



Vivek Kumar Sharma
Company Secretary

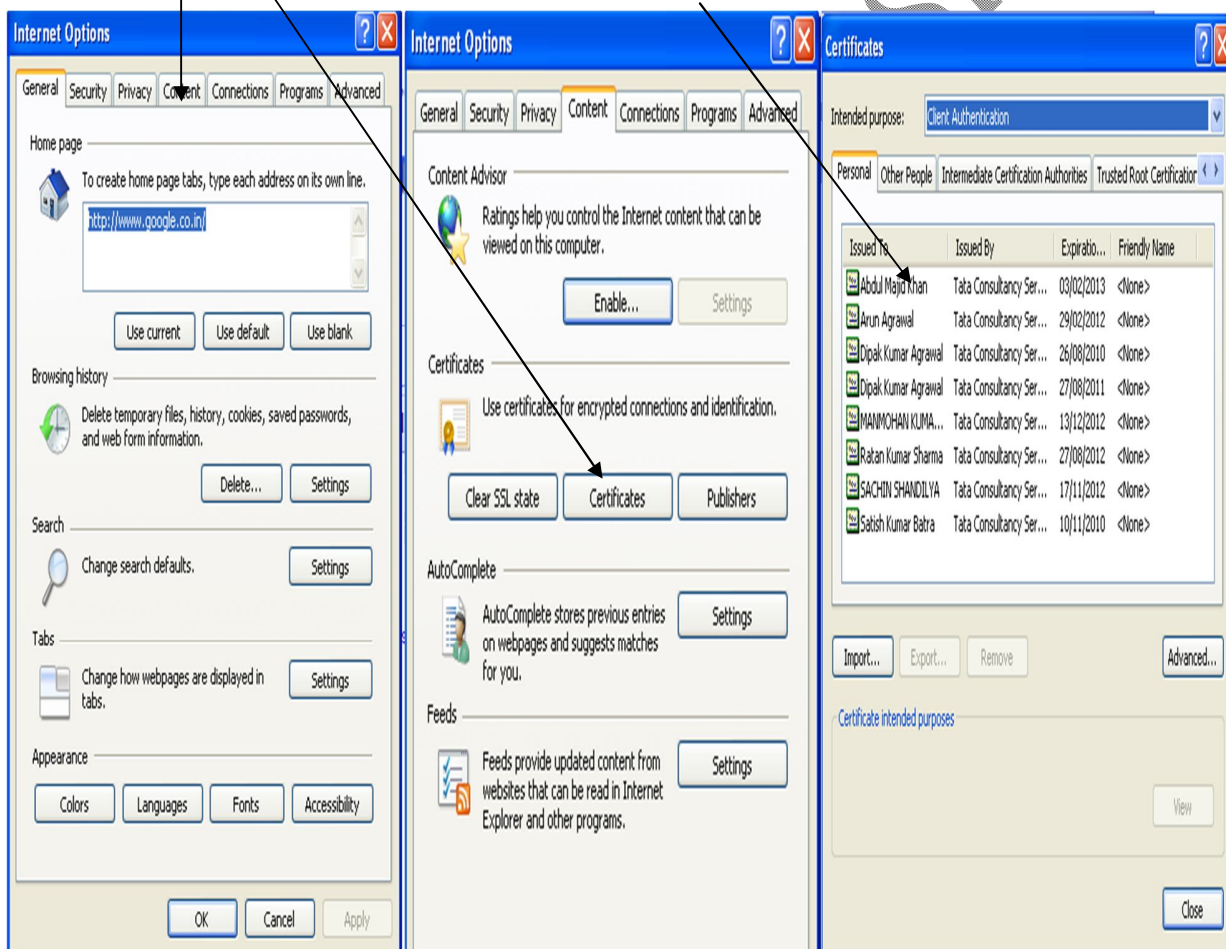
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7-STEPS FOR ROLL CHECK OF DSC

ROLL CHECK: PROCESS TO REGISTER THE DIGITAL SIGNATURES OF AN INDIVIDUAL ON MINISTRY OF CORPORATE AFFAIRS PORTAL.

STEP-1 IMPORT THE DIGITAL SIGNATURES FROM SOFT / KEY FORM

- TO IMPORT THE DSC - CLICK ON THE DSC TWICE,
- ENTER THE PASSWORD
- MSG WILL FLASH IMPORTED SUCCESSFULLY
- GO TO INTERNET EXPLORER
- ON MENU BAR-CLICK ON TOOLS
- THAN INTERNET OPTIONS
- CONTENTS
- CERTIFICATES
- THE IMPORTED CERTIFICATE CAN BE SEEN THERE.





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7-STEPS FOR ROLL CHECK OF DSC

STEP-2 OPEN <http://mca.gov.in/MCA21/Rolecheck.html>

The screenshot displays the MCA21 website interface. The top navigation bar includes 'Home', 'Services', 'Legislation', 'Information', and 'Help'. The 'Services' menu is expanded, showing options like 'Acquire Digital Signature', 'Director Identification Number (DIN)', 'Register Digital Signature' (highlighted with a red arrow), 'Annual eFiling', and 'Company Master Data & Index of Charges'. The main content area features a 'Change Company Information' button and a 'Compliance/Approval Filing' button. The right sidebar contains a 'Login' button, 'Register | Forgot Password?', 'Company Forms Download', 'LLP Forms Download', 'Prerequisite Software for eFiling', 'Call US' information, and 'Important Links'. The bottom status bar shows the URL 'www.mca.gov.in/MCA21/Rolecheck.html' and the system clock 'PM 10:59 16-01-2015'.



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7-STEPS FOR ROLL CHECK OF DSC

STEP-3 CLICK ON THE MENTIONED DESIGNATION FOR WHOSE DSC NEEDS TO BE ROLL CHECKED

Ministry of Corporate Affairs x Inbox - csmysore2015@gmail.com x

www.mca.gov.in/MCA21/Rolecheck.html

Friday, January 16, 2015 10:58:59 PM Ministry Sitemap Search...

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

Click Here Register a New Company Click Here Change Company Information Click Here Compliance/Approval Filing Click Here Close a Company

Register Digital Signature Quick Links

- Register Digital Signature
- Director
- Manager / Secretary
- Practising Professional
- View Signatory Details
- Update DSC for Bank Official/Modal Administrator
- Report Abuse

Register Digital Signature Certificate

Role check for Indian companies is to be implemented in the MCA application. Role check can be performed only after the signatories have registered their Digital signature certificates (DSC) with MCA.

Once the role check is implemented, system shall verify whether the signature on the eform filed, is of signatory of the company.

Step by step Process for DSC registration by Director

Step by step Process for DSC registration by Manager/Secretary

Step by step Process for DSC registration by Practising Professional

Step by step Process for Director

Step by step process to be followed for registration of Director's DSC is as under:

1. Click on the 'Register DSC' link available on the MCA portal homepage.
2. On the next screen, click on the 'Director' link on the left hand panel and fill-up your DIN.

www.mca.gov.in/DCAPortalWeb/dca/MyMCALogin.do?method=setDefaultProperty&mode=36ire that the DIN is approved and typed correctly.

PM 11:00 16-01-2015



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7-STEPS FOR ROLL CHECK OF DSC

(A) IF DSC OF DIRECTOR IS TO ROLL CHECKED THE FOLLOWING DATA IS REQUIRED:

NAME OF AN INDIVIDUAL:	
DIRECTOR IDENTIFICATION NO.	
DATE OF BIRTH:	
FATHER'S NAME:	
MOTHER'S NAME:	

Register Director's/ Designated Partner's/ Authorised Representative Digital Signature Certificate

DIN/DPIN *

Personal Details (as provided in the DIN application)

First Name :

Middle Name:

Last Name :

Date of Birth * (dd/mm/yyyy)

Father's First Name :

Father's Middle Name:

Father's Last Name :

Mother's Maiden Name *

*Mandatory Field

Next Reset



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7-STEPS FOR ROLL CHECK OF DSC

- (B) IF DSC OF PROFESSIONAL MEMBER IS TO BE ROLL CHECKED THAN FOLLOWING DATA IS REQUIRED:

NAME OF AN INDIVIDUAL:	
NAME OF THE INSTITUTE:	
MEMBERSHIP NO.	
DATE OF BIRTH:	
FATHERS NAME:	
MOTHERS NAME:	
E-MAIL ID:	

STEP-4: SELECT DSC FROM THE LOCATION

STEP-5: UPDATE E-MAIL ADDRESS (IF REQUIRED)

STEP-6: CLICK ON THE MANDATORY DECLARATION

STEP-7: ROLL CHECK SUCCESSFULLY
