

Form 1

INSTRUCTIONS FOR FILLING OF EFORM – 1 (Application and declaration for incorporation of a company)

S. No.	Detailed Instructions	
	<p>Note:</p> <ol style="list-style-type: none"> 1. Instructions are not provided for the fields which are self explanatory 2. 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 eForm. 	
	<p>Please note the following:</p> <ul style="list-style-type: none"> • It is suggested that eForm 18 and eForm 32 should be filed together at the time of filing of eForm 1. • Stamp duty on eForm 1, Memorandum of Association (MoA) and Articles of Association (AoA) can be paid electronically through the MCA portal and in such case submission of physical copies of the uploaded eForm 1, MoA and AoA to the office of RoC is not required. • Payment of stamp duty electronically through MCA portal is mandatory in respect of the States which have authorized the Central Government to collect stamp duty on their behalf. In respect of the States from whom the authorization is yet to be received, the company will continue to pay stamp duty outside the MCA portal. List of states/ union territories for which stamp duty cannot be paid electronically is available below in Annexure C. • Refer notification G.S.R 642(E) and S.O 2276(E) dated 7th September , 2009 and S.O. 3314(E) dated 31st December, 2009 available on the MCA portal under the head 'Notifications' of main head 'Acts, Bills & Rules' • In case stamp duty is not paid electronically through MCA portal, it is required to deliver simultaneously the original stamped physical copies of the uploaded eForm 1, MoA and AoA along with a copy of challan/ receipt in the concerned office of ROC failing which such eForm shall be put into "Waiting for user clarification" in term of Regulation 17 of the Companies Regulations, 1956 • Refund of stamp duty, if any, will be processed by the respective state or union territory government in accordance with the rules and procedures as per the state or union territory Stamp Act. 	
	Refer the relevant provisions of the Companies Act, 1956 and rules made there under with respect to the matter dealt in the eForm	
1		Enter 'eForm 1A reference number', i.e. 'Service Request Number (SRN) of eForm 1A', filed for name approval.
2	(a) to (e), (g)	<p>Click the "Pre-fill" button</p> <p>System will automatically display the name and status (Public or Private) of the company based on the above mentioned SRN of eForm 1A.</p> <p>System will also display the type, category, sub category of the company and whether the company is having share capital or not, if these were entered in eForm 1A. If these details are not displayed by the system (as the same were not available in earlier eForm 1A), then these details are required to be entered.</p> <p>Details in respect of 'Part IX company' are given in Section 565 to 581 of the Companies Act, 1956 and in respect of 'Producer company' are given in Section 581A to 581ZT of the Companies Act, 1956.</p>
2	(f)	For incorporation of a company licensed under Section 25 of the Companies Act, 1956 obtain a license from the Regional Director (RD) by filing application in eForm 24A.

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		The license number received from RD will be displayed based on the above mentioned SRN of eForm 1A.
3, 4		System will display the state and office of the Registrar of Companies in which the company is to be registered based on the above mentioned SRN of eForm 1A.
5	(a), (b)	<p>Enter the details of authorised and subscribed share capital break up in case of a company having share capital. The amount of authorised capital cannot be less than the amount mentioned in eForm 1A.</p> <p>Minimum authorised share capital required for a Private company having share capital is Rs. 100000/- and in case of a Public company having share capital is Rs. 500000/-. In case of a Company licensed under Section 25 of the Companies Act, 1956 the authorised capital can be less than the above but should be greater than zero.</p> <p>The subscribers to the Memorandum shall ensure that the payment for the total amount of shares subscribed by them is made to the company upon incorporation. The subscribed capital entered in the form will be updated as the paid up capital of the company in its master data.</p> <p>Enter the number of shares, total amount of shares and nominal amount per share for each type of share. At least one type of share capital (Equity/ Preference) should be greater than zero.</p> <p>In case company has shares of multiple nominal amounts per share, then enter multiple nominal values per share separated by comma in the field Nominal amount per share.</p> <p>For example, if the details of authorised share capital are as follows:</p> <p>1,00,000 equity shares of Rs. 10 each 1,00,000 equity shares of Rs. 5 each 10,000 7% Preference shares of Rs. 50 each 5,000 8% Preference shares of Rs. 100 each</p> <p>The respective fields are to be entered in the following manner: Authorised capital of the company (in Rs.)- 25,00,000/- Break up of Authorised capital: Number of equity shares- 2,00,000 Total amount of equity shares (in Rs.)- 15,00,000/- Nominal amount per equity share- Rs. 10, Rs. 5</p> <p>Number of preference shares- 15,000 Total amount of preference shares (in Rs.)- 10,00,000/- Nominal amount per preference share- Rs. 50, Rs.100</p>
6	(a), (b)	<p>Enter the details of number of members in case of a company not having share capital.</p> <p>Enter the maximum number of members and maximum number of members excluding proposed employee(s). Maximum number of members excluding proposed employee(s) should not be greater than 50 in case of a private company.</p>
7		<p>Based on the main objects of the company, please enter the main division of industrial activity as per National Industrial Classification (NIC)-2004 given below in Annexure A. The main division should be selected based on relevant sub-class and description applicable to the company given in NIC-2004.</p> <p>The details of main division, sub-class and description of National Industrial Classification-2004 are also available under 'information' link on the MCA21 portal</p>
8		Enter the number of promoters (proposed first subscribers to Memorandum of association (MoA)). Minimum number of promoters should be two in case of a Private company and seven

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	<p>in case of a Public company. Based on the number entered here, blocks for entering the details of promoters shall be displayed.</p> <p>Details of maximum seven promoter(s) can be filed through this eForm. If the total number is more than seven, then details of remaining person(s) can be provided through attachment 'Annexure containing details of subscribers'.</p> <p>Please ensure that the details of promoters entered are same as the details of promoters entered in corresponding eForm 1A. In case details of any one or more of the promoters as entered in eForm 1A is not entered in this form, then it shall be mandatory to provide 'No objection certificate' from such promoter(s) as an attachment.</p> <p>Enter the details of promoters.</p> <p>Select the category of the promoter. In case the promoter is an individual, enter either DIN or Income-tax PAN or passport number. In case DIN is entered it should be an approved DIN. In case of Passport number, prefix the number with zero(s) (0) to make it a 12 digit number. Example: 0000E1234567. In case promoter is a company or a foreign company under section 591, enter the corporate identity number (CIN) or foreign company registration number (FCRN) respectively. Status of CIN and FCRN should be Active. In case promoter is a company incorporated outside India or body corporate or others, enter the registration number of the promoter.</p> <p>On clicking the Pre-Fill button, system will automatically display the name and address of the promoter in case of DIN or CIN or FCRN. For all other cases name and address of the promoter is required to be entered. Enter other relevant particulars of the promoter.</p> <p>In case of a company having share capital, enter the number and amount of shares subscribed by each promoter.</p>	
9	<p>(b) (i)</p> <p>Click the "Pre-fill" button</p> <p>System shall automatically display the amount of stamp duty to be paid on Form 1, MoA and AoA based on the state wise stamp rules. The detailed State wise stamp rules are given below in Annexure B. The state wise stamp rules are also available under 'information' link on MCA21 portal.</p> <p>Select whether stamp duty is to be paid electronically through MCA portal. Please note that stamp duty is mandatory to be paid electronically through MCA portal for certain states or union territories.</p> <p>List of states/ union territories for which stamp duty cannot be paid electronically is available below in Annexure C.</p> <p>'Yes' shall be selected for the states and union territories where stamp duty is mandatory to be paid electronically through MCA portal and where amount of stamp duty to be paid electronically is greater than zero.</p> <p>'No' shall be selected only for the states and union territories for which stamp duty cannot be paid electronically. In such case, the existing process of submission of original stamped physical copies of the uploaded eForm 1, MoA and AoA to the office of RoC shall continue.</p> <p>'Not applicable' shall be selected only for the states and union territories where stamp duty is mandatory to be paid electronically through MCA portal and where amount of stamp duty to be paid electronically is Zero.</p>	
9	<p>(b) (ii)</p> <p>In case 'No' is selected, enter the details of stamp duty paid under the relevant Stamp Act on Form 1, MoA, AoA and other documents namely Power of Attorney etc. Enter the total amount of stamp duty paid for respective document(s). In case where payment of stamp duty is not applicable, zero may be entered.</p>	

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	<p>Select the mode of payment of stamp duty; and enter the name of vendor, serial number of stamps, registration number of vendor, date and place of purchase of stamps.</p> <p>Name of vendor shall be mandatory to enter in case amount of stamp duty is greater than or equal to Rs. 50/-. Registration number of vendor shall be mandatory to enter in case amount of stamp duty is greater than or equal to Rs. 50/- and mode of payment is Manual.</p> <p>Place of purchase of stamp and registration number of vendor shall be mandatory to enter in case mode of payment of stamp duty is 'Manual'</p>
Attachments	<ul style="list-style-type: none"> ▪ MoA and AoA of the company ▪ Annexure containing details of subscribers ▪ No objection certificate in case there is change in promoters (first subscribers to the MoA) ▪ Any other information can be provided as an optional attachment <p>In case of states and union territories for which stamp duty cannot be paid electronically through MCA portal, copy of Memorandum of Association (MoA) and Article of Association (AoA) after stamping and physically signed by all the subscribers should be delivered to the RoC office where company is to be registered.</p> <p>You can find the addresses of all the RoC offices on the MCA portal.</p>
Signature	<p>The eForm should be digitally signed by the following:</p> <ul style="list-style-type: none"> ▪ Person named in the articles as a director or manager or secretary of the company duly authorised by the promoters <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ▪ The person giving declaration as professional i.e. advocate or attorney or pleader or company secretary or chartered accountant (in whole-time practice) engaged in the formation of the company duly authorised by the promoters
Designation	<p>Select the designation of the person digitally signing the eForm.</p> <p>Enter the DIN in case the person digitally signing the eForm is a director.</p> <p>Enter income-tax PAN in case the person signing the eForm is a manager or an advocate or attorney or pleader</p> <p>Enter membership number or income-tax PAN in case the person digitally signing the eForm is a secretary.</p> <p>Enter the membership number in case the person digitally signing the eForm is a chartered accountant (in whole-time practice) and select whether he/ she is an associate or fellow.</p> <p>Enter the certificate of practice number in case the person digitally signing the eForm is a company secretary (in whole-time practice) and select whether he/ she is an associate or fellow.</p>

Annexure A – List of main divisions of industrial activities

Categories	Divisions (Codes)
Agriculture and Allied Activities	Agriculture, Hunting and related Service activities (01); Forestry, logging and related Service activities(02); Fishing, Operation of fish hatcheries and fish farms; Service activities incidental to fishing (05)
Mining & Quarrying	Mining of coal and lignite, extraction of peat (10); Extraction of crude petroleum and natural gas, service activities incidental to oil and gas extraction excluding surveying (11); Mining of uranium and thorium ores (12); Mining of metal ores (13); Other Mining and Quarrying (14)
Manufacturing (Food stuffs)	Manufacture of food products and beverages (15); Manufacture of tobacco products (16)
Manufacturing (Textiles)	Manufacture of textiles (17); Manufacture of wearing apparel, dressing and dyeing of fur (18)
Manufacturing (Leather & products thereof)	Tanning and dressing of leather, manufacture of luggage handbags, saddlery & harness and footwear (19)
Manufacturing (Wood Products)	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plating materials (20)
Manufacturing (Paper & Paper products; Publishing, printing and reproduction of recorded media)	Manufacture of paper and paper products (21); Publishing, printing and reproduction of recorded media (22)
Manufacturing (Metals & Chemicals, and products thereof)	Manufacture of coke, refined petroleum products and nuclear fuel (23); Manufacture of chemicals and chemical products (24); Manufacture of rubber and plastic products (25); Manufacture of other non-metallic mineral products (26); Manufacture of basic metals (27); Manufacture of fabricated metal products, except machinery and equipments (28)
Manufacturing (Machinery & Equipments)	Manufacture of machinery and equipment n.e.c (29); Manufacture of office, accounting and computing machinery (30); Manufacture of electrical machinery and apparatus n.e.c (31); Manufacture of radio, television and communication equipment and apparatus (32); Manufacture of medical, precision and optical instruments, watches and clocks (33); Manufacture of motor vehicles, trailers and semi-trailers (34); Manufacture of other transport equipment (35)

Categories	Divisions (Codes)
Manufacturing (Others)	Manufacture of furniture; manufacturing n.e.c (36); Recycling (37)
Electricity, Gas & Water companies	Electricity, gas, steam and hot water supply (40); Collection, purification and distribution of water (41)
Construction	Construction (45)
Trading	Sale, maintenance and repair of motor vehicles and motor cycles; retail sale of automotive fuel (50); Wholesale trade and commission trade, except of motor vehicles and motorcycles (51); Retail trade, except of motor vehicles and motorcycles, repair of personal and household goods (52); Hotels and Restaurants (55)
Transport, storage and Communications	Land transport; transport via pipelines (60); Water Transport (61); Air Transport (62); Supporting and auxiliary transport activities, activities of travel agencies (63); Post and telecommunications (64)
Finance	Financial intermediation, except insurance and pension funding (65); Activities auxiliary to financial intermediation (67)
Insurance	Insurance and pension funding, except compulsory social security (66)
Real Estate and Renting	Real estate activities (70); Renting of machinery and equipment without operator and of personal and household goods (71)
Business Services	Computer and related activities (72); Other Business Activities (74)
Community, personal & Social Services	Research and Development (73); Public Administration and Defence, compulsory social security (75); Education (80); Health and Social Work (85); Sewage and refuse disposal, sanitation and similar activities (90); Activities of membership organizations n.e.c. (91); Recreational, cultural and sporting activities (92); Other Service activities (93); Activities of private households as employers of domestic staff (95); Undifferentiated goods-producing activities of private households for own use (96); Undifferentiated service-producing activities of private households for own use (97); Extra territorial organizations and bodies (99)

Annexure B-
State wise stamp duty rules for Form 1, MoA and AoA

Name of state/ union territory	Amount in Rupees			Remarks
	Form 1	MoA	AoA	
Delhi (companies having share capital other than section 25)	10	200	0.15% of authorised capital subject to a maximum stamp duty of Rs. 25 Lakhs of stamp duty	
Delhi (companies not having share capital other than section 25)	10	200	200	
Delhi (Section 25 companies)	10	NIL	NIL	
Haryana (companies having share capital other than section 25)	15	60	60 if authorised capital is less than or equal to Rs. 1 Lakh 120 if authorised capital is greater than Rs. 1 Lakh	
Haryana (companies not having share capital other than section 25)	15	60	60	
Haryana (Section 25 companies)	15	NIL	NIL	
Maharashtra (companies having share capital other than section 25)	100	200	1000 on every Rs. 5 Lakh of authorised capital or part thereof subject to a maximum of 50 Lakh of stamp duty.	
Maharashtra (companies not having share capital other than section 25)	100	NIL	NIL	
Maharashtra (Section 25 companies)	100	NIL	NIL	
Orissa (companies having share capital other than section 25)	10	300	300	These rules shall also apply to companies not having share capital other than section 25 and Section 25 companies.
Andhra Pradesh (companies having share capital other than section 25)	20	500	0.15% of the authorized capital subject to a minimum of Rs.1000/- and a maximum of Rs.5 Lakhs/-	These rules shall also apply to section 25 companies having share capital
Andhra Pradesh (companies not having share capital other than section 25)	20	500	1000	These rules shall also apply to section 25 companies not having share capital
Bihar (companies having share capital other than section 25)	20	500	0.15% of authorised capital or 1000, whichever is more subject to a maximum of 5 lakhs of stamp duty	
Bihar (companies not having share capital other than section 25)	20	500	1000	
Bihar (Section 25 companies)	20	NIL	NIL	
Jharkhand (companies having share capital other than section 25)	5	63	105	These rules shall also apply to companies not having

Name of state/ union territory	Amount in Rupees			Remarks
	Form 1	MoA	AoA	
section 25)				share capital other than section 25.
Jharkhand (Section 25 companies)	5	NIL	NIL	
Jammu and Kashmir (companies having share capital other than section 25)	10	150	150 if authorised capital is less than equal to Rs. 1 Lakh and 300 if authorised capital is greater than Rs. 1 Lakh	
Jammu and Kashmir (companies not having share capital other than section 25)	10	150	150	
Jammu and Kashmir (Section 25 companies)	10	NIL	NIL	
Tamil Nadu (companies having share capital other than section 25)	20	200	300	These rules shall also apply to companies not having share capital other than section 25.
Tamilnadu (Section 25 companies)	20	NIL	NIL	
Puducherry (companies having share capital other than section 25)	10	200	300	These rules shall also apply to companies not having share capital other than section 25.
Puducherry (Section 25 companies)	10	NIL	NIL	
Assam (companies having share capital other than section 25)	15	200	310	These rules shall also apply to section 25 companies and companies not having share capital other than section 25
Meghalaya (companies having share capital other than section 25)	10	100	300	These rules shall also apply to section 25 companies and companies not having share capital other than section 25
Manipur (companies having share capital other than section 25)	10	100	150	These rules shall also apply to section 25 companies and companies not having share capital other than section 25
Nagaland (companies having share capital other than section 25)	10	100	150	These rules shall also apply to section 25 companies and companies not having share capital other than section 25
Tripura (companies having share capital other than section 25)	10	100	150	These rules shall also apply to section 25 companies and companies not having share capital other than section 25
Arunachal Pradesh (companies having share capital other than section 25)	10	200	500	These rules shall also apply to section 25 companies and companies not having share capital other than section 25
Mizoram (companies having share capital other than section 25)	10	100	150	These rules shall also apply to section 25 companies and companies not having share

Name of state/ union territory	Amount in Rupees			Remarks
	Form 1	MoA	AoA	
				capital other than section 25
Kerala (companies having share capital other than section 25)	25	500	1000	These rules shall also apply to section 25 companies and companies not having share capital other than section 25
Lakshadweep (companies having share capital other than section 25)	25	500	1000	These rules shall also apply to section 25 companies and companies not having share capital other than section 25
Madhya Pradesh (companies having share capital other than section 25)	10	500	0.15% of authorised capital or 1000, whichever is more subject to a maximum of 5 Lakhs of stamp duty.	
Madhya Pradesh (companies not having share capital other than section 25)	10	500	1000	
Madhya Pradesh (Section 25 companies)	10	NIL	NIL	
Chhattisgarh (companies having share capital other than section 25)	10	500	0.15% of authorised capital or 1000, whichever is more subject to a maximum of 5 Lakhs of stamp duty	
Chhattisgarh (companies not having share capital other than section 25)	10	500	1000	
Chhattisgarh (Section 25 companies)	10	NIL	NIL	
Rajasthan (companies having share capital other than section 25)	10	500	0.5% of authorised capital	These rules shall also apply to Section 25 companies having share capital
Rajasthan (companies not having share capital other than section 25)	10	500	500	These rules shall also apply to Section 25 companies not having share capital
Punjab (companies having share capital other than section 25)	25	5000	5000 if authorised capital is less than equal to Rs. 1 Lakh and 10,000 if authorised capital is greater than Rs. 1 Lakh	
Punjab (companies not having share capital other than section 25)	25	5000	5000	
Punjab (Section 25 companies)	25	NIL	NIL	
Himachal Pradesh (companies having share capital other than section 25)	3	60	60 if authorised capital is less than equal to Rs. 1 Lakh and 120 if authorised capital is greater than Rs. 1 Lakh	
Himachal Pradesh (companies not having share capital other than section 25)	3	60	60	
Himachal Pradesh (Section 25 companies)	3	NIL	NIL	

Name of state/ union territory	Amount in Rupees			Remarks
	Form 1	MoA	AoA	
Chandigarh (companies having share capital other than section 25)	3	500	1000	
Chandigarh (companies not having share capital other than section 25)	3	500	1000	
Chandigarh (Section 25 companies)	3	NIL	NIL	
Uttar Pradesh (companies having share capital other than section 25)	10	500	500	These rules shall also apply to companies not having share capital (other than section 25) and to Section 25 companies having share capital
Uttar Pradesh (Section 25 companies)	NIL	NIL	NIL	These rules shall be applicable only to section 25 companies not having share capital.
Uttarakhand (companies having share capital other than section 25)	10	500	500	These rules shall also apply to companies not having share capital (other than section 25) and to Section 25 companies having share capital
Uttarakhand (Section 25 companies)	Nil	Nil	Nil	These rules shall be applicable only to section 25 companies not having share capital.
West Bengal (companies having share capital other than section 25)	10	60	300	These rules shall also apply to companies not having share capital other than section 25
West Bengal (Section 25 companies)	10	NIL	NIL	
Karnataka (companies having share capital other than section 25)	20	1000	500 on every Rs.10 Lakhs of authorised capital or part thereof	
Karnataka (companies not having share capital other than section 25)	20	1000	500	
Karnataka (Section 25 companies)	20	NIL	NIL	
Gujarat (companies having share capital other than section 25)	20	100	0.5% of authorised capital subject to maximum of 5 Lakhs	
Gujarat (companies not having share capital other than section 25)	20	100	1000	
Gujarat (section 25 companies)	20	NIL	NIL	
Dadra and Nagar Haveli (companies having share)	1	15	25	These rules shall also apply to companies not having

Name of state/ union territory	Amount in Rupees			Remarks
	Form 1	MoA	AoA	
capital other than section 25)				share capital other than section 25.
Dadra and Nagar Haveli (section 25 companies)	1	NIL	NIL	
Goa (companies having share capital other than section 25)	20	150	Rs. 1000/- for every Rs. 5 Lakhs or part thereof authorized capital.	
Goa (companies not having share capital other than section 25)	20	150	1000	
Goa (section 25 companies)	20	NIL	NIL	
Daman and Diu (companies having share capital other than section 25)	20	150	Rs. 1000/- for every Rs. 5 Lakhs or part thereof authorized capital.	
Daman and Diu (companies not having share capital other than section 25)	20	150	1000	
Daman and Diu (section 25 companies)	20	NIL	NIL	
Andaman and Nicobar (companies having share capital other than section 25)	20	200	300	
Andaman and Nicobar (companies not having share capital other than section 25)	20	200	300	
Andaman and Nicobar (section 25 companies)	20	NIL	NIL	

Disclaimer

All initiatives have been taken to make the database in respect of stamp duty as authentic as possible. However, users are requested to refer the relevant Stamp Act/ Rules of the concerned State/ Union Territory Government for the authentic version. Along with the above, Ministry of Corporate Affairs or its service provider shall not be responsible for any loss to any person caused by any shortcoming, discrepancy or inaccuracy in the information regarding such database. Any discrepancy found in this regard may be brought to the notice of office of respective Registrar or MCA immediately.

Annexure C-

List of States/ Union Territories for which eStamp duty payment on Form 1, MOA and AOA is mandatory to be paid electronically through MCA portal

- Mandatory w.e.f. 1st April, 2010
 1. Andaman & Nicobar Islands
 2. Andhra Pradesh
 3. Arunachal Pradesh
 4. Assam
 5. Bihar
 6. Chhattisgarh
 7. Delhi
 8. Gujarat
 9. Haryana
 10. Jharkhand
 11. Karnataka
 12. Kerala
 13. Lakshadweep
 14. Madhya Pradesh
 15. Maharashtra
 16. Manipur
 17. Meghalaya
 18. Orissa
 19. Punjab
 20. Rajasthan
 21. Tamil Nadu
 22. Uttar Pradesh
 23. Uttarakhand
 24. West Bengal
- Mandatory w.e.f. 13th June, 2010
 25. Mizoram
- Mandatory w.e.f. 11th July, 2010
 26. Chandigarh
 27. Puducherry
 28. Tripura
- Mandatory w.e.f. 8th August, 2010
 29. Himachal Pradesh


List of States/ Union Territories for which eStamp duty payment is not available on line through MCA portal

1. Dadra and Nagar Haveli
2. Daman and Diu
3. Goa
4. Jammu and Kashmir
5. Nagaland

State where provisions of Companies Act, 1956 are not extended

1. Sikkim

Common Instruction Kit

Buttons	Particulars
Pre-fill	<p>When the user clicks the Pre-fill button after entering the corporate identity number in eForm (excepting eForm 1A), the name and address is displayed by the system.</p> <p>This button may appear more than once in eForm, and shall be required to be clicked for displaying the data pertaining to that field.</p> <p>You are required to be connected to the internet for pre-filling.</p>
Attach	<p>You have to click the attach button corresponding to the document you are making an attachment. In case you wish to attach any other document, please click the optional attach button.</p>
Remove attachment	<p>You can view the attachments added to eForm in the rectangle box provided next to the list of attachment. If the user wants to remove or delete any attachment, select the attachment to be removed and press the “Remove attachment” button.</p>
Check Form	<p>Once the form is filled up. The user is required to press the Check Form button. When this button is pressed form level validation is done such as, Whether all the mandatory fields are filled up or not. If an error is displayed after pressing the button the user is required to correct the mistake and again press the “Check Form” button. When all the form level validation is done. A message is displayed that “Form level pre scrutiny is successful”. The Check Form is done without being connected to the internet.</p>
Modify	<p>“Modify” button gets enabled after the check form is done. By pressing this button the user can make the changes in the filled in form. If the user makes any change in the form again the user is required to press the “Check Form” button.</p>
Pre scrutiny	<p>Once the check form is done the user is required to Pre scrutinize the eForm. This requires being connected to the MCA21 site for uploading the form. On pre-scrutiny the system level check is performed and if there are any errors it is displayed to the user and once the error is corrected and again on Pre scrutiny if the message displayed is “No errors found. Click on the button below to “Get Form”. Press the Get Form button and make the required corrections.</p> <p>Note: before pressing Submit button attach the digital signature by clicking on the box appearing on the signature field </p>
Submit	<p>After pre scrutiny is done the user is required to submit the form. This requires being connected to the MCA21 site for uploading the form.</p> <p>In case of online filing the user can submit the form by pressing the “Submit” button</p> <p>Once the form is submitted the fee is displayed to the user. In case stamp duty is also being paid electronically through the MCA portal, the amount of stamp duty payable shall also be displayed. When the user press the “Pay” button the mode of payment option is displayed. For online payment option (Credit Card or Net banking), user shall be redirected to pay the filing fees and upon payment of the same, option for payment of stamp duty shall be provided.</p> <p>On challan payment option, a challan is generated displaying the amount of filing fee to be paid. In case stamp duty is also being paid electronically through the MCA portal, separate challan for payment of stamp duty shall also be generated. The user is required to take the print out of three copies of both challans and submit the payment at authorized bank branch. The user has to submit three copies at bank and user shall receive one copy with bank acknowledgment for user's record.</p> <p>Kindly make payment for filing fee and stamp duty fee (if applicable) simultaneously failing which the eForm shall not be processed.</p>
Country code	<p>The list of country code required to be mentioned in the form are as follows:</p>

Note: User is advised to refer to eForm specific instruction kit.

List of ISO Country Code

Country Name	Country Code	Country Name	Country Code
AFGHANISTAN	AF	LIBERIA	LR
ÅLAND ISLANDS	AX	LIBYAN ARAB JAMAHIRIYA	LY
ALBANIA	AL	LIECHTENSTEIN	LI
ALGERIA	DZ	LITHUANIA	LT
AMERICAN SAMOA	AS	LUXEMBOURG	LU
ANDORRA	AD	MACAO	MO
ANGOLA	AO	MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF	MK
ANGUILLA	AI	MADAGASCAR	MG
ANTARCTICA	AQ	MALAWI	MW
ANTIGUA AND BARBUDA	AG	MALAYSIA	MY
ARGENTINA	AR	MALDIVES	MV
ARMENIA	AM	MALI	ML
ARUBA	AW	MALTA	MT
AUSTRALIA	AU	MARSHALL ISLANDS	MH
AUSTRIA	AT	MARTINIQUE	MQ
AZERBAIJAN	AZ	MAURITANIA	MR
BAHAMAS	BS	MAURITIUS	MU
BAHRAIN	BH	MAYOTTE	YT
BANGLADESH	BD	MEXICO	MX
BARBADOS	BB	MICRONESIA, FEDERATED STATES OF	FM
BELARUS	BY	MOLDOVA, REPUBLIC OF	MD
BELGIUM	BE	MONACO	MC
BELIZE	BZ	MONGOLIA	MN
BENIN	BJ	MONTENEGRO	ME
BERMUDA	BM	MONTSERRAT	MS
BHUTAN	BT	MOROCCO	MA
BOLIVIA	BO	MOZAMBIQUE	MZ
BOSNIA AND HERZEGOVINA	BA	MYANMAR	MM
BOTSWANA	BW	NAMIBIA	NA
BOUVET ISLAND	BV	NAURU	NR
BRAZIL	BR	NEPAL	NP
BRITISH INDIAN OCEAN TERRITORY	IO	NETHERLANDS	NL
BRUNEI DARUSSALAM	BN	NETHERLANDS ANTILLES	AN
BULGARIA	BG	NEW CALEDONIA	NC
BURKINA FASO	BF	NEW ZEALAND	NZ
BURUNDI	BI	NICARAGUA	NI
CAMBODIA	KH	NIGER	NE
CAMEROON	CM	NIGERIA	NG
CANADA	CA	NIUE	NU
CAPE VERDE	CV	NORFOLK ISLAND	NF
CAYMAN ISLANDS	KY	NORTHERN MARIANA ISLANDS	MP
CENTRAL AFRICAN REPUBLIC	CF	NORWAY	NO
CHAD	TD	OMAN	OM
CHILE	CL	PAKISTAN	PK

Country Name	Country Code	Country Name	Country Code
CHINA	CN	PALAU	PW
CHRISTMAS ISLAND	CX	PALESTINIAN TERRITORY, OCCUPIED	PS
COCOS (KEELING) ISLANDS	CC	PANAMA	PA
COLOMBIA	CO	PAPUA NEW GUINEA	PG
COMOROS	KM	PARAGUAY	PY
CONGO	CG	PERU	PE
CONGO, THE DEMOCRATIC REPUBLIC OF THE	CD	PHILIPPINES	PH
COOK ISLANDS	CK	PITCAIRN	PN
COSTA RICA	CR	POLAND	PL
COTE D'IVOIRE	CI	PORTUGAL	PT
CROATIA	HR	PUERTO RICO	PR
CUBA	CU	QATAR	QA
CYPRUS	CY	REUNION	RE
CZECH REPUBLIC	CZ	ROMANIA	RO
DENMARK	DK	RUSSIAN FEDERATION	RU
DJIBOUTI	DJ	RWANDA	RW
DOMINICA	DM	SAINT BARTHELEMY	BL
DOMINICAN REPUBLIC	DO	SAINT HELENA	SH
ECUADOR	EC	SAINT KITTS AND NEVIS	KN
EGYPT	EG	SAINT LUCIA	LC
EL SALVADOR	SV	SAINT MARTIN	MF
EQUATORIAL GUINEA	GQ	SAINT PIERRE AND MIQUELON	PM
ERITREA	ER	SAINT VINCENT AND THE GRENADINES	VC
ESTONIA	EE	SAMOA	WS
ETHIOPIA	ET	SAN MARINO	SM
FALKLAND ISLANDS (MALVINAS)	FK	SAO TOME AND PRINCIPE	ST
FAROE ISLANDS	FO	SAUDI ARABIA	SA
FIJI	FJ	SENEGAL	SN
FINLAND	FI	SERBIA	RS
FRANCE	FR	SEYCHELLES	SC
FRENCH GUIANA	GF	SIERRA LEONE	SL
FRENCH POLYNESIA	PF	SINGAPORE	SG
FRENCH SOUTHERN TERRITORIES	TF	SLOVAKIA	SK
GABON	GA	SLOVENIA	SI
GAMBIA	GM	SOLOMON ISLANDS	SB
GEORGIA	GE	SOMALIA	SO
GERMANY	DE	SOUTH AFRICA	ZA
GHANA	GH	SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS	GS
GIBRALTAR	GI	SPAIN	ES
GREECE	GR	SRI LANKA	LK
GREENLAND	GL	SUDAN	SD
GRENADA	GD	SURINAME	SR
GUADELOUPE	GP	SVALBARD AND JAN MAYEN	SJ
GUAM	GU	SWAZILAND	SZ

Country Name	Country Code	Country Name	Country Code
GUATEMALA	GT	SWEDEN	SE
GUERNSEY	GG	SWITZERLAND	CH
GUINEA	GN	SYRIAN ARAB REPUBLIC	SY
GUINEA-BISSAU	GW	TAIWAN, PROVINCE OF CHINA	TW
GUYANA	GY	TAJIKISTAN	TJ
HAITI	HT	TANZANIA, UNITED REPUBLIC OF	TZ
HEARD ISLAND AND MCDONALD ISLANDS	HM	THAILAND	TH
HOLY SEE (VATICAN CITY STATE)	VA	TIMOR-LESTE	TL
HONDURAS	HN	TOGO	TG
HONG KONG	HK	TOKELAU	TK
HUNGARY	HU	TONGA	TO
ICELAND	IS	TRINIDAD AND TOBAGO	TT
INDIA	IN	TUNISIA	TN
INDONESIA	ID	TURKEY	TR
IRAN, ISLAMIC REPUBLIC OF	IR	TURKMENISTAN	TM
IRAQ	IQ	TURKS AND CAICOS ISLANDS	TC
IRELAND	IE	TUVALU	TV
ISLE OF MAN	IM	UGANDA	UG
ISRAEL	IL	UKRAINE	UA
ITALY	IT	UNITED ARAB EMIRATES	AE
JAMAICA	JM	UNITED KINGDOM	GB
JAPAN	JP	UNITED STATES	US
JERSEY	JE	UNITED STATES MINOR OUTLYING ISLANDS	UM
JORDAN	JO	URUGUAY	UY
KAZAKHSTAN	KZ	UZBEKISTAN	UZ
KENYA	KE	VANUATU	VU
KIRIBATI	KI	VENEZUELA, BOLIVARIAN REPUBLIC OF	VE
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	KP	VIET NAM	VN
KOREA, REPUBLIC OF	KR	VIRGIN ISLANDS, BRITISH	VG
KUWAIT	KW	VIRGIN ISLANDS, U.S.	VI
KYRGYZSTAN	KG	WALLIS AND FUTUNA	WF
LAO PEOPLE'S DEMOCRATIC REPUBLIC	LA	WESTERN SAHARA	EH
LATVIA	LV	YEMEN	YE
LEBANON	LB	ZAMBIA	ZM
LESOTHO	LS	ZIMBABWE	ZW