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ABOUT THIS DOCUMENT

This Instruction Kit is designed as a step-by-step guide to assist the user in filling up the webform. This document provides references to law(s) governing the webform, guidelines to access the application, instructions to fill the webform at field level and important check points while filling up the webform along with other instructions to fill the webform.

User is advised to refer to the respective instruction kit for filing of webform.

This document is divided into following sections:



Part I – Law(s) governing the webform



Part II – Accessing the Form Refund



Part III – Instructions to fill the webform



Part IV – Key points for successful submission

Click on any section link to refer to the particular section.

1 PART I – LAW(S) GOVERNING THE WEBFORM

This section is not applicable.

1.1 Purpose of the webform

Payments are made by service seeker to avail various MCA21 services. In case where service seeker does multiple filing of forms for incorporation or increase in capital/ contribution and makes payment multiple times for the same service then an option has been provided to the user to avail the refund services where payment has been made multiple times for the same service.

Refund form for the forms available in V3 was launched in the month of August 2023. Refund form on V2 portal will continue for availing refund for forms live still in V2.

1.2 Important Check Points while filling up the webform

- ✓ Please read instructions and guidelines carefully before filling online application form.
- ✓ Please attach the required mandatory supporting documents in the specified format only.
- ✓ Please ensure that applicant of the webform is registered at the MCA portal before filing the webform.
- ✓ Please note that the company/ LLP for which the webform is being filed shall be registered with MCA and shall have a valid and approved CIN/FCRN/LLPIN/FLLPIN.
- ✓ Please note that in case of registered users, the filing of form Refund shall be allowed to the same registered user id through which form SPICe was filed by the registered user.
- ✓ Please ensure that the DSC attached in the webform is registered on MCA portal against the DIN/DPIN/PAN/Membership number as provided in the form. This check shall not be applicable in case of filing of form by the applicant.
- ✓ Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC and an approved DIN/DPIN or valid PAN/Membership Number, as applicable.
- ✓ Please note that 'Form Refund' should be filed within T+1095 days (where T is the date of SRN of the transaction in respect of which request for refund is being made).
- ✓ Please note that there shall be deduction in the amount to be refunded based on time period within which 'Form Refund' is filed. Following is the time slab for filing of form refund and the corresponding deduction in refund amount:

S#	Time within which refund application is made	Default value for deduction
1	0-90 days	2.5%
2	91-180 days	5%
3	181- 270 days	7.5%
4	271-365 days	10%
5	>365 days	25%

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1. For the SRNs originated in V2, Time within which refund application is made (days) = 'Date of filing of form Refund' *minus* 'Posting date of the SRN for which refund request is being made'.
2. For the SRNs originated in V3, Time within which refund application is made (days) = Date of filing of the refund form minus Date of launch of the refund form in V3.
 - ✓ *Please note that SRN in respect of which refund request is being made has not been rejected two times for claiming refund.*
 - ✓ *Please note that in case of resubmission, application of 'Form Refund' shall be available in the application history of the user and T+30 days (where T is the date of marking the application as 'Resubmission Required') should not have elapsed.*
 - ✓ *If the space within any of the fields is not sufficient to provide all the information, then additional details can be provided as an optional attachment to the webform.*
 - ✓ *Please check for any alerts that are generated using the "Notifications and alerts" function under the 'My Workspace' page in the FO user dashboard on the MCA website.*

2 PART II – ACCESSING THE FORM REFUND

2.1 Application Process for Form Refund

2.1.1 Initial Submission

2.1.1.1 Option 1

STEP 1: Access MCA homepage

STEP 2: Login to MCA portal with valid credentials¹

STEP 3: Select “MCA services” and further select “Company e-filing”

STEP 4: Navigate to the header “Refund Form”

STEP 5: Access “Application for requesting refund of fees paid (Form Refund)”

STEP 6: Enter CIN/FCRN/LLPIN/FLLPIN/SRN information

STEP 7: Fill up the application

STEP 8: Save the webform as a draft (optional)²

STEP 9: Submit the webform

STEP 10: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

STEP 11: Affix the DSC

STEP 12: Upload the DSC affixed pdf document on MCA portal

STEP 13: Acknowledgement is generated (Refer the below ‘Note 1’ for accessing and uploading G.A.R. 33)

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access Form Refund through search bar on MCA homepage (website search)³

STEP 3: Login to MCA portal with valid credentials

STEP 4: Enter CIN/FCRN/LLPIN/FLLPIN information

STEP 5: Fill up the application

STEP 6: Save the webform as a draft (optional)²

STEP 7: Submit the webform

STEP 8: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

STEP 9: Affix the DSC

STEP 10: Upload the DSC affixed pdf document on MCA portal

STEP 11: Acknowledgement is generated (Refer the below ‘Note 1’ for accessing and uploading G.A.R. 33)

2.1.2 Resubmission

2.1.2.1 Option 1

STEP 1: Access MCA homepage

STEP 2: Login to MCA portal with valid credentials

¹ In case Option 1 is selected, the user will have an option to either login immediately after accessing the MCA homepage, or login after selecting “Application for requesting of refund fees paid” in case the user is not already logged in.

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STEP 3: Access application history through user dashboard

STEP 4: Select Form Refund application with status as 'Resubmission required'

STEP 5: Fill up the application

STEP 6: Save the webform as a draft (optional)⁵

STEP 7: Submit the webform

STEP 8: SRN is updated

STEP 9: Affix the DSC

STEP 10: Upload the DSC affixed PDF document on MCA portal²

STEP 11: Resubmission of webform (In case the user does not complete re-submission of the form and upload the DSC affixed PDF document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 30 days OR till the time this is submitted, whichever is earlier)

STEP 12: Acknowledgement is generated (Refer the below 'Note 1' for accessing and uploading G.A.R. 33)

2.1.2.2 Option 2

STEP 1: Click on the link provided in the notification email sent (received for resubmission)

STEP 2: Login to MCA portal with valid credentials

STEP 3: Fill up the application

STEP 4: Save the webform as a draft (optional)⁵

STEP 5: Submit the webform

STEP 6: SRN is updated

STEP 7: Affix the DSC

STEP 8: Upload the DSC affixed PDF document on MCA portal⁷

STEP 9: Resubmission of webform (In case the user does not complete re-submission of the form and upload the DSC affixed PDF document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 30 days OR till the time this is submitted, whichever is earlier)

STEP 10: Acknowledgement is generated (Refer the below 'Note 1' for accessing and uploading G.A.R. 33)

² For the SRN's that are marked 'Resubmission required', the user is required to update the details in the webform and complete submission including the upload of DSC affixed PDF within 30 days from the date the BO user has sent the SRN back for resubmission.

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Note 1 – Accessing and uploading G.A.R. 33: ‘Form Refund’ shall be scrutinized by the MCA user and if found ‘Eligible for refund’, MCA shall intimate the same. User will be able to access the G.A.R. 33 via application history in the user dashboard on MCA portal. The user is required to download G.A.R. 33, affix the DSC and upload the DSC affixed G.A.R. 33 document on the MCA portal.

3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

3.1 Specific Instructions to fill the Form Refund at Field Level

Instructions to fill Form Refund are tabulated below at field level. Only important fields that require detailed instructions are explained. Self-explanatory fields are not explained.

Field No.	Field Name	Instructions
1	Corporate Identity Number (CIN) or Foreign Company Registration Number (FCRN) or Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN) or SRN	<ol style="list-style-type: none"> Please note that in case the status of company or foreign company or LLP or foreign LLP is ‘Under process of striking off’, ‘Struck off/Defunct’, ‘Liquidated’, ‘Dissolved’, ‘Converted into LLP and Dissolved’, ‘Not available for e-filing’, ‘Dormant’ or ‘Dormant u/s 455’, ‘Active in progress’, then such company or LLP shall not be allowed to file the form. Please note that in case the form is being filed for company or foreign company or LLP or foreign LLP having management dispute then such company or LLP shall not be allowed to file the form. Please note that in case the form is being filed for company or foreign company or LLP or foreign LLP where any form of such company or LLP is pending under management dispute then such company or LLP shall not be allowed to file the form. SRN of form Spice part B, Run Company, Fillip can be entered
4 (a)	Name of payee	This field shall be prefilled and editable based on CIN/FCRN/LLPIN/FLLPIN/SRN entered in field number 1 i.e. “Corporate Identity Number (CIN) or Foreign Company Registration Number (FCRN) or Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN) or SRN
4 (c)	Bank account number	Please enter bank account number details of the payee.
5	Reason for refund	<ul style="list-style-type: none"> Multiple filing of forms for incorporation (Spice Part A, Spice+ Part B, RUN-Company, FilliP and Run-LLP) Multiple filing of forms for increase in Capital/Contribution (SH-7 or eForm 3LLP) Others <p>“others” option is added in V3 form layout. This to be used for reasons in case first two reasons are not applicable.</p>
6 (a)	Service request number (SRN) of the transaction for which request for refund is being made	<ol style="list-style-type: none"> In case of refund request for multiple filing of forms for incorporation then only corresponding SRN of form

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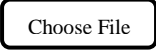




Field No.	Field Name	Instructions
		<p>Spice+ Part B, RUN Company, FiLLiP shall be provided by the user.</p> <p>ii. In case of refund request for multiple filing of forms for increase in capital/ contribution then only corresponding SRN of form SH-7 and LLP Form no. 3 shall be provided by the user.</p> <p>iii. The user shall not be allowed to provide the details of SRN for which refund request is being made is already refunded or pending for processing.</p> <p>iv. Please ensure that the payment against SRN for which refund request is being made has been confirmed in MCA21 system and the payment status is paid.</p> <p>v. Please ensure that SRN in respect of which refund request is being made should not be an approved SRN. However, this will not be applicable in case “others” is chosen as reason for refund field.</p>
6 (b)	Service description	<p>i. These fields shall be prefilled based on the SRN entered in field number 6 (a) i.e. “Service request number (SRN) of the transaction for which request for refund is being made”.</p> <p>ii. Please note that the user shall not be allowed to edit these fields.</p>
6 (c)	Date of filing (SRN) (DD/MM/YYYY)	
6 (d)	Mode of payment	
6 (e)	Date of deposit of payment at bank	
6 (f)	Total amount of fees (in Rs.)	
6 (g)	Status of SRN	
6 (h)	Date of above status	
7 (a)	SRN of the other transaction	
7 (b)	Service description	

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Field No.	Field Name	Instructions
7 (c)	Date of filing (SRN) (DD/MM/YYYY)	<ul style="list-style-type: none"> i. These fields shall be pre-filled based on the SRN entered in field number 7 (a) i.e. “SRN of the other transaction”. ii. Please note that the user shall not be allowed to edit these fields.
7 (d)	Mode of payment	
7 (e)	Total amount of fees (in Rs.)	
7 (f)	Status of SRN	
7 (g)	Date of above status	
	Attachments:	All the attachments shall be either in PDF or .jpg format. The size of each individual attachment can be up to 2MB.
(a)	Scanned copy of cancelled cheque	This is a mandatory attachment.
(b)	Optional attachment(s) - if any	<ul style="list-style-type: none"> i. This field can be used to provide any other information. ii. Please note that the user has an option to upload up to five optional attachments.
	To be digitally signed by	<ul style="list-style-type: none"> i. Select one of the options from the drop-down list – Director/ Managing Director/ Manager/ Company Secretary/ CEO/ CFO/ Authorised representative/ Applicant/ Liquidator/ Designated partner. ii. Authorised representative can be selected only in case where form is being filed for a foreign company or foreign LLP. iii. Liquidator can only be selected in case where form is being filed for the company/ LLP under liquidation. iv. Designated partner can only be selected in case where form is being for LLP. v. Applicant can only be selected in case where SRN of form SPICe has been provided by the user in field number 1 i.e. “Corporate Identity Number (CIN) or Foreign Company Registration Number (FCRN) or Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN) or SRN of SPICe form”. vi. In case the person digitally signing the webform is an applicant – enter the valid and approved DIN/ income tax PAN/ passport number. vii. In case the person digitally signing the webform is a director/ managing director/ designated partner - enter the approved DIN. viii. In case the person digitally signing the webform is a manager or authorised representative or liquidator or CEO or CFO – enter a valid income tax PAN. ix. In case the person digitally signing the webform is a company secretary – enter a valid membership number or income tax PAN.
	Applicant or Managing Director or director or manager or secretary or CEO or CFO of the company (in case of an Indian company) or authorised representative (in case of a foreign company or foreign LLP) or liquidator (in case of under liquidation company/ LLP) or designated partner of LLP	
	Designation	
	DIN/DPIN or Income-tax PAN or passport number of the applicant; or DIN/DPIN of the director or Managing Director or designated partner; or Income-tax PAN of the manager or authorised representative or liquidator; or Membership number, if applicable or income-tax PAN of the secretary or CEO or CFO (secretary of a company who is not a member of ICSI, may quote his/ her income-tax PAN)	

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3.2 Other instructions to fill Form Refund

Buttons	Particulars
	<ul style="list-style-type: none"> i. Click the ‘Choose File’ button to browse and select a document that is required to be attached as a supporting to Form Refund. ii. All the attachments should be uploaded in PDF or .jpg format. The total size of the documents being submitted can be up to 10 MB. iii. The user has an option to attach multiple files as attachments within the form.
	<p>The user has an option to remove files from the attachment section using the “Remove” option provided against each attachment.</p>
	<p>The user has an option to download the attached file(s) using the “Download” option provided against each attachment.</p>
	<ul style="list-style-type: none"> i. Click on Save button for saving the application in a draft form at any given point in time prior to submitting the webform. ii. This is an optional field and the “Save” option will be enabled only after entering the CIN/FCRN/LLPIN/FLLPIN/SRN. iii. On saving the webform, all the information filled in the webform will be saved and can be edited/updated till the time webform is submitted. iv. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.
	<ul style="list-style-type: none"> i. This is a mandatory field. ii. When the user clicks on the submit button the details filled in the webform are auto saved and the system verifies all the webform, incase errors are detected the user will be taken back to webform and all the relevant error messages shall be displayed. iii. In case at the submission of webform no errors are detected by the system the submission will be successful.

4 PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION

4.1 Fee rules

This section is not applicable.

4.2 Processing Type

Form Refund shall be processed in non-STP mode.

4.3 Useful links

1. Link to access Form Refund: <https://www.mca.gov.in/content/mca/global/en/home.html> --> Login--> *MCA Services* – “Company e-filing” – “Refund form”
2. FAQs related to e-filing: <https://www.mca.gov.in/MinistryV2/efiling.html>
3. Payment and Fee related Services: <https://www.mca.gov.in/MinistryV2/paymentservices.html>