.

- YOU CAN ALSO DOWNLOAD A COPY OF THE FORM, ATTACHMENT , CHALLAN AND CERTIFICATE FROM HERE ONCE STATUS IS CHANGED TO APPROVED

SYSTEM CONFIGURATION – SUGGESTED

- WINDOWS 10 OR ABOVE.

- IF USING CHROME IT SHOULD BE 64 BIT NOT 32 BIT.

- USE DIFFERENT BROWSER LIKE CHROME, EDGE, OPERA, BRAVE, FIREFOX.

- FOR USING INCOGNITO MODE- GO TO THE BROWSER CLICK ON TOP RIGHT THREE DOTS - NEW INCOGNITO WINDOW OR PRIVATE BROWSING .

- CLEAR CACHE - GO TO SETTINGS OF BROWSER – SEARCH CACHE – CLEAR CACHE

- PRESS WINDOW KEY WITH R AND WRITE %TEMP% TO DELETE ALL TEMPORARY FILES. IT SHOULD BE DONE ON REGULAR BASIS.

- V3 BEING WEB FORMS REQUIRES ALL LATEST VERSIONS INCLUDING PDF. PDF DC ACROBAT.

AVAILABILITY OF VARIOUS E- FORMS ON V3

- AFTER LOGIN AS BUSINESS USER - MCA SERVICES-

- DSC SERVICES - TO ASSOCIATE DSC FOR V2.

- DIN SERVICES – ENQUIRE DIN V2 PORTAL , VERIFY DIN PAN DETAILS.

- LLP E FILING – RUN, FILLIP , FORM 3,4,5,8,11,12,15,22,23,24,25,27,28,31,32- ALL FORMS RELATED TO LLP FILING YOU CAN SEE.

- FO SERVICES- VERIFY DIN PAN DETAILS, ENQUIRE DIN STATUS, FIND LLP, FIND CIN, ASSOCIATE DSC, TRACK PAYMENT ON NTPR (BHARTKOSH) ENQUIRE FEE - RELATING V 3 PORTAL.

- LLP SERVICES - ALMOST NOTHING ENABLED IN THIS- MAINLY IT HAS AUTHORISE OR SUSPEND USER, BUT NOT ENABLED.

AVAILABILITY OF COMPANY FORMS ON V3

- AFTER LOGIN UNDER MCA SERVICES - UNDER COMPANY E FILING-
  - INCORPORATION FORMS
  - DIN RELATED FORMS- DIR 3 KYC AND WEB KYC
  - CHARGE RELATED FORMS – CHG 1,4,6,8,9
  - DEPOSIT RELATED - DPT 3 AND DPT 4
  - DIN RELATED SERVICES – DIR-3,3C,6,12,11,5,10,9
  - NIDHI SERVICES – NDH-1,2,3,4
  - CHANGE SERVICES – INC 4,22,MR-2, INC-27,SH-7
  - FOREIGN SERVICES – FC -1,2,3,4
  - INFORMATION SERVICES – GNL 4, MGT -3, INC 28, PAS -2
  - APPROVAL SERVICES- ROC- MCS 4, INC 24, Inc 12

AVAILABILITY OF COMPANY FORMS ON V3

- APPROVAL SERVICES RD - INC 23, INC 18

- COMPLIANCE SERVICES - SH 11, PAS -3, SH 9, GNL 2, GNL 3

- APPROVAL SERVICES HEADQUARTERS - MR 1

- ANNUAL FILING - AOC 5

- COMPANY SERVICES IS LIKE LLP SERVICES – ALL RELATED TO V 2 PORTAL

- COMPLAINTS- TAKES YOU TO V2 PORTAL FOR RAISING TICKETS. ALL TICKETS WHETHER RELATING TO 2 OR V3 CAN BE RAISED HERE. TRACK AND UPDATE TICKET ALSO DONE FROM HERE ONLY.

AVAILABILITY OF COMPANY FORMS ON V3

- DOCUMENT RELATED SERVICES – AT PRESENT IT WILL TAKE YOU TO V 2 SITE

- FEES AND PAYMENT SERVICES – SAME AS V 2

- REST ALL UNDER MCA SERVICES WILL TAKE YOU TO V 2 SITE

- APPLICATION FOR MHA SECURITY CLEARANCE- IT TAKES YOU TO E SAHAJ SEVA PORTAL FOR SECURITY CLEARANCE. NO DIRECT FORM ATTACHED.

SHOULD ALL DIRECTOR/DP LOGIN TO BE CREATED?

- THE MAIN PURPOSE FOR BUSINESS USER LOGIN CREATION OF DIRECTOR/ DP IS TO DO ROLE CHECK OF THEIR DSC ON V3 PORTAL APART FROM V2 PORTAL.

- ALL DSC TO BE MANDATORY REGISTERED ON V3 PORTAL ALSO.

- BETTER TO DO ROLE CHECK FOR THOSE DIRECTORS FIRST WHOSE DSC YOU USE FREQUENTLY.

- NOW DSC IS REQUIRED FOR DIRECTORS GETTING APPOINTED TOO SO LOGIN AND ROLE CHECK REQUIRED FOR THEM TOO. FOR FILING DIR 3 KYC AS WELL AS DIR 12.

- ONLY ONE BUSINESS USER LOGIN TO BE CREATED FOR A PERSON WHO IS DIRECTOR AS WELL AS DESIGNATED PARTNER.

SHOULD COMPANY/LLP LOGIN ALSO TO BE CREATED ?

- YES EVEN LOGIN FOR COMPANY AND LLP LOGIN WILL BE REQUIRED TO BE CREATED IN FUTURE.

- ALL THE FILING THAT PROFESSIONAL DO WILL APPEAR SIMULTANEOUSLY IN THEIR LOGIN TOO.

- ALL REMINDERS FOR DUE DATES, NOTICE IF ANY FROM ROC WILL ALSO DISPLAY HERE.

- IN FUTURE THE CORRESPONDENCE WITH COMPANY AND LLP WILL BE THROUGH COMPANY LOGIN ONLY.

HOW TO UPLOAD FORMS IN V3?

- IN V2 WE USE TO DOWNLOAD THE FORM FILL UP AND UPLOAD.

- IN V3 WE FILL THE FORM ONLINE , SUBMIT SRN GETS GENERATED.

- AND THEN UPLOAD.

- THEN PROCEED WITH PAYMENT..

- IF PAYMENT IS INCOMPLETE DUE TO TECHNICAL REASON , IT WILL NOT ALLOW TO PAY FOR FOUR HOURS.

- IF PROCEED TO PAYMENT IS NOT WORKING , GO TO MY APPLICATION AND CHECK STATUS AND PAY FROM THERE.

TECHNICAL GLITCHES AND PROBABLE SOLUTIONS

1. WHILE LOGIN UPGRADATION – FROM REGISTERED USER TO BUSINESS USER GETTING THE MCA SERVICE ERROR AFTER PAN VALIDATION

AFTER PAN VALIDATION EDIT NAME IN VARIOUS COMBINATION . THEN AGAIN DON'T DO PAN VALIDATION.

2. WHILE DOING ROLE CHECK ON V3 AFTER SUBMIT BUTTON NOT GETTING MESSAGE OF CONGRATULATION

PLS CHANGE YOUR DSC PIN AND TRY. MOREOVER EMBRIDGE SHOULD RUN IN BACKGROUND.

TECHNICAL GLITCHES AND PROBABLE SOLUTIONS

3. RUN FORM NOT GETTING SUBMITTED.

CHANGE PROPOSED NAME WITH DIFFERENT OTHER NAME AND THEN PUT YOUR ACTUAL NAME AND TRY FROM FIREFOX.

4. DATE IS COMING IN MM-DD-YYYY FORMAT.

TRY TO SELECT DATE FROM CALENDER OR CHANGE BROWSER AND TRY FROM ANOTHER BROWSER LIKE CHROME

5. IN FORM 8 GETTING THE ERROR IN THE OPENING AND CLOSING DATE OF FINANCIAL YEAR .

GO TO CHROME, GIVE WRONG OPENING DATE WRONG CLOSING DATE THEN CORRECT THE OPENING DATE AND CORRECT THE CLOSING DATE

TECHNICAL GLITCHES AND PROBABLE SOLUTIONS

6. V 3 FORMS AFTER UPLOAD NOT PROCEEDING FOR PAYMENT

TRY FROM MY APPLICATION AGAIN, IF NOT HAPPENING THEN DELETE THE FORM AND MAKE A FRESH FROM.

7. WHILE DOING LOGIN FOR DIRECTORS GETTING ERROR THAT PERSONAL DETAILS NOT MATCHING WITH PAN DETAILS

DO DIN PAN VERIFICATION AS AVAILABLE ON V 3 PORTAL. ALSO SEE THAT NAME IS FILLED AS PER LAST KYC FILED AND LATEST PAN.

8. AGILE PRO SAYS PAN INVALID

JUST CUT AND PASTE THE SAME PAN AGAIN.

TECHNICAL GLITCHES AND PROBABLE SOLUTIONS

9. GETTING THE ERROR THAT EVENT DATE SHOULD BE GREATER THAN SYSTEM DATE IN AOC 4 OR MGT 7.

CUT AND PASTE CIN AGAIN.

10. V3 FORM SAY CIN ENTERED IS INVALID IN NEW COMPANY FORMS

ITS COMMON GLITCH. MCA WORKING ON SAME.

11. V3 COMPANY FORM ERROR, THE DSC IS NOT ASSOCIATED WITH THE COP ENTERED

THIS IS COMMON GLITCH AND MCA WORKING ON THE SAME. PLS DON'T UPDATE MEMBERSHIP NUMBER WITH COP NUMBER. IT WILL CREATE ANOTHER MESS.

TECHNICAL GLITCHES AND PROBABLE SOLUTIONS

12. SRN VANISHED FROM MY APPLICATION

ALL PROFESSIONAL MY APPLICATION TRANSACTIONS ALSO APPEARS IN THE RESPECTIVE COMPANY ID AND LLP ID. IF THEY CLICK EDIT IT WILL VANISH FROM YOUR ID.

ANOTHER REASON IS SRN VANISHING, DOWNLOAD ALLOWED FOR FIVE TIMES ONLY AS PER THE HELPKIT.

13. FORM DIR 12 IS PREFILLING SAME DIRECTOR DETAIL TWICE.

SUPPOSE YOU ARE FILING FORM FOR 4 DIRECTORS, FILL AS 3 DIRECTORS. AGAIN CHANGE IT TO 4 DIRECTORS.

14 ONLY FORM 9 GETTING DOWNLOADED WITHOUT FILLIP

EDIT AND SUBMIT AGAIN FROM DIFFERENT BROWSER AFTER CLEAR CACHE AND REMOVE SPECIAL MARKS IF ANY. CHANGE ATTACHMENT NAME TO SINGLE NAME.

TECHNICAL GLITCHES AND PROBABLE SOLUTIONS

- 15 DIN STATUS IS SHOWING AS APPROVED BUT CHALLAN IS BLANK FOR DIN NUMBER

AS PER THE WEBINAR, THIS DIN IS APPROVED AND CAN BE USED. FOR DIN NUMBER SEND MAIL TO appl.helpdesk@mca.gov.in . AFTER DIN VERIFICATION IF ANY FURTHER DETAILS REQUIRED THAT CAN BE SUBMITTED IN DIR 6 .

16 CIN PREFILLING WRONG ADDRESS

AS PER WEBINAR DO THE PREFILLING TWO THREE TIMES AND DO RELOAD IT WILL SHOW CORRECT ADDRESS.

17 PROFESSIONAL CERTIFICATION IS SHOWING MANDATORY IN FORMS FOR SMALL COMPANIES

MCA IS WORKING ON THIS AND SOON IT WILL BE RESOLVED.

TECHNICAL GLITCHES AND PROBABLE SOLUTIONS

18 ONLY ATTACHMENT IS GETTING DOWNLOADED AND NOT FORM.

CHANGE ATTACHMENT NAME TO SINGLE NAME AND EDIT AND SUBMIT AGAIN.

19 RESUBMISSION RECEIVED FROM ROC FOR ANY FORM THAT FILE PROPERTIES NOT MAINTAINED AND WE ARE UNABLE TO OPEN THE FORM.

RE-SIGN AND RE-SUBMIT THE SAME AGAIN.

20 ERROR THAT PAYMENT RESTRICTED FOR FOUR HOURS.

AS PREVIOUS PAYMENT FAILED , THE USER SHOULD WAIT FOR FOUR HOURS TO LOGIN.

21 THE SITE SHOWING LOGGED IN FOR LONG TIME

CLEAR CACHE AND TEMPORARY FILES, AND WAIT FOR 15 MINUTES.

TECHNICAL GLITCHES AND PROBABLE SOLUTIONS

22. NOT ABLE TO RAISE TICKET.

SEND MAIL TO APPL.HELPDESK@MCA.GOV.IN

23 FORM 8 NOT SHOWING ADDRESS AND OTHER DETAILS OF AUDITORS

FIRST CLICK ON AUDITOR, IF ADDRESS BOX NOT COMING, CLICK ON AGAIN DESIGNATED PARTNER, AGAIN CLICK ON AUDITOR AND IT WILL SHOW ALL DETAILS.

24 NOT ABLE TO LOGIN WITH V2 ID NOR WITH V 2 EMAIL ID

PROBABLY THEY HAVE TWO V2 ID. THEY HAVE TO RAISE TICKET AND FILL GOOGLE FORM OF ICSI, TO DEACTIVATE ONE ID OF V2.

25 HOW TO MIGRATE DATA'S FROM V2 TO V3

IF YOU HAVE USED V2 USER ID OR MAIL ID TO LOGIN V3 IT WILL BE AUTOMATIC STILL RAISE TICKET IF THE SAME IS NOT HAPPENING.

TECHNICAL GLITCHES AND PROBABLE SOLUTIONS

26   NOT ABLE TO FILE FORM 20A , IT SAYS YOU ARE NOT AUTHORZIED TO FILE THIS FORM.

IT IS COMMON GLITCH MCA IS WORKING YOU CAN ALSO TRY FILE THE SAME FROM FORM 20A, FROM COMPANY ID. REGISTER ALL DSC IN V3 AND THEN UPLOAD.

27   WHIILE CREATING LOGIN FOR DIRECTOR AS BUSINESS USER GETTING SERVICE ERROR.

MAKE MULTIPLE ATTEMPTS.

28   DIRECTORS WANT TO CHANGE MOBILE OR EMAIL ID.

FILE DIR 3 KYC POST MARCH. FOR ROLE CHECK TRY REGISTERED USER.

29 ROLE CHECK DONE ON V3 STILL GETTING THE ERROR DSC VERIFICATION FAILED.

EDIT THE FORM AGAIN, SUBMIT , UPLOAD OLD SIGNED FORM.

30 DIR 12 GETTING THE ERROR DIR 12 ALREADY PENDING FOR APPROVAL AGAINST THE CIN.

CANCELL THE DIR 12 FORM SAVED UNDER MY APPLICATION AND TRY.

QUICK TIPS

- DO NOT USE SPECIAL CHARACTERS LIKE,. / * + -@ $ # % & ! ANYWHERE IN THE FORM. NOTE DOUBLE SPACE ALSO A SPECIAL MARK.
- ATTACHMENT NAME SHOULD BE SHORT WITHOUT SPECIAL CHARACTER
- DO NOT LEAVE ANY PLACE BLANK EVEN IF SHOWING NOT MANDATORY
- ALWAYS OPEN DOWNLOADED FILE BY RIGHT CLICK OPEN WITH DC ADOBE
- REGULARLY DO CLEAR CACHE AND TEMPORARY FILES
- KEEP HANDY HINT ANSWER . IT IS CASE SENSITIVE
- RESET PASSWORD IF ALL DETAILS OF MY APPLICATION IS MISSING
- IF ANY ERROR OR PREFILL NOT HAPPENING, OPEN EDIT THE FORM AND GIVE RIGHT CLICK AND RELOAD
- COMPANY FORMS USE EDGE INCOGNITO .
- ALWAYS LOG OUT PROPERLY FROM PORTAL.

QUICK TIPS

- AFTER UPLOAD GIVE PROCEED TO PAYMENT, ALLOW THE SITE TO BUFFER FOR FIVE MINUTES. THEN LOG OUT AND CHECK STATUS IN MY APPLICATION. IF SHOW PAYMENT INCOMPLETE , THEN PAY FROM HERE.

- DATE FORMAT ERROR CAN BE RESOLVED BY CHANGING BROWSER

- IF AFTER ROLE CHECK SUBMIT BUTTON NOT ENABLED THEN CHANGE DEFAULT PIN OF DSC AND TRY

- PAYMENT MADE CHALLAN NOT GENERATED. RAISE TICKET AND SEND MAIL TO epayments.helpdesk@mca.gov.in

- IF NOT ABLE TO RAISE TICKET SEND MAIL TO appl.helpdesk@mca.gov.in

- AVOID PUTTING DECIMAL NUMBERS.

- WHILE FILLING UP THE FORM SAVE EVERY PAGE. YOU SHOULD BET MESSAGE DATA SAVED.

- TRY TO DO FORM FILLING IN A SINGLE SITTING TILL SRN IS GENERATED.

DISCLAIMER AND THANK YOU

- THIS PPT IS ALL ABOUT PROBABLE SOLUTIONS FOR V3 GLITCHES , AND BASED ON THE EXPERIENCE AS WELL AS EXPERIENCE OF OTHER MEMBERS .

- HENCE IT MAY OR MAY NOT PROVIDE A SOLUTION TO A READER, ITS JUST SUGGESTIONS TO CRACK SMALL V3 ERRORS . FOR SPECIFIC USER ISSUES PLEASE RAISE TICKETS.

- **TOGETHER WE CAN TOGETHER WE WILL.**

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