

FAQs on E-Filing

1. How can I apply for a Company Name?

A proposed name can be reserved for the purpose of incorporation of a company or change of name of an existing company through the **RUN** service by logging into the MCA portal along with a fee of Rs. 1000/-.

Further, you may use the SPICe form for the integrated process of name reservation and incorporation of a company.

2. Can I apply for a company name online?

Yes, you can avail the **RUN** service at MCA portal for reserving a name online

3. What is the validity period of the Name approved?

An approved name is valid for a period of

- ✓ 20 days from the date of approval (in case name is being reserved for a new company) or
- ✓ 60 days from the date of approval (in case of change of name of an existing company)

4. What is the minimum number of directors required to form a company?

Minimum no. of directors for One Person Company: One, Private Limited Company: Two, for Public Limited Company: Three and, for producer company: Five.

5. What is the minimum number of subscribers required for registration of a company?

Minimum no. of subscribers for One Person Company: One, Private Limited Company: Two, for Public Limited Company: Seven and for Producer company: Ten.

6. What is the minimum Paid-up Capital at the time of registration of a company?

The minimum paid up capital at the time of registration of a company shall be as follows:

- ✓ One Person Company: Re.1/-
- ✓ Private Limited Company: Rs.2/-
- ✓ Public Limited Company: Rs.7/-

7. What should I do, if I fail to make payment of challan of SPICe (INC-32) before expiry date?

In such a case, you need to file Form SPICe (INC-32) again but same can be filed only after 15 days from the Challan Date. On attempting to file Form SPICe (INC-32) before the expiry of above said period, the system will give an error message "Form SPICe (INC-32) has already been filed".

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9. What are the documents to be filed with RoC every year?

Invariably, the Balance Sheet and Annual Return have to be filed every year. Other documents such as, Return of Allotment (Form No. Pas-3), Change of Registered office (Form No. INC-22), Change among the Directors (Form No. DIR-12), Charges (Form No. CHG- 1, 9, 4) etc., have to be filed within the due date from the events taking place in the company as per the Companies Act, 2013.

10. How do I find Charge ID of Charge registered before MCA21 project?

You may find Charge ID by entering the CIN or foreign company registration number of the company in the “**View Index of Charges**” service available after logging in MCA portal. System displays all active charges with date of charge creation and amount secured.

11. How do I find the country code required for filling in the eForm?

The application uses ISO Country codes and these are available under the instruction kit of the **respective e-forms**.

12. My SRN is marked as 'Defective'. What should I do?

In case of STP forms, for example annual forms MGT-7 & AOC-4, AOC-4 XBRL etc, if there is any defect or incompleteness, same is marked by the RoC as ‘Defective’. You are required to file such form afresh after rectifying the defects/ incompleteness with payment of fee and additional fee, as applicable.

13. What is an Electronic or Digital Document? How a physical document is converted into an electronic document?

An electronic document is the electronic equivalent of the physical/paper document. A physical document is converted into an electronic document through scanning. It can then be attached to an e-form. You can also convert the softcopy of a document to the PDF format for using it as an attachment to the e-form.

14. What if I have paper attachments to file with the E-form?

You have to first get the paper attachments scanned and saved as a soft copy in PDF format.

15. How to ensure 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 resolutions.

16. I have scanned documents and want to upload/ submit the same.

You can upload / submit the scanned documents by attaching the same with the e-form and submitting on the MCA Portal.

17. How to sign an e-form?

An e-form can be signed by the authorized signatory/ representative using the Digital Signature Certificate (DSC). Click the DSC box in the e-form to affix the digital signature.

18. How are payments made electronically? What if I do not have a credit card or access to Internet Banking?

Payments can be made electronically through credit card or Internet Banking. During the e-Filing process, the system will prompt you to make payment. You can choose the mode of payment and make the payment accordingly.

If you are not having a credit card or Internet banking facility, you can make payment at the counter of an authorized bank through the pre-filled challan generated by the system after e-Filing.

For the purpose of collection of payments numerous branches in all major cities and towns of the following five Banks have been authorized:

- ✓ State Bank of India
- ✓ Punjab National Bank
- ✓ Indian Bank
- ✓ ICICI Bank
- ✓ HDFC Bank

Details of the branches of the above banks offering this facility are given on 'List of Authorized Banks' link under 'Help & FAQs' on the MCA portal.

19. Is it safe to make online payments?

Use of Debit Cards/ Credit cards and Internet Banking is widely prevalent. It is a completely secure process.

20. What 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.

21. How do I use the view public documents facility on the MCA portal? Which documents are available for public viewing?

You can register yourself on the MCA portal and click on the 'View Public Documents' link to view the documents of the specific companies available for viewing to public pertaining to specific company(s). Once you select the company(s), Document category and the year of filing, you will be prompted to make the payment of prescribed fee per company. On receipt of the payment, the system will allow you to view the documents pertaining to the selected company from the 'My Documents' link after logging on to the portal. You will be able to view the documents for a period of three hours from the time you start viewing.

22. How do I apply for certified copies of the documents? How will I receive the certified copies after I have applied for the same?

You can avail this service by using the Get Certified Copies service. Once you make the necessary payment of GCC service, along with stamp duty, your request will be routed to the concerned ROC. After the application is completely processed, an acknowledgment for stamp duty payment is generated and appended to the certified copy of the document which is then sent to the Stakeholder by the jurisdictional RoC within 15 days by post.

23. The registered office of my company has been shifted from the jurisdiction of one ROC office to another. How do I file eForm inc-28 and eForm INC-22 with both the ROCs?

You are required to file both these forms at MCA portal only once. Old RoC office shall process the eForm and forward the same to the new RoC office for registration. Please note that approval of such eForm INC-22 shall not be allowed in case there is any other eForm(s) pending for payment of fee or is under processing in respect of the company. Upon approval of eform INC-22, a new CIN and new Certificate for change of registered address shall be generated by the system.

24. How do I obtain more than one signature in the eForm, which requires multiple signatures?

In eForm with more than signature; it is suggested that the Authorized signatory of the company should first sign the eForm and then send the digitally signed eForm to the next person whose signature is required to be appended in the eForm either through mail. Once the signatures of all the signatories are obtained, the eForm can then be uploaded in the system for submission.

For example, in eForm No. CHG-1 first the authorized signatory of the company can sign; and then send the eForm through e-mail to the Bank representative. It can then be forwarded for certification by a professional, in the same manner.

25. Can the form once submitted, be rectified by the company user?

Once filed, the eForm cannot be rectified. You may, however, re-submit the e-Form, if the concerned MCA office has marked the status of your SRN as 'Re-submission'.

26. When I download an eForm, the system displays the message that 'File is damaged, and it cannot be repaired'. What do I do?

You need to verify that you have Adobe Reader XI and above installed on your system. You should un-install the other versions of Adobe before installing Adobe Reader XI and above.

27. I clicked Prefill button and got a message saying Acrobat is attempting to connect to site: <http://www.mca.gov.in/DCAPortalWeb/services/PrefillService> I clicked "Block". Now I am unable to prefill.

You need to click the "Allow" button in order to prefill data when you get the above message.

In case you clicked "Block", please use the following steps in order to remove www.mca.gov.in from the list of blocked sites:

- ✓ Open Adobe Reader.
- ✓ On the Top Menu go to
- ✓ Edit -> Preferences -> Trust Manager -> Change Site Settings
- ✓ 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.
- ✓ Please click "Allow" button in future.

28. I am unable to Pre-fill data on the eForm, what should I do?

Perform the following checks.

- i. Verify that only ONE version of Adobe Reader is installed on your system.

- ✓ Go to START > Control Panel > Add or remove Programs

The list of 'Currently installed programs' shall be displayed.

Check the version of Adobe Reader. We recommend the Version 7.0.5 and above (You can download the same by accessing the 'Download Prerequisite 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, REMOVE it.

- ii. Ensure that you are connected to the Internet. Enter the required data for prefill and click on the 'PREFILL' button.
- iii. You will get a Security Message with an option to 'BLOCK' or 'ALLOW'. Select the 'ALLOW' button, the required details shall be prefilled.
- iv. In case the prefill doesn't happen and you don't get the Security Message, verify the following.
 - ✓ 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.
 - ✓ Still if the Prefill does not work, check whether you are able to open the MCA portal in the web browser. In case it does not open, contact your internet service provider or the local IT support person.

29. Why is the system not allowing me to file any form? I am getting following message “The Company is a defaulting company as it has not filed the due balance sheet and/or annual returns for the financial Year < FY1, FY 2 ... FY n >. Hence the company is not allowed to file this form. The company is required to file all the due balance sheets, annual returns first; and only then the company shall be allowed to file the eForm”. What should I do?

If the company has not filed its due balance sheet or annual returns for any financial year i.e. 2006-07 onwards then such company shall be treated as a defaulting company. Such company will not be allowed to file any eForm (except for the list of eForms allowed) unless all the due balance sheets and annual returns are filed.

30. How can the defaulting status of the company be removed?

The company will have to file all the due annual returns and balance sheets for the financial years for which it has been marked as defaulting. Once the same are filed, the defaulting status of the company will be removed and the company will be able to file normally.