Welcome to

MCA21 V3 Website Training

Index

Scenario

Mr. Varma is a businessman. He meets Chartered Accountant (CA) Aditya. Mr. Varma wants to start a new company and register it with the Registrar of Companies (ROC). Aditya suggests to Mr. Varma that he can use MCA's website to register his company on his own.

Mr. Varma: Really! Can I register my company on MCA's website without anybody's support?

Aditya: Yes Mr. Varma. You can easily use the MCA's website and avail all the services offered by MCA.

Mr. Varma: That sounds great! How can I use MCA's website?

Aditya: From the ways, MCA interacts with business communities, to how businesses and professionals use the website to find products and services, the MCA's website has undergone major changes.

While Aditya explains to Mr. Varma how to use the MCA website, do you know about MCA how it works? Let's check it out.

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Overview

The Ministry of Corporate Affairs (MCA) aims to regulate corporate affairs in India. MCA works to protect investors and stakeholders by offering various crucial services.

MCA is primarily responsible for the administration of the Companies Act 2013, the Companies Act 1956, the Limited Liability Partnership Act, 2008 as well as other allied Acts and rules & regulations to regulate the functioning of the corporate sector under law.

MCA also supervises three professional bodies Institute of Chartered Accountants of India (ICAI), Institute of Company Secretaries of India (ICSI), and the Institute of Cost Accountants of India (ICAI).

MCA's website http://www.mca.gov.in/ serves as a gateway to provide all information, guidance, and services related to corporate affairs. The new website of MCA takes the corporate entities and professionals, and citizens of India one step ahead in the path of the Self-Reliant India mission.

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Objectives

MCA has revamped its existing website with new functions and easy to use layout. The objectives of the website are to:
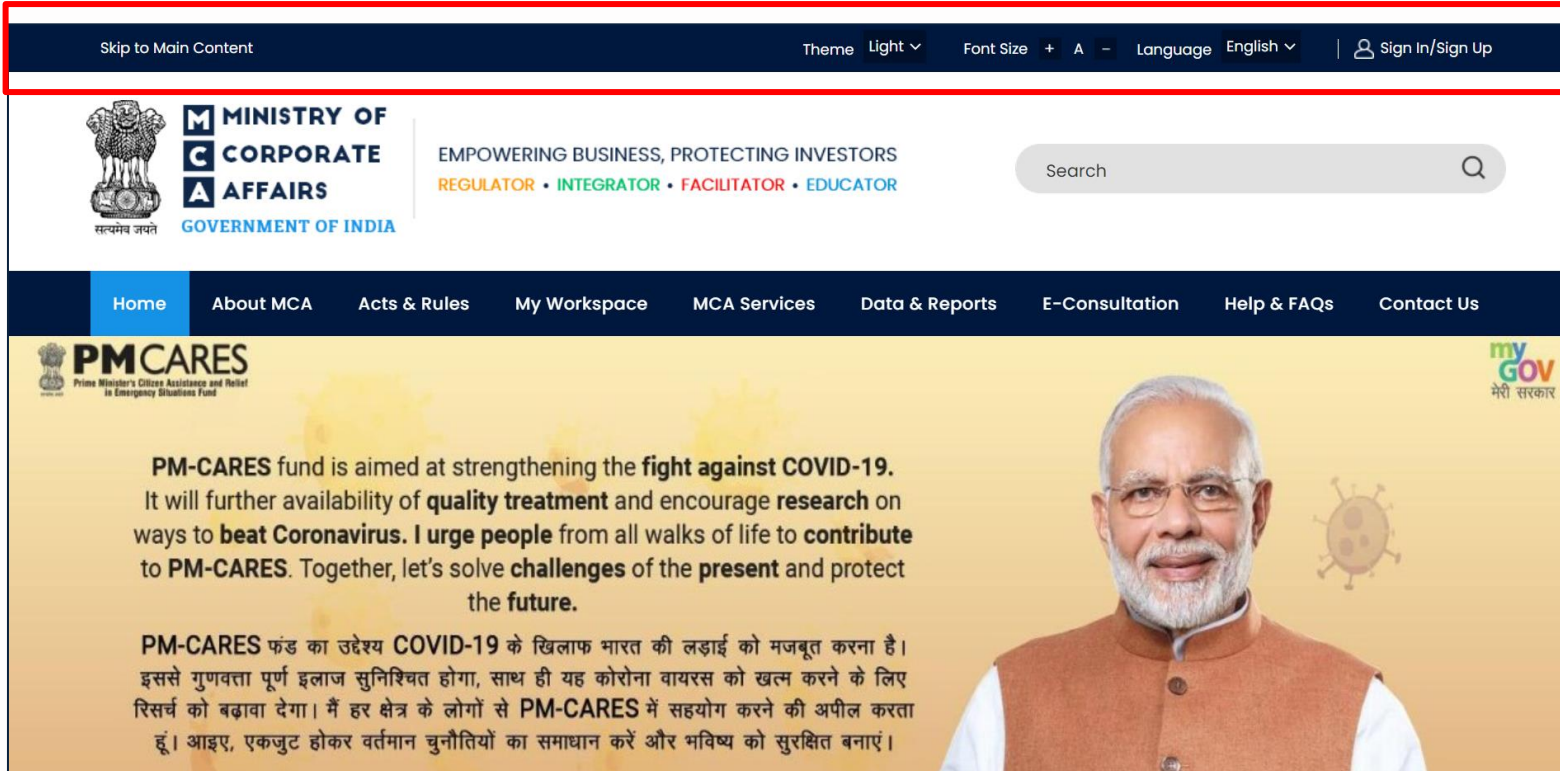
- Enable the business community to register a company and file statutory documents quickly and easily.
- Provide easy access to public documents.
- Provide faster and effective resolution of public grievances.
- Provide registration and verification of charges easily.
- Ensure proactive and effective compliance with relevant laws and corporate governance.
- Enable the MCA employees to deliver best-of-breed services.

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Home Page

Top Navigation Bar

Logo and Search

Menu Navigation Bar

Banner Image

MCA Services Cards

Frequently Used Services

Notification & Tenders

Information Corner

Footer Links

Quick Links

- The home page of the MCA website is a gateway to access all the MCA services.
- It consists of several elements and functions to provide easy navigation and access to various services of MCA.

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Top Navigation Bar

The top navigation bar of the home page provides options to change the visual appearance of the website and sign up or sign in to the website. This navigation bar enables users to change:
- theme,
- font size and
- language of the website

Top Navigation Bar
Theme

Theme Light ˅
Light
Dark

Font Size + A −   Language English ˅ | 👤 Sign In/Sign Up
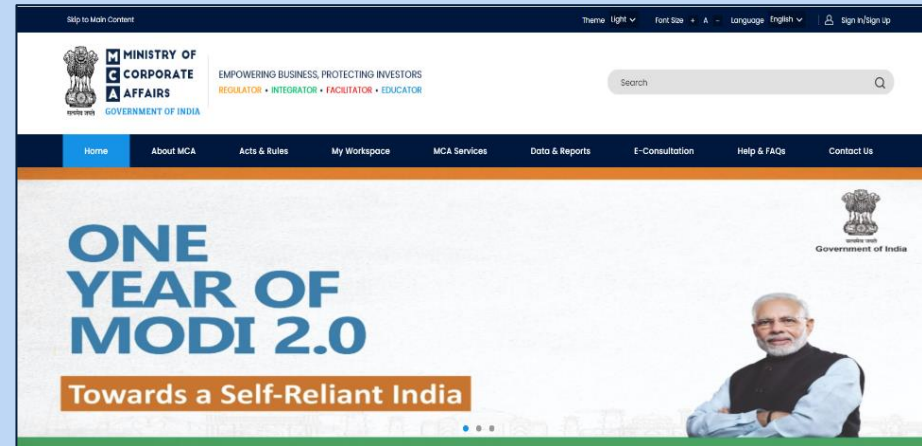
- The Theme on the top blue bar provides two options under the drop-down list.
- Two available themes are:
  - o   Dark
  - o   Light
- The default theme of the website is light.

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Top Navigation Bar

Theme

|	
Light Theme: Light theme refers to the dark-font text on a light background.	
Dark Theme: Dark theme produces less white light thus causes less eye strain. In people with normal vision (or corrected-to-normal vision), visual performance tends to be better with the light mode, whereas some people with cataracts and related disorders may perform better with dark mode.	

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Let's Solve
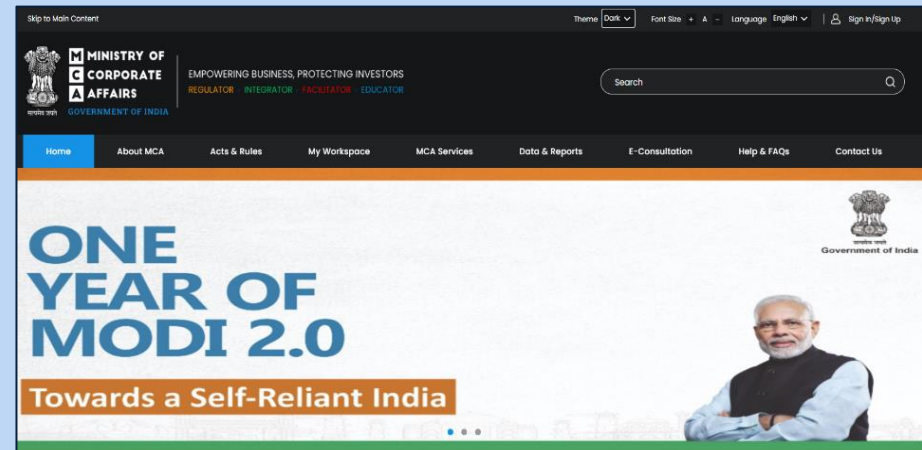
Top Navigation Bar
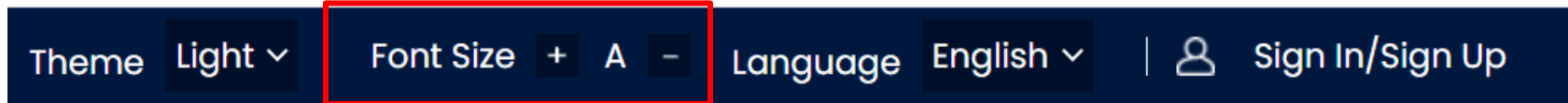
Font Size

- The top navigation bar contains a Font Size tab to change the font size of the website.
- The Font Size tab contains two options to increase or decrease the text size of the website.
- The '+' button zooms in the text and displays the text larger whereas the '−' button zooms out and displays the text smaller.
- This feature of the website makes the text legible and enables users to read the text comfortably.

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Top Navigation Bar

Font Size
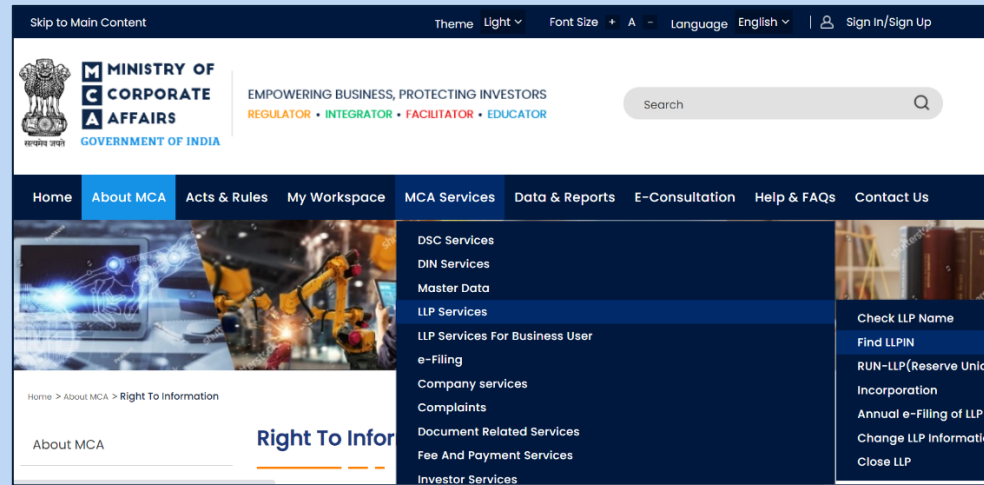
'+' button: Zooms in the text and displays the text larger.	
'-' button: Zooms out the text and displays the text smaller.	

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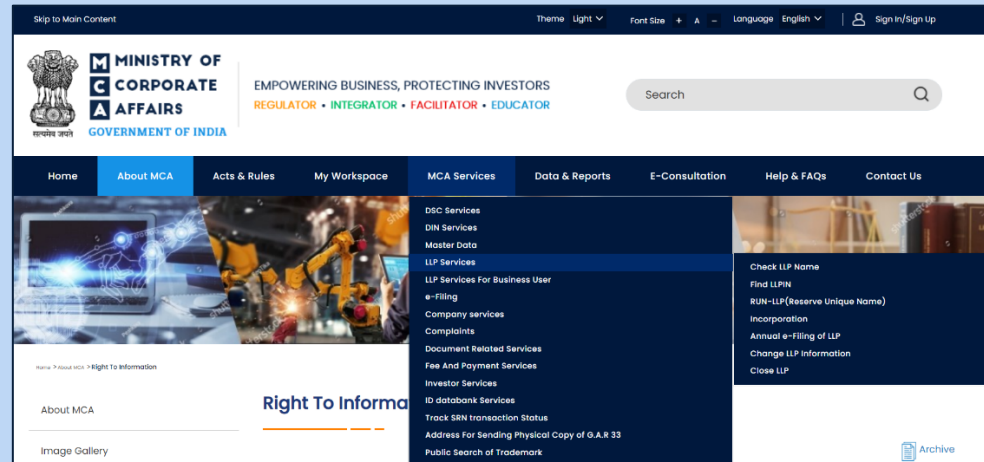
Top Navigation Bar

Language
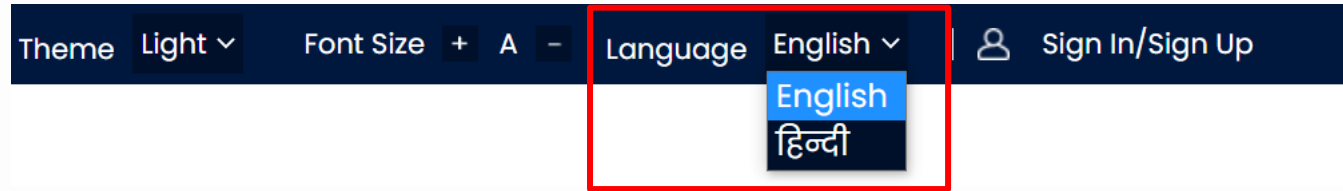
- The top navigation bar contains a Language tab to change the language of the website.
- This option translates the text of the website to help the users to understand and access the website in the selected language.
- This tab contains two language options:
  - o English
  - o Hindi
- The default language of the website is English.

Top Navigation Bar

Sign In/Sign Up
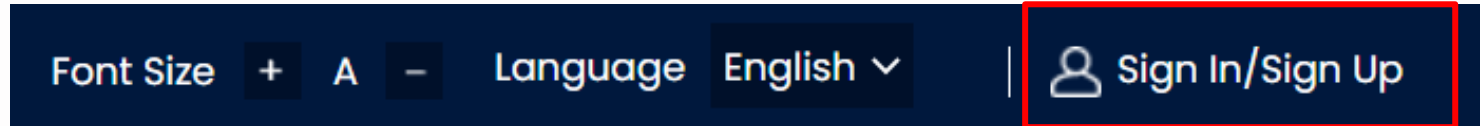
- The top navigation bar contains a Sign In/Sign Up tab for user's registration and login to the website.
- Once a user logs in to the MCA website, they can access MCA services such as uploading E-Forms, make payments, and annual E-Filing using My Workspace.

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Logo

- The MCA logo is bold, bright, and self-explanatory with an expanded form of the MCA acronym.
- The logo is linked with the home page of MCA's portal.
- Once a user clicks on the MCA logo, it takes them to the home page of MCA's portal.

Menu Navigation Bar

Home	About MCA	Acts & Rules	My Workspace	MCA Services	Data & Reports	Help & FAQs	Contact Us

The menu navigation bar is located below the logo and search bar.

The menu navigation bar contains most of the functions of the MCA's website.

The selected menu of the menu navigation bar is highlighted with a bright colour to make it look different from others.

This feature of the menu navigation bar helps users to find which menu option is selected.

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Menu Navigation Bar

About MCA

Home	About MCA	Acts & Rules	My Workspace	MCA Services	Data & Reports	Help & FAQs	Contact Us

- The About MCA menu contains information about the main functions of MCA and other details about ministry.

- A user can access:

MCA's Vision Document

Unified Manual

Citizens Charter

Image & Video Gallery

Right to Information

Newsletters

Achievements

Location Details of MCA

Affiliated Offices

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Menu Navigation Bar

Acts & Rules

- The Acts & Rules menu contains a list of Acts, Rules, Notifications and circular, etc., such as

Companies Act
Limited Liability Partnership Act, 2008
Insolvency and Bankruptcy Code, 2016
Competition Act, 2002, Partnership Act, 1932
Chartered Accountants Act, 1949
Cost and Works Accountants Act
Company Secretaries Act, 1980
Societies Registration Act, 1860
Companies (Donation to National Fund) Act, 1951
Accounting Standards and Other Circulars

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Menu Navigation Bar

My Workspace

| Home | About MCA | Acts & Rules | My Workspace | MCA Services | Data & Reports | Help & FAQs | Contact Us |

The My Workspace menu allows the users to access notices, circulars, upload E-Forms, annual E-Filing, and make payments.

The user needs to first register/signup by entering their details in the registration form and then login using their credentials.

My Workspace can be accessed by:
- Directors
- Certified professionals
- Company representatives
- Bank nodal
- External agencies
- Bank officials
- Registered users

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Menu Navigation Bar

MCA Services

Home	About MCA	Acts & Rules	My Workspace	MCA Services	Data & Reports	Help & FAQs	Contact Us

- The MCA Services menu contains various services offered by MCA such as

Digital Signature Certificate (DSC)

Director Identification Number (DIN)

Master Data

LLP Services

E-filing

Company Services

Complaint

Document-Related Services

Fee and payment services

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Menu Navigation Bar

Data & Reports

Home	About MCA	Acts & Rules	My Workspace	MCA Services	Data & Reports	Help & FAQs	Contact Us

- The Data & Reports menu provides access to various MCA data and reports.
- A user can also access company/LLP information and company statistics.

Annual Reports

Nidhi Companies Reports

Monthly Information Bulletin

Monthly Information Bulletin

Research paper series

Menu Navigation Bar

Help & FAQs

Home	About MCA	Acts & Rules	My Workspace	MCA Services	Data & Reports	Help & FAQs	Contact Us

Home > Help & FAQS > E-Filing > **E-Filing**

FAQs On E-Filing   All About e-Filing

To view the step-by-step instructions on using the MCA services, refer the Help on using the MCA Portal

Help on using the MCA Portal

Video Based Tutorial - CBT

Viewing various File formats

System Requirements

XBRL

User Registration

e-Filing
- e-Filing
- Prerequisite Software for e-Filing
- Annual e-Filing
- Linked e-Filing

DSC
- Digital Signature Certificate
- Associate DSC
- DSC System Requirement

Cancel SRN due to Unsuccessful Payment

1 How can I apply for a Company Name?

2 Can I apply for a company name online?

3 What is the validity period of the Name approved?

4 What is the minimum number of directors required to form a company?

5 What is the minimum number of subscribers required for registration of a company?

6 What is the minimum Paid-up Capital at the time of registration of a company?

7 What should I do, if I fail to make payment of challan of SPICe (INC-32) before expiry date?

8 What should I do, if I fail to make payment of challan of Form SH-7 before expiry date?

9 What are the documents to be filed with RoC every year?

The Help & FAQs menu provides online help, frequently asked questions, and step-by-step instructions on using the MCA website/portal.

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Menu Navigation Bar

Contact Us

| Home | About MCA | Acts & Rules | My Workspace | MCA Services | Data & Reports | Help & FAQs | Contact Us |

- The Contact Us menu facilitates the users to contact the MCA offices.
- This menu also provides the facility to view profiles of the Ministers and officials of MCA. Users can also view the contact addresses of MCA on Google Maps.

- Minister of Corporate Affairs
- Minister of State for Corporate Affairs
- List of Officials at Head Quarters
- DGCOA Officers
- Regional Directors
- Registrar of Companies
- Official Liquidators
- Cost Audit Branch (CAB)
- Nodal Officers
- Liaison Office for SC/ST/OBC

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Banner

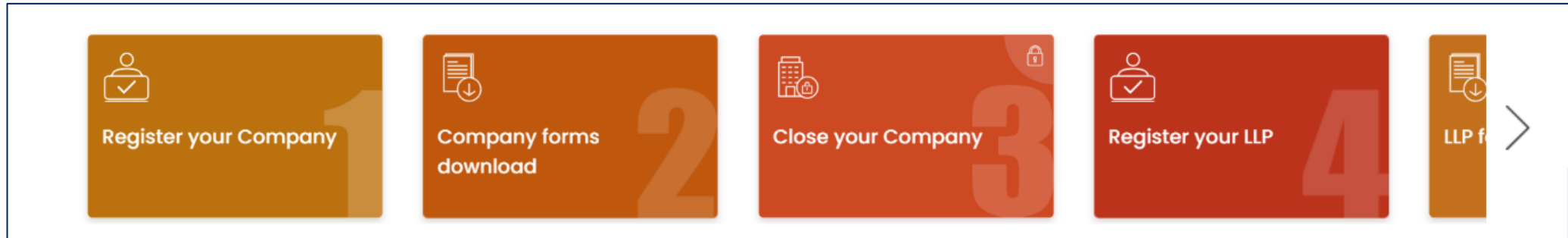

The banner is located below the menu navigation bar.
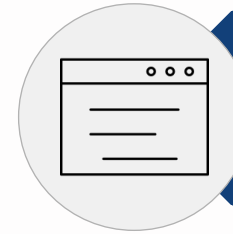
The banner of the website is in the slider format. Three banner images display one by one in a regular time interval.

The banner displays the information related to the ministry.

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MCA Services Cards

This section contains the MCA services cards placed in a horizontal scroll panel below the banner area.

These cards provide access to various MCA services related to the full life cycle of the company/LLP from start to closure.

The users can access the MCA services cards to register company, download company forms, close company, register LLP, download forms for LLP and close LLP, etc.
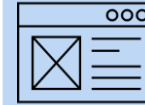
Important Messages Band

While filing forms SPICe - eMoA & eAoA, Only declaration by first subscriber(s) and director(s) in INC-9 is mandatory and affidavit is NOT req

The Important Messages Band is a horizontal scroll band with the latest updates moving from right to left.

The urgent notifications, news, messages, or updates of MCA are listed in this band.

The text on this band keeps moving from right to left.

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Frequently Used Services

- The frequently used services section contains information cards to access the services that are accessed more often by the users.
- This section contains options to access the MCA's those services that a user needs to access frequently.

Notification & Updates

- The Notifications & Updates section provides information and documents related to the latest news, notices, reports, and circulars.
- This section contains various tabs to access specific notifications and updates, such as What's New, Latest News, Videos, Notices & Circulars, Recent Reports, Quotations & Tenders, and Press.
- The content of each tab under the Notifications & Updates section can be filtered using sectional search and the date of the updates.

Information Corner

Information Corner

Ease of doing business	Employee Corner	Annual Reports	Parliament Questions and Assurances
READ MORE	READ MORE	READ MORE	READ MORE
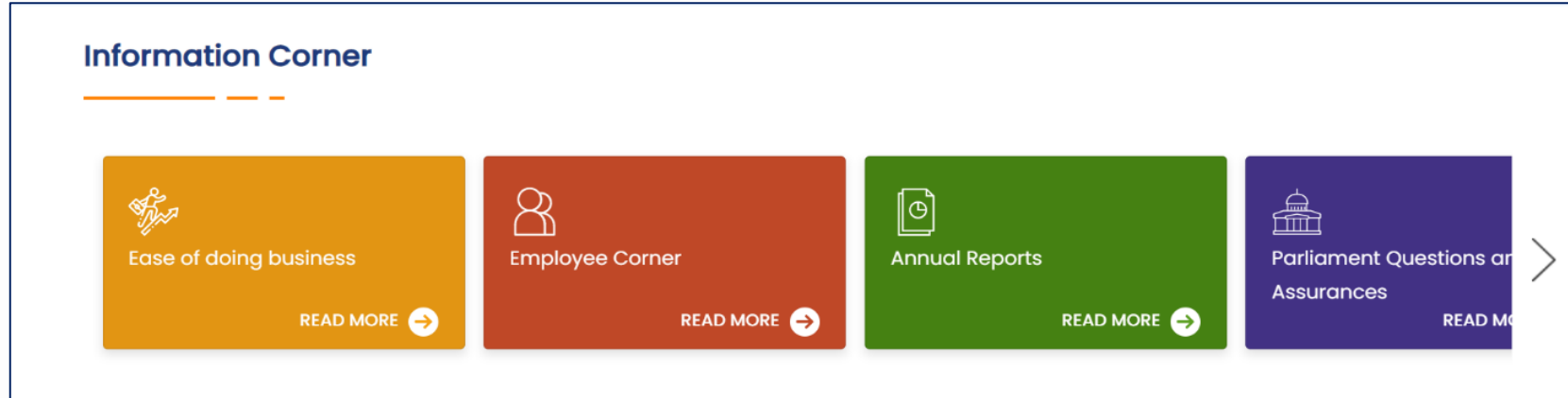
The Information Corner section provides important information related to ease of doing business, annual property return, new recruitments, internships, etc.

This section also provides information about company deposits, parliament questions & assurance, mediation & conciliation panel.

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Footer Links

- The Footer Links are placed at the bottom of the website in the form of icons.
- The icons on the Footer Links section represent the links of MCA's affiliated institutions, commissions, and boards.

Summary

1. MCA's website http://www.mca.gov.in/ serves as a gateway to provide all information, guidance, and services related to corporate affairs.

2. The main objective of the website is to enable the business community to register a company and file statutory documents quickly and easily.

3. The top navigation bar of the home page provides options to change the visual appearance of the website and sign up or sign in to the website.

4. The menu navigation bar contains most of the functions of the MCA's website.

5. The My Workspace menu allows the users to access notices, circulars, upload E-Forms, annual E-Filing, and make payments.

6. The Notifications & Updates section provides information and documents related to the latest news, notices, reports, and circulars.

Thank You