

PRESENTATION ON MCA21 V3

- Login and Registration Brief Overview
 Company module 9 Forms Launch 31st August Go-Live

Agenda



1. Login & User Registration

- Different User Roles in MCA 21 V3
- Professional Registration (Sample Business User)
- Profile Update
- DSC Association

2. Company module – 31st August Go-Live

Types of Users in V3



User role	User Group	Description
Registered user	Registered user	Registered users comprise of individuals with access to the basic services of MCA portal such as e-book, e-consultation, Master Data services, View Public Document services and filing of complaints. In LLP module user can file RUN & Fillip forms
Company/LLP user	Business user(s)	Master Role for any company/LLP. This user account will have access to all MCA FO services in relation to respective company/LLP. This user can also authorise Manager/Secretary/officer in default/ Authorised Representative to act on its behalf. In addition, all the basic services available to Registered user will be available to this user role.
Director/Designated Partner		Any individual who is appointed as a Director in a company or a designated partner in an LLP. These users would have following functionalities: a. Access to all basic services available to Registered user b. Access to all MCA FO services (including e-filing services and e-adjudication services) in relation to the company/LLP where they are currently appointed c. Right to authorise Manager/Secretary/officer in default/Authorised Representative to access MCA FO services (e-filing and e-adjudication services) on behalf of the company/LLP
Professional Users		This category comprises of professionals which are Company Secretary, Chartered Accountant or Cost Accountants. They will be able to access all MCA FO services for any company/LLP. Professional user will not be required to obtain any authorization from the company/LLP. In addition, all the basic services available to Registered user will be available to this user role
Manager/Secretary/ Authorized representative		These users will have access to all MCA FO services (including e-filing services and e-consultation services), in relation to the company/LLP wherein they have been authorized to perform such services. In addition, all the basic services available to Registered user will be available to this user role.

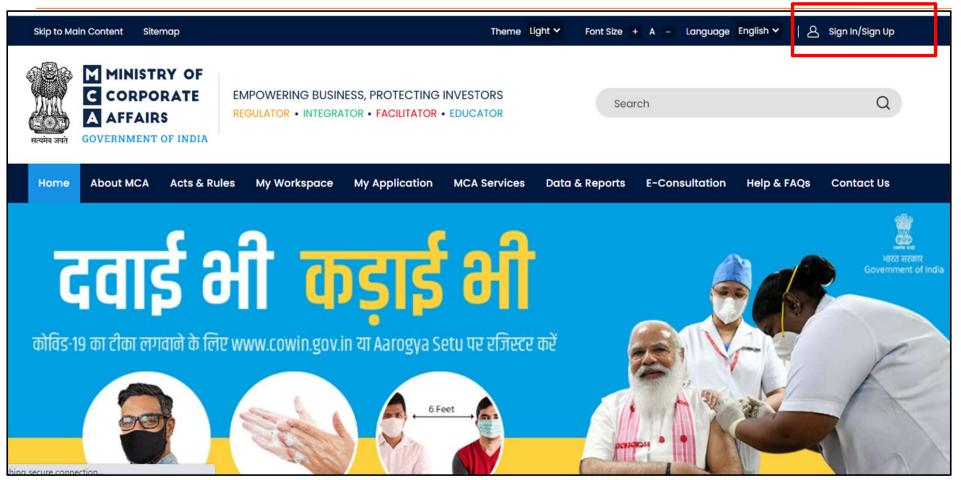
Types of Users in V3



User role	User Group	Description
Officer in default	Business user(s)	Section 2(60) of the Companies Act, 2013 defines officer in default. The officer-in-default will have rights similar to a Manager/Secretary/Authorized representative once authorized in this regard. In addition, they would also be able to view/reply to notices linked with their PAN (under e-adjudication module) irrespective of their association with the company/LLP
Nodal Officer-IEPF		These include Director or Chief financial Officer or Company Secretary of the company, who are appointed for the purposes of verification of claims and coordination with Investor Education and Protection Fund Authority. In addition, all the basic services available to Registered user will be available to this user role.
Deputy Nodal Officer-IEPF		A company may appoint one or more Officer as Deputy Nodal Officer to assist the Nodal Officer for the purposes of verification of claim and for coordination with Investor Education and Protection Fund Authority. In addition, all the basic services available to Registered user will be available to this user role.
Professional Staff Member		Professional Staff Member refers to any person who is with or on behalf of a Professional of ICSI/ICAI/ICWAI as a staff. Such members include: trainees of the professional firms non-professional members of professional firms etc.

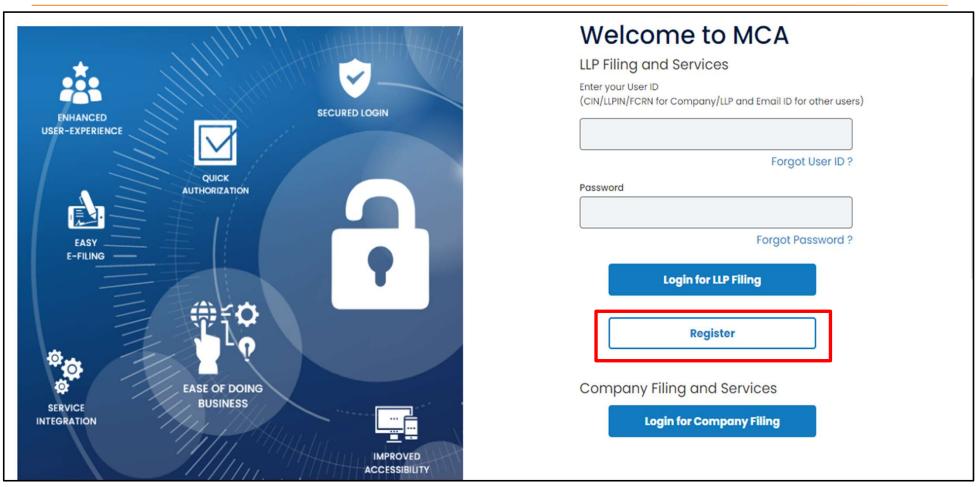
User Registration





User Registration







PRESENTATION ON MCA21 V3

-User Registration (Professional)



Jser Details ————————————————————————————————————			
Note: All fields marked in * are to be mandatorily fille	d.		
Jser Category * ①			
Registered User			
Iser Role *	Income Tax PAN *		
Select User Role ▼	Enter Pan no.		
Select User Role Company/LLP			
Director/Designated Partner Manager/Secretary/Authorized Representative Officer in default			Next
Professional			15.53.63

- Please select 'Business User' under User Category and select 'Professional' as User Role
- PAN is mandatory for Professional Users















		_		
r Category		Personal Details	Contact Details	Login Deta
User Details				
Note: All fields marked in * ar	re to be mandator	rily filled.		
User Category * (i)				
APPARENT TO THE RESIDENCE OF THE SECOND SECO	usiness User			
		Income Tay DAN *		
User Role *		Income Tax PAN *		
	*	Income Tax PAN * BQHFG2345A		
User Role *				

 Please select 'Professional Membership Institute' from the dropdown and provide 'Professional Membership Number' and this is a mandatory field

Next



eer Category	Personal Details	Contact Details	Login Details
Personal Details ————————————————————————————————————			
First Name *	Middle Name	Last Name *	
Name entered should be as per Income tax PAN	Enter Here	SHARMA	
HARSHITA			
Date Of Birth *	Gender *		
02/06/1990	O Male • Female		
Profession *	Industry Of Operation		
Salaried	Other service activities	•	

- Provide First Name, Middle Name& Last Name as in PAN database
- Pan database

Back

Next



er Registration				
Category		Personal Details	Contact Details	Login Detail
Contact Details				
Address Line 1 *		Address Line 2		
Bhavna Nagar		Enter Address Line 2		
Country *		Pincode *	State *	
India	•	400056	Maharashtra	
City *		Area/Locality *		
Mumbai	*	IRLA		
Telephone Number - Resid	lence	Telephone Number - Office (including STD code)	Mobile *	
Enter Here		Enter Here	Enter Here	



Home > Register			
User Registration			
User Category	Personal Details	Contact Details	Login Details
Login Details Password *	Confirm Password *		
Password Policy a. It should be Alphanumeric, b. minimum 6 characters and maximum 15 c. at least one special character (1 @, #, \$, d. case sensitive i.e. "A" Capital is different	%, ^, &, *(,), ~)		
Password Recovery Question —— Hint Questions *	Hint Answer *		
Select Hint Question ▼	Enter Here		



Kuwait		
ur Terms and Conditions		



O	O		
Category	Personal Details	Contact Details	Login Detoils
Login Details —————	Please enter OTP sent on mobile number	and email id.	
Password *	Please enter the OTP sent on Mobile:	Please enter the OTP sent on Email:	

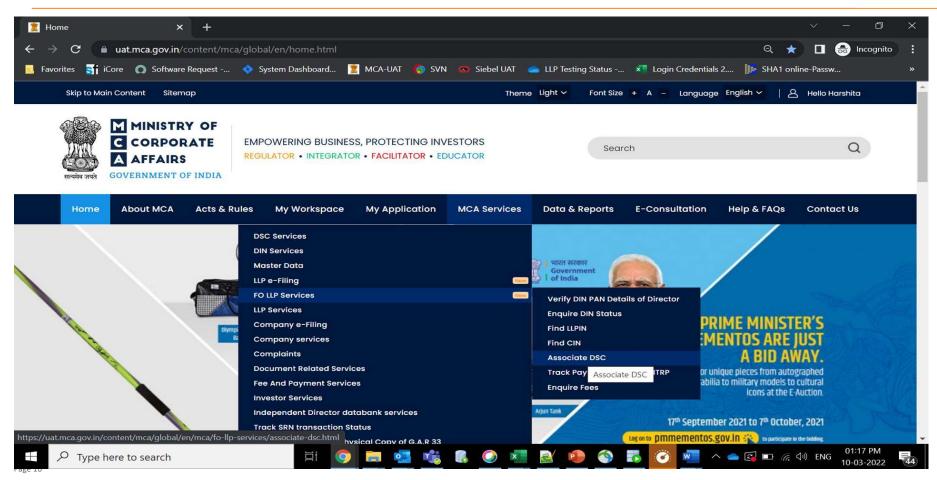
Password Policy a. It should be Alphanumeric,	(00:57)	(00:57)	
b. minimum 6 characters and maximum 1			
c. at least one special character (1 @, #, \$, d. case sensitive i.e. "A" Capital is different	Sui	bmit	
Password Recovery Question —			
Hint Questions *	Hint Answer *		
What is your place of birth? ▼	Kuwait		
Whether you wish to avail SMS alert Fa	cility		



PRESENTATION ON MCA21 V3

-User Registration (Associate DSC)







Associate DSC	
Important Information - *Please ensure you have en	mBridge client running and DSC plugged in your device before proceeding.
1.*To download and Install la	atest DSC web socket installer click here
2.*To download and Install I	latest emBridge client click here
3.*For the New Token Users	: Please update your DSC PIN from the default before proceeding with association.

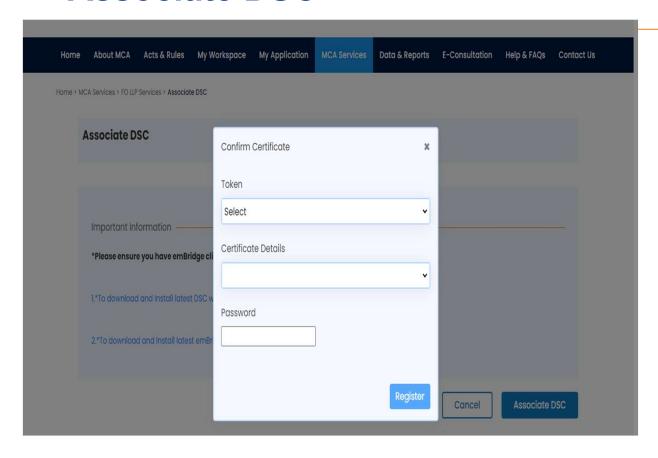
Cancel

- Pre-requisites:
- 1) Download and run emsigner
- 2) Download and run embridge
- **3)** <u>Change PIN</u> of the DSC (for first time association under this service)



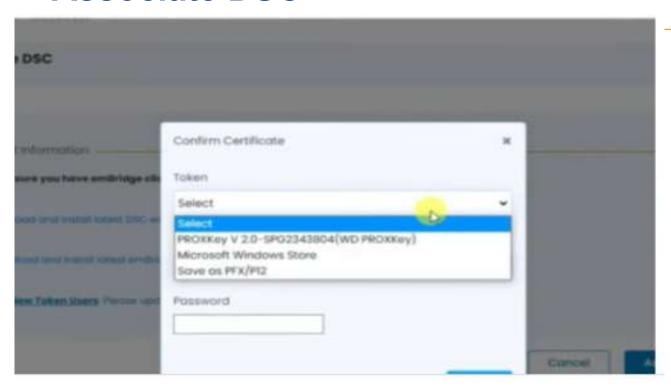






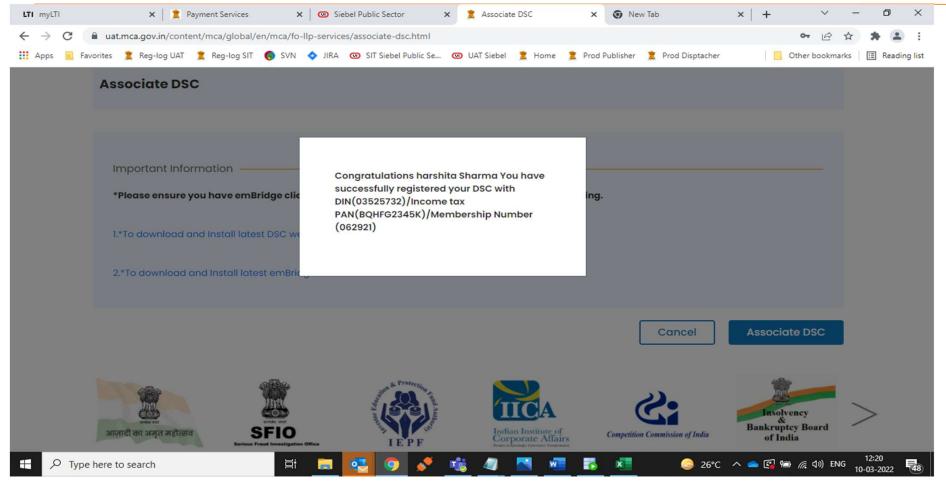
- This pop up will appear when "Associate DSC" is clicked
- First dropdown will contain the DSC token options
- Second dropdown will auto-populate the name of the DSC holder
- In the third field, the user is required to feed the latest PIN/ Password of the DSC





- Please select the Proxy key token appearing as the first option in the dropdown.
- In case there are more than one token keys inserted at one time, please select the required token.
- The name of the person will appear in the second dropdown to see if correct token is selected or not.







PRESENTATION ON MCA21 V3

Company module – 31st August Go-Live

Approach for Company Module – Set 1 forms



Set No.	No. of Forms	% of filing count based on FY 2020-21 filings	Rationale
Set 1	9	34.56%	 Covered all charge forms, deposit forms and DIR-3 KYC[web and E-form]. Less dependency on other forms. Minimum /independent master data updates[example: charge master/DIN master]. Covering 35% of total filings. Less complexity for reverse data sync. Minimum/no rule changes in the relevant rule chapters. All system issues and generic issues at FO and BO are sorted out

- ✓ Allows testing of Company Module with Migrated Data before Big Bang Go Live
- ✓ Volumes are fairly large and hence, will allow us to test the capacity
- ✓ Master Data Updates for Charges, DIN will get tested

Approach for Company Module – Set 1 forms



List	of	forn	ns	COV	ered
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CHG-1

CHG-4

CHG-6

CHG-8

CHG-9

DIR-3 KYC

DIR-3 KYC web

DPT-3

DPT-4

CHG-1 (Application for registration of creation, modification of charge (other than those related to debentures) including particulars of modification of charge by Asset Reconstruction Company in terms of Securitization and Reconstruction of Financial Assets and Enforcement of Securities Interest Act, 2002 (SARFAESI)

Header	Details					
Type of Processing	1. The form shall be processed in STP mode and shall be signed by both the charge holder and					
	the company.					
	2. When the form is processed in Non STP mode, it shall be signed by only the charge holder					
	and a response will be sought from the FO user pursuant to filing of form.					
Due date of filing	30 days of date of Creation/ Modification of Charge					
Enhancements proposed	1. Form has been made web-based.					
	2. 'Particulars of all joint charge holders' Attachment has been removed and information captured in machine readable format.					
	3. System based email and automated reply in case of filing by the charge holder (i.e. form not signed by the company or its representative).					
	4. Signing by IRP/RP/liquidator for companies under liquidation. & Under CIRP					
	5. New charge assets types got added.					
	6. Other miscellaneous enhancements like pre-filling of data, repositioning of fields, declaration changes etc.					

CHG-4 (Particulars for satisfaction of charge thereof)

Header	Details					
Type of Processing	1. The form shall be processed in STP mode and shall be signed by both company and char					
	holder and filed by FO user by T+299th day.					
	2. When the form is processed in Non STP mode, it shall be either not signed by the company					
	and / or Not filed by the FO user by T+299th day.					
Due date of filing	30 days from date of satisfaction of charge					
Enhancements proposed	1. Form has been made web-based					
	2. 'Letter of the charge holder stating that the amount has been satisfied' Attachment has been removed.					
	3. System based email and automated reply in case of filing by the charge holder (i.e. form not signed by the company or its representative).					
	4. Signing by IRP/RP/liquidator for companies under liquidation					
	5. Other miscellaneous enhancements like pre-filling of data, repositioning of fields, declaration changes etc.					

CHG-6 (Notice of appointment or cessation of receiver or manager)

Header	Details				
Type of Processing	This form shall be processed in Non - STP mode.				
Due date of filing	 If form is filed for 'Notice of appointment of receiver or manager' – 30 days from date of appointment. If form is filed for 'Notice of cessation of receiver or manager' – 30 days from date of cessation. 				
Enhancements proposed	 Form has been made web-based. Attachments have been removed and information captured in machine readable format[field no. 9(a) and 9(b). Other miscellaneous enhancements like pre-filling of data, repositioning of fields, declaration changes etc. 				

CHG-8 (Application to Central Government for extension of time for filing particulars of registration of satisfaction of charge OR for rectification of omission or misstatement of any particular in respect of creation/ modification/ satisfaction of charge)

Header	Details					
Type of Processing	This form shall be processed in Non - STP mode.					
Due date of filing	Not applicable					
Enhancements proposed	1. Form has been made web-based.					
	2. Letter of authorisation (in case of Authorised Representative of a foreign company) Attachment has been removed since form can be filed only by Authorised Representative, there is no need to have a letter of authorisation for the same.					
	3. 'Copy of resolution of the Board' Attachment has been removed and declaration is added.					
	4. Optional attachment 'Balance Sheet and Annual Return of financial year' has been removed					
	5. Automatic notification to RoC of form filed to RD and removal of hardship of filing the same manually / through GNL-2 form.					
	6 Function for online payment of cost (if imposed by RD in order made pursuant to CHG-8).					
	7. Signing by IRP/RP/liquidator for companies under liquidation.					
8. Other miscellaneous enhancements like pre-filling of data, repositioning of field changes etc.						

CHG-9 (Application for registration of creation or modification of charge for debentures or rectification of particulars filed in respect of creation or modification of charge for debentures

Header	Details				
Type of Processing	This form shall be processed in Non-STP mode.				
Due date of filing	Not applicable				
Enhancements proposed	1. Form has been made web-based.				
	2. 'Order of the Central Government for Rectification of Charge' attachments has been removed.				
	3. System based email in case of filing by the charge holder (i.e. form not signed by the company or its representative).				
	4. New charge assets types got added.				
	5. Other miscellaneous enhancements like pre-filling of data, repositioning of fields, declaration changes etc.				





Header	Details					
Type of Processing	This form shall be processed in STP mode.					
Due date of filing	30 th September of every year. After that a fee of Rs. 5000/- shall be charged					
Enhancements proposed	1. Form has been made web-based.					
	2. Additional data field added to include jurisdictional police station in the address column.					
	3. Other miscellaneous enhancements like pre-filling of data, repositioning of fields etc.					

DIR-3-KYC (Web) (Verify Director's KYC Details)



Header	Details				
Type of Processing	This form shall be processed in STP mode.				
Due date of filing	30 th September of every year.				
Enhancements proposed	Other miscellaneous enhancements like pre-filling of data, repositioning of fields etc.				

DPT-3 (Return of deposits)



Header	Details				
Type of Processing	1. The form shall be processed in Non-STP mode if purpose of filing the form is as follows-				
	Return of Deposits or Return of deposit and particulars of transactions by a company not considered as deposit				
	2. The form shall be processed in STP mode if purpose of filing the form is as follows-				
	• Onetime Return for disclosure of details of outstanding money or loan received by a company but not considered as deposits in terms of rule 2(1)(c) of the Companies (Acceptance of Deposits) Rules, 2014				
	• Particulars of transactions by a company not considered as deposit as per rule 2(1)(c) of the Companies (Acceptance of Deposit) Rules, 2014.				
Due date of filing	30 th of June				
Enhancements proposed	1. Form has been made web-based.				
21	2. Processing type changed to STP in case the form is filed for either of the purposes — "Particulars of transactions by a company not considered as deposit as per rule 2(1)(c) of the Companies (Acceptance of Deposit) Rules, 2014" or "Onetime Return for disclosure of details of outstanding money or loan received by a company but not considered as deposits."				

Page





Header	Details				
Enhancements proposed	3. Attachments 'Auditor's certificate' and 'Details of liquid assets' have been removed, and a declaration is provided by auditor along with membership number and DSC.				
	4. Attachment 'Copy of instrument creating charge' has been removed and SRN of CHG-1/CHG-9 is provided.				
	5. Additional data fields for capturing ageing of money or loan by a company but not considered as deposits added.				
	6. Additional field pertaining to 'SRN of GNL form' wherein DPT-1 has been filed is included in the form.				
	7. Excel format for the attachment 'List of depositors' has been added.				
	8. Other miscellaneous enhancements like pre-filling of data, repositioning of fields etc.				

DPT-4 (Statement regarding deposits existing on the commencement of the Act)



Header	Details			
Type of Processing	This form shall be processed in STP mode.			
Due date of filing	Three months from 1st April 2014			
	Further, due date extended by 2 months via circular number 27/2014.			
Enhancements proposed	1. Form has been made web-based.			
	2. Form shall be processed in STP mode in v3.			
	3. Other miscellaneous enhancements like pre-filling of data, repositioning of fields etc.			



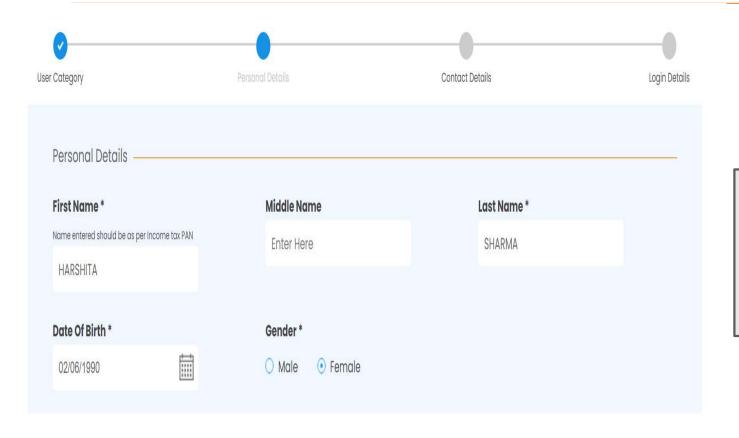
User Registration – Director User



User Registration				
Lines Contention	Personal Details	Contact Details	Login Details	
User Category	reisonai betaiis	Contact Details	Login Details	 PAN is not mandatory for Business Users selecting Director or
User Details				Designated Partner Role
Note: All fields marked in * are to be	mandatorily filled.			
User Category * ①				
O Registered User • Business User	User			
User Role *	Income Tax PAN	DIN/DPIN *		
Director/Designated Partner	▼ Enter Pan no.	Enter Here		
Select User Role Company/LLP				
Director/Designated Partner				
Manager/Secretary/Authorized Rep Officer in default	presentative		Next	
Professional				

User Registration – Director User





- Provide First Name, Middle Name
 & Last Name in CAPITAL LETTERS
- For Director Role, please ensure to provide details as per MCA database



	Address Line 2	
18, AGANAGAR SOCIETY, NAGAR RO	Enter Address Line 2	
Country *	Pincode *	State *
India	₹ 411014	Maharashtra
City *	Area/Locality *	
Pune City	▼ 9 DRD	7
Telephone Number - Residence (including STD code)	Telephone Number - Office (including STD code)	
Enter Here	Enter Here	
Mobile number *	Email ID*	

- The Mobile Number and Email ID of the User will get pre-filled (non-editable) basis the DPIN entered
- The mobile number and email ID will be pre populated from the MCA database for Directors/DP



Login Details —		
Password *	Confirm Password *	

Password Policy		
a. It should be Alphanumeric, b. minimum 6 characters and maximum 15 characters.	ers.	
c. at least one special character (I @, #, \$, %, ^, &, *(, d. case sensitive i.e. "A" Capital is different from "a" (I), ~)	
Password Recovery Question ————		
Hint Questions *	Hint Answer *	
What is your Mother's maiden nan₩	Test	
Whether you wish to avail SMS alert Facility		
⊙ Yes ○ No		
This facility is applicable for:		
a. Updates on filing of forms		
b. Registration alert		
c. Login alerts		
d. Account details related updates		
c. MCA updates		

- Please provide Password and Hint Question and Answer
- Hint Question will be helpful while the User forgets the Password and applies for Password recovery



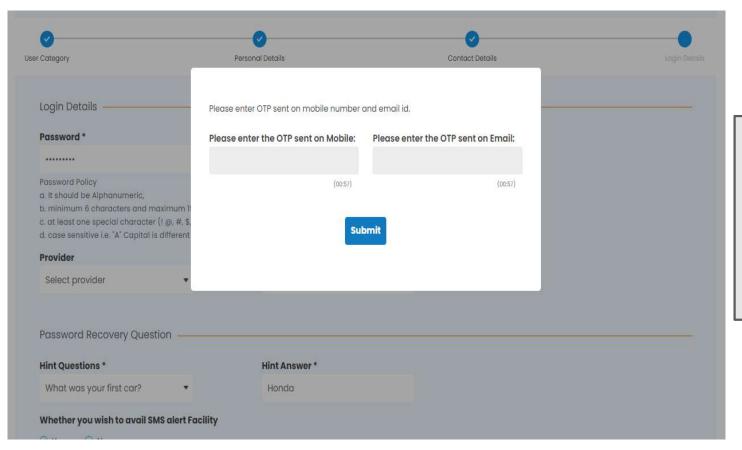
Hint Questions *	Hint Answer *						
Select Hint Question ▼	Enter Here						
Whether you wish to avail SMS alert Facility • Yes • No							
This facility is applicable for: a. Updates on filing of forms b. Registration alert c. Login alerts d. Account details related updates c. MCA updates By clicking on Create My Account, you ac	gree to our Terms and Conditions						

Back

Clear All

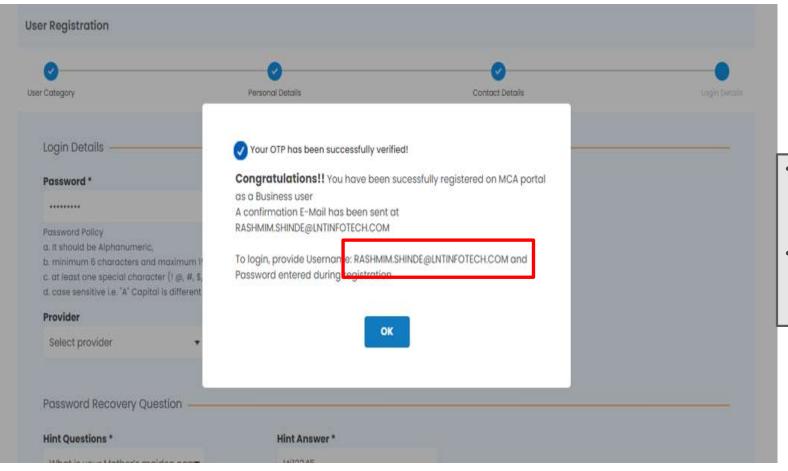
Create My





- The OTP will be sent to the Mobile and Email ID provided by the User in contact details
- TWO separate OTPs will be required to be given for Mobile and Email ID. Both will required to be provided by the User





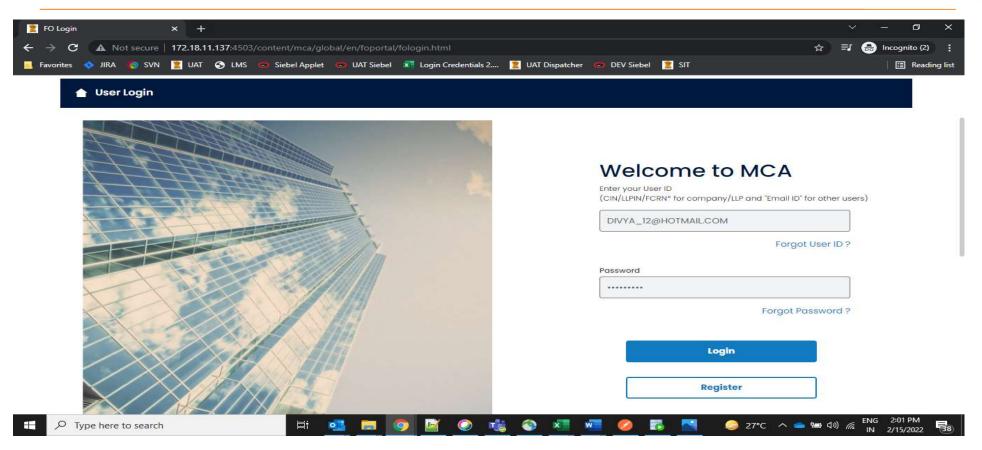
- The Email ID provided by the User in Contact Details becomes the Username for login purpose
- The same will be communicated to the User to through Email and SMS also



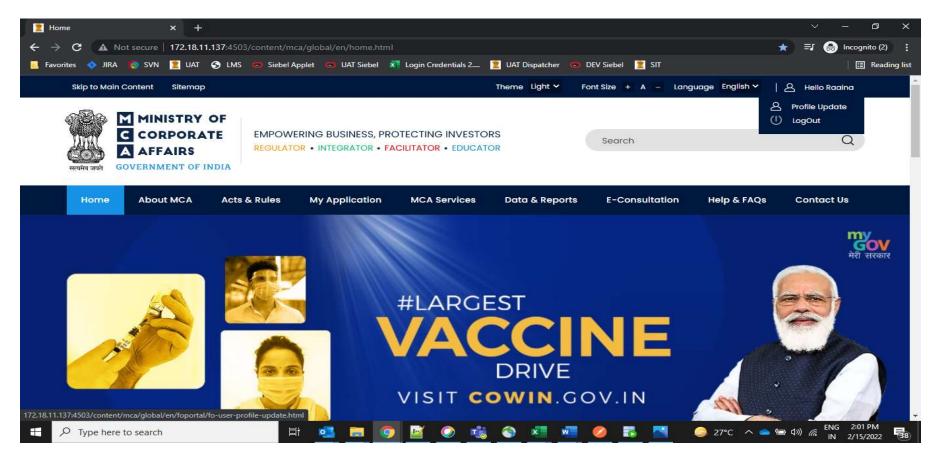
PRESENTATION ON MCA21 V3

-User Registration (Profile Update)











🏿 FO User Pr	rofile Update ×	+		× -	o ×
- → C	▲ Not secure 1	72.18.11.137:4503/content/mca/global/en/foportal/fo-use	er-profile-update.html	☆ 😁 Inco	gnito (2)
Favorites	🔷 JIRA 🌎 SVN 🔋	🔣 UAT 🚱 LMS 🧒 Siebel Applet 🧒 UAT Siebel 🔻 L	.ogin Credentials 2 🙎 UAT Dispatcher 🙍 DEV Siebel 🧵 SIT	0	Reading list
	Raaina Fulwadhya	1		Save	*
	User Details ——			=======================================	
	User Category	Registered user ▼	Save		
	User Role	Select user category Registered user Business user			
	Email ID	DIVYA_12@HOTMAIL.COM	<u>Edit</u>		
	Mobile Number	9833033168	<u>Edit</u>		
	Address Line 1	Mumbai	<u>Edit</u>		
	Address Line 2		Edit		
	Country	India	<u>Edit</u>		
	Pincode	400052	<u>Edit</u>		
	State	Maharashtra			•
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