

Instruction Kit for eForm CFSS-2020
(Application for issue of immunity certificate under the
Companies Fresh Start Scheme (CFSS), 2020)

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About this Document

The Instruction Kit has been prepared to help you file eForms with ease. This document provides references to law(s) governing the eForms, instructions to fill the eForm at field level and common instructions to fill all eForms. The document also includes important points to be noted for successful submission.

User is advised to refer instruction kit specifically prepared for each eForm.

This document is divided into following sections:

[Part I – Laws Governing the eForm](#)

[Part II – Instructions to fill the eForm](#)

[Part III – Important Points for Successful Submission](#)

Click on any section link to refer to the section.

Part I – Law(s) Governing the eForm

Section and Rule Number(s)

eForm CFSS-2020 is required to be filed pursuant to General Circular 12/ 2020 issued by Ministry of Corporate Affairs

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Purpose of the eForm

A company can seek immunity in respect of belated documents filed under the Scheme eform CFSS-2020 after closure of the scheme and after the documents are taken on file, or on record or approved by the Designated authority. The eform cannot be filed after the expiry of six months from the date of closure of the Scheme.

Part II – Instructions to fill the eForm

Specific Instructions to fill the eForm CFSS-2020 at Field Level

Instructions to fill the eForm are tabulated below at field level. Only important fields that require detailed instructions to be filled in eForm are explained. Self-explanatory fields are not discussed.

S. No/ Section Name		Field Name	Instructions
		The Registrar of Companies	System will automatically Prefill the RoC office based on the CIN or FCRN entered below.
1	(a)	Corporate identity number (CIN) or Foreign Company Registration Number (FCRN)	Enter the Corporate identity number (CIN) or Foreign Company Registration Number (FCRN) of the company. You may find CIN by entering existing registration number or name of the company in the 'Find CIN' service under the menu MCA services on the MCA website.
2	(a) , (b) & (c)	Pre-fill button	Click the Pre-fill button. On clicking the button, system shall automatically display the name, registered office address and email ID of the company.
3		Details of documents filed under the Companies Fresh Start Scheme, 2020 Total number of Service Request Number (SRN) (s)	Provide details related to the forms filed under the CFSS-2020 scheme. Enter the total number of SRNs whose details shall be entered in the table below. Maximum number of SRNs that can be entered in one form is 20. Another form can be filed in case details of more than 20 SRNs are required to be submitted.
		SRN	Enter the SRN of the form filed by the company or foreign company under CFSS-2020. Please note that SRNs of forms covered under CFSS-2020 only can be entered here.
		Form Number(s)	On click of Pre-fill button, system will automatically Pre-fill the form name.

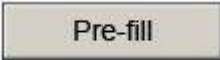


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S. No/ Section Name		Field Name	Instructions
		Date of filing (DD/MM/YYYY)	On click of Pre-fill button, system will automatically Pre-fill the date of form filing.
		Date of event (DD/MM/YYYY)	User shall enter the event date against each SRN.
		Normal Fees charged under CFSS, 2020 (in Rs.)	On click of Pre-fill button, system will automatically Pre-fill the normal fee paid against the SRN.
		Total fees paid (in Rs.)	On click of Pre-fill button, system will automatically Pre-fill the total fee paid against the SRN.
4		Whether any appeal(s) was filed against any notice issued....., for violation of the provisions under the Act in respect of the above - mentioned document(s). If yes attach proof of withdrawal of such appeal .	Select whether any appeal was filed against any notice issued or complaint filed, or an order passed by a court or by an adjudicating authority under the Act, before a competent court or authority, before the commencement of the Scheme, for violation of the provisions under the Act in respect of the document(s) filed under the CFSS-2020.
5		Whether any prosecution(s) is pending in court against the company and its officers in respect of belated documents filed under the scheme.	Select whether any prosecution(s) is pending in court against the company and its officers in respect of belated documents filed under the scheme.
Attachments		<ul style="list-style-type: none"> • Proof of withdrawal of any appeal(s) against any notice issued or complaint filed, or an order passed by a court or by an adjudicating authority under the Act. – Mandatory in case ‘Yes’ selected in field 4. • Details in respect of prosecution(s) pending against the company and its officers in respect of belated documents filed under the scheme which requires withdrawal by the Registrar. – Mandatory in case ‘Yes’ selected in field 5. • Optional attachment(s)- if any 	
To be digitally signed by		Verification	Enter the number and date of board resolution wherein person giving declaration is authorized by the board of directors of the company.
		DSC & Designation	Ensure the form is digitally signed either by the Director or Managing Director or Manager or CEO or CFO or Company Secretary. The person should have registered his/her DSC with MCA by using the following link (www.mca.gov.in). If not already register, then please register before signing




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S. No/ Section Name	Field Name	Instructions
		this form. Disqualified Director should not sign the form.
	Director identification number of the director or Managing Director; or DIN or PAN of the Manager/CEO/CFO; or Membership Number of the Company Secretary	In case the person digitally signing the eForm is a Director - Enter the approved DIN. In case the person digitally signing the eForm is a CEO or CFO or manager- Enter the PAN. In case the person digitally signing the eForm is a Company Secretary - Enter the membership number of the secretary

Common Instructions to fill eForm

Buttons	Particulars
Pre-Fill 	The Pre-fill button can appear more than once in an eForm. The button appears next to a field that can be automatically filled using the MCA database. Click this button to populate the field. Note: You are required to be connected to the Internet to use the Pre-fill functionality.
Attach 	Click this document to browse and select a document that needs to be attached to the eForm. All the attachments should be scanned in pdf format. You have to click the attach button corresponding to the document you are making an attachment. In case you wish to attach any other document, please click the optional attach button.
Remove Attachment 	You can view the attachments added to the eForm in the List of attachment field. To remove any attachment from the eForm, select the attachment in the List of attachment field and click the Remove attachment button.

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<p>Check Form</p> 	<ol style="list-style-type: none"> 1. Click the Check Form button after, filling the eForm. System performs form level validation like checking if all mandatory fields are filled. System displays the errors and provides you an opportunity to correct errors. 2. Correct the highlighted errors. 3. Click the Check Form button again and. system will perform form level validation once again. On successful validations, a message is displayed “Form level pre scrutiny is successful”. <p>Note: The Check Form functionality does not require Internet connectivity.</p>
<p>Modify</p> 	<p>The Modify button is enabled, after you have checked the eForm using the Check Form button.</p> <p>To make changes to the filled and checked form:</p> <ol style="list-style-type: none"> 1. Click the Modify button. 2. Make the changes to the filled eForm. 3. Click the Check Form button to check the eForm again.
<p>Pre scrutiny</p> 	<ol style="list-style-type: none"> 1. After checking the eForm, click the Prescrutiny button. System performs some checks and displays errors, if any. 2. Correct the errors.

Part III - Important Points for Successful Submission

Processing Type

The eForm will be processed in STP mode.

SRN Generation

On successful submission of the eForm CFSS-2020, SRN will be generated and shown to the user which will be used for future correspondence with MCA.

Email & Immunity Certificate

When an eForm is successfully processed, an acknowledgement of the same is sent to the user in the form of an email to the email id of the company. Further, and immunity certificate shall be generated and shared along with the acknowledgment email containing the details of the SRNs included in the submitted eform.