

eForm filling and Upload Process

- Download the fresh eForm (1, 5, 44 & 67 as applicable)
- Fill the Form (refer to instruction kit) as advised in the instruction kit.
- There is a new section introduced in eForm 1, 5 and 44 to accept Stamp duty. Form1 Stamp duty also takes care of Stamp duty payable for MOA and AOA.

Screen of Form 1, 5, 44
(Click to view enlarge)

Ministry of Corporate Affairs



9. Particulars of payment of stamp duty (Refer instruction kit for details before filling the particulars)

(a) State or Union territory in respect of which stamp duty is paid or to be paid Pre-fill

(b) Whether stamp duty is to be paid electronically through MCA21 system ☐ Yes ☐ No ☐ Not applicable

(i) Details of stamp duty to be paid

Type of document/ Particulars	Form 1	Memorandum of association	Articles of association
Amount of stamp duty to be paid (in Rs.)			

(ii) Provide details of stamp duty already paid

Type of document/ Particulars	Form 1	Memorandum of association	Articles of association	Others
Total amount of stamp duty paid (in Rs.)				
Mode of payment of stamp duty				
Name of vendor or Treasury or Authority or any other competent agency authorised to				

Ministry of Corporate Affairs



(a) State or Union territory in respect of which stamp duty is paid or to be paid

(b) "Whether stamp duty is to be paid electronically through MCA21 system" ☐ Yes ☐ No ☐ Not applicable

(i) Details of stamp duty to be paid

Amount of stamp duty to be paid (in Rs.)

(ii) Provide details of stamp duty already paid

Type of document/Particulars	Form 5
Total amount of stamps or stamp paper (in Rs.)	
Mode of payment of stamp duty	
Name of vendor or Treasury or Authority or any other Competent agency authorised to collect stamp duty or to sell stamp papers or to emboss the documents or to dispense stamp vouchers on behalf of the Government	
Serial number of embossing or stamps or stamp paper or treasury challan number	
Registration number of vendor	

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9. Particulars of payment of stamp duty (Refer instruction kit for details before filling the particulars)

(a) State or Union Territory in respect of which stamp duty is paid or to be paid

(b) "Whether stamp duty is to be paid electronically through MCA21 system" ☐ Yes ☐ No ☐ Not applicable

(i) Details of stamp duty to be paid

Amount of stamp duty to be paid (in Rs.)

(ii) Provide details of stamp duty already paid

Type of document/Particulars	Form 44
Total amount of stamp paid (in Rs.)	
Mode of payment of stamp duty	
Name of the office of the collector of stamps or prescribed authority for stamping in foreign executed documents as per Rule 18 of the Indian Stamp Act	
Serial number of embossing or stamps or treasury challan number	
Date of payment of stamp duty	(DD/MM/YYYY)

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- If you desire to pay the Stamp duty electronically (online through MCA21 system) then
 - In the Section "Particulars for payment of Stamp duty" click "Pre-fill". It will display Stamp duty amount payable in the appropriate boxes/fields of the table in that section

- ☐ If the applicable Stamp duty is displayed as "0" (Zero). (This event of '0' Zero Stamp duty may be possible under some specific condition and states) - Please select (Click) "Not Applicable" option.
 - ☐ If the applicable Stamp duty displayed is a valid amount select the "Yes" option in the Form.
- If you want to pay e-Stamp duty physically (outside the MCA21 system) then,
 - ☐ Select "No" in the Form field "Whether Stamp duty is to be paid Electronically through the MCA21 system"
 - ☐ Fill in the details of "Stamp duty already Paid" in the relevant section of the form

Digitally Sign and upload the e-form. There is no change in upload process.

- While processing e-form 1, 5, 44 if ROC observed that Stamp duty paid is less than what is required the form will be put under PUCL and company will have a provision to pay additional Stamp duty through form67. A new section has been introduced in form67 to accept additional amount against original filing. To link Form67 field for additional duty, original SRN reference number will have to be mentioned in appropriate field of form67