

## Steps of E-Filing

- 1) Online
- 2) Offline

### Online

1. When the business or the registered users access the MY MCA portal, they enter their username and authentication details – Password/ Digital certificate.
2. The user will be shown a list of e-forms category wise under e-forms tab.
3. At any time, the user can read the related instruction kit, available under the Help menu, to authorize themselves with the procedures.
4. The users can fill the appropriate e-form for the service required. There is an option of pre-fill facility in the e-forms, where the static details such as name and address of the company will be pre-filled by the system automatically on entering the Corporate Identity Number (CIN).
5. The users attach the necessary documents to the e-form.
6. The user may avail the pre-scrutiny service of the e-form. The documents will be verified by the system. In case of any inadequacies, the user will be asked to rectify before the document is ready for execution/ signature.
7. The applicant or a representative of the applicant will then submit the duly signed documents electronically.
8. The system will calculate the fee, including the late payment fees, if applicable.
9. Payments will have to be made with appropriate mechanisms – electronic (credit card, Internet banking) or traditional means (at the bank counter).
  - a. Electronic payment can be made at the Virtual Front office (VFO).
  - b. If user traditional payment option, the system will generate a pre-filled challan in the prescribed format. Traditional payment through cash, cheques can be done at the designated network of banks using the system generated challan. There will be 5 banks with estimated 200 branches authorized for accepting challan payments.

10. The payment will be exclusively confirmed for all online (Internet) payment transactions using payment gateways.
11. Acceptance or rejection of any transaction will be explicitly communicated to the applicant.
12. MCA 21 will provide a unique transaction number, which can be used by the applicant for enquiring status pertaining to that transaction.
13. Filing will be complete only when the necessary payments are made.
14. In case of rejection, helpful remedial tips will be provided to the applicant.
15. The applicant will be provided an acknowledgement through e-mail or alternatively they can check the MCA portal.

#### Offline

1. Select a category to download an e-form from the MyMCA portal.
2. At any time you can read the related instruction kit, available under the Help menu, to authorize themselves with the procedures.
3. You have to fill the downloaded e-form
4. You have to attach the necessary documents as attachments.
5. You can use the Prefill button in e-form to populate the greyed out portion by connecting to the internet.
6. The applicant or a representative of the applicant needs to sign the documents with the digital signature.
7. You need to click the Check Form button available in the e-form. System will check the mandatory fields, mandatory attachment(s) and digital signature(s).
8. You need to upload the e-form for pre-scrutiny. The pre-scrutiny service will be available under the Services tab or under the e-forms tab by clicking the Upload e-form button. The system will verify the documents. In case of any inadequacies, the user will be asked to rectify the mistakes before the getting the documents ready for execution.
9. The system will calculate the fee, including the late payment fees based on the due date of filing, if applicable.

10. Payments will have to be made with appropriate mechanisms – electronic (credit card, Internet banking) or traditional means (at the bank counter).
  - a. Electronic payment can be made at the Virtual Front office (VFO) or at PFO.
  - b. If user traditional payment option, the system will generate 3 copies of pre-filled challan in the prescribed format. Traditional payment through cash, cheques can be done at the designated network of banks using the system generated challan. There will be 5 banks with estimated 200 branches authorized for accepting challan payments.
11. The payment will be exclusively confirmed for all online payment transactions using payment gateways.
12. Acceptance or rejection of any transaction will be explicitly communicated to the applicant.
13. MCA 21 will provide a unique transaction number, the Service Request Number (SRN) which can be used by the applicant for enquiring status pertaining to that transaction.
14. Filing will be complete only when the necessary payments are made.
15. In case of rejection, helpful remedial tips will be provided to the applicant.
16. The applicant will be provided an acknowledgement through e-mail or alternatively they can check the MCA portal.