

# HOW TO VIEW PUBLIC DOCUMENTS ON MCA PORTAL

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First visit this link <http://www.mca.gov.in/MCA21/>

Then click on **LOGIN**

The screenshot shows the MCA21 portal homepage. At the top, there's a navigation bar with 'Home', 'Services', 'Legislation', 'Information', and 'Help'. Below this, there are four main service tiles: 'Register a New Company', 'Change Company Information', 'Compliance/Approval Filing', and 'Close a Company'. A blue arrow points to the 'Login' button in the right-hand sidebar. The sidebar also contains links for 'Company Forms Download', 'LLP Forms Download', and 'Prerequisite Software for eFiling'. The main content area features a section for 'The Companies Act, 2013' with links to download the act and lecture videos, and a 'Notice' section regarding managerial personnel applications. The footer shows the system time as PM 01:38 on 06-01-2015.

You must register yourself on **MCA portal**

Browser tabs: Inbox - cs.vivek08@gmail.com, THANKS GIVING - csvivek, Share Files : Upload Files, Ministry of Corporate Affairs, MCA21 : Login

Address bar: www.mca.gov.in/DCAPortalWeb/

Page header: Tuesday, January 6, 2015 1:37:54 PM, Welcome, Guest, Ministry, Search

Ministry of Corporate Affairs, Government of India, MCA21 Service Transformation, Empowering Business, Protecting Investors, Regulator • Integrator • Facilitator • Educator

Navigation: Home, Services, Legislation, Information, Help

**Quick Links**

- All About eFiling
- Track Your Transaction Status
- Track Your Payment Status
- Get Certified Copies
- Track Complaint Status
- Find Corporate Identity Number(CIN)
- Calculate the Fees
- Check Company or LLP Name
- View Public Documents
- View Transaction Status PFO
- Verify DIN-PAN Details of Director
- Verify Digitally Signed Certificate

**Company Forms Download**

**LLP Forms Download**

Prerequisite Software for eFiling, Register for SMS Alerts

**Important Message**

Dear Corporates, to avoid last minute rush and system congestion on the MCA21 portal on account of filings under the Company Law Settlement Scheme, 2014 ending on 15.10.2014 and Annual Filings during October/November 2014, Companies are requested to file their Balance Sheet and Annual Return early without postponing it to the last days. **NEW**

All users using below mentioned services on MCA21 are required to have Windows XP ( SP3 )/ Windows Vista/Windows 7/Windows 8 and JRE 6u30 updated version 30 installed on their machine -

- Any user logging on MCA21 using a DSC
- Any existing registering/updating a DSC
- Any new user registering using a DSC

Download JRE 6u30 updated version 30 from the following link [Click here to download](#)

This is required as part of the interoperability initiative of the Controller Of Certifying Authorities, India (CCA), for enhancing security for Digital certificates.

**Get Connected!**

User ID \*: csvivek08

Password \*: [REDACTED]

Category \*: Registered User

Use Certificate ☐

Enter Characters shown below \*: silvers

\*Mandatory Field

Submit

New User, Forgot Password, Update Certificate

login

System tray: PM 01:39, 06-01-2015

After login click on **View Public Documents**

The screenshot displays the MCA21 portal interface. At the top, the browser tabs show 'Inbox - cs.vivek08@gmail.com', 'THANKS GIVING - csvivek', 'Share Files : Upload Files', 'Ministry of Corporate Affairs', and 'MCA21 : Login'. The address bar shows 'www.mca.gov.in/DCAPortalWeb/dca/Login.do?method=login'. The page header includes the date 'Tuesday, January 6, 2015 1:39:02 PM', the user name 'Welcome, Vivek', and a search bar. The main header features the Ministry of Corporate Affairs logo, the MCA21 logo, and the tagline 'Empowering Business, Protecting Investors'. Below this is a navigation bar with links: Home, Legislation, Information, My Settings, Help, and Signout. The left sidebar contains 'Quick Links' and 'Company Forms Download' sections. The main content area has tabs for 'Services', 'eForms', and 'My Documents'. Under the 'Services' tab, a list of services is displayed, with 'View Public Documents' highlighted by a blue arrow. The list of services includes: Track Transaction Status, Companies/LLPs in which a person is/was a director/Designated Partner, 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, Track Payments Status, Find CIN/GLN/LLPIN, Enquire Fee, Prescrutiny, Resubmission, Find Name Approval Reference Number, Enquire DIN Approval Status, View Index Of Charges, View Company/LLP Master Data, Apply For Company Name Renewal, Link Neft Payment, Check Company or LLP Name, Verify Payment, Migrated LLP Partner Details, and View form11 screen sm details. The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 'PM 01:40 06-01-2015'.

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Home Legislation Information My Settings Help Signout

Services eForms My Documents

Quick Links

- All About eFiling
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- Track Your Payment Status
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- Track Complaint Status
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- Calculate the Fees
- Check Company or LLP Name
- View Public Documents
- View Transaction Status PFO
- Verify DIN-PAN Details of Director

Company Forms Download

LLP Forms Download

Prerequisite Software for eFiling  
Register for SMS Alerts  
\*Presently, this facility is applicable only for Annual Filing eForms i.e. 20B, 23AC, 23ACA, 68 and 21A.\*

You can avail the following services:

- Track Transaction Status
- Companies/LLPs in which a person is/was a director/Designated Partner
- 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
- Track Payments Status
- Find CIN/GLN/LLPIN
- Enquire Fee
- Prescrutiny
- Resubmission
- Find Name Approval Reference Number
- Enquire DIN Approval Status
- View Index Of Charges
- View Company/LLP Master Data
- Apply For Company Name Renewal
- Link Neft Payment
- Check Company or LLP Name
- Verify Payment
- Migrated LLP Partner Details
- View form11 screen sm details

PM 01:40  
06-01-2015



Then type the **Company Name** of which you want to **View Public Documents**

Inbox - cs.vivek08@gmail. x THANKS GIVING - csvivek x Share Files : Upload Files x Ministry of Corporate Affa x MCA21 : View Public Doc x

www.mca.gov.in/DCAPortalWeb/dca/compDetails.do?method=isForView&taskId=9701&sessioncheck=yes

(99+) CSMysore - G... State Bank of India Taxmann | company...

Tuesday, January 6, 2015 1:39:59 PM Welcome, Vivek Ministry Search Search

 **Ministry of Corporate Affairs**  
Government of India

 **MCA21**  
Service Transformation

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Home Legislation Information My Settings Help Signout

**Quick Links**

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- Verify DIN-PAN Details of Director **NEW**

**Find Company/LLP**

Select for Company or LLP : ☒ Company ☐ LLP

Company Name : SAI INFRATEL PRIVATE L

Company CIN/FCRN :

Country of Origin : ☒ India ☐ Foreign

Company Registration Number : --Select--

State : --Select--

Company Type : --Select--

Search Reset

**Company Forms Download**

**LLP Forms Download**

► Prerequisite Software for eFiling  
[Register for SMS Alerts](#) **NEW**  
"Presently, this facility is applicable only for Annual Filing eForms i.e. 20B, 23AC, 23ACA, 66 and 21A."

Windows Taskbar: 06-01-2015 PM 01:41

Then select the option and then click on **Pay** button

Browser tabs: Inbox - cs.vivek08@gmail.com, THANKS GIVING - csvivek, Share Files : Upload Files, Ministry of Corporate Affairs, MCA21 : Search Results

Address bar: www.mca.gov.in/DCAPortalWeb/dca/CompanyDetailsSRAction.do

Page Header: Tuesday, January 6, 2015 1:40:21 PM, Welcome, Vivek, Ministry, Search

Ministry of Corporate Affairs, Government of India, MCA21 Service Transformation, Empowering Business, Protecting Investors, Regulator • Integrator • Facilitator • Educator

Navigation: Home, Legislation, Information, My Settings, Help, Signout

Search Results

Quick Links: All About eFiling, Track Your Transaction Status, Track Your Payment Status, Get Certified Copies, Track Complaint Status, Find Corporate Identity Number(CIN), Calculate the Fees, Check Company or LLP Name, View Public Documents, View Transaction Status PFO, Verify DIN-PAN Details of Director

| Select All                          | Company CIN/ FCRN/ LLPIN/ FLLPIN | Company/LLP Name             | State        |
|-------------------------------------|----------------------------------|------------------------------|--------------|
| <input checked="" type="checkbox"/> | U64200CT2014PTC001403            | SAI INFRATEL PRIVATE LIMITED | Chhattisgarh |

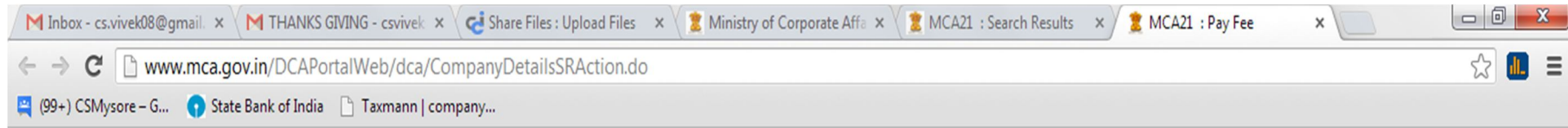
Buttons: Back, Add to my Cart, Pay

Company Forms Download, LLP Forms Download

Prerequisite Software for eFiling, Register for SMS Alerts, "Presently, this facility is applicable only for Annual Filing eForms i.e. 20B, 23AC, 23ACA, 68 and 21A."

System Tray: PM 01:41, 06-01-2015

Then click on **Pay Fee** and pay **Inspection Fees Rs.100/-**



| Fee For Services                                  |             |        |
|---------------------------------------------------|-------------|--------|
| Service Type : View Public Documents              |             |        |
| Full Particulars of Remittance                    |             | Amount |
| Service Type Description                          | Type of Fee | Rs.    |
| Public Inspection of SAI INFRATEL PRIVATE LIMITED | Normal      | 100.00 |
| Total                                             |             | 100.00 |

[Pay Fee](#)



Then select the way you want to pay the **INSPECTION FEES**

Browser tabs: Inbox - cs.vivek08@gmail.com, THANKS GIVING - csvivek, Share Files: Upload Files, Ministry of Corporate Affairs, MCA21: Search Results, MCA21: Payment Option

Address bar: www.mca.gov.in/DCAPortalWeb/dca/paymentAction.do?method=calcFeeToEnableDisablePayOptions

Payment Options

Online ☐ Credit Card / Prepaid Card --Select--

☒ Internet Banking State Bank of India

Offline ☐ Challan

Offline ☐ Pay through NEFT

Offline ☐ Pay Later

- W.e.f 27th March, 2011, Ministry has decided to accept payments of value upto Rs.50,000 in electronic mode only
- User/Compliance seeker will have to bear a transaction charge of 2% + Service Tax of the fee payable while paying through Payment Gateway of ICICI Bank for Credit cards
- User/Compliance seeker will have to bear a transaction charge of 1.6% + Service Tax of the fee payable while paying through Payment Gateway of Union Bank Of India for Credit cards
- User/Compliance seeker will have to bear a transaction charge while paying through ICICI Bank Payment Gateway using Prepaid Cards as per the following table or 2% + Service Tax of the fee payable, which ever is lesser\*

| Description                               | Charges                           |
|-------------------------------------------|-----------------------------------|
| Transaction Fee (Amount <=100 INR)        | INR 4 /Transaction + Service Tax  |
| Transaction Fee (100 < Amount <= 500 INR) | INR 6 /Transaction + Service Tax  |
| Transaction Fee (500 < Amount <=1500 INR) | INR 12 /Transaction + Service Tax |
| Transaction Fee (Amount >1500 INR)        | INR 20 /Transaction + Service Tax |

\*Fee reversal, if applicable, will be done within two days of the transaction.

Download Updated NEFT User Guide

- Following is applicable for online payment only
- According to a new ruling, the Reserve bank of India -RBI has made it mandatory for all banks issuing credit and debit cards to provide additional authentication information over and above what is visible on the card. To prevent fraud, RBI has made it mandatory from 1st August onwards for all online transactions to be authenticated using a one-time password (OTP) sent to the registered mobile number of the cardholder.

javascript:pageLevelSubmit(this, "payFeeOptions", "true", "9467");

Taskbar: Windows 7 icons, System tray: PM 01:42, 06-01-2015