

MCA V3 PORTAL

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INTRODUCTION



The MCA is the process of upgrading the present version of the portal from Version 2 to Version 3. MCA21 version-3.0 is a –

- 1. Technology-driven forward-looking project,**
- 2. Promote Ease of Doing Business and**
- 3. Enhance user experience**
- 4. Increase dependency on Artificial Intelligence**
- 5. Increase Scrutiny in matters.**

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Difference Between accessing the MCA-V2 & MCA-V3 Version

The two major difference in these 2 versions are as follows: -

Basis	MCA V2	MCA V3
Access to services	My Workspace	My Application
Login via	User Id	Email Id and OTP will be generated



MCA21 version-3.0 rollout has been planned in various phases:

- 1. 24-05-2021:** Launch of E-Book, E-Consultation Modules and a revamped website
- 2. 08-03-2022:** LLP Module for supporting all LLP filings
- 3. 01-09-2022:** launch of 09 Company forms ((CHG-1, CHG-4, CHG-6, CHG-8, CHG-9, DIR-3 KYC, DIR-3 KYC WEB, DPT-3 and DPT-4)
- 4. Latest Matters-** 56 new form w.e.f. 23.01.2023 (Spice, MGT14, DIR21, INC28) etc



New STP Mode forms:

1. SH-7 – Alteration of Share Capital
2. INC-28- Notice of Order of the Court/Competent authority
3. MGT-14 – Filing of resolutions with ROC
4. DPT-3- Return of Deposit
5. AOC-5- Notice of address at which books of account are maintained
6. DIR-6- Changes in Particular of Director DIN
7. MSC-3 – Return of dormant companies
8. DPT-4 – Statement regarding deposits existing on the commencement of the Act
9. GNL-2 – Submission of documents with the Registrar
10. INC -4 - One Person Company - Change in Member/ Nominee



New Restrictions

1. PAS-3 - Private Placement of Shares can't be file after 15 days without Adjudication
2. PAS-3 - Allotment of shares can't be file after 30days without Adjudication
3. INC-20A - It can't be file after 180 days from the Date of Incorporation.
4. CG-1 – Condonation of Delay in MGT-14 from Central Government has been removed

New Requirements in INC 20A (Declaration of Commencement of Business) form.



1. Longitude and Latitude of the Registered office Address.
2. A photo of the building of the Registered office showing the Company name
3. A photo of the Director (who is certifying the form) sitting inside the Office
4. Bank details of company subscribers, the IFSC code and date on which the amount was received



If DSC of Director registered on Log in of professional. Then how to correct the same?

DSC of a person should be register only from his Business User ID.

Steps for correction:

1. Create User ID of Director.
2. Register DSC of Director again on V3 Portal on his ID. Or Create New DSC or Director and register on his User ID
3. Now, U can use professional ID for registration of DSC of Professional.

Physical Filing of forms on MCA V3



As per MCA Circular No 5, below mentioned 6 forms are allowed to be submit in Physical with ROC due to MCA V3 roll out

S.No.	Form	Purpose (DG)
1	GNL-2	Filing of prospectus related documents and Private Placement (DG)
2	MGT-14	Filing of Resolutions relating to prospectus related documents and Private Placement (DG)
3	PAS-3	Allotment of Shares (DG)
4	SH-8	Letter of Offer for Buyback of own shares or other securities) (DG)
5	SH-9	Declaration of Solvency (DG)
6	SH-11	Return in respect of buy-back of securities (DG)

Process Physical Filing of forms



- vi. Company may download PDF form from the V3 Circular. (As form from V3 portal cant download and form on V2 portal are not available)
- vii. Take print out and fill the form manually.
- viii. Prepare a undertaking that company shall also file the relevant form in electronic form on MCA21 portal along with the fees.
- ix. Get it sign from the concerned person. (Form should be physically signed by the person who is authorized to file that form.)
- x. Submit the form along with undertaking and attachments with ROC in physical.



Process Physical Filing of forms

- i. Along with physical form company have to submit the copy of the form, undertaking and attachment in pen drive or any other electronic media with Roc.
- ii. No need to make any payment for physically filing with Roc.
- iii. ROC will give the acknowledgement of filing of such physical form. (Format of acknowledgement has been given under the circular)
- iv. Once the electronic form shall be available on the portal. Company shall file the electronic form on V-3 along with the actual fees. (DG)



Facilities available at MCA V-3

- 1. Login & User Registration**
- 2. DSC Registration**
- 3. LLP Form Filing**
- 4. 9 Forms of Company Filing**
- 5. 56 Forms of Company till end of Jan,
2023**



Difference Between Registered User & Business User:

**Registered User
{RU}**

1. Only Individual can Register
2. Existing User in V2

**Business
User{BU}**

1. Company/LLP
2. Director/Designated Partner
3. Manager/Secretary/Authorized Representative
4. Officer in Default
5. Professional
6. Professional Staff Member
7. Nodal Officer
8. Deputy Nodal Officer
9. RU-After Upgradation





REGISTERED USER:



They have access to the basic services of MCA portal such as

1. E-book
2. E-Consultation
3. Master Data Services
4. View Public Document Services and
5. Filing of complaints
6. LLP module user can file RUN & Fillip forms
7. Company – DIR-3 KYC of form (web based not allowed).



BUSINESS USER:



Company/LLP user:

They have access to all MCA FO services in relation to respective company/LLP. They can also authorize Manager/Secretary/officer in default/ Authorized Representative to act on its behalf.



Director/Designated Partner

These can be those individuals who is appointed as a director in a company or a designated partner in an LLP. They would have following functionalities:

- Access to all MCA FO services (including e-filing services and e-adjudication services) in relation to the company/LLP where they are currently appointed.



Manager/Secretary/Authorized representative

They will have access to all MCA FO services (including e-filing services and e-consultation services), in relation to the company/LLP wherein they have been authorized to perform such services.



Officer in default

They will have rights like a Manager/Secretary/Authorized representative once authorized in this regard. They would also be able to view/reply to notices linked with their PAN (under e-adjudication module) irrespective of their association with the company/LLP.



Professional Users

This category comprises of professionals which are Company Secretary, Chartered Accountant or Cost Accountants etc.

1. They have access to all MCA FO services for any company/LLP.
2. They will not be required to obtain any authorization from the company/LLP.



Professional Staff Member

Professional Staff Member refers to any person who is with or on behalf of a Professional of ICSI/ICAI/ICWAI as a staff. Such members include:

1. Trainees of the professional firms
2. Non-Professional members of professional firms etc.



Nodal Officer-IEPF

This category comprises of Director or Chief financial Officer or Company Secretary of the company, who are appointed for the purposes of verification of claims and coordination with Investor Education and Protection Fund Authority.



Deputy Nodal Officer-IEPF

A company may appoint one or more Officer as Deputy Nodal Officer to assist the Nodal Officer for the purposes of verification of claim and for coordination with Investor Education and Protection Fund Authority.



User Registration-

Registered User(RU)

or

Business User(BU)

or

Upgradation from RU to BU

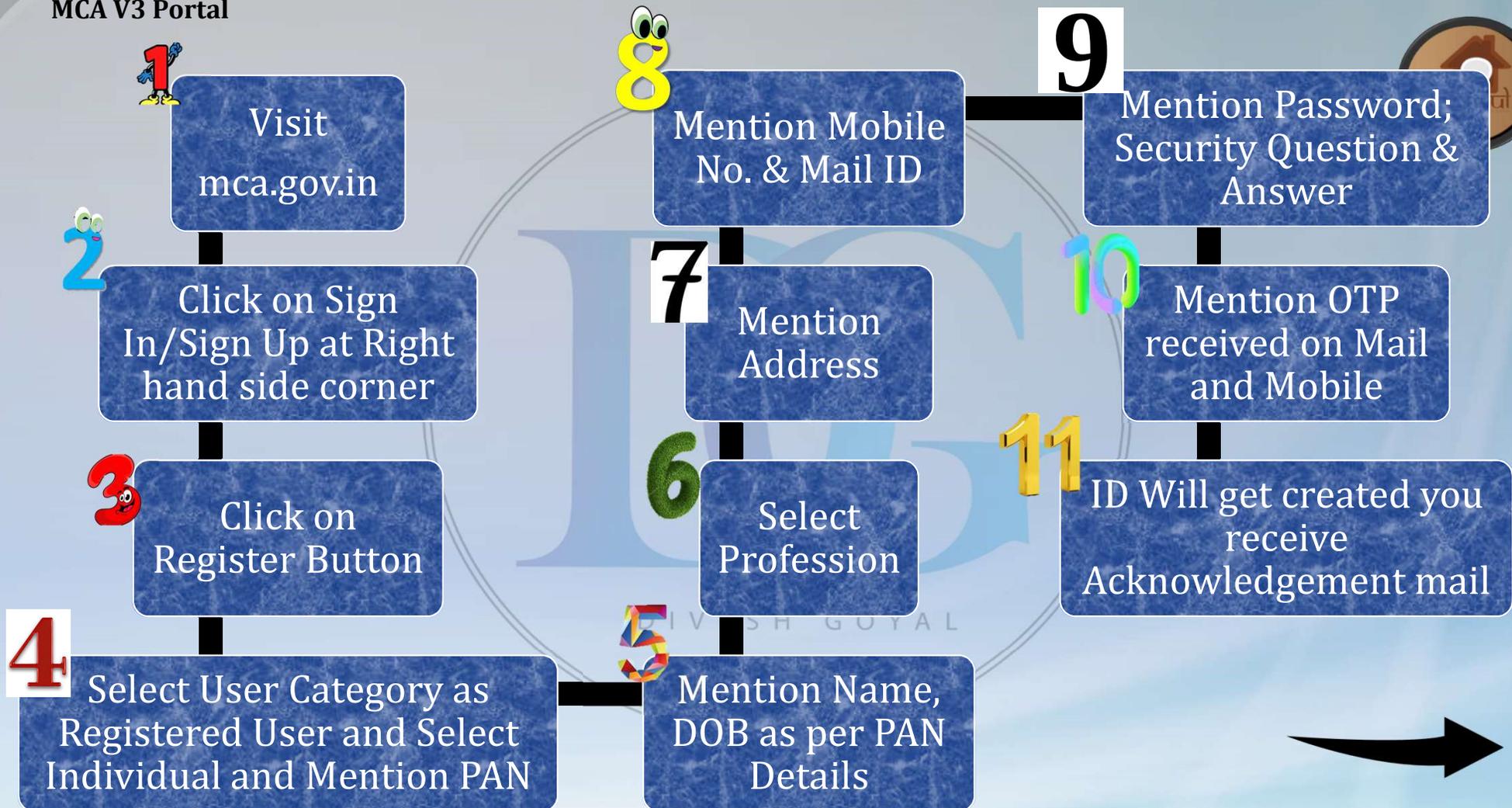


Steps to Register as Registered User {RU} at MCA-V3

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NOTE:

**PAN Number, Mobile Number & Mail ID
need to be unique as with same details
Duplicate ID will not get generated**

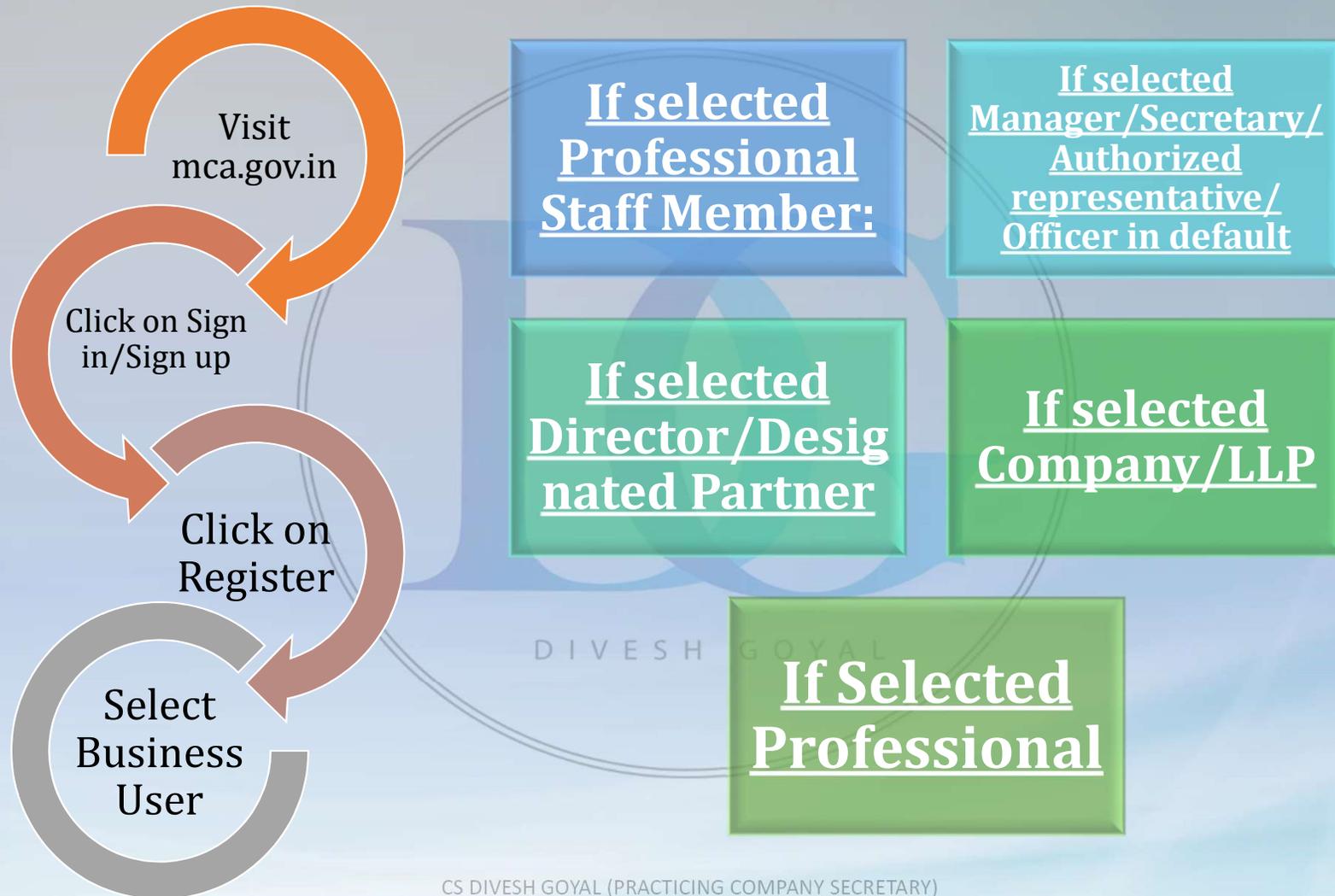
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Steps to Register as Business User {BU} at MCA-V3

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Upgrade Profile from Registered User {RU} to Business user {BU}

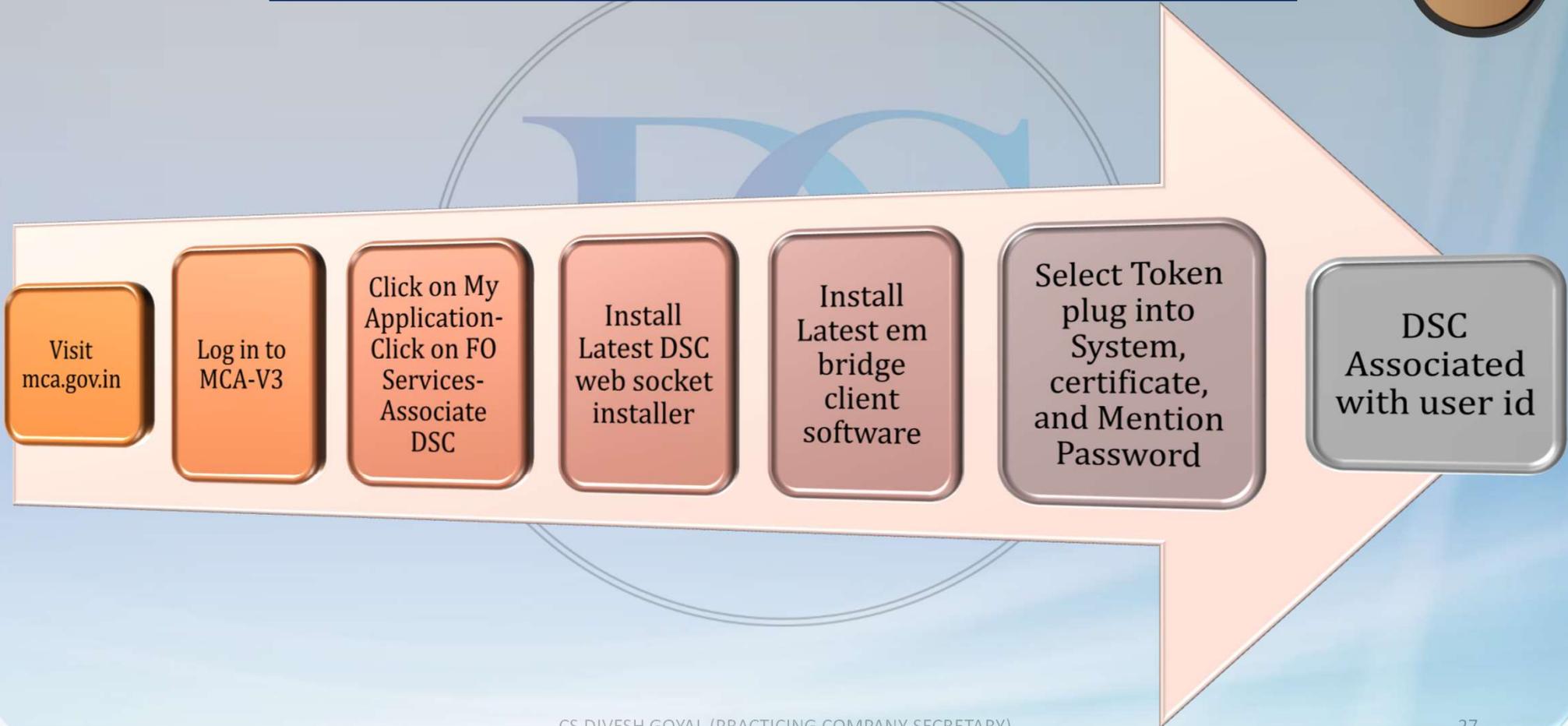
User can Upgrade the Profile by clicking on “Hello Username” at right hand side corner of Page after logging.



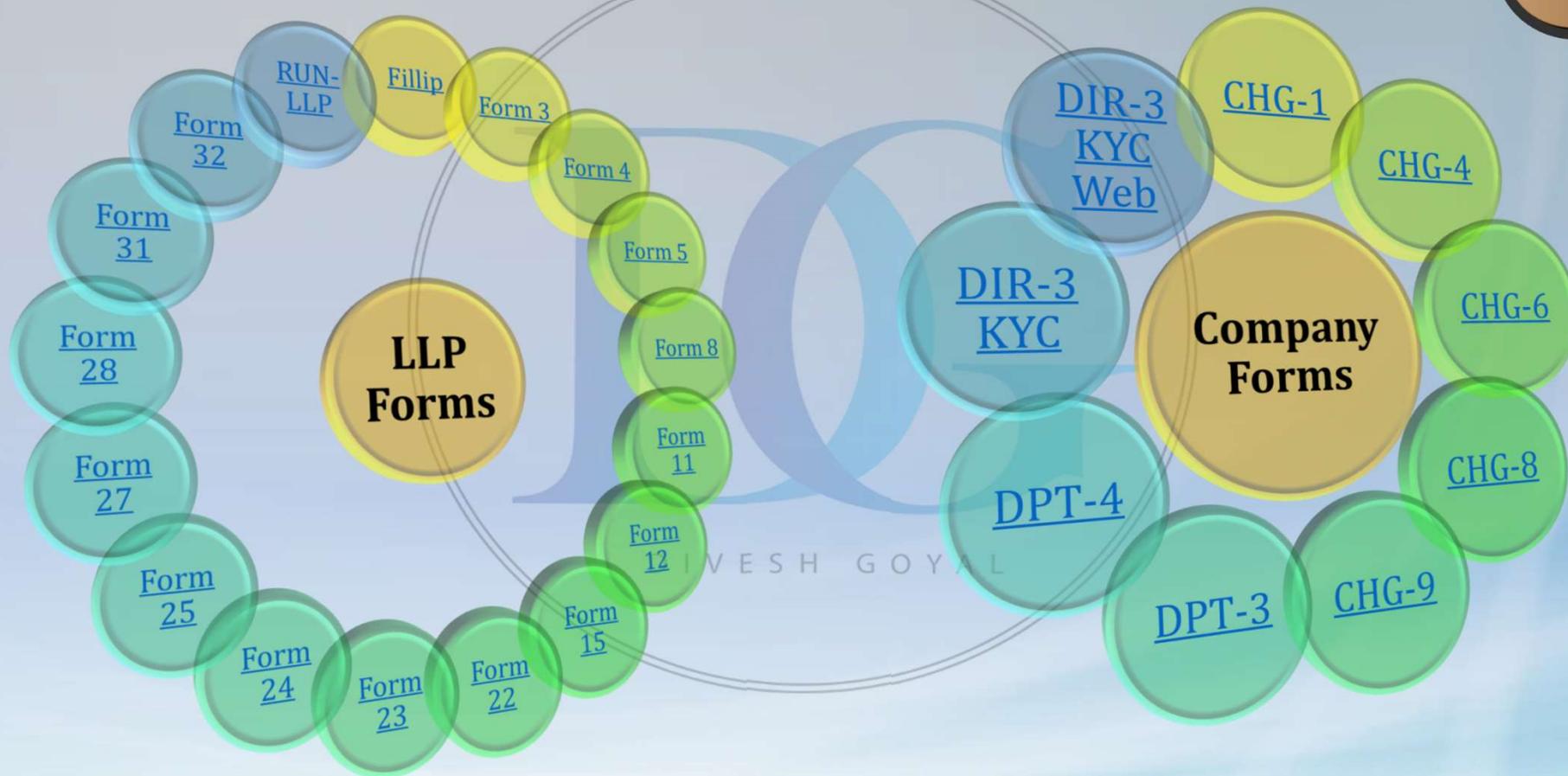
Users have to Add Roles:

- ❖ If Selected Director/Designated Partner: Mention DIN
- ❖ If Selected Manager/Secretary/Authorized Representative:
Mention CIN/LLPIN of that particular entity
- ❖ If Selected Professional Staff Member: Mention Detail of Professional (Institute & Membership No.)
- ❖ If Selected Professional: Select Institute & Mention Membership

HOW TO ASSOCIATE DSC ON MCA



TYPE OF FORMS-MCA V3





How to Affix DSC at MCA-V3 Portal

Submission of the form.

SRN will be generated, and Form get auto downloaded

Form will be available under My Application Tab

If download is not done, the pdf can be downloaded from My Application against SRN number "Download the PDF"

Affix DSC of Concerned person and that DSC need to register at V3 portal irrespective of fact that DSC registered at V2 Portal.



How to Upload Form at MCA-V3 Portal

**After Log In,
Go to My
Application**

**Go to
Relevant
SRN and at
right side,
click on
Upload PDF**

**Upload
DSC
affixed
pdf form**

**Make
Payment**

ABOUT CS DIVESH GOYAL

FELLOW MEMBER OF ICSI HAVING RICH EXPERIENCE OF 8 YEARS.

- TAKEN 300+ SEMINARS/ WEBINARS
- PUBLISHED 700+ ARTICLES
- PUBLISHED VIDEO ON YOUTUBE –FCS DIVESH GOYAL
- RUNNING VACANCY PORTAL FOR CS ON FACEBOOK AND LINKEDIN
- APPEAR BEFORE NCLT/ NCLAT
- APPEAR BEFORE MCA/ ROC/ RD PAN INDIA.
- FEMA EXPERT
- CORPORATE LAW EXPERT

CS DIVESH GOYAL (PRACTICING COMPANY SECRETARY)

DG

