

Ministry of Corporate Affairs (MCA) Procedures & Forms

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LOGIN CREATION ON MCA WEBSITE

Enter www.mca.gov.in

The screenshot shows the homepage of the Ministry of Corporate Affairs (MCA) website. At the top, the browser address bar displays 'mca.gov.in' with an orange box around it and an arrow pointing to a text box above it that says 'Enter www.mca.gov.in'. The website header includes navigation links: 'Skip to Main Content', 'Corporate Seva Kendra', 'Forms & Downloads', 'Sitemap', 'Login', and 'Register'. There is also a search bar and language options for Hindi and English. The main header features the MCA logo and the text 'Ministry of Corporate Affairs, Government of India' on the left, and the tagline 'EMPOWERING BUSINESS, PROTECTING INVESTORS' with sub-taglines 'REGULATOR', 'INTEGRATOR', 'FACILITATOR', and 'EDUCATOR' on the right. A horizontal menu contains several options: 'HOME', 'ABOUT MCA', 'ACTS & RULES', 'MY WORKSPACE', 'MCA SERVICES', 'DATA & REPORTS', 'CONTACTS', and 'HELP & FAQS'. The 'MY WORKSPACE' option is highlighted with an orange box, and an orange arrow points from it down to a text box at the bottom of the page that says 'Click on My Workspace'. Below the menu, there is a section titled 'NEW TO MCA?' with a paragraph of text and a link to 'About MCA page'. To the right of this section is a banner for 'ONE YEAR OF MODI 2.0 Towards a Self-Reliant India' featuring a portrait of Narendra Modi. At the bottom of the page, there is a line of text: 'Kendra of MCA is shifting to a new location 17th July 2020 onwards and'.

Click on My Workspace

Enter MCA Website and Click On “My Workspace”

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

User Login

Enter Username

External Agency/Bank/Nodal
Officials/Business Users

Enter Password

[Forgot Password?](#)

To download and install latest DSC web socket installer [click here](#)

Enter Characters shown below :

grafer



Clear Sign In

Why should you register with MCA?

Register today and avail more services

- Upload E-Forms
- Make Payments
- Annual E-Filing

Register Now!

Browser / System Requirements

- Computer with Windows 2000 or later installed
- JRE (Java Runtime Environment) -Java version 8 is suggested
- Internet connection to access the MCA website
- Internet Explorer 10 or above / Chrome 49 or above /Firefox 45 or above
- You could observe issues with Adobe Reader DC version released recently. So we advise you to use Adobe acrobat 11 or above version for eform upload
- Scanner for scanning paper attachments
- Printer for printing bank challan or service fee payment receipt

**Ensure System Requirements and Click on
“Register Now!”**

New User Registration

Please provide the requested information:

Note - All fields marked in * are mandatory

User Details

User Category*: Registered User Business User [What's this?](#)
User Role*:

Personal Details

First Name*:
Middle Name:
Last Name*:
Date of Birth*:  (dd/mm/yyyy) Gender*: Male Female

Contact Details (Please provide correct details for any correspondence purpose)

Address Line1 *:
Address Line2:
Address Line3:
City*:
State *:
Country*:
Pin Code*:
Telephone No. (Res): Telephone No. (Off):
Whether you wish to avail SMS alert facility: YES NO Presently, this facility is applicable only for Annual Filing eForms i.e. 20B, 23AC, 23ACA, 66 and 21A.
Mobile: Fax:
Email Id *:
Confirm Email Id*:

Note: Please make sure you provide a valid email address as your user account details shall be sent to this address

Click on Registered User and Enter the Mandatory Details

Login Details

User Name*:

ID should be between 8-11 characters & should consist of A-Z,a-z and 0-9

Password*:

Should be between 8-11 characters & should consist of atleast one A-Z, a-z and 0-9. At least one special character(!, @, #, \$, ^, &, *, (,), ~) should be present.

Confirm Password*:

Password Recovery Question

[What's this?](#)

Hint Question*:

Hint Answer*:

others to guess!

Make sure you remember your answer but it's hard for

By clicking on **CREATE MY ACCOUNT**, you agree to our [Terms & Conditions](#)

Create your new User Name

Create your new Password

Follow instructions while setting user name and Password

Choose a hint question for password recovery

A Confirmation Email will be received in your registered Email ID

Congratulations! You have been successfully registered as a **Registered User**

A confirmation Email has been sent at **ajith0016@gmail.com**

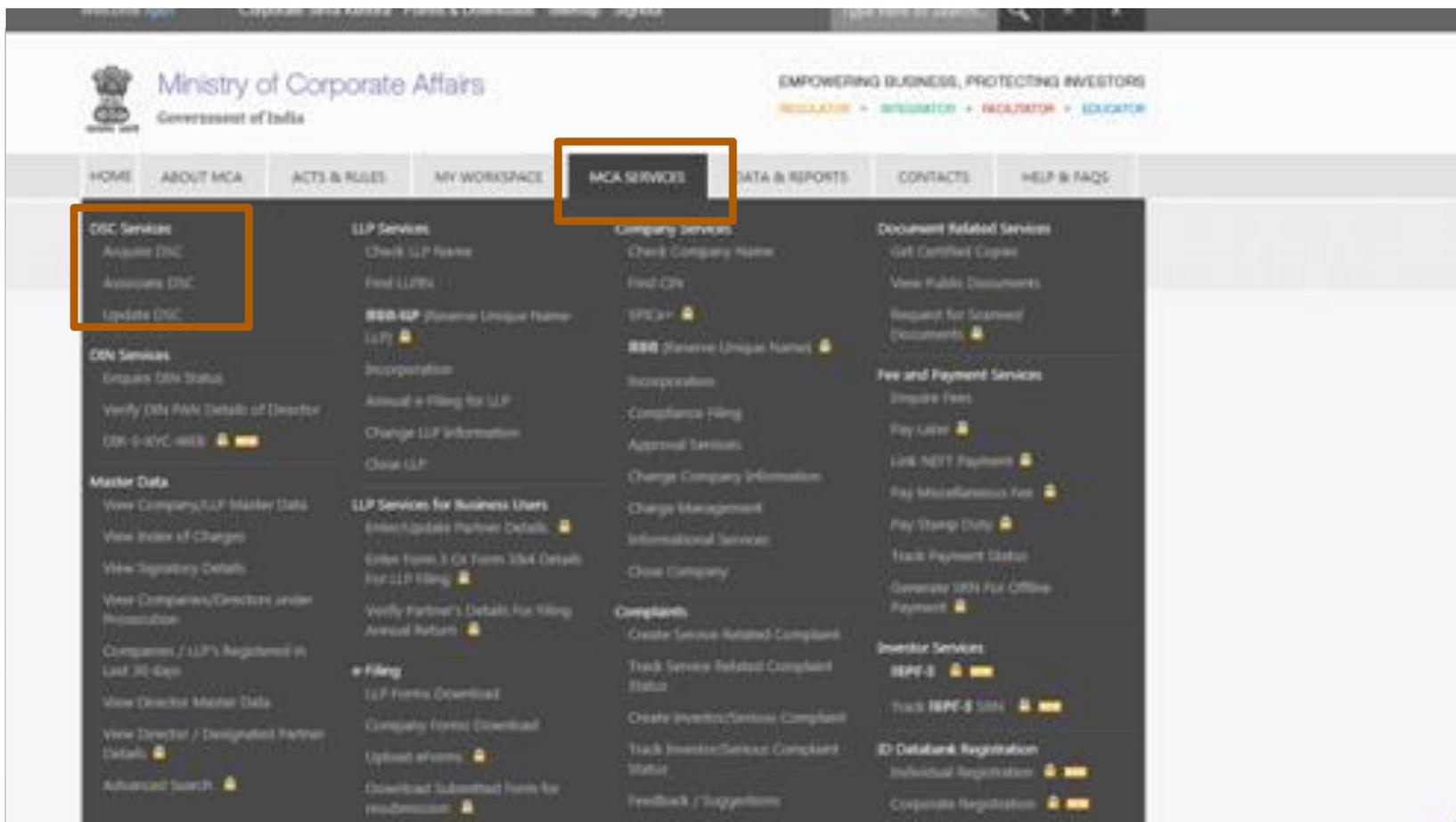
To login provide the UserId: **AJITH0016** and password:*****.

[Back to Home Page](#)

[Login](#)

After Successful Completion Login ID will be created

DIGITAL SIGNATURE ROLE CHECK



Click on MCA Services
Click on Associate DSC

MCA Services

Home > MCA Services > DSC Services > Associate Director's/Designated Partner's/Authorized Representative's DSC

DSC Services ^

- Acquire DSC
- **Associate DSC**
- Update DSC

DIN Services v

Master Data v

LLP Services v

LLP Services For Business User v

e-Filing v

Company Services v

Complaints v

Document Related Services v

Fee and Payment Services v

Investor Services v

Associate Director's/Designated Partner's/Authorized Representative's DSC

DIN/DPIN*

Personal Details (as provided in the DIN application)

First Name

Middle Name

Last Name

Date of Birth * (dd/mm/yyyy)

Father's First Name

Father's Middle name

Father's Last name

Email Id*

Digital Certificate* **Select Certificate**

To download and install latest DSC web socket installer [click here](#)

Declaration*

I hereby certify and confirm that the information provided above is correct and complete. Further, I am aware of the legal consequences of an incorrect statement.

Note: In case you are also a Manager/Secretary and/or a Practicing Professional and/or a Authorized Representative having PAN, you are required to register your DSC separately for these roles.

* Mandatory Field

Submit

Clear All

**Enter DIN, First name, Middle Name(If Any) and Last Name
Date of Birth and Email ID
Click on Select Certificate(Run Emsigner as Administrator in the
Background)
Select the name when it appears and Submit**

**HOW TO DOWNLOAD EMSIGNER
APPLICATION?
(Only First time)**



HELP & FAQS

Home > Help & FAQS > DSC > DSC System Requirement

- Help on using the MCA Portal
- Video Based Tutorial - CBT
- Viewing various File formats
- System Requirements
- XBRL
- User Registration
- e-Filing
 - e-Filing
 - Prerequisite Software for e-Filing
 - Annual e-Filing
 - Linked e-Filing
- DSC
 - Digital Signature Certificate

FAQ's On DSC System Requirement

- 1 System Requirements for U
 - 2 Pre-requisites for installing
 - 3 Downloading and Installing
- For downloading and installing
Download the Web Socket Insta
1. Double-click the **emSigner.n**
- ★ Favorites
 - Desktop
 - Downloads
 - Recent places
 - lib
 - This PC

- Help On Using The MCA Portal
- Video Based Tutorial
- Viewing File Formats
- System Requirements
- XBRL
- User Registration
- DSC
 - Digital Signature Certificate
 - Associate DSC
 - DSC Requirements**
- E-Filing
 - Prerequisite Software For E-Filing
 - Annual E-Filing
 - Linked E-Filing
- Cancel SRN Due To Unsuccessful Payment
- Corporate Social Responsibility
- Central Registration Center(CRC)
- Payment
 - Refund
 - Pay Later
 - NEFT
 - EStamp
 - Rates Of Stamp Duty
 - List Of Authorized Banks
 - Stamp Duty Payment For LLP
- ACTIVE
- LLP
- One Person Company
- DIR Process
 - DIR-3 KYC
- Other Services
 - List Of CFC's
 - ILUN Service
 - SPICe+ Forms

Click on Help and FAQ's

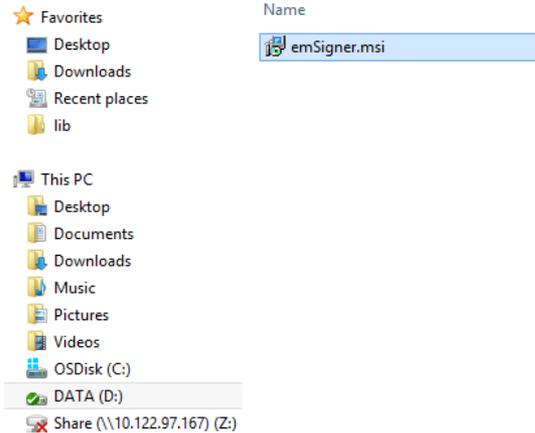
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 - Annual e-Filing
 - Linked e-Filing
- DSC
 - Digital Signature Certificate
 - Associate DSC
 - DSC System Requirement
- Cancel SRN due to Unsuccessful
- Payment
- Central Registration Centre

FAQ's On DSC System Requirements.

- 1 System Requirements for Usage of Digital Signature Certificate
- 2 Pre-requisites for installing Web socket installer.
- 3 Downloading and Installing the Web Socket Installer.

For downloading and installing the Web Socket Installer, perform the following steps:
Download the Web Socket Installer from the [DSC Registration](#) page of the MCA Portal.

1. Double-click the **emSigner.msi** executable file.



**Click on Point 3 and
Click on DSC Registration (Detailed Steps are given on the
site)**

**DIR 3 KYC (WEB)-To be done every
year before September 30**



DSC Services

- Apply DSC
- Associate DSC
- Update DSC

DDN Services

- Empire DDN Status
- Verify DDN PAN Details of Director

DIR 3-KYC Web

Master Data

- View Company/LLP Master Data
- View Index of Changes
- View Signatory Details
- View Companies/Directors under Prosecution
- Companies / LLP's Registered in Last 30 Days
- View Director Master Data
- View Director / Designated Partner Details
- Advanced Search

LLP Services

- Check LLP Name
- Find LLPs
- BBB-LLP (Reserve Unique Name LLP)
- Incorporation
- Annual + Filing for LLP
- Change LLP Information
- Close LLP

LLP Services for Business Users

- Enter/Update Partner Details
- Enter Form 3 Or Form 304 Details For LLP Filing
- Verify Partner's Details For Filing Annual Return

Filing

- LLP Forms Download
- Company Forms Download
- Upload eForms
- Download Submitted forms for Re-upload

Company Services

- Check Company Name
- Find CIn
- SPOCR
- BBB (Reserve Unique Name)
- Incorporation
- Compliance Filing
- Approval Services
- Change Company Information
- Change Management
- Informational Services
- Close Company

Compliance

- Create Service Related Complaint
- Track Service Related Complaint Status
- Create Investor/Service Complaint
- Track Investor/Service Complaint Status
- Feedback / Suggestions

Document Related Services

- Get Certified Copies
- View Public Documents
- Request for Scanned Documents

Fee and Payment Services

- Empire Fees
- Pay Later
- Link NETI Payment
- Pay Miscellaneous Fee
- Pay Stamp Duty
- Track Payment Status
- Generate DDN For Offline Payment

Investor Services

- IBPF-3
- Track IBPF-3 Status

ID Databank Registration

- Individual Registration
- Corporate Registration

Click on MCA Services
Click on DIR 3 KYC Web

DIR-3-KYC-WEB

Verify Director's KYC Details

DIN *

Submit

Mobile Number*

+91

Send OTP

Email ID*

Enter the DIN of the Director

Click on Send OTP

OTP goes to Email ID and Registered Phone Number

Enter both the OTPs received and Complete the Process

LIST OF FORMS TO BE UPLOADED OF FORMS ON MCA

- **MSME-1** (**Applicable for all the companies which has outstanding payments to MSME for more than 45 days**)
- **DPT-3** (*For all companies which has deposits*)
- **AOC-4** (*Within 30 days after AGM (all companies)*)
- **MGT-7** (*Within 60 days after AGM*)

UPLOADING OF FORMS ON MCA

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

User Login

Enter Username

Enter Password

[Forgot Password ?](#)

Enter Characters shown below :

grafer

Clear Sign In

External Agency/Bank/Nodal
Officials/Business Users

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- Scanner for scanning paper attachments
- Printer for printing bank challan or service fee payment receipt

**Enter Username, Password, Characters showed in
Captcha and click on Sign In**

My WorkSpace

Home > My WorkSpace

[Upload e-Forms](#)

WHAT'S NEW

 Notices & Circulars[View Notices & Circulars](#)

MY COMPANIES

Company/LLP Name

CIN / LLPIN / FCRN

No data available

SUBSCRIBED REPORTS

Report Name

Companies/LLP's Registered in Last 30 Days

 [Download](#)

CERTIFIED COPIES

Company Name

Request
Status

No data available

Click on upload E forms

Upload E-Form

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

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

Please [click here](#) for useful instructions to optimize the PDF file size while affixing the Digital Signature Certificate(DSC).

Normal Forms Resubmission SRN

Linked Forms

C:\fakepath\Form_GNL-1.pdf

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

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

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

Click on Normal E forms (First time Upload)
Click on Resubmission for (Rejected and Resubmission)
After Adding the file
Click on Upload

THANK YOU

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