

Precautions to Be Taken by Professionals while Filing DPT-3 in MCA21 Registry



Ministry of Corporate Affairs has notified the revised DPT-3 vide the Companies (Acceptance of Deposits) Amendment Rules 2019 dated 22nd January 2019. Many professionals have been raising queries with reference to various fields of the form and their validations. An attempt has been made in this article by the author to clarify the field by field information for ensuring hassle free filing of the form within the applicable due dates. As per rule 16 of the Companies (Acceptance of Deposits) Rules, 2014, every company to which these rules apply, shall on or before the 30th day of June, of every year, file with the Registrar, a return in Form DPT-3 along with the fee as provided in the Companies (Registration Offices and Fees) Rules, 2014 and furnish the information contained therein as on the 31st day of March of that year duly audited by the auditor of the company. Read on...

Companies (Acceptance of Deposits) Rules

It is pertinent to draw attention to the fact that the Companies (Acceptance of Deposits) Rules, 2014 ('principal rules') were published vide notification number G.S.R. 256(E), dated the 31st March, 2014 and were subsequently amended nine times so far:



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- (1) *vide* notification number G.S.R. 386(E), dated the 6th June, 2014;
- (2) *vide* notification number G.S.R. 241(E), dated the 31st March, 2015;
- (3) *vide* notification number G.S.R. 695(E), dated the 15th September, 2015;
- (4) *vide* notification number G.S.R. 639(E), dated the 29th June, 2016;
- (5) *vide* notification number G.S.R. 454(E), dated the 11th May, 2017;
- (6) *vide* notification number G.S.R. 1172(E), dated the 19th September, 2017;

Corporate and Allied Laws

- (7) *vide* notification number G.S.R.612(E), dated 5th July, 2018;
- (8) *vide* notification number G.S.R. 42(E), dated 22nd January, 2019 and
- (9) *vide* notification number G.S.R. 341(E), dated 30th April, 2019

Return of Deposits to be filed with the Registrar

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

¹[Explanation.- It is hereby clarified that Form DPT-3 shall be used for filing return of deposit or particulars of transaction not considered as deposit or both by every company other than Government company.]

Disclosures in the Financial Statement

As per rule ²[16A, (1) Every company, other than a private company, shall disclose in its financial statement, by way of notes, about the money received from the director.

(2) Every private company shall disclose in its financial statement, by way of notes, about the money received from the directors, or relatives of directors.”]

³[(3) Every company other than Government company shall file a one-time return of outstanding receipt of money or loan by a company but not considered as deposits, in terms of clause (c) of sub-rule 1 of rule 2 from the 01st April, 2014 to ⁴[31st March 2019], as specified in Form DPT-3 within ⁵[ninety days from 31st March, 2019] along with fee as provided in the Companies (Registration Offices and Fees) Rules, 2014].

What is the Purpose of Filing the Form (DPT-3)?

The form is filed for the following purposes viz.

- (i) One-time 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;
- (ii) Return of deposit;
- (iii) Particulars of transactions by a company not considered as deposit as per rule 2 (I) (c) of the Companies (Acceptance of Deposit) Rules, 2014;
- (iv) Return of Deposit and Particulars of transactions by a company not considered as deposit.

What are Various Pre-conditions for Filing the Form?

The following pre-conditions are set:

- (i) The company shall be registered with MCA and shall have a valid CIN.
- (ii) Person signing the form shall have a valid & non expired/ revoked DSC.
- (iii) DSC has been registered on MCA portal against the DIN/ PAN/Membership number mentioned in the form.
- (iv) In case DIN mentioned, it shall be an approved DIN. In case PAN/Membership number mentioned, it shall be a valid PAN/Membership number.

Who is Authorised to Sign the Form Digitally?

Any of the following can digitally sign the form:

- (i) Director
- (ii) Manager
- (iii) Company Secretary
- (iv) CEO
- (v) CFO

Whether DPT-3 form filed by companies can be viewed in View Public Document (VPD) facility available at Front Office?

Yes. On payment of the requisite fee for VPD, the form can be viewed at the Front Office.

¹ Inserted by the Companies (Acceptance of Deposits) Amendment Rules, 2019 Dated 22nd January 2019

² Inserted by the Notification Companies (Acceptance of Deposits) Amendments Rules, 2016 Dated 29th June, 2016.

³ Inserted by the Companies (Acceptance of Deposits) Amendment Rules, 2019 Dated 22nd January 2019

^{4&5} Substituted by the Companies (Acceptance of Deposits) Second Amendment Rules, 2019 Dated 30th April 2019

Corporate and Allied Laws

What are Various Pre-Scrutiny Rules while Filing the Form?

They are listed as below:

- (i) System validates document template has not been tampered with and the document has not been changed after being digitally signed.
- (ii) System validates that the DIN is an approved DIN or PAN/Membership number entered is valid.
- (iii) System checks that the affixed DSC is registered against the DIN/PAN/Membership number entered.
- (iv) System verifies that the person who has digitally signed the eForm is associated with the CIN under the selected designation.
- (v) System validates that the dates entered in the form shall not be greater than the date of incorporation.
- (vi) System shall show an informational message as below in case subcategory of the company is other than 'Union Government Company' or 'State Government Company' but 'Yes' is selected in field 5.

<Category selected of the company is government, however the company is not a government company as per records>

- (vii) System validates that the dates entered in the form shall not be greater than the server date.
- (viii) All Pre-scrutiny rules to be checked at the time of form upload.
- (ix) System validates the correct version number of the eForm.
- (x) System validates whether the DSC is valid and has not been revoked/expired.
- (xi) If pre-scrutiny is successful, system calculates service fee and displays itemized details to users.
- (xii) System prompts the user to make payment.

What is the Event Date Fee Payable for the Form?

Purpose	Event Date
(i) One-time 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	Within 90 days from 31 st March 2019. <i>Please note that 90 days period expires on 29th June 2019 and additional fee becomes payable from 30th June 2019.</i>
(ii) 'Return of deposits' or (iii) 'Particulars of transactions by a company not considered as deposit as per rule 2 (I) (c) of the Companies (Acceptance of Deposit) Rules, 2014' Or (iv) 'Return of Deposit and Particulars of transactions by a company not considered as deposit.'	30 th June of every year

The Companies (Registration of offices and Fees) Rules, 2014 contains the details of fee. Accordingly, fee for filing e-Forms or documents in case of company which has a share capital:

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

Fee for filing e-Forms or documents in case of a company with no share capital

Fee applicable
Rupees 200 per document

Corporate and Allied Laws

Additional fee rules

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

Form Processing

The form is processed by the RoC user in Non-STP mode.

Other Points worth Noting while Filing the Form

The form is a dynamic form and fields get populated based on the purpose selected. Fields which are not relevant gets hidden. Field 7 (a) i.e., 'Date of issue of advertisement or circular' shall be enabled only if purpose is 'Return of Deposit' or 'Return of Deposit and Particulars of transactions by a company not considered as deposit' is selected in field no. 3. It

shall be mandatory in case date entered in field 7(b) is on or after 1st April 2014. The date entered shall be less than or equal to system date. Further, this field shall be optional in case of Private Company. Field 7(b) i.e., 'Date of last closing of accounts' shall be enabled only if purpose is 'Return of Deposit' or 'Return of Deposit and Particulars of transactions by a company not considered as deposit' is selected in field no. 3. The date entered shall be less than or equal to system date. Field 7 (c) i.e., 'Date of expiry of validity of advertisement or circular', shall be enabled only if purpose is 'Return of Deposit' or 'Return of Deposit and Particulars of transactions by a company not considered as deposit' is selected in field no. 3. The date entered shall be equal to or greater than the date entered in field 6(a). The field shall be enabled and mandatory in case date entered in field 7(a). This field shall be optional in case of Private Company. Field 6 i.e., 'Objects of the company' is prefilled based on CIN entered. If not pre-filled, it shall be manually entered. In respect of other fields following validations are available and the same may be taken cognizance while filing the form (for more clarity the same is provided in a Tabular form):

Field No.	Sub-field No.	Purpose	Validation
8		Net Worth as per the latest audited balance sheet preceding the date of the return-	
	(a) (i)	Paid up share capital	Zero shall be prefilled in case of a company not having share capital. Zero cannot be entered in case of a company having share capital.
	(a) (ii)	Free reserves	Positive or negative integer can be entered.
	(a) (iii)	Securities Premium Account	Zero value can be entered
	(b) (i)	Accumulated Loss	Zero value can be entered
	(b) (ii)	Balance of deferred revenue expenditure	Zero value can be entered
	(b) (iii)	Accumulated unprovided depreciation	Zero value can be entered
	(b) (iv)	Miscellaneous expense and preliminary expenses	Zero value can be entered

Corporate and Allied Laws

Field No.	Sub-field No.	Purpose	Validation
	(b) (v)	Other intangible assets	Zero value can be entered
	(c)	Net worth (a)-(b)	Shall be auto-filled as [(a)(i) + (a)(ii)+a(iii)] - [(b)(i) + (b)(ii) + (b)(iii) + (b)(iv) + (b)(v)]
	(d)	Maximum limit of deposits (i.e. 35% of the above in case of all companies other than specified IFSC public companies and private companies).	Shall be enabled only if purpose is 'Return of Deposit' or 'Return of Deposit and Particulars of transactions by a company not considered as deposit' is selected in field no. 3.
9	(a)	Total number of deposit holders as on 1 st April	Shall be enabled only if purpose is 'Return of Deposit' or 'Return of Deposit and Particulars of transactions by a company not considered as deposit' is selected in field no. 3. Number entered cannot be negative.
	(b)	Total number of deposit holders at the end of financial year.	Shall be enabled only if purpose is 'Return of Deposit' or 'Return of Deposit and Particulars of transactions by a company not considered as deposit' is selected in field no. 3. Number entered cannot be negative.
10		Particulars of deposits (In Rupees)	Shall be enabled only if purpose is 'Return of Deposit' or 'Return of Deposit and Particulars of transactions by a company not considered as deposit' is selected in field no. 3.
	(a)	Amount of existing deposits as at 1 st April	Zero value can be entered
	(b)	Amount of deposits renewed during the year	Zero value can be entered
	(c)	Amount of deposits accepted during the year	
		(i) Secured Deposits	Zero value can be entered
		(ii) Unsecured Deposits	Zero value can be entered
	(d)	Amount of deposits repaid during the year	Zero value can be entered
	(e)	Balance of deposits outstanding at the end of the year	Shall be less than or equal to [10(a)+10(c)(i)+ 10(c)(ii)-10(d)]. Shall be equal to or greater than [10(b)+10(c)(i)+10(c)(ii)-10(d)].

Corporate and Allied Laws

Field No.	Sub-field No.	Purpose	Validation
11	(a)	Amount of deposits that have matured but not claimed.	Shall be enabled only if purpose is 'Return of Deposit' or 'Return of Deposit and Particulars of transactions by a company not considered as deposit' is selected in field no. 3. Shall be less than or equal to the amount entered in field 10(e).
	(b)	Amount of deposits that have matured and claimed but not paid.	-do-
12		Particulars of liquid assets.	Shall be enabled only if purpose is 'Return of Deposit' or 'Return of Deposit and Particulars of transactions by a company not considered as deposit' is selected in field no. 3.
	(a)	Amount of deposits maturing on or before 31 st March next year.	Shall be enabled only if purpose is 'Return of Deposit' or 'Return of Deposit and Particulars of transactions by a company not considered as deposit' is selected in field no. 3. Shall be less than or equal to the amount entered in field 10(e).
		and following next year	-do-
	(b)	Amount required to be invested in liquid assets	Shall be at least 20% of amount entered in field 'Amount of deposits maturing on or before 31 st March next year'.
	(c)	Details of liquid assets	Shall be enabled only if purpose is 'Return of Deposit' or 'Return of Deposit and Particulars of transactions by a company not considered as deposit' is selected in field no. 3.
13		Particulars of Charge	
	(a)	Date of entering into trust deed	Shall be less than or equal to system date. Shall be mandatory in case anything entered in field 13.
	(b)	Name of the trustee	Shall be mandatory in case anything entered in field 13.
	(c)	Short particulars of the property on which charge is created for securing depositors.	-do-
	(d)	Value of the property	-do-

Corporate and Allied Laws

Field No.	Sub-field No.	Purpose	Validation
14		Total amounts 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 as specified in rule 16(A)(3).	Shall be enabled and mandatory only if purpose is '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.
15		Particulars of receipt of money or loan by a company but not considered as deposits, at the end of financial year, in terms of clause (c) of sub-rule 1 of rule 2 of the Companies (Acceptance of Deposits) Rules, 2014.	Entire field 15 shall be enabled and mandatory only if purpose is 'Particulars of transactions by a company not considered as deposit as per rule 2 (I) (c) of the Companies (Acceptance of Deposit) Rules, 2014' or 'Return of Deposit and Particulars of transactions by a company not considered as deposit' is selected in field no. 3.
	(a) to (s)	<i>For field wise details notified form may please be referred.</i>	Zero values can be entered.
16		Credit rating obtained	
	(a)	From (Name of the agency)	Name of the agency
	(b) to (c)	Rating/Date	Shall be mandatory to enter if name is entered in field 16(a) above.
Attachments	1	Auditor's certificate	Shall be mandatory in case form is filed for 'Return of Deposit' or 'Return of Deposit and Particulars of transactions by a company not considered as deposit'.
	2	Copy of trust deed	Shall be displayed and mandatory in case values entered in field 13.
	3	Copy of instrument creating charge	Shall be displayed and mandatory in case values entered in field 13.
	4	List of depositors	Shall be mandatory if greater than zero entered in field 10(e). Else shall be optional.
	5	Details of liquid assets	Shall be mandatory if greater than zero entered in field 12(c).
	6	Optional attachment, if any.	Attach if any.

Conclusion

The Acceptance of Deposits rules and the notified form DPT-3 as they stand today, require filing of two separate returns, one for 'Onetime Return for disclosure of details' and the other for annual filing of 'Return of deposits' and/

or 'Particulars of transactions'. Author feels that if professionals observe precautions as detailed in the article while filing the form, they would be able to avoid resubmission/rejection of the form by the competent authority. ■