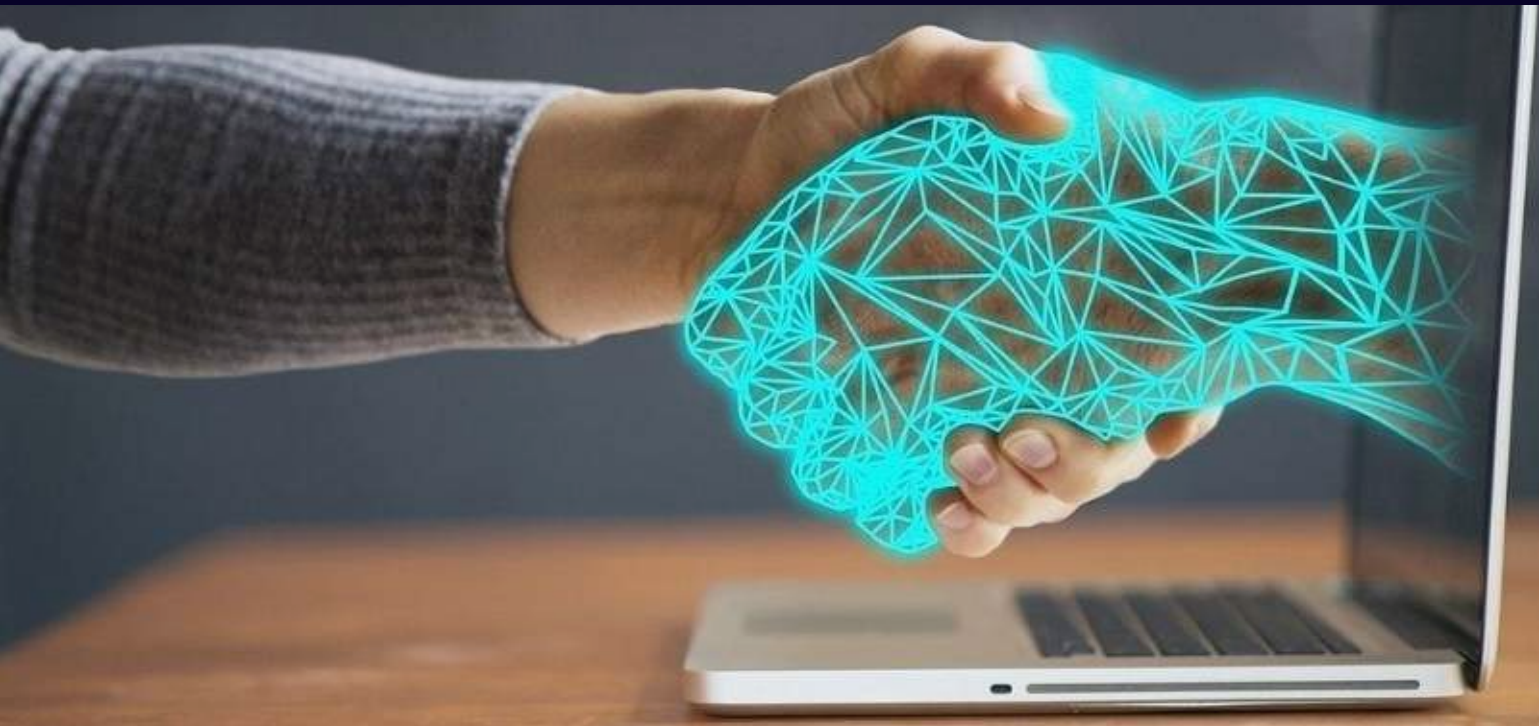


"MCA-21 Tech Guide"



Prepared by: Tech - Torch Founders

This newsletter was born out of constant brainstorming of four professionals, their learnings, experiences and interactions – **CS Dilip Kumar Choudhary, CS Lalit Rajput CS Rajat Agrawal & CS Abha Tyagi**. Our ideas were cultivated into a concept, which we hope can serve the purpose of our fellow professionals to make workplace, and working a better tomorrow.



About the Newsletter:

This newsletter is an endeavour to pool common errors faced by the stakeholders. This is an effort to highlight the same, resolve and bring to the attention of the ministry ("MCA").

The objective is to find and present a solution to the issues arising at hand, thus a faster resolution will effectuate the objective for which the portal was built in the first place. Save hours by being Tech Proficient using our Newsletter. **Queries / Feedback welcome on email id / google form shared.**

□ From the Editorial Desk

The month of March, 2022 saw a radical turn in the IT filing environment with the Ministry of Corporate Affairs launching a new portal (AI based) - their pet project called the "V3 Portal". The portal was launched for the LLP regulatory filing compliances keeping in view the number of LLPs vis-a-vis the number of Companies existing in the country.



The portal has seen innumerable breakdowns, and technical issues arising on each and every step causing a hindrance to the stakeholders in discharging their professional obligations. The launch of the new portal was brought out by well-deserved thought and cause by the Ministry, but, regardless, as always present in every new piece of technology, this was no different.

As mentioned above, the stakeholders are facing a myriad of technical issues at their end, and since the number and frequency of issues are too much at hand, the limited personnel available at the Ministry's disposal are at extreme ends to resolve the same.

This newsletter is an endeavour to pool common errors faced by the stakeholders. This is an effort to highlight the same, resolve and bring to the attention of the ministry. The objective is to present a solution to the issues arising at hand, thus a faster resolution will effectuate the objective for which the portal was built in the first place.

We collected several queries through a Google form from the members and we have already mailed our concerns to the MCA - some of which were already resolved.

This newsletter is not a guarantee that we will resolve queries, but rather an honest endeavour to resolve them, as we also, like the rest of the members, are legal professionals instead of tech professionals. Through the queries which came on the Google form, we will try our best to provide suitable resolutions which will help the members in moving ahead with their work.

We trust the stakeholders to derive value from this newsletter. As always, we welcome new issues so we can try resolve and forward the same with the ministry with or without possible solutions from our end. We are all in this collective spirit, to achieve the goals of the Ministry and the corporate world, thus succeeding the goal which we set out to.

You can share Queries / Feedback / Suggestions @ [Click Here](#)

***Have a nice read ahead.
Thanking you.***

Editorial Team



**Dilip K Choudhary, Company Secretary
PCS at Kumar Dilip & Associates**



A Commerce Graduate along with the fellow membership holder of the ICSI (Institute of Company Secretaries of India) is the founder of “KUMAR DILIP & ASSOCIATES” (Peer Reviewed Firm) having offices in Delhi, Noida and Mumbai.

He has an immense knowledge and a vast exposure on corporate law, commercial law, financial, FEMA and in other allied sectors. He has a working experience with Italian, Canadian, Chinese and Korean Companies related to Mergers and Technical know-how Collaboration.

He has also completed 2 years of Diploma in Hardware and Networking, along with 2 years of working knowledge in Hardware, Softwares, Networking, Ethical Hacking, Website Building and debugging of software.

Independent director, participated in NIRC (DIAL NIRC) Programme. Also participated in initiative of Delhi govt to make Delhi fully Wi-Fi through unique concept of Wi-Fi having MIMO feature (Patented Product).



CS Lalit Rajput



Lalit Rajput is a Company Secretary and Commerce Graduate, having 7+ years of post-qualification. He has worked with Listed, Unlisted, Risk Advisory Firms, Corporate Secretarial and Chartered Firms etc. He has a keen interest in the Corporate Governance and Compliance Management. He has authored many articles at various social media platforms and ICAI / ICSI Newsletters & has taken seminars / webinars for professional institutes including ICSI / ICAI / LPU etc. He has participated in many quiz / competitions and received recognitions. The WIRC – ICAI honoured for his contribution in “Quick Referencer to Companies Act, 2013” and MAHARERA Law Manual.



CS Rajat Agrawal



Rajat Agrawal is a PCS and the founder of **Rajat Agrawal & Co.** from Kolkata having three years of post-qualification experience. He is also the partner of Agrawal Jain & Associates, a PCS firm. He is involved in corporate laws, transactional and commercial laws, drafting, litigation, compliance, governance and advisory services. He is an active writer of academic topics in various magazines and newsletters in various chapters of the ICSI, and other reputed websites, including Taxmann. He is also a speaker in the EDP and Skill Development Programme. He was a member of the PCS Committee of EIRC of ICSI for the year 2020-21. Apart from that, he is an active reader and writer of various allied topics.



CS Abha Tyagi



Abha Tyagi is a qualified Company Secretary and Commerce Graduate from Delhi University who possess rich experience of more than four years. Currently working as a partner in firm **ASKBN & Co.**, a Practising Company Secretary (PCS) and a registered trademark agent, she has a rich experience in wide arrays of corporate laws and compliance management, and is regularly working with compliances and liaising with the Food and Safety Standards of India (FSSAI), Trademarks Law, and other Allied Laws. . She has distinguished exposure in Corporate Secretarial Matters. She has attended number of corporate programmes, national and international seminars and conferences.

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□ General Resolutions – Quick Tips:

1. MCA contact details with respect to Incorporation and Filing Related Matters :

1.	For any query related to Company Name Availability and Company Incorporation, contact:	CRC Helpdesk : 0120-4832500 Email: CRC.Escalation@mca.gov.in
2.	For any query related to Company or LLP e-Filings, Payments or View Public Document (VPD), contact:	Corporate Seva Kendra : 0120-4832500 Email: appl.helpdesk@mca.gov.in

❖ Kindly note that:

- If service complaints related to Name Reservation or Company Incorporation are not resolved within 2 working days after a service ticket is raised, Stakeholders may escalate the matter by sending an email to CRC.Escalation@mca.gov.in only in the event of tickets not being resolved within 2 working days.
- Stakeholders are advised to normally wait for resolution of tickets within the stipulated time and not send e-mails as soon as tickets are raised.
- Action on e-mails will be taken only in respect of cases where tickets have not been resolved within 2 working days.
- Stakeholders should clearly mention the Helpdesk ticket SR number & date on which ticket was raised in the subject line along with specific problem details.

2. MCA / ROC Challan generation related issues

For those whose payment got deducted but challan not generated for LLP filing **mark an email at bharatkosh email id (as mentioned below)** with srn no. of the particular E – form, they will send you link to download challan and transaction receipt.

□ Email-id: ntrp-helpdesk@gov.in

3. Some tips while facing technical issues with MCA

1. Download fresh forms
2. Update Java and Browser
3. Change browser
4. Preferably use internet explorer
5. Allow pop-ups
6. Clear cookies and temp files
7. Use Pay- Later Option
8. Do not refresh while making payment
9. Check for updates, if any available
10. Restart the system after changing

Above mentioned quick tips are based on practical technical issues faced by us from time to time and resolution made. By following above mentioned ways, we are able to resolve many issues / queries, those are general in nature.

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4. Q&A related to Form – FiLLiP (LLP related)

Ques: How to successfully get the LLP approved in RUN-LLP module in V3 portal of MCA?

Ans: Select the objects of the LLP carefully. If you are selecting objects which are slightly different, the object which most resembles with the name should be selected first. Also, pay close attention to the queries and suggestions which comes at the bottom of the screen with respect to trademark.

Ques: In Form FiLLiP, the PAN verification failed because of name mismatch, even when I entered name as per PAN. How to resolve this?

Ans: In PAN you can choose to put a different in PAN display. Either ask the client for ITR-V or go to NSDL website, enter PAN details on Challan 280 and prefill, you will be able to use that name to correctly verify PAN.

Ques: In FiLLiP, when I try to select attachment type, say Aadhaar Card for a partner, the option to select the same is disabled and greyed out, and it automatically selects Passport. How to edit and change?

Ans: Proceed with the form, at the last page for confirming details, click on edit. You should be able to change the identification proof type.

Ques: In the last page of FiLLiP form, it says "Attach Valuation Certificate", with the attachment being mandatory.

Ans: Ignore and move ahead.

Ques: Towards the end of the Form FiLLiP, an error message comes, SRN of RUN-LLP is either invalid or expired, how to proceed?

Ans: This is a technical error. Keep trying again, and try from another browser too.

Ques: In the last page of FiLLiP form, in authorised signatory page, below PAN, an error message shows "Revocation Failed" or "Verification Failed".

Ans: Ignore and move ahead.

Ques: Form shows an error in the professional membership number of CS. How to resolve such situations?

Ans: Attach A/F with membership number. It also works with Certificate of Practice number.

Ques: During download process, Form 9 gets downloaded, but I'm unable to download Form FiLLiP.

Ans: Keep trying again. Click on "Edit" and move ahead.

Ques: The last page of FiLLiP form allows us the facility to file multiple attachments upto 5. But when I attach multiple files and try to download, sometimes I fail to download, or sometimes the rest of the attachments is not visible. How to resolve it?

Ans: Merge all attachments in a single file and upload.

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□ FAQs – MCA Portal related issues

Q. 1. In Version-2 (V2), I am a Registered User and while trying to upgrade to Business User, I am getting PAN validation error. How can this be resolved?

If you are an existing User of Version-2, please login Version-3 (V3) portal with the same credentials and click on “Update Profile” on the top right corner of the screen.

Your First Name, Middle Name, Last Name and Date of Birth, will have an “Edit” option for updating the details. Once the correct details have been provided, your PAN Validation will be successfully completed with correct Name & Date of Birth. Reminders:

- *Please provide First Name, Middle Name, Last Name in capital letters.*

Q. 2. I have multiple users ID created in V2 with same email ID? How can I upgrade myself to Business User in V3?

If you have multiple accounts in Version-2 with same email ID, please login Version-3 portal with the same credentials and click on “Update Profile” on the top right corner of the screen.

There is an option to “Edit” your Email ID. Please edit your email ID and provide a new/unique Email ID.

After successful login, the new Email ID will become the Username of such account and the User will be able to login again with updated Email ID (Username) and Password.

- *Please Note: - User can edit the email only once.*

Q. 3. How to update address, telephone number or email id (My Profile) after registration at MCA Portal?

To update personal profile, follow the steps given below:

- Login to the MCA21 application with your User ID and existing password.
- Click the user name on top left of the page.
- The Edit your Personal Profile page is displayed. The personal details entered during user registration except User ID, Name and Date of Birth are displayed in edit mode.
- Click the field you want to modify and edit the details.
- Click the Update button to update the information. A message is displayed indicating that the profile has been updated successfully.
- Click the view/update mobile number link to update the registered mobile number. The Register for SMS Alerts screen is displayed.
- In the whether you wish to avail SMS alert facility option list, select the Yes option to receive SMS from MCA about e-filings.
- In the Mobile field, enter your mobile number.
- Click the Update button to update the mobile number details. A message is displayed indicating that the profile has been updated successfully.

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Q 4. I am unable to upload the eform again after cancelling the SRN. How can I upload the e-form after cancellation of SRN?

The same e-form cannot be uploaded ‘As-Is’. You need to modify the e-form, sign the same, then complete the Pre-scrutiny and save it and then try to upload the form again. Please ensure that the latest version of the e-form shall be downloaded from MCA portal.

Q 5. How to resolve Troubleshoot Error –“DSC Already Registered”?

When you are trying to register your DCS with the MCA21 application and you face error message, “DSC Already Registered “, then follow the steps :

- a) Open the Internet Explorer.
- b) In the Internet Explorer, select the Tools > Internet Options command.
- c) The Options dialogue box is displayed. Click the Content tab.
- d) Under the Certificates section, click the Certificates button.
- e) The Certificate dialogue box is displayed. Click the Details tab and check the Serial number and Issuer details.
- f) Open the <http://www.mca.gov.in/MCA21/> Web site and click the User Complaints & Grievances link. Raise a ticket and file a complaint providing the serial number, issuer of the certificate along with the screen shot of the error message.

Q 6. How to reduce MCA E - Form size after DSC affix ?

Please follow the below instructions to limit the increase in PDF file size while affixing the Digital Signature Certificate (DSC).

- a. Open any PDF file or right click any PDF file.
- b. Select Edit > Preferences. The Preferences window is displayed.
- c. Select Category: Signature. The Digital Signatures section is displayed.
- d. Click “More” button under the Creation & Appearance section.
- e. Uncheck “Include signature's revocation status” option.
- f. These settings as mentioned above shall be done before signing the E- form.

***Note – The above change in preference settings is specific to each client desktop.**

Q. 7. How long is a MCA session valid after login?

A session is valid as long as one is active. However, the sessions would expire after 5 minutes of inactivity. You would be notified after 4 minutes of inactivity before you are logged off.

Q. 8. When does a session become inactive?

User account will automatically log off after 5 minutes of inactivity. User will get warning message after 4 minutes of inactivity before the account gets log off. Every time the user logs-out or attempts to create a new session, a new OTP shall be generated.

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❑ DSC Related Issues:

Error 1. After DSC Registration (Role Check) error appears ‘Certificate has not been selected.’

Suggested Solution: Remove your existing Java Version and Install Java 8 -32 bits 8 u 92 – [download here](#) – Add www.mca.gov.in to [Internet Trusted Sites](#) & [Java Exception Site](#). This can be simply done using utility from ProxKey USB Token.

Error 2. While Selecting Certificate for Role Check” Please start the EM Signer”?

- Upgrade your Java to the latest Version
- Install “MCA Signer” Utility and Run as administrator
- After Installation close all the browsers and restart your system

Kindly note the followings:

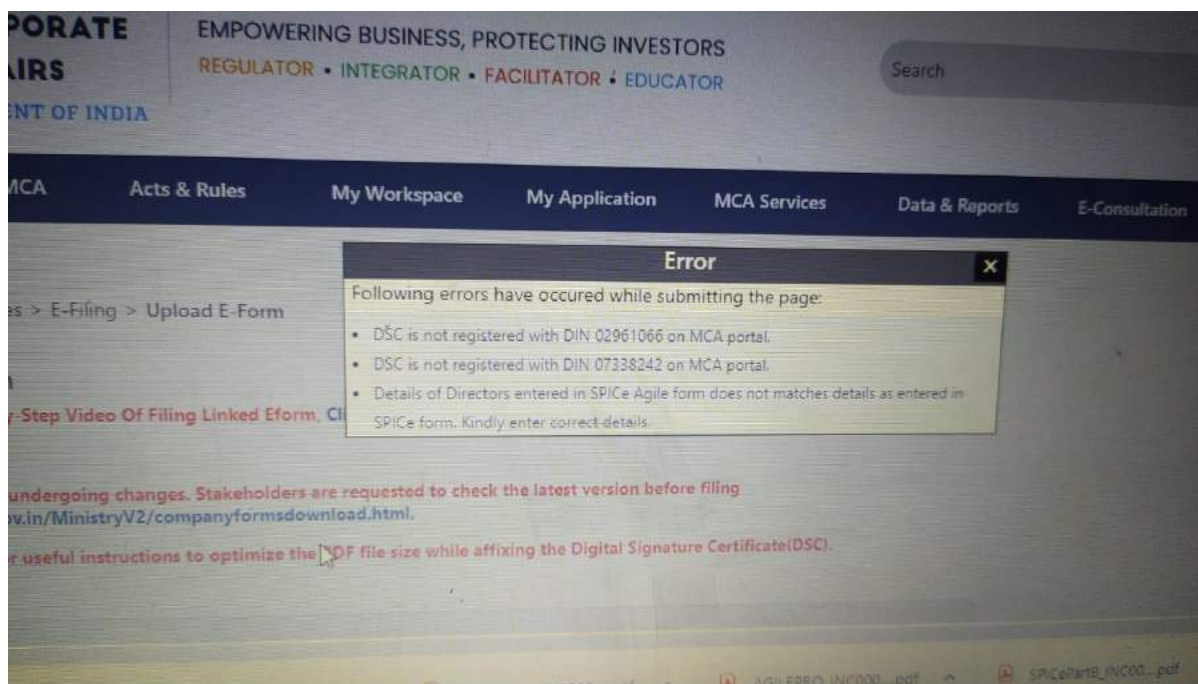
- A. Digital Signatures are legally admissible in a Court of Law, as provided under the provisions of IT Act, 2000.
- B. To register your DSC, select the "Register Digital Signature" link on the MCA Services and follow the given steps.
- C. Registration of DSC is a one-time activity on the MCA portal.
- D. **If a person is a practicing professional and also a director/ manager of a Company** - In such cases, the said person need to register your DSC as a professional and also as a Director even the person use the same DSC in both roles.
- E. As of now, there is no requirement of registration of DSC of the 'Charge Holders'.
- F. PAN is mandatory for Manager, Secretary and practicing professionals for DSC registration purpose.
- G. Foreign directors are required to obtain Digital Signature Certificate from an Indian Certifying Authority (List of Certifying Authorities is available on the MCA portal). The process of registration of DSC is same as applicable to others.
- H. Details of signatories of a company can be obtained from 'View Signatory Details' tab available under 'Role check' link on the homepage of MCA portal. DSC registration status of the signatories will also be shown under this service.
- I. The Certifying Authorities are authorized to issue a Digital Signature Certificate with a validity of one or two years.
- J. While registering the DSC, error came - "**DETAILS AS PER INSTITUTE RECORD NOT MATCHING WITH PAN DETAILS**" –

Suggested resolution: The name in the PAN records should match exactly as per the concerned institute record. (ICAI, ISCI, ICAI). The MCA system matches the full name in PAN Card with the full name as per the institute records.

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❑ Suggested Resolutions of the queries received through Google Form:

Q.1 NOT ABLE TO INCORPORATE COMPANY GETTING ISSUE, DIRECTOR DETAILS IN AGILE NOT AS PER SPICE.



Suggested Resolution:

This error pertains to the server due to recent changes in the Declaration section of the Form SPICE B and INC-9. The same has been informed to the MCA in advance and according to them this error has been resolved now.

Q.2 I am resubmitting the form FiLLiP, but payment options is open. The SRN is M26807253 and Tickets no is SR 2366096/2391353

Showing Results 11-15 of 66

Page Shows 5

Sr no.	Form Number	Identification Number	Name of the entity / individual	SRN of e-form	Sta
11	LLP Form 3	AAF-4852	SANTOSH AGROCHEM LLP	M26870609	Pay
12	FiLLiP			M26807253	Pay
13	LLP Form 11	AAG-6545	JALARAM WATER SOLUTIONS LLP	M26806547	App
14	LLP Form 24	AAG-2530	ZONEDOUT MEDIAWORKS LLP		Car

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Suggested Resolution:

This error is common in few cases where people are asked to pay incorporation fees again in case of Resubmission.

Showing Results 11-15 of 66

Page Shows 5

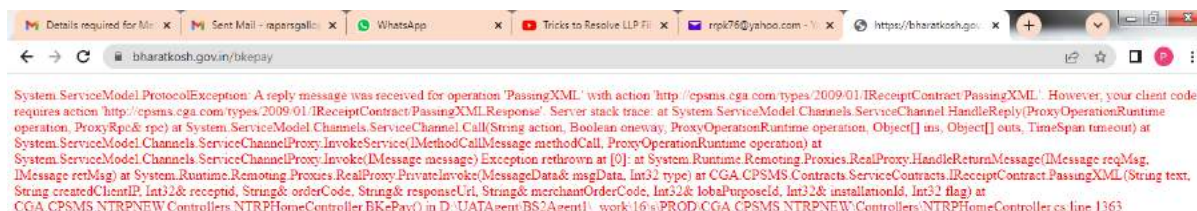
Sr no.	Form Number	Identification Number	Name of the entity / Individual	SRN of e-form	Sta
11	LLP Form 3	AAF-4852	SANTOSH AGROCHEM LLP	M26870609	Pay
12	FiLLiP			M26807253	Pay
13	LLP Form 11	AAG-6545	JALARAM WATER SOLUTIONS LLP	M26806547	App
14	LLP Form 24	AAG-2530	ZONEDOUT MEDIAWORKS LLP		Car

Here we have 2 options:

- 1: To raise the ticket and wait for the resolution and it will take time.
- 2: To make the payment (if it is small amount) while resubmission and afterwards fill the refund form on a MCA portal.

The case has brought in the notice of Technical Team. And they are working on it too. Meanwhile a user can opt for the any option mentioned above.

Q.3: Not able to make payment for filing Form LLP-3 and some different error is coming. Screen shot attached



Suggested Resolution:

There could be two reasons for this error.

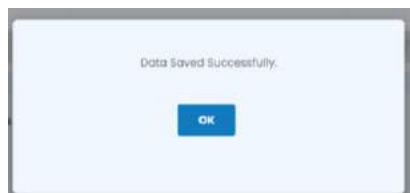
1. Data validation error:

In some cases where data is not as per the instructions defined in a cell i.e. numbers in a mobile number cell; alphabets only in name, address cell, then these errors occurred.

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To trace this error, you just need to focus your eyes on a pop-up message while saving a related form.

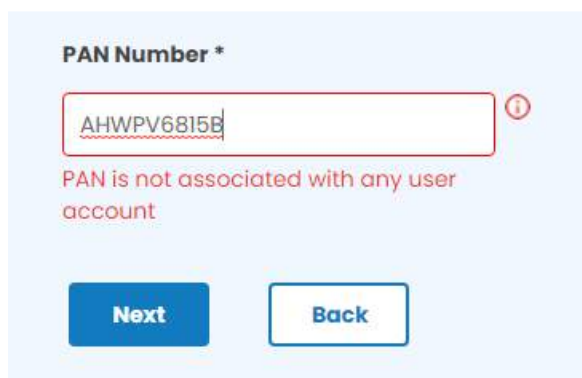
If you click on save button and this pop-up box appears on the screen then that means your data is perfectly entered in the cells and you can proceed further.



Please note: If after clicking on the save button nothing appears on the screen then please re-edit the cells until you get the above-mentioned pop-up; and don't press NEXT button. Otherwise, while proceeding with the final button you will get many errors.

2. Sever Error: In Some cases, payment gateways did not respond properly and hence above-mentioned error occurred. So, if you are sure that data saved successfully and this error occurs then please raise the ticket. Though this is a user specific error, it can be done by the technical team of MCA

Q.4: Not able to associate DSC of a Designated Partner. It says this DSC is already associated with some other user and kindly select correct DSC. This has not been associated with any user. Screen shot attached.



3.*For the **New Token Users**: Please update your DSC PIN from the default before proceeding with association.

The DSC is already registered with another user. Kindly select the correct DSC to register.

Suggested Resolution:

This is the case where users mistakenly registered the DSC in someone's else user account.

We have to note it down that now in V3 only the respective account holder has to register its DSC in his/her account. Please don't try to register DSC of other users in through your own account like we used to do in V2. Every DIN holder has to make a business user on V3 and then has to register his/her DSC in his/her own account.

Though this error has been removed, and you can try to re-register the DSC now.

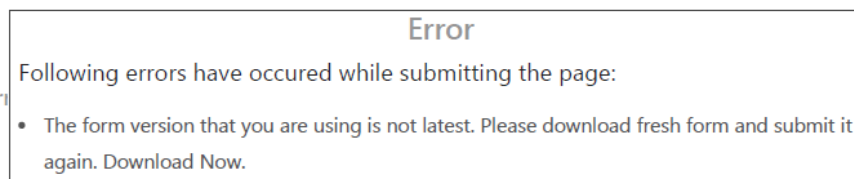
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Q.5: Next page doesn't open, resubmission 'N' no of problems like prefill, submit, again payment, contribution does not show/ diff show.

Suggested Resolution:

These errors are related to FORM-3 and FORM-4. MCA is working on it with technical team and you will be informed soon about the resolution.

Q.6: Not able to upload Company Incorporation forms. Showing an error that "form version is not latest. Please download fresh form and submit again." Tried many times but not able to upload. Fresh forms downloaded and submitted but facing same issue.



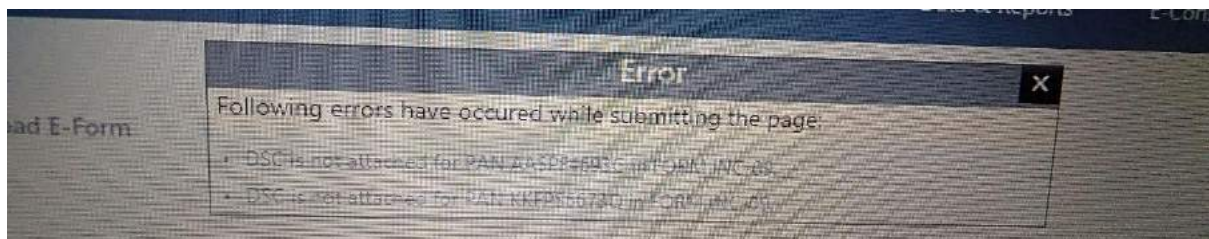
Suggested Resolution:

When you see these types of messages on the screen it means that **Due to some updation in a form/s the version has been refreshed with the new one.**

In this case you have to re-edit the online forms from the scratch so that it will get updated with the new clause inserted by MCA.

Recently we saw this error in the form SPICE while submitting it online. The reason behind it was MCA has introduced a new declaration that was added into form SPICE B and INC-9. Those who have already downloaded the forms which does not contains this declaration were facing these problems.

Q.6: Spice form upload problem. Screen shot attached



Suggested Resolution:

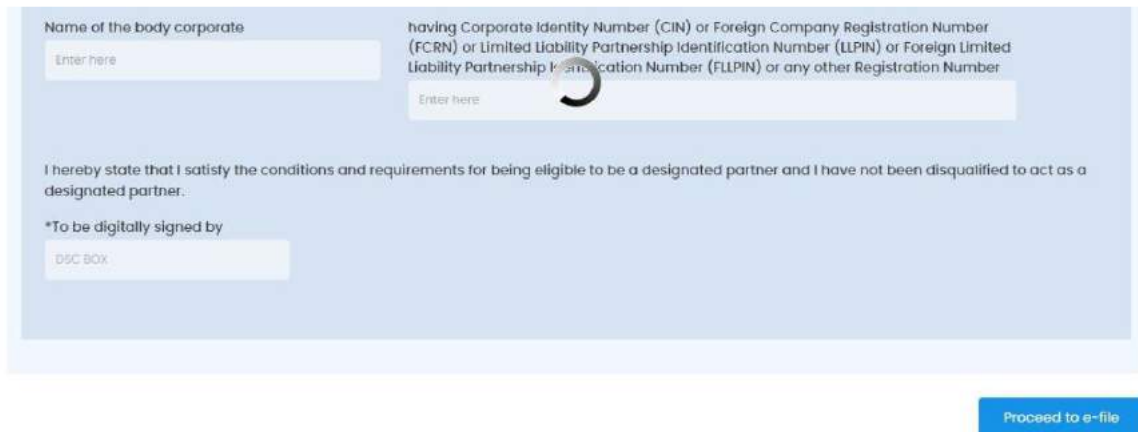
Recently we saw this error in the form SPICE while submitting it online. The reason behind it was MCA has introduced a new declaration that was added into form SPICE B and INC-9. Those who have already downloaded the forms which does not contains this declaration were facing these problems.

The same has been corrected by MCA and you can now upload the form without any error.

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Q.7: I am trying to download form fillip since many days but not able to download pdf of form fillip.

All data fill up in the form successfully but at the time of final proceed only problem faced in downloading the form"

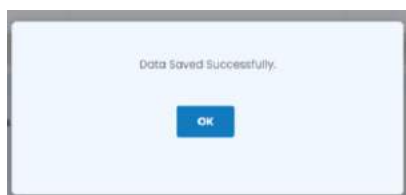


Suggested Resolution:

If you see this endless wheel on your screen that means there is a data validation error present in you form.

You have to remove all special characters i.e. , . / \ * # ! () from the cells and also have to alter the name of attached forms. Please make sure that you keep your file name simple and are not using any numeric letters on special character in it.

After doing it, please click on SAVE button on every page and wait for the screen to pop up DATA SAVED SUCCESSFULLY.



Please note: Do not press NEXT button until you see the above message on you screen. If you are not getting this message on your screen even after clicking on save button then you have to re-check the fields of the data entered in the field.

Q.8: I am incorporating company, while submitting spice MOA am getting an error since last 8-10 days, "Form could not be submitted due to some internal error. Please try after sometime,....." Also raised ticket but got no firm resolution .



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Suggested Resolution:

If you see this endless wheel on your screen that means there is a data validation error present in your form. You need to check the forms again. The newly incorporated forms are giving error while entering a data in the cells. And due to this after clicking on the SUBMIT button we get this error.

So, you have to check the cell whether you have entered a unwanted characters in a cell. Most probably you have to remove the special characters from the address cell. You can't use (: / , +) in the address.

Please Re-edit the form again and let us know.

Q. 10: we have incorporated LLP with name xxxxxxxx Dated 13/05/2022, since it is more than 20 days of incorporation, but we have not received Certificate of Incorporation yet, due to which the further process is stuck, the COI is needed very urgently, we raised complaint for the same matter earlier also, but not been resolved yet.also while conversation with MCA seva kendra, the concerned person is asking for SRN status in my application, but the older SRN are not seen in my application, and also the status of SRN it is a very serious issue, that after incorporation of the LLP the certificate is not received even after 20 days, and further work are pending due to that, the complaint has been raises vide SRN vide ticket number SR2360859 on 18th May, 2022, SR2398117 raised on 3rd June, 2022, and SR2399705 raised on 4th May, 2022 matter earlier also, but not been resolved yet.

Suggested Resolution:

The non-generation of COI is happening in few cases and it is a technical issue. MCA is working on it and your SRN has already been share with the MCA. Soon you will get a COI on your registered email.

Q.11 While filling form 8 for charge satisfaction/modification the form is not getting submitted. It is continuously loading the page after hitting submit button. After few seconds it's shows "Service error". We are trying to fill for two months. But still not a single form is successfully filed yet. this is regarding form 8 Charge.

Suggested Resolution:

This error is occurring due to data validation error. Please wait for the pop-up showing DATA SAVED SUCCESSFULLY after clicking on SAVE button. If you don't get this pop-up on your screen then don't press NEXT. Rec-check the form until you get the DATA SAVED SUCCESSFULLY on your screen.

Q.12 LLP incorporation for approved but pending for pan tan since 15days.

Suggested Resolution:

The PAN/TAN cases are pending from the end of NSDL. Once they issue the PAN/TAN number the same shall be communicated to the users accordingly.

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Q.13: LLP incorporated in September 2021. Form 11 is blank. details. No partner or contribution is prefilled.

Suggested Resolution:

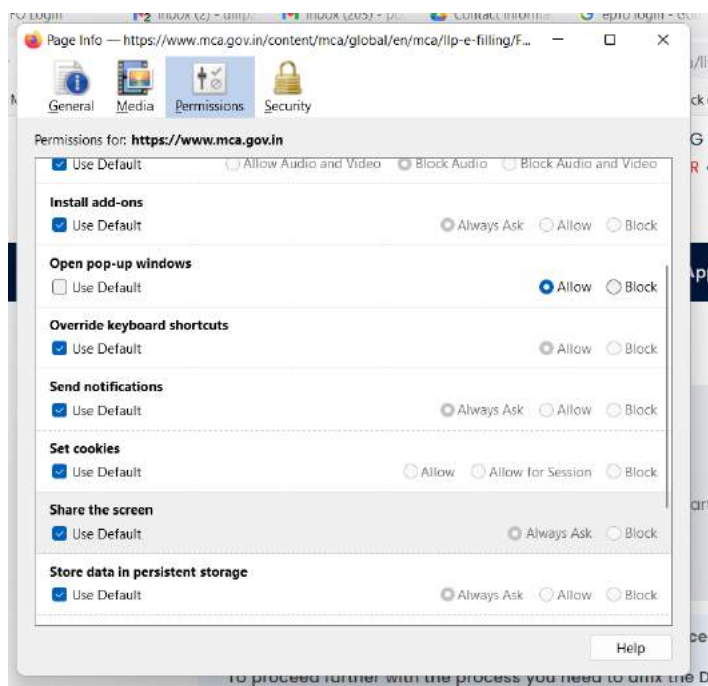
The llp incorporated in Sep 2021 is due for filing in 2023. That's why it is showing this error, cause the server has designed in a way to make a proper and timely compliance.

Q.14: LLP incorporation form for conversion into llp. There is error in downloading forms. What to do?

Suggested Resolution:

For this you need to make changes in your system. You need to allow your browser to download the files from the particular site. And for this you have to add <https://mca.gov.in> in the trusted site while downloading a form from the site:

You can enable pop-up download for the MCA in you respective browsers.



Q.14. Master data of even single llp incorporated is not availed to check.

Suggested Resolution:

The same can be available after allotment of PAN/TAN only.

Q.15. One master data of newly incorporated llp is available with banker that shows inactive for efilling and issues are there in opening bank account. "

Suggested Resolution:

Inactive for efilling is for current year only. It will be changed to active for e-filing next year automatically.

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Q.16: I was trying to login to MCA Portal it was just buffering and unable to access my existing SRN Application and I am trying to update my profile unable to update the same all fields are freeze.

Suggested Resolution:

It might be possible that after submitting the form on MCA portal you have upgraded your account to BUSINESS USER. Only in these cases user are getting this type of error.

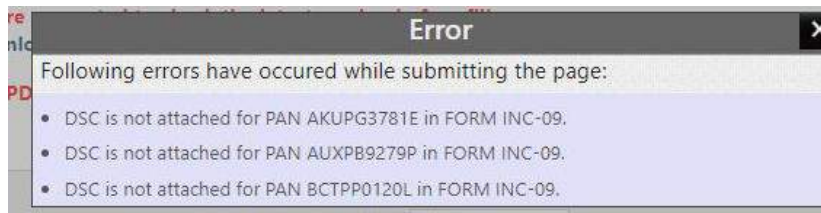
You need to raise complaint ticket to the MCA requesting them to link the SRN of registered users with the business user. ***This is a technical problem which may get auto corrected with time. Meanwhile you have to get it done manually with the help of MCA.***

Q.17: Contribution entered in llp form 8 not matching with form 11?

Suggested Resolution:

You need to see the form 11 again and if it is not updated in a master data then you have to wait for the same to be update. Meanwhile you can raise a ticket for the same to MCA and let us know the SRN for speedy resolution.

Q.18: Facing issue while trying to file incorporation forms. Even for signed forms, It shows DSC is not attached.



Suggested Resolution:

The same has been resolved. This error occurred due to introduction of new clauses in SPICE part B and INC-09.

You may try to fill a new form and download it and upload the same after affixing the respective DSC's.

Q.19: "SRN OF THE FORM-M26833470. Received resubmission (remarks-ok) of llp form (change in director) vide SRN M26833470. While resubmitting, the form get stuck on submit button. After again login, the form got disappeared automatically. No downloading, no dsc attached, no uploading. There is no form with m26833470 srn in my login. Plz help. Its very urgent. Screen shots are attached."

Suggested Resolution:

The case has been transferred to the technical department of the MCA. It will get resolved soon and you will be informed accordingly. Kindly keep checking the status of SRN.

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Q.20: we prepare Form 11 of LLP in our login also saved & submit. there are three buttons in saved form 1. edit 2. download form 3. upload. however, after click on upload button there is no option for select form option but only form 11 were open. what to do in this case?

Suggested Resolution:

First of all you need to re-edit the form and then check again whether the button is working or not??

While re-editing the form kindly keep it mind that you do not proceed on a next page until you get a pop-up “DATA SAVED SUCCESSFULLY” after clicking on a SAVE button. After that if download button does not work then you have to enable the pop-up button in your browser and enable the Active-x Control for your browser so that you can access the function of that button properly.

Q.21: DSC not attached for PAN in form INC-09

Suggested Resolution:

The same has been resolved. This error occurred due to introduction of new clauses in SPICE part B and INC-09.

You may try to fill a new form and download it and upload the same after affixing the respective DSC's.

Q.22: Error of DSC affixing in INC-9 again and again

Suggested Resolution:

The same has been resolved. This error occurred due to introduction of new clauses in SPICE part B and INC-09.

You may try to fill a new form and download it and upload the same after affixing the respective DSC's.

Q.23: WHILE UPLOADING MCA FROM IT SHOWS ERROR AS TO ATTACH DSC OF SUBSCRIBER INSPITE OF DSC ALREADY ATACHED TO INC9.

Suggested Resolution:

The same has been resolved. This error occurred due to introduction of new clauses in SPICE part B and INC-09.

You may try to fill a new form and download it and upload the same after affixing the respective DSC's.

Q.24: I have applied for LLP incorporation on 29.04.22 vide SRN no M26807821. the same was dates approved on 05 .05.2022 but incorporation certificate is not issue till

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date and showing pending for allocation of PAN and TAN. many ticket and mail was raised but no action was taken.

Suggested Resolution:

The form is approved and it is pending for the issuance of the PAN/TAN from the NSDL. Once the PAN/TAN is allotted the COI will be issued after that.

Meanwhile you can contact to the helpdesk of NSDL to know the status of your PAN/TAN.

Q.25: error showing not attached DSC in INC-09, but attached DSC, Can I upload without uploading Form INC-09 (linked Form) ??

Suggested Resolution:

The same has been resolved. This error occurred due to introduction of new clauses in SPICE part B and INC-09.

You can't upload the forms without INC-09

You may try to fill a new form and download it and upload the same after affixing the respective DSC's.

Q.26: Not able to register a designated partner as business user from registered user. Showing message as "A user account has already been linked to DPIN", but I haven't registered.

Suggested Resolution:

The pop-up means that you have already created a user against this email id. Try to select an option “FORGOT USER ID” to access your user name and then go for “FORGET PASSWORD” to reset it.

Q.27: Not able to login on LLP portal, error thrown is invalid user ID SRN raised 2401744.

Suggested Resolution:

If you have already logged in your user account with V2 user id and password and updated it with details, in that case your email id has become the USER ID for login purpose.

Try to login through your email id in place of user id along with the old password.

Q.28: We have filed RUN on V3 PORTAL vide SRN M26822613 through user name "jskandasso" for a new proposed LLP, but, now, after approval of RUN when we are trying to login for filing FILLIP through this user id then an error comes that "pls enter valid username". Screenshot of error is attached herewith.

We have lodged two (with relevant screenshots) Complaint/tickets on MCA portal but one ticket is resolved without any fruitful resolution and another one is still pending. SRN of RUN and screenshot of error were duly mentioned in tickets.

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Suggested Resolution:

It seems like you have upgraded your user id into Business user after submission of RUN form. Here you need to access your account through your email id in place of user id along with old password.

Also to inform you it that might be possible that your SRN may have vanished from the application history after upgradation from registered user to Business user. To get it back into your account you need to raise a request/complaint to MCA to get the said SRN linked into your account.

Q.29: LLP is not receiving it's funding because form 3 and form 4 are not getting uploaded. Error - Form 3 for filing with regard to changes in LLP agreement point no 19 A for Designated partners mode of contribution shows other than cash however all partners and designated partners mode of contribution is in cash

in web form 4 at the time of submission the server keeps on moving web form 4 is not getting submitted and due to which unable to generate form 3 and form 4 pdf.

The screenshot displays the MCA21 web form 3, titled "Details of DIN/Income tax PAN/Passport number". The form is a table with five columns: "Details of DIN/Income tax PAN/Passport number", "Name of Partner", "Name of Nominee in case of Body Corporate", "Designation (Partner/Designated Partner)", and "(Conversion/cash/other than cash)". There are six rows of data, each with a checkmark in the first column. The data is as follows:

Details of DIN/Income tax PAN/Passport number	Name of Partner	Name of Nominee in case of Body Corporate	Designation (Partner/Designated Partner)	(Conversion/cash/other than cash)
00000000	MR. RAJESH K. RAO		Partner	Cash
00000000	MR. RAJESH K. RAO		Designated Partner	Other than cash
00000000	MR. RAJESH K. RAO		Partner	Other than cash
00000000	MR. RAJESH K. RAO		Designated Partner	Other than cash
00000000	MR. RAJESH K. RAO		Partner	Cash
00000000	MR. RAJESH K. RAO		Designated Partner	Cash

At the bottom of the form, there are three summary boxes:

- (b) (i) Total number of existing designated partners and partners prior to change
- (ii) Total number of designated partners and partners appointed
- (iii) Total number of designated partners and partners removed

Suggested Resolution:

To overcome with this error you need to select Change in from of partners details (in form-03) and then you will be able to change the type of contribution from other than cash to cash.

After that you can proceed with the form filing.

Please note: Kindly do not proceed with form until you see “DATA SAVED SUCCESSFULLY” on the screen.

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Q.30: We have trying file form 4 in new V3 system. When we submit the form, not able to submit and its loading. We have tried in all sites like Chrome, Firefox, Microsoft Edge, Internet Explorer and Brave.

Certificate

Certificate by practicing professional

*It is hereby certified that I have verified the above particulars (including attachment(s)) from the records of **EKAMIAS ACADEMY** and found them to be true and correct. I further certify that all required attachment(s) have been completely attached to this form.

*Category

☐ Chartered accountant (in whole time practice) ☐ Cost accountant (In whole time practice)

☒ Company secretary (in whole-time practice)

*Whether associate or fellow:

☒ Associate ☐ Fellow

*Membership number or certificate of practice number

18876

*Signature Field 2

DSC BOX

*This eForm has been taken on file maintained by the registrar through electronic mode and on the basis of statement of correctness given by the filing LLP.

Previous Save Next

Suggested Resolution:

This endless wheel is a symbol of data validation error. You need to check the form again and have to remove the special characters like , . / 1 () * _ - etc from the all cells you have filled. It is also to advice to rename the attachment to the single name and avoid any space and special characters in the name of file.

Proceed it after that. Click on save button on every page and don't click on NEXT until you get a pop-up “DATA SAVED SUCCESSFULLY”.

Here in this case the user must have not validated the previous page and proceed with NEXT without getting a pop-up of data saved successfully. Hence it is advisable to re-edit the form again.

Q. 31: I have created a Business USER on MCA portal and now it is saying the “Email is already associated with another user” What to do?

Suggested Resolution:

These errors are occurring due to the **USER NEGLIGENCE**. As per MCA guidelines the user of V2 has to log-in into V3 through their V2 user id and password. But in some cases, users has tried to make a new user id on a V3 portal, due to that this error is popping-up on the screen.

On the account of new user created by profession the error is showing “EMAIL IS ALREADY ASSOCIATED WITH ANOTHER USER ACCOUNT” and if user goes to login through old user account it says “PAN IS ALREADY ASSOCIATED WITH ANOTHER USER ACCOUNT”.

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To come up with this error you have to raise a ticket to MCA with all details i.e. your V2 User id, your PAN, your Email id along with a request to delete a new user created by you so that you can have a access to your account through old user id and thereafter you can upgrade it into Business user and can proceed with the filing of forms.

Q.32: "Online Appliances LLP has to file Form 3 & Form 4 for the purpose of reconstitution of LLP Agreement due to Cessation of a Partner, but while filing the same, it directs to link Form 4 with Form 3 but the V3 portal doesn't show any option to link the Web forms neither in Form 3 nor in Form 4.

Kindly guide us with the procedure to file LLP Form 3 and Form 4."

Individual Partner

5 Details of individual partner(s) for which this form is being filed

Details of individual partner - 1

(a) The form is being filed for

☐ Appointment

☒ Cessation

☐ Change in Name of Partner

☐ Change in designation

☐ Change in address

For Appointment or Cessation of Partner/Designated Partner, please file this form as a linked filing to Form No 3

*In case user is having DIN/DPIN then file DIR-6 for any changes in name/Address. For all other partners, file the changes through Form 4

Suggested Resolution:

You need to fill a FORM-3 first along with selection of “Change in partner and change in partners contribution” after fill the all details you will be asked to proceed with the form 4 at the end of FORM-3

- 17 Whether change in agreement is on account of
- ☐ Change in business activities
 - ☐ Change in partner(s)
 - ☐ Change in partner's contribution and % of profit sharing
 - ☐ Change due to other reasons

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Or Email us @ techtorchhelp@gmail.com

“Excellence Is Not A Skill. It Is An Attitude.” – Ralph Marston

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In recent years, we have seen entailed a rise, across the globe, in the use of Digital devices, information systems, tools, networks and Artificial intelligence (AI) based tools and software. This "Digital / Technology" mandate isn't new; it's simply been brought into sharp focus now.

Our Newsletter will help our professionals / readers to get equipped with updated IT & AI – technology based updates and solutions. We will help them to tackle with filing / software related technical issue.



"The world is progressing in the field of science and technology. AI is being used in every field. Indian Govt. is working towards using Artificial Intelligence (AI) in a safe and effective way. There is a digital government plan that is being architected and designed. It will become the next generation of **E-governance**."

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 CS Abha Tyagi

 CS Rajat Agrawal

MCA / ROC Tech - Helpdesk **Prepared by "Tech - Torch"**

Kindly share your MCA / ROC Filings (LLPs & Companies both) related issues. Kindly fill the Google form so that we can collect the relevant information related to the problems. Our dedicated team will do their best to share the practical resolutions.

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