

Annexure 15.1

Do's and Don'ts on E-Filing with MCA

1.	What are the pre-requisite Software For E-Filing on MCA21?
	For e-Filing on MCA21, the computer must have the following components installed:
	<p>➤ Windows 2000 or later</p> 
	<p>➤ All users using below mentioned services on MCA21 are required to have Windows or later and JRE (Java Runtime Environment) installed on their machine –</p> <ul style="list-style-type: none"> • Any user logging on MCA21 using a DSC • Any existing user registering/updating a DSC • Any new user registering using a DSC
	<p>➤ Internet Explorer v6.0 and above, Mozilla Firefox</p> 
	<p>➤ Adobe Reader from Version XI or later</p> 
	<p>➤ JRE (Java Runtime Environment)</p> 
	<p>Important Note : The person pursuing the e-filing must ensure that:</p> <ul style="list-style-type: none"> • pop-ups are enabled in the machine so that any message generated by the application gets displayed. • Adobe Reader is installed so that the content available in .pdf format is readable.
2.	What should be done, if there is a failure in making payment of challan of Form INC-2 or INC-7 before expiry date?
	In such a case, Form INC- 2/7 (as the case may be) needs to be filed again but the same can be filed only after 15 days from the Challan Date. On attempting to file Form INC-2/7 before the expiry of above said period, the system will give an error message – "Form INC- 2/7 has already been filed corresponding to the Form INC-1 Reference Number."
3.	If a person fails to make payment of challan of Form SH-7 before the expiry date, what procedure should he follow?
	In such a case, Form SH-7 is needed to be filed again but the same can be filed only after 15 days from the Challan Date. On attempting to file Form SH-7 before the expiry of above said period, the system will give an error message – "There is/ are pending Form(s) SH-7 in respect of the company. Please file this Form SH-7 after approval of the pending Form(s) SH-7."
4.	Where can one find the country code required for filling in the e-Form?
	The application uses ISO Country codes and these are available under "Help" tab of home page of MyMCA portal.
5.	The SRN of a form is marked as 'Defective'. What recourse is available in such circumstances?
	In case of STP forms, for example, annual forms MGT-7, AOC-4, AOC 4 - XBRL etc., if there is any defect or incompleteness, the same is marked by the RoC as 'Defective'. Such forms are required to be filed afresh after rectifying the defects/ incompleteness with payment of fee and additional fee, as applicable.

6.	It may so happen that there are paper attachments to be filed with the E-form. How can they be managed?
	Such offline (paper format) attachments may first be scanned and saved as soft copies in PDF format.
7.	How can it be ensured that the size of scanned PDF documents is not excessive?
	To ensure that the size of scanned PDF document is within the permissible size limits, it is recommended that scanning should be done in 'black & white' mode at 200 dpi resolution. Further, these settings would vary from scanner to scanner.
8.	What is the next step once the documents have been scanned?
	The scanned documents can be attached/uploaded under the head 'Attachments' with the e-form being submitted on the MCA Portal.
9.	How can an e-form be signed?
	An e-form can be signed by the authorized signatory/ representative using the Digital Signature Certificate (DSC). To sign an e-form, click the red colour signature box in the e-form to affix the digital signature. To avoid increase in size of the e-form beyond permissible limit of 6.0 MB, one must always affix the DSC using the 'Sign and Save As' option.
10.	How are payments made electronically? What if an applicant does not have a credit card or access to Internet Banking?
	<p>Payments can be made electronically through credit card or Internet Banking. During the e-Filing process, the system prompts the applicant to make payment. The mode of payment can be chosen and the payment may be made accordingly.</p> <p>If an applicant is not having a credit card or Internet banking facility, he/she can make payment at the counter of an authorized bank through the pre-filled challan generated by the system after e-Filing.</p> <p>However, up to Rs. 50,000 the online payment is mandatory.</p> <p>For the purpose of collection of payments numerous branches in all major cities and towns of the following five Banks have been authorized:</p> <ul style="list-style-type: none"> • State Bank of India • Punjab National Bank • Indian Bank • ICICI Bank • HDFC Bank <p>Details of the branches of the above banks offering this facility are given on 'Authorised Banks' link on the MCA portal.</p>
11.	How can one be sure about the privacy of data? Are the details/ information submitted through Internet freely accessible to all?
	The process of e-Filing is completely secure. Online Inspection of documents is allowed strictly in accordance with the provisions of the Companies Act, 2013 on payment of a prescribed fee.
12.	Is email ID mandatory for a company?
	<p>The email ID is required for the purpose of communication with the company/ applicant. It has been made as a mandatory field for the following e-Forms:</p> <ul style="list-style-type: none"> • Form INC-1 (email of applicant) • Form INC-22 (email of Indian company) • Form FC-1 (email of Foreign company) • Form CHG-1 (email of charge holder)

	<ul style="list-style-type: none"> Form CHG-9 (email of charge holder)
13.	Can the form once submitted, be rectified by the company user?
	Once filed, the e-Form cannot be rectified. However, one can re-submit the e-Form, if the concerned MCA office has marked the status of the SRN as 'Required Re-submission'.
14.	How can necessary details be provided even if the space given in the form is not sufficient?
	The process entails entering the details in a separate sheet and making an optional attachment. The reference of the attachment must be mentioned in the relevant field of e-Form.
15.	There may be times when on downloading a particular e-Form the system displays the message that 'File is damaged, and it cannot be repaired'. What is the recourse available?
	The applicant must verify that Adobe Reader 7.0.5 and above is installed in the system. The other versions of Adobe must be uninstalled before installing Adobe Reader 7.0.5 and above.
16.	A company filing for incorporation is being promoted by a Foreign company. How should the details of the foreign company be given in Form INC-7 under the head 'Whether promoted by an existing company' as the foreign company does not have a CIN?
	In the field 'Whether promoted by an existing company', details are to be given only where the company is being promoted by an Indian company. In this case, an appropriate reply to the said field shall be 'No' since the company is being promoted by a foreign company.
17.	Can the words Pvt., (P), Ltd., etc. be used in place of the words Private or Limited in the proposed name(s) of the company while filing e-Form INC-1?
	The words Private and/ or Limited in full only and not in abbreviated format while filing e-forms.
18.	Is there a provision to view a demo on the e-Filing process?
	The demo on the e-Filing process can be viewed through the 'Computer Based Training' link available on the homepage of the MCA portal.
19.	On clicking the Pre-fill button a message appears stating that Acrobat is attempting to connect to site: http://www.mca.gov.in/DCAPortalWeb/services/PrefillService Once "Block" is clicked, the prefill cannot be done. What recourse is available in this regard?
	The "Allow" button needs to be clicked in order to prefill data when the above message appears on the screen. Wherein "Block" is clicked, the following steps may be used in order to remove www.mca.gov.in from the list of blocked sites: 1. Open Adobe Reader. 2. On the Top Menu go to Edit Preferences Trust Manager Change Site Settings 3. Check if www.mca.gov.in is in the list of sites having status "Always Block" If yes, select the site www.mca.gov.in from the list and click the "Remove" Button. Further, care must be taken that the "Allow" button is clicked in future.
20.	What process may be followed when an applicant is unable to Pre-fill data on the e-Form?
	The following checks may be performed in this regard: 1. Verify that only ONE version of Adobe Reader is installed on the system. <ul style="list-style-type: none"> Go to START → Control Panel → Add or remove Programs

	<ul style="list-style-type: none"> • The list of 'Currently installed programs' shall be displayed. • Check the version of Adobe Reader. We recommend the Version 7.0.5 and above (the same can be downloaded by accessing the 'Download Pre-requisite Software for e-Filing' link in the MCA portal). • Only the recommended version of Adobe Reader should be installed. In case there is any other version, the same may be removed by clicking the 'REMOVE' button. <ol style="list-style-type: none"> 2. Internet connectivity must be ensured. The required data for pre-fill may be entered and 'PREFILL' button be clicked. 3. A Security Message with an option to 'BLOCK' or 'ALLOW' appears. Select the 'ALLOW' button, the required details shall be prefilled. 4. In case the pre-fill doesn't happen and the Security Message is not received, the following must be verified: <ul style="list-style-type: none"> • Open the Adobe Reader. Go to Edit > Preferences. In the Categories go to 'Trust Manager'. • Click on the button 'Reset List of allowed/disallowed file attachment types' • Click on the button 'Change Site settings'. A window will open. • 'Site and Status' shall be displayed. In case 'www.mca.gov.in' is in the list with status as 'Always deny'. Select the site and REMOVE it. 5. Still if the Pre-fill does not work, check whether the MCA portal opens in the web browser. In case it does not open, the internet service provider or the local IT support person may be contacted.
21.	An applicant is unable to sign any e-Form. The following message is being displayed, "The director signing the e-Form is also director of a defaulting company which has not filed the due balance sheet and/or annual returns. Hence the director is not allowed to file this form. For more details, please refer Defaulter List published on MCA portal home page. Such defaulting company is required to file all the due balance sheets, annual returns first and only then the director shall be allowed to sign the e-Form for filing". What should be done?
	<p>Signing of any e-Form on MCA portal (for any company) by the signatories of the defaulting company is not allowed (except for certain e-Forms).</p> <p>However, the signing for the exception list shall be allowed only in respect of the defaulting company and not in respect of any other company.</p> <p>The List of defaulting companies available on home page of MCA21 portal may be referred to in this regard.</p>
22.	An applicant is not able to file FTE form. What procedure may be followed in this regard?
	E-form FTE has been withdrawn with effect from 26 th December, 2016. Accordingly, e-form FTE is no longer available for "Fresh" filings (Resubmissions are allowed) on the MCA21 portal. It may be noted that the corresponding e-form under the Companies Act, 2013 is STK-2.
23.	How can one apply for a name for a company?
	The first step is to use the services of Check Name Availability for first-hand information on whether the proposed name is available and then apply for it in Form INC-1 with six alternative names or single name in INC-32 (Simplified Proforma for Incorporating Company electronically-SPICe).
24.	How many times 'Resubmission/Pending for User Clarification (PUCL)' is allowed in INC-1/INC-7 and INC-32?
	Resubmission/PUCL is allowed only once (in aggregate) in respect of INC-1 and INC-7.

	However, Resubmission/PUCL is allowed twice (in aggregate) in respect of INC-32(SPICe).																																								
25.	Is it mandatory to enter source of Income in Field 9?																																								
	<p>Yes. It is mandatory to indicate at least one of the sources of incomes, as mentioned in the form. In case, the income from Business/profession is selected by the applicant then an appropriate business/ profession code should be mentioned.</p> <p>The table given below provides the list of business/profession codes which may be referred to while filling the abovementioned field:</p> <table border="1"> <tr><td>01</td><td>Medical Profession and Business</td></tr> <tr><td>02</td><td>Engineering</td></tr> <tr><td>03</td><td>Architecture</td></tr> <tr><td>04</td><td>Chartered Accountant/Accountancy</td></tr> <tr><td>05</td><td>Interior Decoration</td></tr> <tr><td>06</td><td>Technical Consultancy</td></tr> <tr><td>07</td><td>Company Secretary</td></tr> <tr><td>08</td><td>Legal Practitioner and Solicitors</td></tr> <tr><td>09</td><td>Government Contractors</td></tr> <tr><td>10</td><td>Insurance Agency</td></tr> <tr><td>11</td><td>Films, TV and such other entertainment</td></tr> <tr><td>12</td><td>Information Technology</td></tr> <tr><td>13</td><td>Builders and Developers</td></tr> <tr><td>14</td><td>Members of Stock Exchange, Share Brokers and Sub-Brokers</td></tr> <tr><td>15</td><td>Performing Arts and Yatra</td></tr> <tr><td>16</td><td>Operation of Ships, Hovercraft, Aircrafts or Helicopters</td></tr> <tr><td>17</td><td>Plying Taxis, Lorries, Trucks, Buses or other Commercial Vehicles</td></tr> <tr><td>18</td><td>Ownership of Horses or Jockeys</td></tr> <tr><td>19</td><td>Cinema Halls and Other Theatres</td></tr> <tr><td>20</td><td>Others</td></tr> </table>	01	Medical Profession and Business	02	Engineering	03	Architecture	04	Chartered Accountant/Accountancy	05	Interior Decoration	06	Technical Consultancy	07	Company Secretary	08	Legal Practitioner and Solicitors	09	Government Contractors	10	Insurance Agency	11	Films, TV and such other entertainment	12	Information Technology	13	Builders and Developers	14	Members of Stock Exchange, Share Brokers and Sub-Brokers	15	Performing Arts and Yatra	16	Operation of Ships, Hovercraft, Aircrafts or Helicopters	17	Plying Taxis, Lorries, Trucks, Buses or other Commercial Vehicles	18	Ownership of Horses or Jockeys	19	Cinema Halls and Other Theatres	20	Others
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26.	How can a linked e-Form be uploaded?																																								
	<ol style="list-style-type: none"> 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 e-Forms menu. The Upload e-Forms page is displayed. 4. Click the e-Form Upload button/link. The e-Form Filing page is displayed 5. Click on normal filing or resubmission SRN as the case may be. 6. Check the Liked Forms option 7. Click the Browse button to navigate and select the e-Form to be uploaded. To upload linked e-Form s, click the Add more linked e-Forms button. Click the Browse button that appears in the second row, to navigate and select the linked e-Form to be uploaded. Follow similar process to upload more linked e-Forms. You can select upto 10 linked e-Forms. 8. Click the Upload button. In case multiple linked e-Forms are selected, all e-Forms will be uploaded in one go. 9. The pre scrutiny checks happen and after successful upload the SRN of the uploaded e-Form will be displayed to the user. 10. The user will have an option to either make a payment soon after form upload or later 11. Click the 'Pay Fee' button. The fee details screen will be displayed. 12. The Payment Options page is displayed. 13. Select the desired payment option making payment of Fee. Make the payment. SRN is generated and displayed. 14. After the payment is made, a transaction receipt/acknowledgment is generated. 																																								

27.	What are the services for which Stamp Duty can be paid through MCA21 system?
	Stamp Duty applicable on filing of e-form INC-2, INC-7, INC-29 (including MOA & AOA), SH-7 and FC-1 shall be electronically paid through MCA21 system. A person applying for certified true copy is also required to pay stamp duty through MCA21 portal.
28.	Should the details of stamp duty in e-Form be filled manually?
	No, when user selects option to pay stamp duty through MCA21 system, the system itself pre-fills relevant details in the e-Form. In case user is allowed to and opts for paying stamp duty in physical manner, details of the same shall have to be provided in the e-Form by the user.
29.	Can Stamp Duty be paid electronically with respect to all States / UTs?
	In case of Stamp duty applicable on filing of form INC-2, INC-7, INC-29 (including MoA, AoA), SH-7 and FC-1, it is mandatory that the amount is paid through MCA21 portal electronically, except in case of State of Sikkim.
30.	What is the procedure to pay for the challan generated for stamp duty?
	Challan generated for stamp duty is to be paid in the same manner as offline challan for MCA21 services fees is deposited in an authorized bank.
31.	An applicant has paid MCA21 service fees using online mode of payment. Is it necessary to pay stamp duty also through online mode of payment?
	No, when MCA21 service fees has been paid online, the user may opt to pay stamp duty either online or offline.
32.	Is it necessary to pay stamp duty immediately after the payment of MCA21 services fees, where online mode of payment is opted?
	No, stamp duty can be paid later on also, using "Pay Stamp Duty Fees" facility.
33.	The stamp duty has been paid in physical mode before filing the form INC-2 / INC-7 / INC-29 (as applicable). Whether e-stamping is mandatory after 1st April, 2010?
	Yes, eStamping is mandatory w.e.f. 1 st April, 2010. Refund of stamp duty paid through physical mode will be processed by the government of respective State / UT in accordance with the rules and procedures as per the State / UT Stamp Act.
34.	There is frequent Pre-scrutiny Error to some forms related to LLP.
	Use the same computer for affixing DSC of all concerned parties
35.	Difficulty is being faced while giving particulars about the longitude of the land mortgaged in CHG-1
	It is difficult to give longitude of the land as it covers the whole area, giving longitude about the particular area of land is being noted as difficult, some people are mentioning it as NA.
36.	In CHG 1 , particulars of property can be given only for one property. How to give the details of more than one property.
	It is not possible to give particulars about more than one property in CHG 1,hence optional attachment with same format are attached with the eform where more than one property is there

