Table of Contents

About this Document 2
Part I – Law(s) Governing the eForm 2
Purpose of the eForm 2
eForm Number as per Companies Act, 1956 2
Part II – Instructions to fill the eForm 3
Specific Instructions to fill the eForm DPT-3 at Field Level 3
Common Instructions to fill eForm 5
Part III - Important Points for Successful Submission 7
Fee Rules 7
Processing Type 7
Email 7
Annexure A 8

About this Document

The Instruction Kit has been prepared to help you file eForms with ease. This documents provides references to law(s) governing the eForms, instructions to fill the eForm at field level and common instructions to fill all 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 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 – Law(s) Governing the eForm

eForm DPT-3 is required to be filed pursuant to rule 16 of the of the Companies (Acceptance of Deposits) Rules, 2014 which are reproduced for your reference.

Rule 16: Return of deposits to be filed with the Registrar:
Every company to which these rules apply, shall on or before the 30th day of June, of every year, file with the Registrar, a return in Form DPT-3 along with the fee as provided in Companies (Registration Offices and Fees) Rules, 2014 and furnish the information contained therein as on the 31st day of March of that year duly audited by the auditor of the company.

Purpose of the eForm

Every company to which the Companies (Acceptance of Deposits) Rules, 2014 apply, shall on or before the 30th day of June, of every year, file a return of deposit with the Registrar and furnish the information contained therein as on the 31st day of March of that year duly audited by the auditor of the company.

eForm Number as per Companies Act, 1956

eForm 62 as per rule 10 of the Companies (Acceptance of Deposits) Rules, 1975

Part II – Instructions to fill the eForm

Specific Instructions to fill the eForm DPT-3 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.

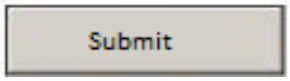
S. No/ Section	Name	Field Name	Instructions
1	a	Corporate Identity Number (CIN)	Enter the Valid CIN of the company. You may find CIN by entering existing registration number or name of the company on the MCA website.(www.mca.gov.in) Also the Company should be in Active status. Please check the status in Master data of the company available at MCA site.
1		Pre-fill button	Click the **Pre-fill** button. On clicking the button, system shall automatically display the name, registered office address or principal place of business in India, email id, category and objects of the company. In case there is any change in the email ID, you can enter the new valid email ID.
3		Whether the company is a government company	Enter correct option based on the current status of the company as per section 2(45).
6	(b)	Date of last closing of accounts	Enter the latest date of financial year end for which accounts has been closed by the company.
7		Net Worth as per the latest audited balance sheet preceding the date of the return	Enter the details required for calculating the net worth of the Company.
7	d	Maximum limit of deposits (i.e. 35% of the above in case of Government Company or 25% in case of others)	This amount shall not be more than the maximum limit of deposits *i.e.* 35% of the Net worth in case of Government Company or 25% of Net worth in case of others. User has to make sure about the details entered.
10	a	Particulars of liquid assets: Amount of deposits maturing before 31st March next year _____ and following next year	Enter the amount of deposits that are due for maturity in the next financial year and in the year following the next year financial year.

S. No/ Section Name		Field Name	Instructions
10	b	Amount required to be invested in liquid assets	Enter the amount that the company will be investing in liquid assets. This amount cannot be less than 15% of sum of deposits maturing before 31st March next year and following next year, as mentioned in field 10(a).
10	c	Details of liquid assets	Enter the details of liquid assets as at the end of the year in the table given.
11	a to e	Particulars of deposit insurance	Enter the below details of deposit insurance if applicable: (a) Name of the insurer (b) Date of entering into deposit insurance contract (c) Premium payable (d) Premium paid up to (e) Maximum ceiling limit for every depositor
12	a to d	Particulars of charge	Enter the particulars of charge created for securing the deposits of the investors such as: (a) Date of entering into trust deed (b) Name of the trustee (c) Short particulars of the property on which charge is created for securing depositors (d) Value of the property
To be digitally signed by		Declaration	Enter the serial number and date of board resolution authorizing the signatory to sign and submit the eForm.
		DSC	Ensure the eForm is digitally signed by the Director, Manager, CEO, CFO or Company Secretary. The person should have registered his/her DSC with MCA by using the following link (www.mca.gov.in). If not already registered, then please register before signing this form. Disqualified director should not be able to sign the form.
		DIN or Income-tax PAN or Membership number	• In case the person digitally signing the e-Form is a Director - Enter the approved DIN. • In case the person digitally signing the e-Form is Manager, Chief Executive Officer (CEO) or Chief

S. No/ Section Name	Field Name	Instructions
		Financial Officer (CFO) - Enter valid income-tax PAN. • In case the person digitally signing the e-Form is Company Secretary - Enter valid membership number.
Attachments	• Auditor's certificate • Deposit Insurance contract – Mandatory if company has deposit insurance and details of same are mentioned in the form • Copy of trust deed – Mandatory if company has trust deed and details of same are mentioned in the form • Copy of instrument creating charge – Mandatory if company has trust deed and details of same are mentioned in the form • List of depositors - List of deposits matured, cheques issued but not yet cleared to be shown separately – Mandatory if company has balance of deposits outstanding at the end of the year.	

Common Instructions to fill 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.
Remove Attachment 	You can view the attachments added to the eForm in the **List of attachment** field. To remove any attachment from the eForm, select the attachment in the **List of attachment** field and click the **Remove attachment** button.

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. Please attach signatures before clicking on Prescrutiny.
Submit 	This button is disabled at present.

Part III - Important Points for Successful Submission

Fee Rules

S. No.	Purpose	Normal Fee	Additional Fee (Delay Fee)	Logic for Additional Fees	
				Event Date	Time limit(days) for filing
1.	Return of deposits	The Companies (Registration offices and Fees) Rules, 2014 - Annexure A		30th June of every year	

Fees payable is subject to changes in pursuance of the Act or any rule or regulation made or notification issued thereunder.

Processing Type

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

Email

When an eForm is registered by the authority concerned, an acknowledgement of the same is sent to the user in the form of an email at the end of the day to the email id of the company.

Annexure A

The Companies (Registration offices and Fees) Rules, 2014

1. Fee applicable in case of company have share capital

Nominal Share Capital	Fee applicable
Less than 1,00,000	Rupees 200 per document
1,00,000 to 4,99,999	Rupees 300 per document
5,00,000 to 24,99,999	Rupees 400 per document
25,00,000 to 99,99,999	Rupees 500 per document
1,00,00,000 or more	Rupees 600 per document

2. Fee applicable in case of company not having share capital

Fee applicable
Rupees 200 per document

Additional fee rules

Period of delays	All forms
Up to 30 days	2 times of normal fees
More than 30 days and up to 60 days	4 times of normal fees
More than 60 days and up to 90 days	6 times of normal fees
More than 90 days and up to 180 days	10 times of normal fees
More than 180 days	12 times of normal fees

Back