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About this Document

The Instruction Kit has been prepared to help you file eForm with ease. This documents provides references to laws governing the eForms, instructions to fill the eForm at field level, and common instructions to fill all the eForms. The document also includes important points to be noted for successful submission.

User is advised to refer Instruction Kit specifically prepared for each eForm.

This document is divided into the following sections

[Part I – Laws Governing the eForm](#)

[Part II – Instructions to Fill the eForm](#)

[Part III – Important Points for Successful Submission](#)

Click on any section link to refer to the section.

Part I – Laws Governing the eForm

Company Law Settlement Scheme 2014

In order to give such an opportunity to the defaulting companies to enable them to make their default good by filing these belated documents, the Central Government in exercise of powers conferred under section 403 and 460 of the Companies Act, 2013 has decided to introduce a Scheme namely “Company Law Settlement Scheme 2014” [CLSS-2014] condoning the delay in filing the above mentioned documents with the Registrar, granting immunity for prosecution and charging a reduced additional fee of 25% of the actual additional fees payable as per section 403 read with Companies (Registration Offices and Fee) Rules, 2014 for filing those belated documents under the Companies Act, 1956/2013 and the Rules made thereunder.

Purpose of the eForm

CLSS-2014 gives an opportunity to the defaulting companies to make their default good by filing belated annual documents at a reduced additional fee of 25% of the actual additional fees payable as per the Companies (Registration Offices and Fee) Rules, 2014.

In addition, the scheme gives an opportunity to inactive companies to get their companies declared as ‘dormant company’ under section 455 of the Act (Chapter XXIX) by filing an application in

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Form MSC-1 or apply for striking off the name of the company by filing e- Form FTE at 25% of the fee payable on e-form.

Post filing of the forms under the scheme, the stakeholder shall file this form for seeking the immunity certificate which shall be generated post approval of this form.

eForm Number as per Companies Act, 1956

#N/A

Part II – Instructions to fill the eForm

Specific Instructions to fill the eForm CLSS-2014 at Field Level

Instructions to fill the eForm are tabulated below at field level. Only important fields that require detailed instructions to be filled in eForm are explained. Self-explanatory fields are not discussed.

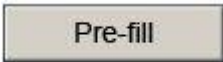
S. No/ Section Name	Field Name	Instructions
1,2	(a)	Corporate identity number (CIN) of the company
		Enter a valid 'Corporate identity number' (CIN).
		Click the Pre-fill button. On clicking the button, system will automatically display the name, registered office address, email ID and date of incorporation of the company.
		In case there is any change in the email ID, enter the new valid email ID.
3		Details of documents filed under CLSS-2014
		Click the Pre-fill button.
		Upon clicking the button, system will automatically display the details of documents filed by the company under CLSS 2014 (i.e. with waiver in additional or normal fees) and total number of such SRNs.
Attachments		• Proof of withdrawal of any appeal(s) against any notice issued or complaint filed before the competent court (Mandatory if 'Yes' selected in field 4) • Details in respect of prosecution(s) pending against the company and its officers in respect of belated documents filed under the scheme which requires withdrawal by the Registrar (Mandatory if 'Yes' selected in field 5) • Details of director(s) declared as proclaimed offender or facing criminal case(s) for economic offences (Mandatory if 'Yes' selected in field 6) • Any other information can be provided as an optional attachment

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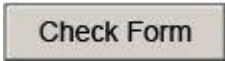
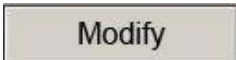
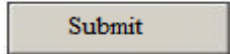
S. No/ Section Name	Field Name	Instructions
To be digitally signed by	Designation	Select one of the option from the drop-down list –Director / Manager / Company Secretary / CEO / CFO of the company.
	DSC	Ensure the eForm is digitally signed by the person is duly authorized by board of directors to sign the form.
	DIN of the director; or PAN or DIN of the manager or CEO or CFO; or membership number of the Company Secretary	- In case the person digitally signing the eForm is a Director - Enter approved DIN. - In case the person digitally signing the eForm is Manager, Chief Executive Officer (CEO) or Chief Financial Officer (CFO) - Enter approved DIN or valid income-tax PAN. - In case the person digitally signing the eForm is Company Secretary - Enter valid membership number.

Common Instructions to fill the eForm

Buttons	Particulars
Pre-Fill 	The Pre-fill button can appear more than once in an eForm. The button appears next to a field that can be automatically filled using the MCA database. Click this button to populate the field. Note: You are required to be connected to the Internet to use the Pre-fill functionality.
Attach 	Click this document to browse and select a document that needs to be attached to the eForm. All the attachments should be scanned in pdf format. You have to click the attach button corresponding to the document you are making an attachment. In case you wish to attach any other document, please click the optional attach button.

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Buttons	Particulars
Check Form 	1. Click the Check Form button after, filling the eForm. System performs form level validation like checking if all mandatory fields are filled. System displays the errors and provides you an opportunity to correct errors. 2. Correct the highlighted errors. 3. Click the Check Form button again and. system will perform form level validation once again. On successful validations, a message is displayed “Form level pre scrutiny is successful”. Note: The Check Form functionality does not require Internet connectivity.
Modify 	The Modify button is enabled, after you have checked the eForm using the Check Form button. To make changes to the filled and checked form: 1. Click the Modify button. 2. Make the changes to the filled eForm. 3. Click the Check Form button to check the eForm again.
Pre scrutiny 	1. After checking the eForm, click the Prescrutiny button. System performs some checks and displays errors, if any. 2. Correct the errors. 3. Click the Prescrutiny button again. If there are no errors, a message is displayed “No errors found”. The Prescrutiny functionality requires Internet Connectivity.
Submit 	This button is disabled at present.

Part III - Important Points for Successful Submission

Fee Rules

No fees is levied on this form.

Processing Type

The eForm will be processed by the office of Registrar of Companies (Non-STP).

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SRN Generation

On successful submission of the eForm CLSS-14, SRN will be generated and shown to the user which will be used for future correspondence with MCA.

Challan Generation

On successful submission of the eForm CLSS-14, Challan will be generated depicting the details of the fees paid by the user to the Ministry. It is the acknowledgement to the user that the eForm has been filed.

Email

When an eForm is completely processed by the authority concerned, an acknowledgement of the same, if any is sent to the user in the form of an email to the email id of the company.