

ePayment Process

In case Stamp duty is applicable on the form and is to be paid electronically through MCA21 system the following is the process to be followed –

- Upload the Form (Form1, Form5 and Form 44).
- The Stake holder will be able to view both the MCA21 Service and Stamp duty fee.
- Stakeholder can make payment of Stamp duty either by offline mode (Challan) or online mode (Credit card/Net banking).
- For offline mode of payment the challan for electronic Stamp duty will be generated as a separate page in the same file (PDF) as the MCA21 service fee challan.
- For online mode of payment the MCA21 service fee has to be paid first and then the system will redirect the stakeholder to pay Stamp duty fee. If the stakeholder wishes to proceed to pay the Stamp duty he/she has to select "Stamp duty payment" option.
Once the stake holder selects "Stamp duty payment", option he/she would be directed to the payment option screen. He/She can either make the payment offline (Challan) or online mode (Credit card/Net banking). The SRN generated for Stamp duty will be affixed with "D" e.g. D00007443.
- If the stakeholder does not wish to proceed with the Stamp duty payment at this stage, he/she can view the receipt of MCA21 service fee and pay Stamp duty later as explained below.
- The stakeholder can pay the Stamp duty by clicking on the "Pay stamp duty fee" option available under the **Services** menu as shown below. Stake holder can pay the Stamp duty through this link only if the service fee payment has been confirmed. Further the stakeholder would be required to provide the SRN of the service fee ("A" series SRN) before proceeding for payment of stamp duty fee.

Pay Stamp duty (Click to view enlarge)



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You can avail the following services:

- Track Transaction Status
- Request for document of a company that is not available in the electronic repository
- Transfer Deed
- View Public Documents
- Get Certified Copies
- Track Complaint Status
- Search Company or LLP Name
- Track Payments Status
- Find CIN/OLN
- Enquire Fee
- Pay Miscellaneous Fee
- Prescrutiny
- Resubmission
- Find Name Approval Reference Number
- Enquire DIN Approval Status
- View Index Of Charges
- View Company Master Data
- Pay stamp duty fee**
- Apply For Company Name Renewal

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Select Type of Stamp Duty Payment

SRN of MCA21 service fee :

Type of stamp duty : ☒ Original Stamp Duty ☐ Additional (Differential) Stamp Duty

- If the stakeholder is required to pay additional Stamp duty fee, he/she can select "Pay stamp duty fee" option and provide the SRN of the service fee ("A" series SRN) and then proceed to make the payment. The additional (differential) Stamp duty button will be enabled automatically on the Stamp duty payment screen. The Stakeholder has to enter the additional Stamp duty amount & particulars of additional Stamp duty. Stakeholder will need to pay additional Stamp duty in cases where the Form has been put in "Pending for User Clarification", "Resubmission" with message like "Insufficient Stamp duty Paid. Pay additional amount of...".

In case the Form has been marked "Pending for User Clarification", the stakeholder needs to pay the additional Stamp duty and Upload Form 67 with evidence of the Payment as an attachment in the Form 67.

Additional Stamp duty and Form 67
(Click to view enlarge)



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Additional Stamp (Differential) Stamp Duty Payment

SRN of MCA21 service fee : A40305476

Type of stamp duty : ☐ Original Stamp Duty ☒ Additional (Differential)

Date of SRN of MCA21 service fee : 09-10-2009 (dd-mm-yyyy)

SRN of original amount of stamp duty : 000007443

Original amount of stamp duty

eForm 5 : 500.00

CIN of the company : U12000KA2007PTC012632

Name of the company : Bangalore RoC Company Certificate Incorporation Testing on Saturday

Additional stamp duty for

* eForm 5 : 0.0

* Particulars of additional stamp duty :

Additional amount of stamp duty to be paid

Pay Reset

Ministry of Corporate Affairs

6.(a) SRN of additional (differential) stamp duty payment

D00007492

Pre-fill

Details of additional (differential) stamp duty

(b)(i) Amount of stamp duty

100.00

Document name

Form 5

(ii) Amount of stamp duty

Document name

(iii) Amount of stamp duty

Document name

(Ensure that correct type of document is selected from the list of documents given in the drop down below. Maximum five documents can be attached).

7. (a) Type of document

Attach

(b) Type of document

Attach

(c) Type of document

Attach

(d) Type of document

Attach

(e) Type of document

Attach

List of attachments

- Once the form has been approved by the Ministry office, Stamp impression will be embossed on the form as shown below.

Stamp impression on Form (Click to view enlarge)



Ministry of Corporate Affairs

Whether associate or fellow ☐ Associate ☐ Fellow

Membership number or certificate of practice number

For office use only:

eForm Service request number (SRN) eForm filing date (DD/MM/YYYY)

MCA

State or Union Territory	West Bengal	Payment Date	03/09/2009
Serial Number	D9908373(N)	Value of stamp duty in Rupees	500.00
Value of stamp duty in words	Rupees Five Hundred Ten only		

This e-Form is hereby registered

Digital signature of the authorising officer 

Date of signing (DD/MM/YYYY)

Important Notes: Validity date of the Stamp duty challan is same as the validity date of the MCA21 service fee challan.

e.g. If the validity of the MCA21 Service Fee challan is 20/09/2009 (7 days from date of filing) then the Validity Date of the Stamp duty challan shall also be 20/09/2009 irrespective of the date of generation of the eStamp challan.

- The form once uploaded will not be submitted for processing till the payment of both the MCA21 service fee (“A” series SRN) and the Stamp duty fee (“D” series SRN) is confirmed in system. In the above case the status of MCA21 service fee will be “waiting for Stamp duty payment” as will be shown in “Track Transaction Status”.
- If the stakeholder pays the MCA21 Service Fee, but does not pay the Stamp duty fee the status of the Stamp duty shall be displayed as “Expired” and status of the MCA21 Service fee SRN shall be displayed as “Transaction Cancelled – Payment Not Received”.