

## Important Messages For e-Filing Under MCA21

MCA21 e-Governance Project is in the process of being implemented at different locations. Once operational, all services are available in electronic mode and documents are required to be e-filed. There are certain pre-requisites and general guidelines for all the stakeholders to make this initiative successful. Members are required to make themselves well conversant with the various steps related to e-filing.

### 1. View and Verify the Company Master Data

The Ministry has scanned and digitised the permanent records and Annual Returns / Balance Sheets for the last two years in respect of all active companies. The process of scanning and digitisation of the records of inactive companies (those which have not filed ARs / BSs for a continuous period of three years immediate preceding) is in progress. However, a situation cannot be ruled out where the information captured in request of a company in the database is inaccurate or missing in certain respects.

#### **Message:**

All the companies are requested to view the basic company information by going to "Other Services" and then to "View Company Master Data" for the purpose of verification of basic company information. In case the data provided therein is correct, you may write to the ROC concerned confirming the data as correct. In case the information is not correct / missing in respect of any field, you should take a print out of the sheet and write the correct information against the relevant field, enclose a copy

of the proof evidencing the filing of such information with the ROC and send the same to the ROC by post / courier / in person. The envelope should be super-scribed with "Company Master Data Correction" and send the same to the concerned ROC. This will have to be sent to the ROC by post in manual form primarily because the proof of information in respect of the data found to be incorrect / missing will have to be necessarily supplied to the office of ROC.

This facility for data updation / correction is being carried out as a priority and is time-bound. Hence, all the companies/ professionals assisting the companies may kindly do the needful latest by the 30<sup>th</sup> June, 2006.

### 2. View and Verify Index of Charges

The companies need to file Form 8 in connection with the modification / satisfaction of charges. The Ministry has scanned and digitised all the subsisting charge documents and the index of all such documents is available for viewing without any charge. For this, please go to "Other Services" and then to "View Index of Charges".

#### **Message:**

All the companies / representatives may view the Index of Charges and inform the ROC about the missing document reference along with a copy of the Document vide which the charge was last registered / modified. Also, till such time these documents are captured in the database, the authorised representative of the Company should bring the original document at the Facilitation Centres so as to facilitate generation of a reference ID and successful

completion of the transaction. Please note that any search from an incomplete database may not serve the desired purpose.

### 3. Apply for DIN

The concept of Director Identification Number (DIN) has been introduced under MCA21 e-Governance Programme. All the existing Directors as well as those intending to be Directors in future are required to apply for allotment of DIN for which a process has already been put in place since 30<sup>th</sup> January, 2006. A reference to DIN allotted to a Director is a mandatory field in e-filing in respect of certain filings. As such, all Directors should immediately apply for DIN on-line, save the same and take a print-out of the form after the provisional DIN is generated, affix your photograph on the hardcopy, your signatures on page 2 of the form below the undertaking, attach certified copy of any one of the proofs of identity and address (which contain your parent's name and DOB) and then mail the same to the Central DIN Processing Desk at the given address. The application, after receipt by post, will be processed and action taken on approval / rejection of the DIN allotment request and formally communicated through a letter. Once the DIN is allotted and communicated to the applicant, (s)he is required to inform all the companies, on which (s)he is a Director, about the Director Identification Number allotted to him/her. There is no charge / fee for this service.

### 4. Procure Digital Signature Certificates (DSCs)

Under MCA21 e-Governance Project all the company authorised signatories of the companies / professionals who file documents on behalf of the companies are required to obtain DSCs to enable e-filing. A class-2 Digital Signature Certificate is a mandatory requirement for this purpose. There are seven authorised certi-

fication agencies and you may obtain DSC from any one of them as per your own choice. The details of these Certification Agencies are available on the website of the Ministry. Typically, the DSC would include the cost of the medium (one time cost), the cost of verification towards issuance of DSC and the renewal cost. The Ministry will facilitate e-filing without these DSCs only till 30<sup>th</sup> June, 2006 after which the filings will be accepted only through use of Digital Signatures.

Digital Signatures for Banks / Financial Institutions also

The companies need to file Form 8 in connection with the creation / modification / vacation of charges on the assets of the company. This Form is since required to be authenticated by an authorised representative of the company, the Bank / FI, and professional through Digital Signatures, the Banks and FIs may take necessary action for procurement of Digital Signatures so as to enable e-filing for the purposes of creation / modification / vacation of charge with the ROC. The Ministry will facilitate e-filing without these DSCs only till 30<sup>th</sup> June, 2006 after which the filings will be accepted only through use of Digital Signatures.

### 5. Facilitate e-filing : Bring soft copy of the e-form

Facilitation Centres are being set-up at 53 locations throughout the country to facilitate e-filing. Facilitation Centre is not the data-filing centre. In order to expedite the filing process at the Facilitation Centre, all the stakeholders should bring a soft copy of the form (and attachments wherever possible) along with the hard copy which is manually signed. Avoid disappointment as the facility of data entry in e-forms will no longer be available in the PFOs w.e.f. 1<sup>st</sup> May, 2006 and the e-filing will be facilitated only with the soft copy.

## 6. Electronic mode of payment of statutory fees is faster

The MCA21 system provides for the facility of payment of statutory fees through multiple modes i.e. (i) Off-line payment through a challan generated by the system and payment of fees at the counter of the notified bank branches through DDs / Cash; (ii) on-line payments through Internet Banking and Credit Cards [Master Card / VISA]. In case a stakeholder chooses to pay through the off-

line method (i.e. over the counter in a bank branch), it takes about two to three days time for the bank to intimate the realisation of payment to the MCA21 system and your transaction gets passed on to the back office for processing only after payment is recognised by the banking system. On the other hand, the on-line payment through Internet banking / Credit Card is instantaneous. You may, therefore, opt to pay your statutory fees through the on-line system.

## Certified Filing Centre under MCA 21 e-governance Programme

The Ministry of Company Affairs has introduced the MCA21 e-Governance programme with a view to providing all services relating to ROC offices on-line in e-Governance mode. The process of transition from manual mode of operations of conducting transactions with ROC offices to the electronic mode requires adoption of e-filing practices by various stakeholders in a smooth manner. It has been decided to set up Facilitation Centres / Physical Front Offices at 53 locations throughout the country as a part of the Project to facilitate e-filing by professionals / company representatives. The e-filing services in these Facilitation Centres are made available without any charge.

It has been decided that the facilities for e-filing should be made available with a greater out-reach so as to ensure that the stakeholders do not face any difficulties in this process of transition.

Accordingly, it has been decided to provide an opportunity to the practicing members and firms to create and set-up the required facilities for this purpose. The Certified Filing Centers thus set-up by the Professionals would be over and above the 53 Facilitation Centres set-up by the Ministry under the programme. While the services available from the Facilitation Centres set-up by the Ministry would be without any charge, the services provided by these Certified Filing Centers will entail payment of service charges. This arrangement is formalised through this "Scheme for Certified Filing Centers (CFCs)".

This Scheme has come into force from 20<sup>th</sup> April, 2006 and shall remain valid for a period of 3 years unless renewed and revised further. The details of the Scheme detailing the eligibility criteria, infrastructure requirements, mode of application, Procedure for registration as Certified Filing Centre has been hosted in the website of the Institute i.e., [www.icai.org](http://www.icai.org). The Online application is available on the website. □