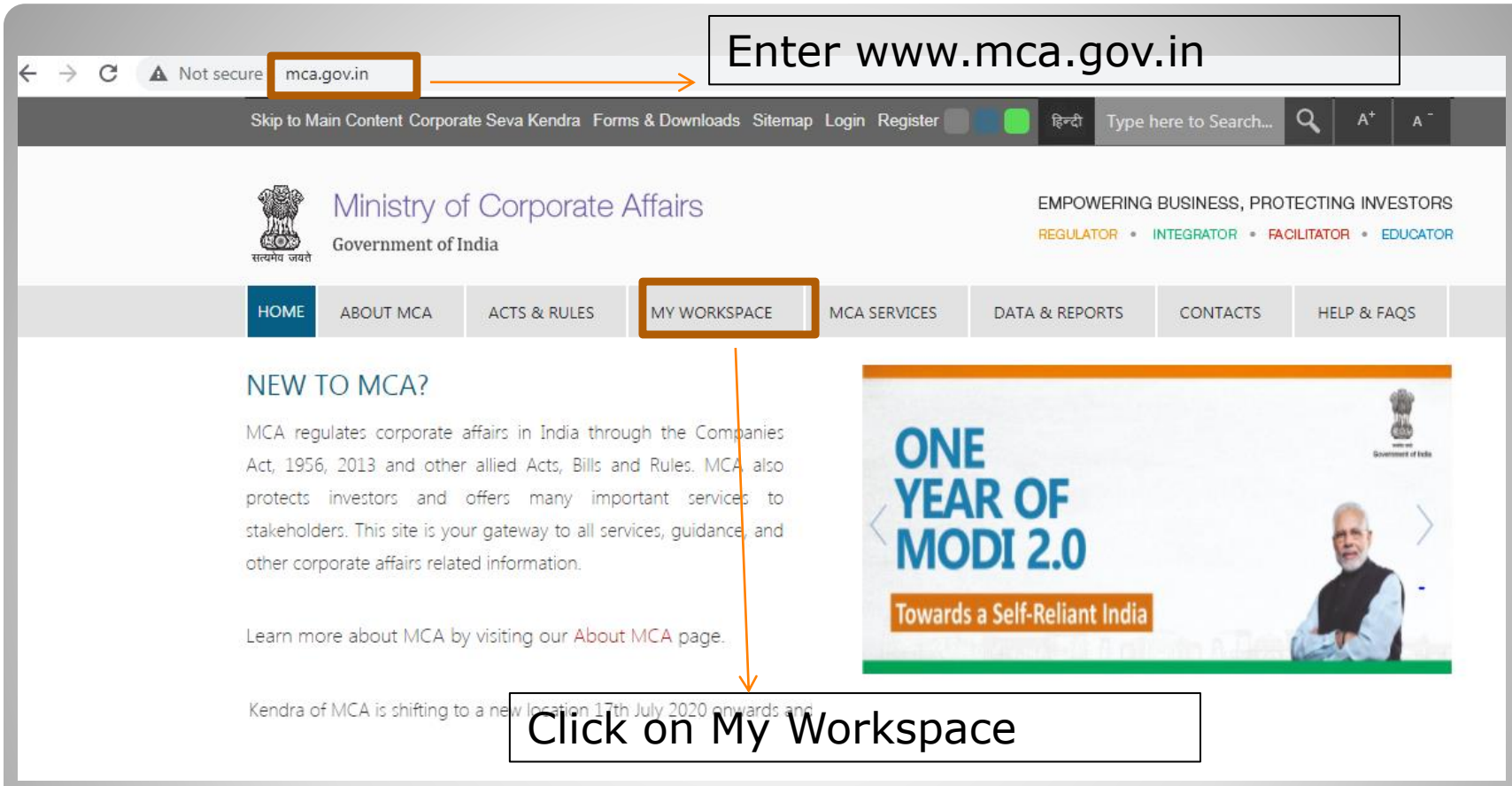
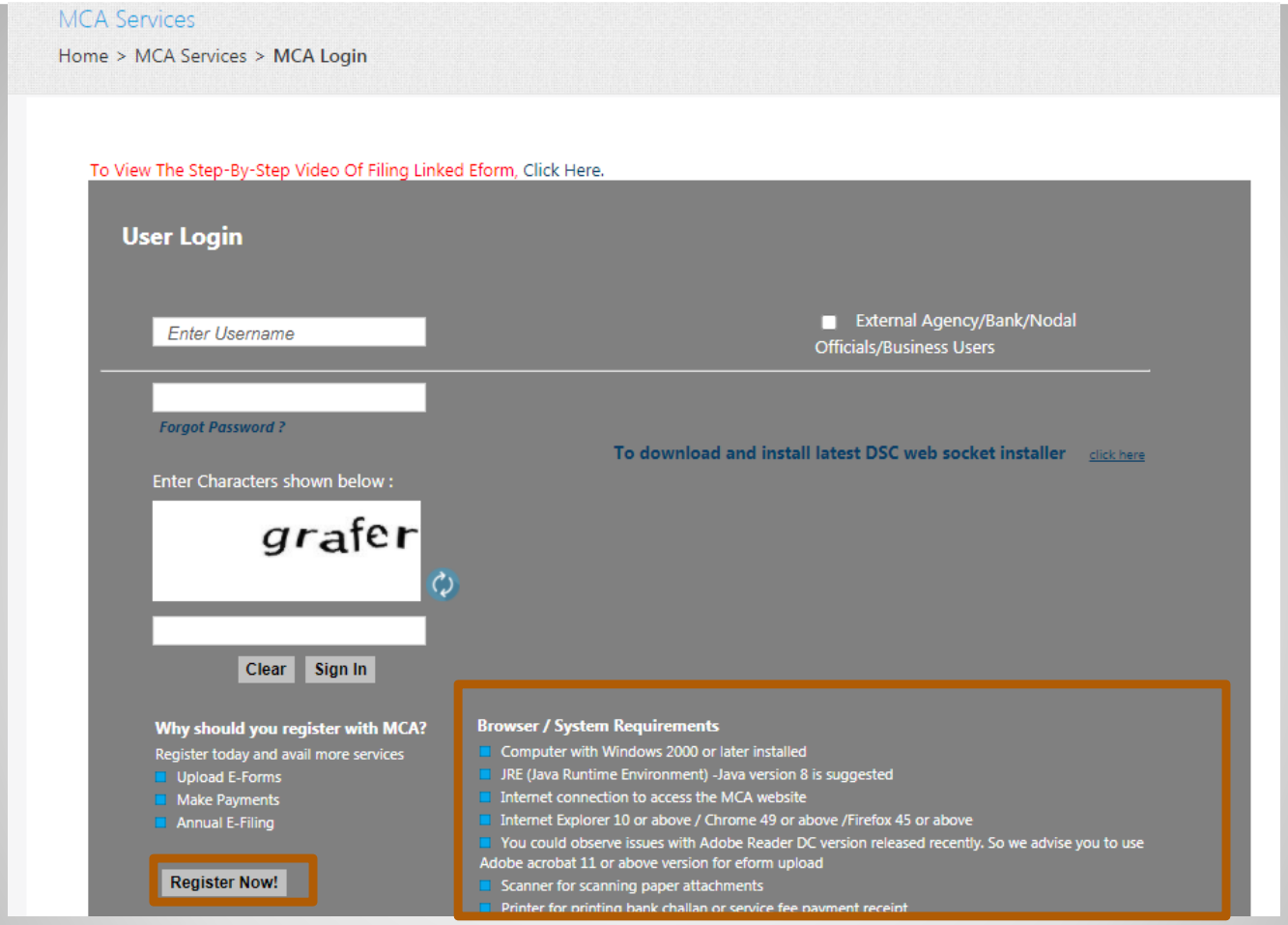
Ministry of Corporate Affairs (MCA) Procedures & Forms

By CS Parameshwar G. Bhat
Bcom, LLB, ML, MBA, FCS

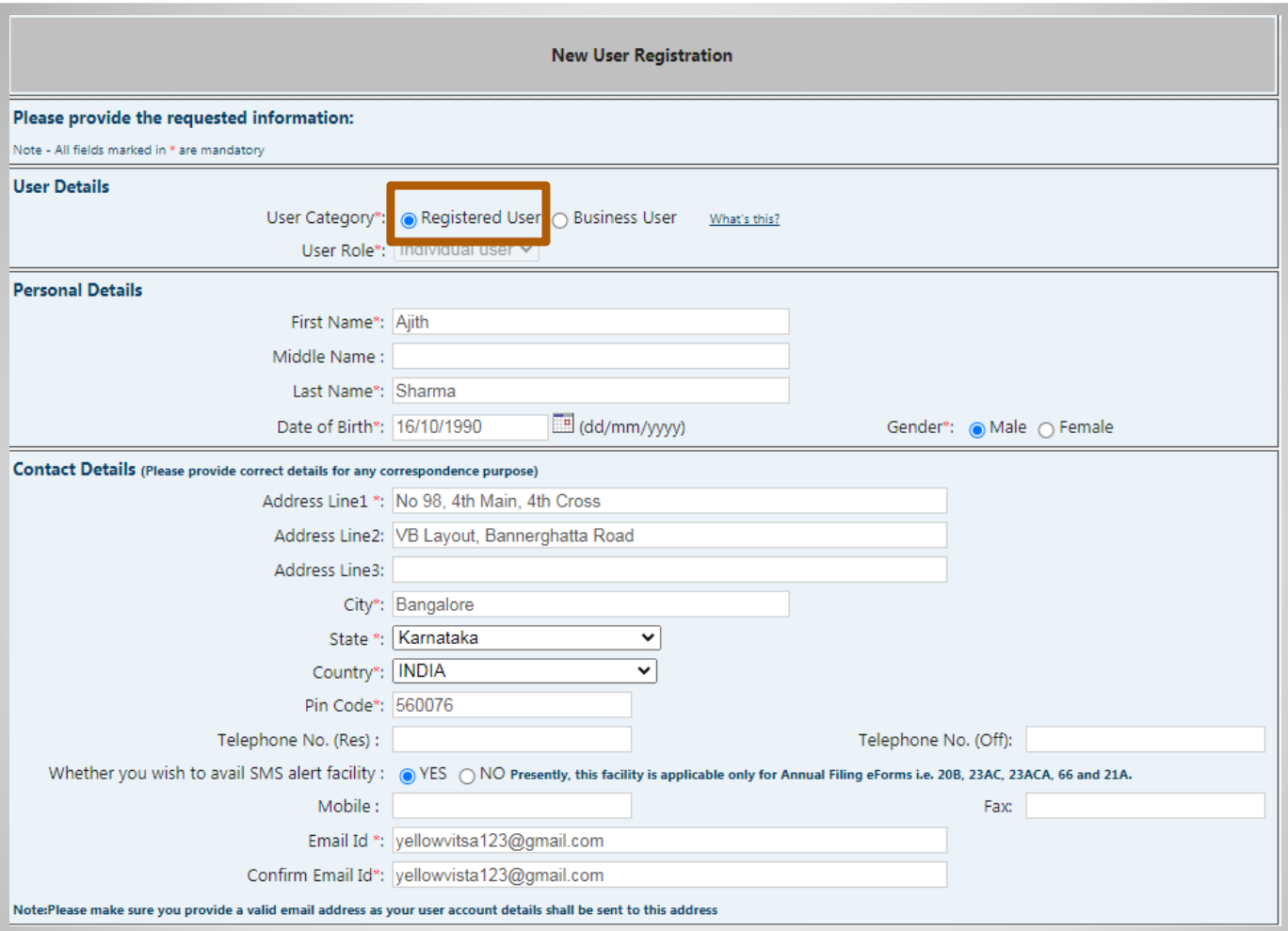
LOGIN CREATION ON MCA WEBSITE



Enter MCA Website and Click On “My Workspace”



Ensure System Requirements and Click on "Register Now!"



New User Registration

Please provide the requested information:

Note - All fields marked in * are mandatory

User Details

User Category*: (•) Registered User ( ) Business User What's this?

User Role*: Individual user

Personal Details

First Name*: Ajith

Middle Name :

Last Name*: Sharma

Date of Birth*: 16/10/1990 (dd/mm/yyyy) Gender*: (•) Male ( ) Female

Contact Details (Please provide correct details for any correspondence purpose)

Address Line1 *: No 98, 4th Main, 4th Cross

Address Line2: VB Layout, Bannerghatta Road

Address Line3:

City*: Bangalore

State *: Karnataka

Country*: INDIA

Pin Code*: 560076

Telephone No. (Res) : Telephone No. (Off):

Whether you wish to avail SMS alert facility : (•) YES ( ) NO Presently, this facility is applicable only for Annual Filing eForms i.e. 20B, 23AC, 23ACA, 66 and 21A.

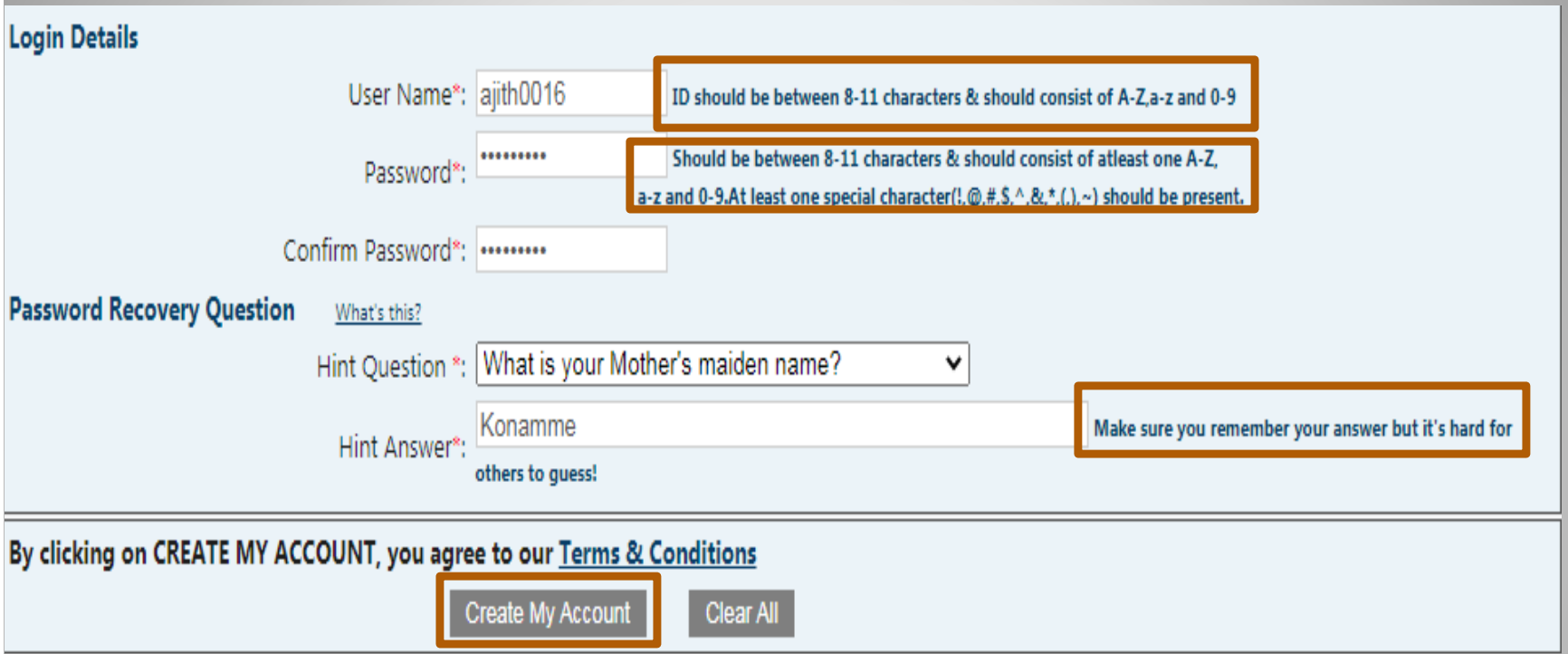
Mobile : Fax:

Email Id *: yellowvitsa123@gmail.com

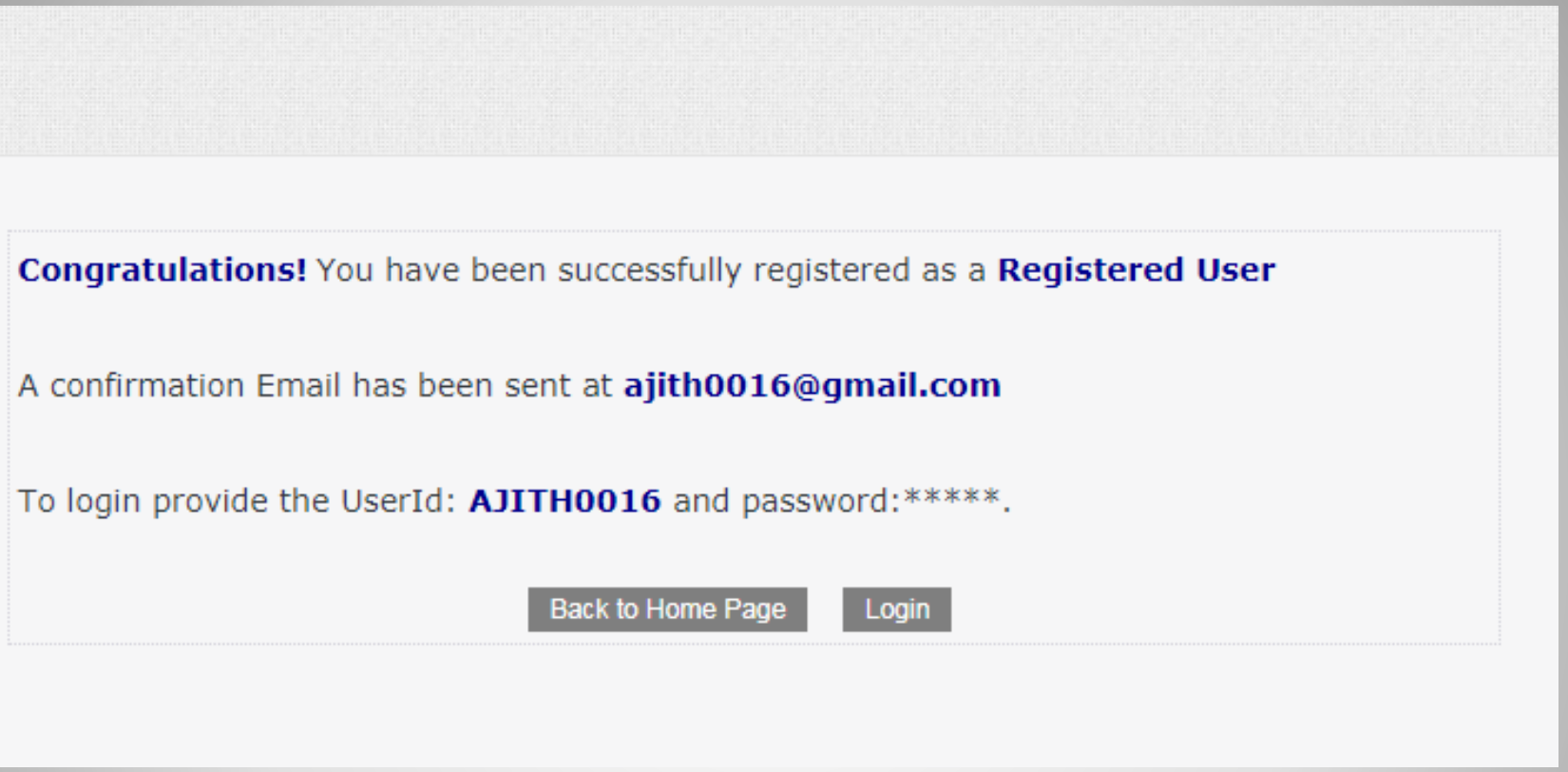
Confirm Email Id*: yellowvista123@gmail.com

Note:Please make sure you provide a valid email address as your user account details shall be sent to this address

Click on Registered User and Enter the Mandatory Details

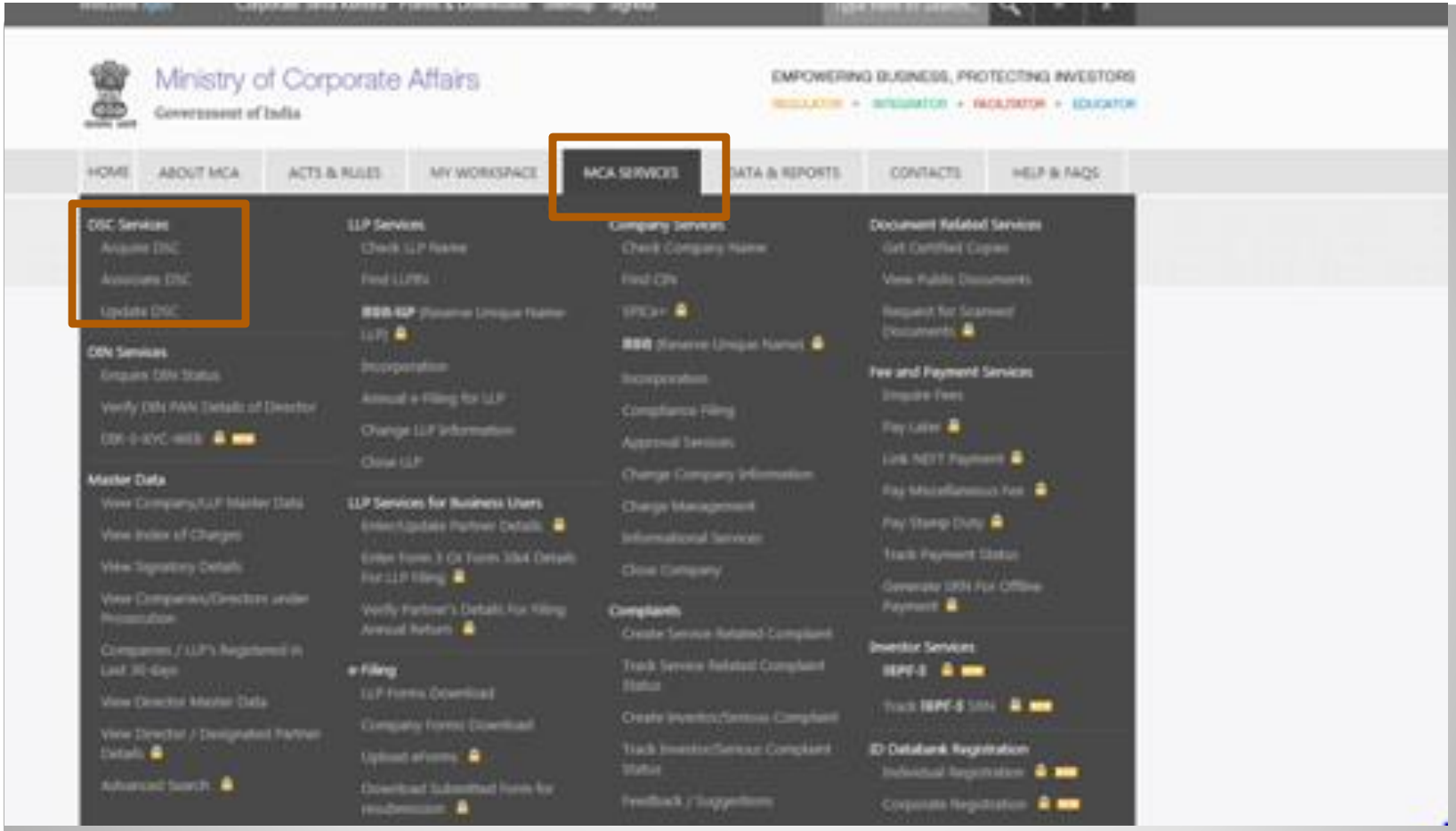


Create your new User Name
Create your new Password
Follow instructions while setting user name and Password
Choose a hint question for password recovery
A Confirmation Email will be received in your registered Email ID

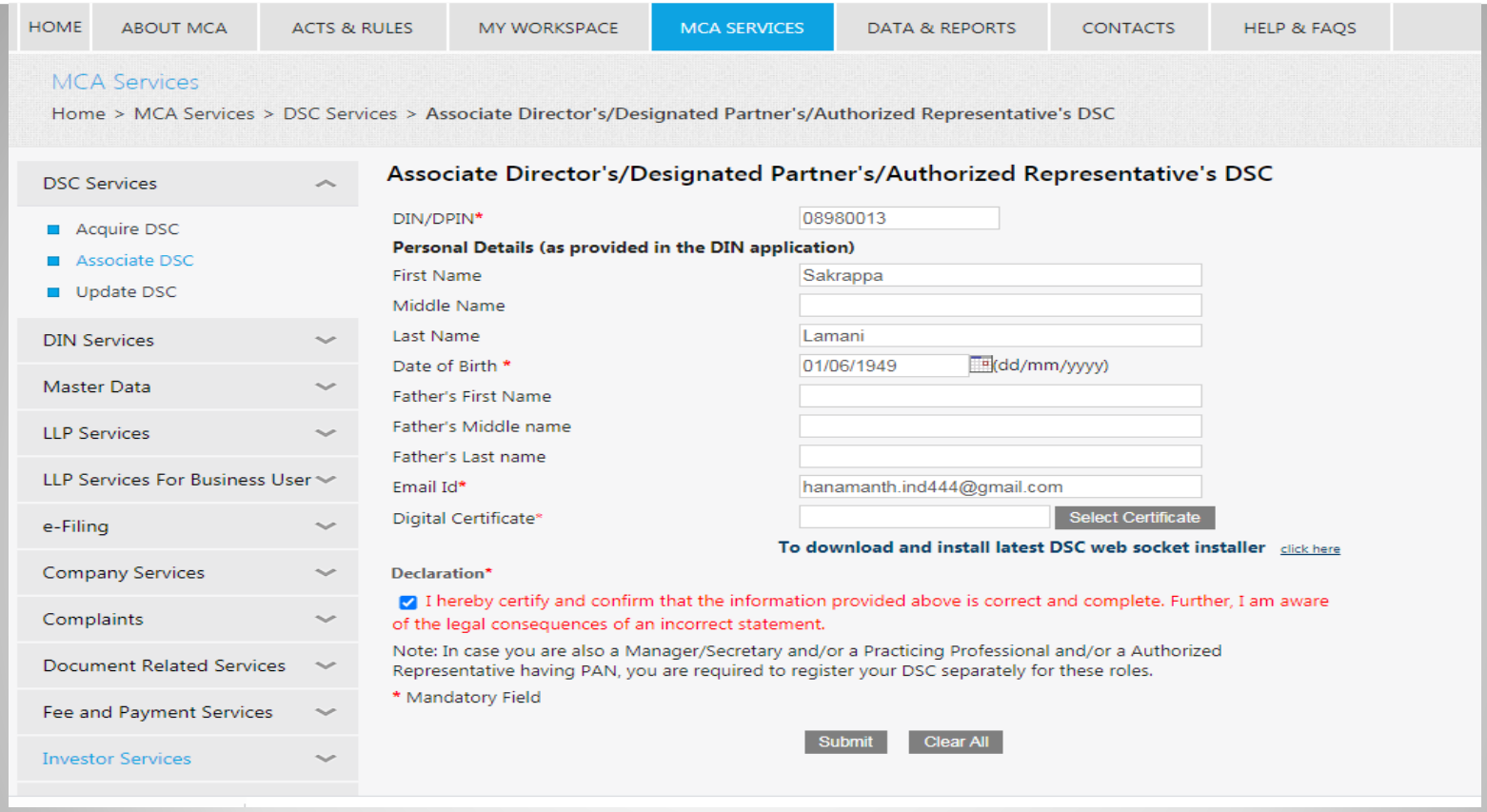


After Successful Completion Login ID will be created

DIGITAL SIGNATURE ROLE CHECK

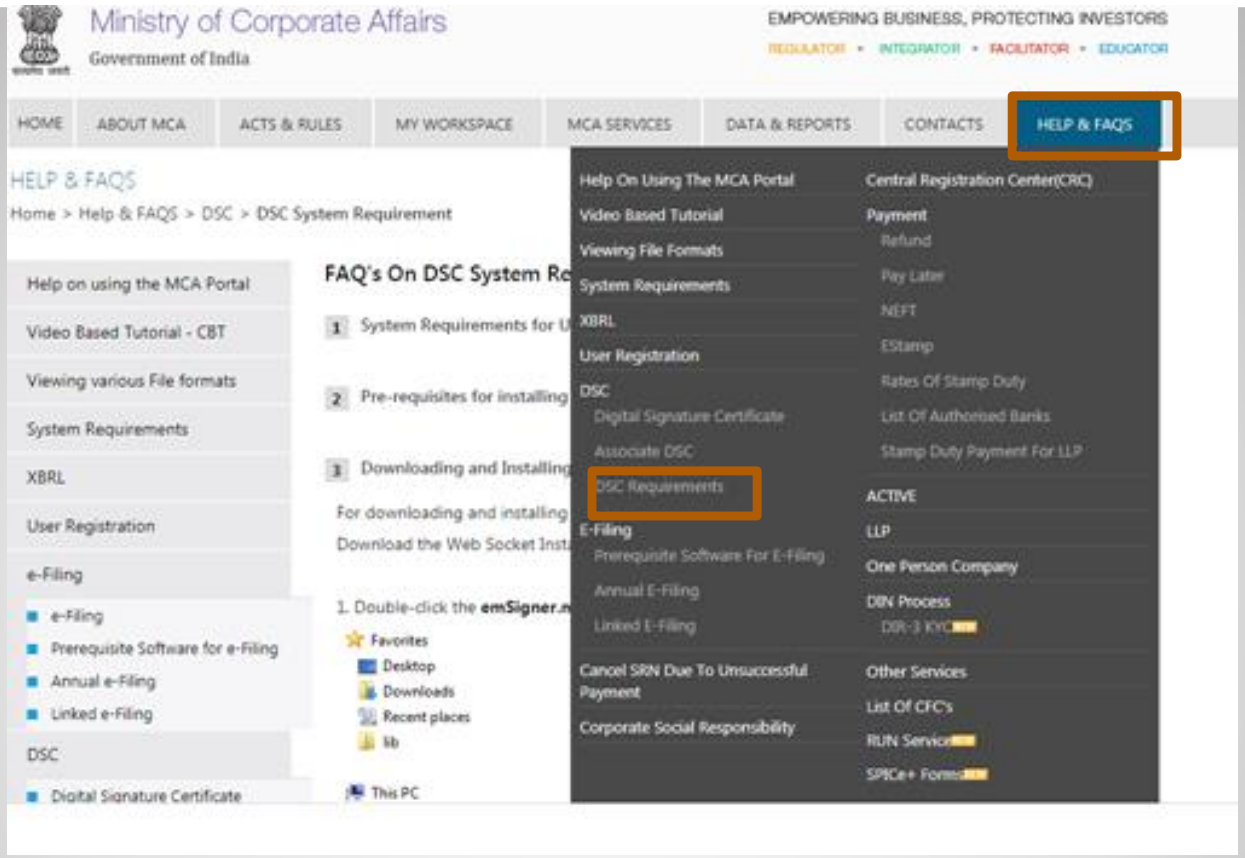


Click on MCA Services
Click on Associate DSC

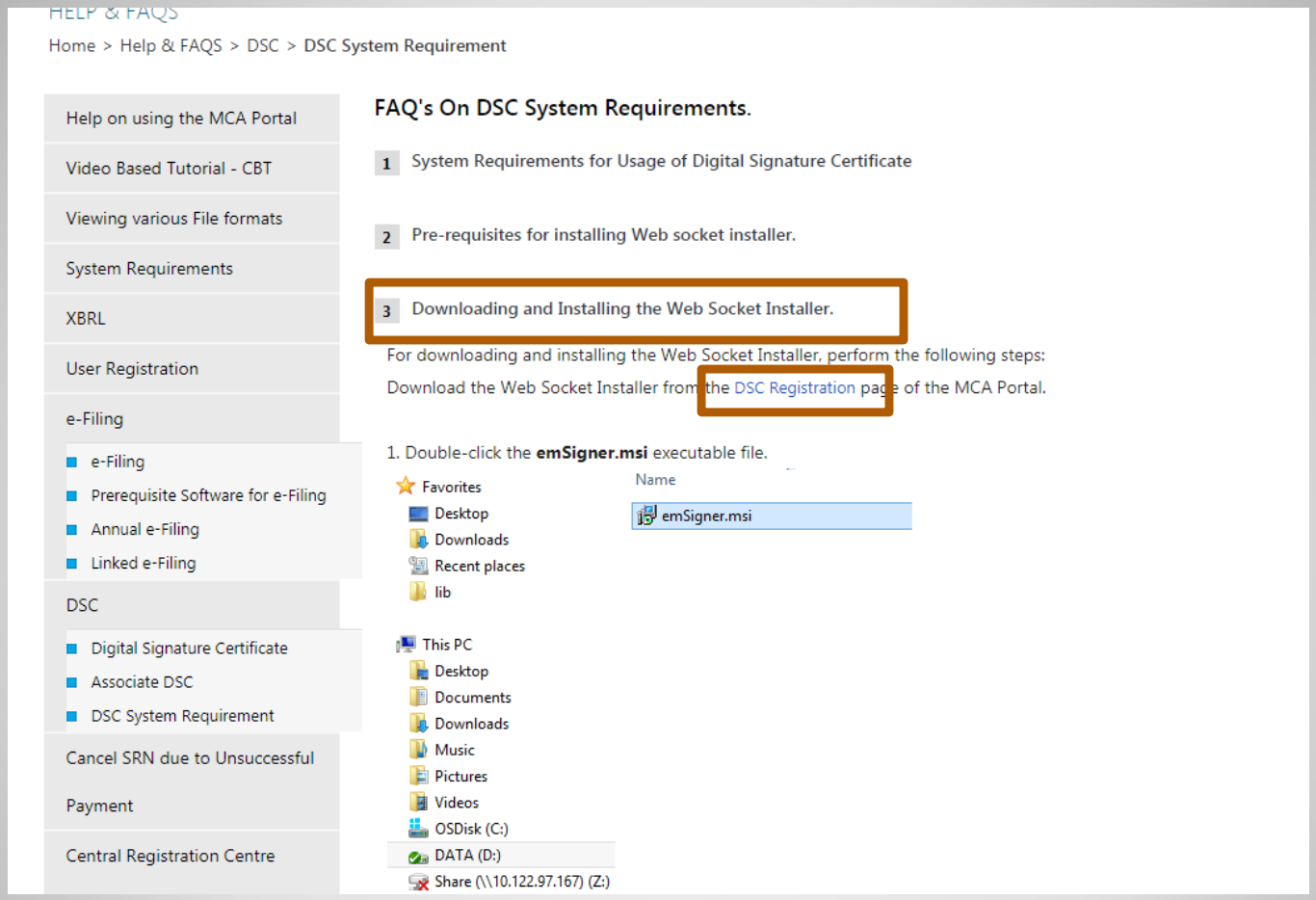


Enter DIN, First name, Middle Name(If Any) and Last Name
Date of Birth and Email ID
Click on Select Certificate(Run Emsigner as Administrator in the Background)
Select the name when it appears and Submit

HOW TO DOWNLOAD EMSIGNER APPLICATION?
(Only First time)

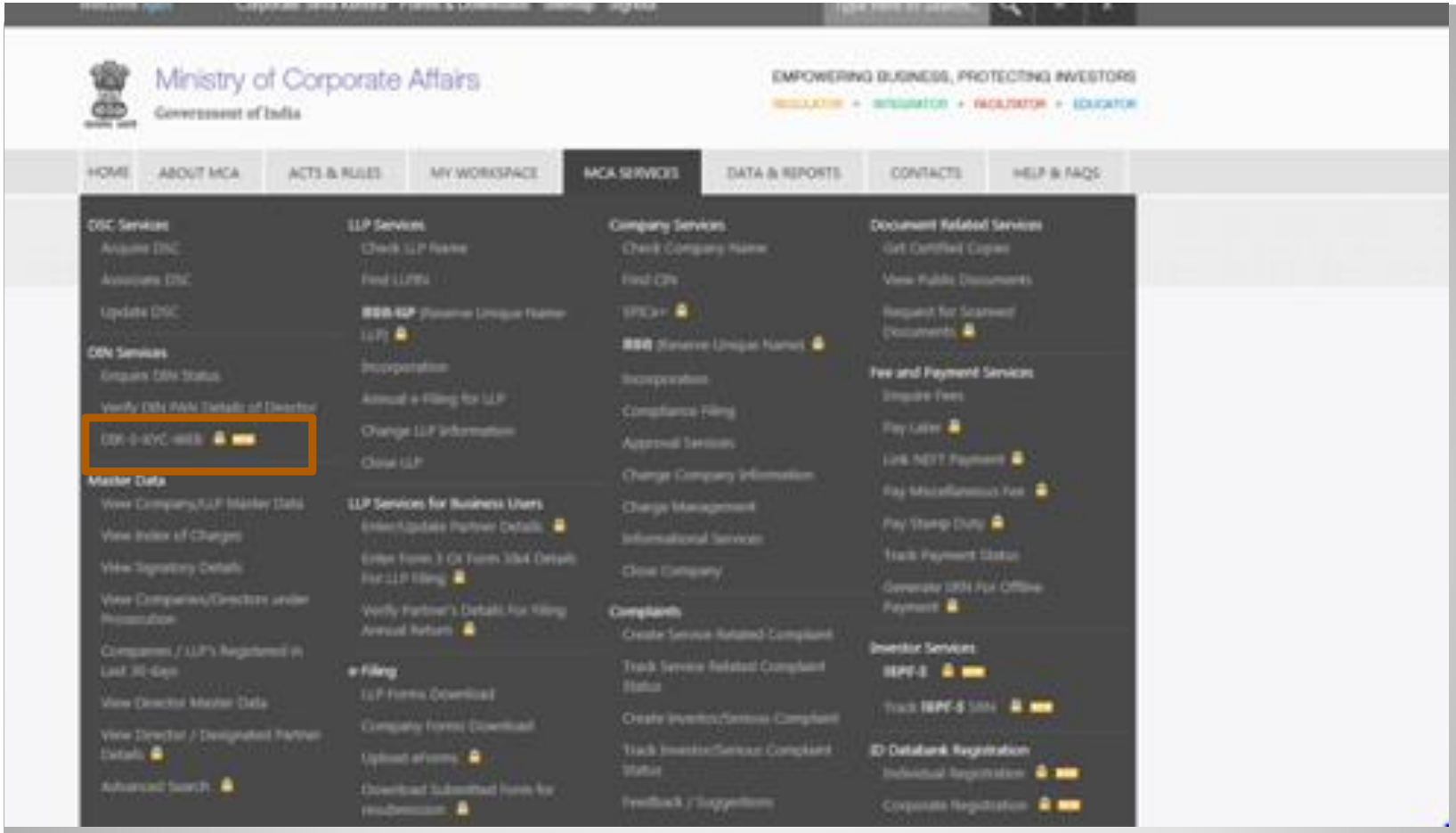


Click on Help and FAQ's



Click on Point 3 and
Click on DSC Registration (Detailed Steps are given on the site)

DIR 3 KYC (WEB)-To be done every year before September 30



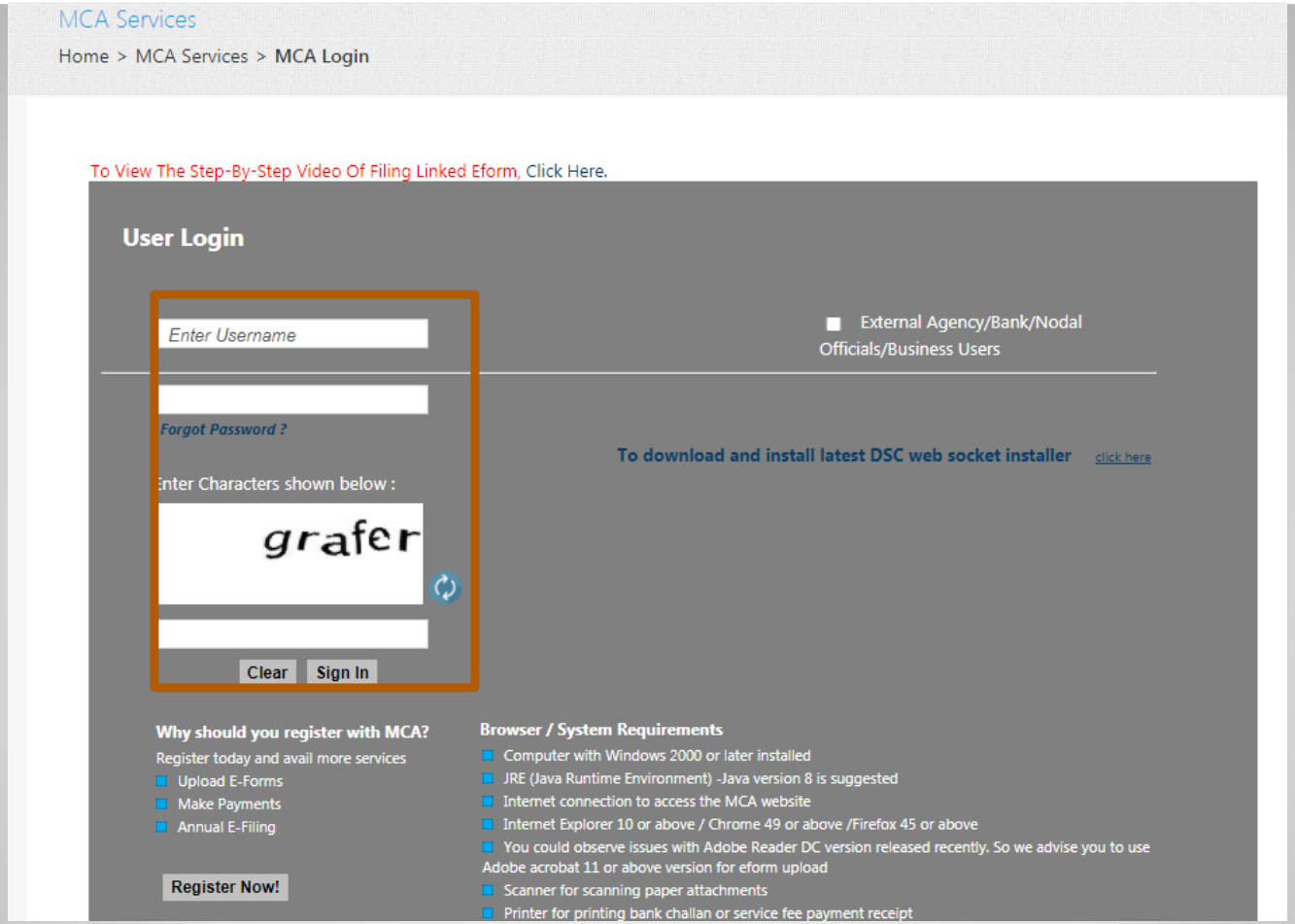
Click on MCA Services
Click on DIR 3 KYC Web

Enter the DIN of the Director
Click on Send OTP
OTP goes to Email ID and Registered Phone Number
Enter both the OTPs received and Complete the Process

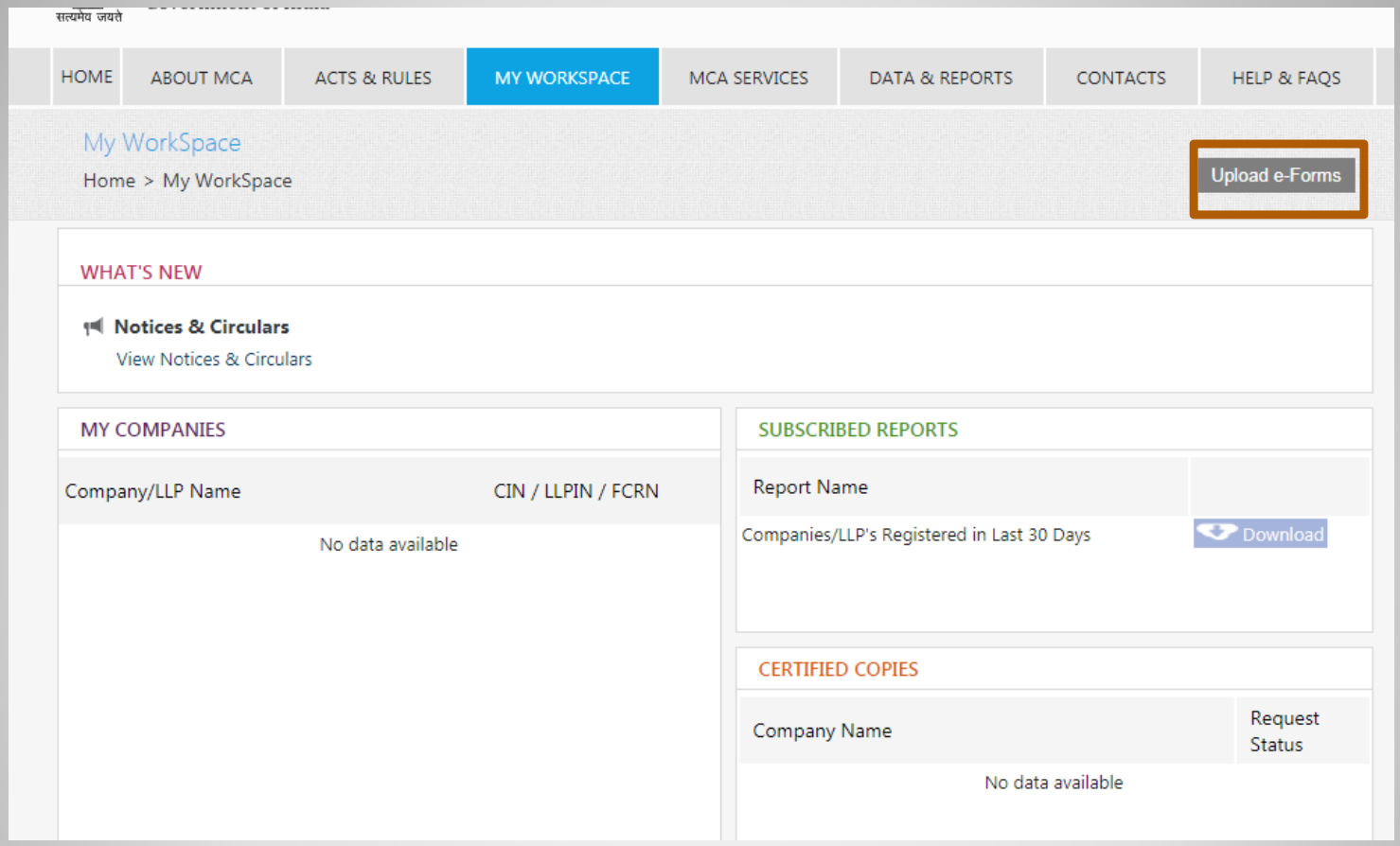
LIST OF FORMS TO BE UPLOADED OF FORMS ON MCA

- **MSME-1 (Applicable for all the companies which has outstanding payments to MSME for more than 45 days)**
- **DPT-3 *(For all companies which has deposits)***
- **AOC-4 (*Within 30 days after AGM (all companies)***
- **MGT-7 (*Within 60 days after AGM)***

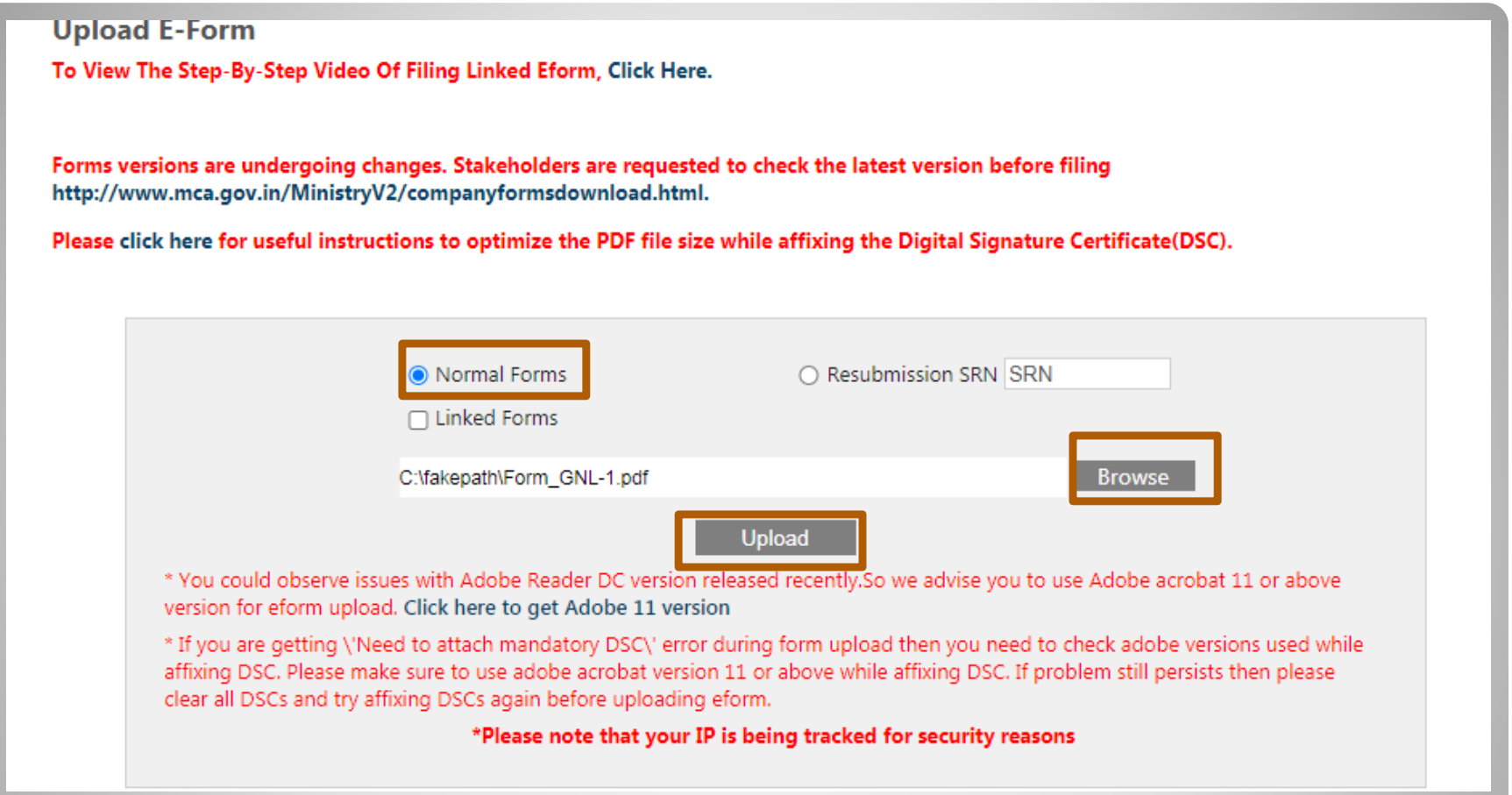
UPLOADING OF FORMS ON MCA



Enter Username, Password ,Characters showed in Captcha and click on Sign In



Click on upload E forms



Click on Normal E forms (First time Upload)
Click on Resubmission for (Rejected and Resubmission)
After Adding the file
Click on Upload

THANK YOU

Mobile: 9449134152
Email: parameshwar@vjkt.in