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## ABOUT THIS DOCUMENT

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This Instruction Kit is designed as a step-by-step guide to assist the user in filling up the webform. This document provides references to law(s) governing the webform, guidelines to access the application, instructions to fill the webform at field level and important check points while filling up the webform along with other instructions to fill the webform.

*User is advised to refer to the respective instruction kit for filing of webform.*

This document is divided into following sections:



**Part I – Law(s) governing the webform**



**Part II – Accessing Form No. URC-1 application**



**Part III – Instructions to fill the webform**



**Part IV – Key points for successful submission**

*Click on any section link to refer to the particular section.*

## 1 PART I – LAW(S) GOVERNING THE WEBFORM

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Pursuant to Section [366](#) of Companies Act, 2013 read with Rule [3\(2\)](#) of the Companies (Authorised to Registered) Rules, 2014.

### 1.1 Purpose of the webform

This webform is filed by any partnership firm, limited liability partnership, society, trust or any other business entity formed under any other law for the time being in force consisting of two or more members, to register itself under Companies Act, 2013 as a Company. This webform is filed as a linked form with SPICe+ application and is applicable for application by a company for registration under section 366.

The following entities can be converted into Company by filing Form No. URC-1:

- i. Partnership Firm
- ii. Limited liability Partnership (LLP)
- iii. Cooperative Society
- iv. Society
- v. any other business entity formed under any other law for the time being in force which applies for registration under this Part.

### 1.2 Important Check Points while filling up the webform

- ✓ Please read instructions and guidelines carefully before filling online application forms.
- ✓ Please attach the required mandatory supporting documents in the specified format only.
- ✓ Please ensure that applicant of the webform is registered at MCA portal before filing the webform.
- ✓ Please ensure that the signatories have an approved DIN or valid PAN or valid Membership number.
- ✓ Please ensure that applicant of the webform has already submitted SPICe+ Part B webform.
- ✓ Please ensure that FO User ID used for filing of URC-1 and SPICe+ Part B webform is same.
- ✓ Please ensure that “Type of Company” selected in SPICe+ Part A webform is ‘Part I Section 8 Company / Part I LLP to Company / Part I Firm to Company / Part I Others’.
- ✓ Please ensure that the DSC attached in the webform is registered on MCA portal against the DIN/PAN/Membership number as provided in the webform.
- ✓ Please ensure that the DIN/PAN entered for the director signing the form shall match with the DIN/PAN of the director details provided in section 7A/7B/7C/7D of SPICe+ Part B webform.
- ✓ Please ensure that in case “Type of Company” selected in SPICe+ Part A webform is ‘Part I LLP to Company’, the ‘DIN/DPIN’ entered in the signatory field shall be associated with the LLPIN entered.
- ✓ Please ensure that in case “Type of Company” selected in SPICe+ Part A webform is ‘Part I LLP to Company’, no open eForm work items or eForms shall be pending for payment or processing in respect of the LLP.

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- ✓ Please ensure that in case “Type of Company” selected in SPICe+ Part A webform is ‘Part I LLP to Company’, no updation requests shall be pending for approval (like master data updation, charge updation etc.).
- ✓ Please ensure that in case “Type of Company” selected in SPICe+ Part A webform is ‘Part I LLP to Company’, at least one form i.e. Form 8 or Form 11 has been filed by the LLP.
- ✓ Please note that in case “Type of Company” selected in SPICe+ Part A webform is ‘Part I LLP to Company’, the sum total of number ‘Total number of first subscribers (non-individual + individual) having DIN and ‘Total number of first subscribers (non-individual + individual)’ not having DIN as provided section 5 (a) of SPICe+ Part B webform shall be equal to number of ‘Designated partners’+ ‘partners’ in the LLP.
- ✓ Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC.
- ✓ Please note that the DIN of the director signing the form shall not be flagged for disqualification of director.
- ✓ 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 webform.
- ✓ Please check for any alerts that are generated using the “Notifications and alerts” function under the ‘My Workspace’ page in the FO user dashboard on the MCA website.

## 2 PART II – ACCESSING FORM NO. URC-1 APPLICATION

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### 2.1 Application Process for Form No. URC-1

#### 2.1.1 Initial Submission

**STEP 1:** Access MCA homepage

**STEP 2:** Login to MCA portal with valid credentials

**STEP 3:** Access ‘SPICe +’ application from the application history in the user dashboard

**STEP 4:** Access SRN dashboard by clicking on the applicable SRN/SPICe+ application with status as ‘Draft’ or ‘SPICe+ Part A approved’

**STEP 5:** Access “Form No. URC-1 (Application by a company for registration under section 366)”

**STEP 6:** Fill up the application

**STEP 7:** Save the webform as a draft (optional)

**STEP 8:** Submit the webform

**STEP 9:** Affix the DSC

**STEP 10:** Upload the DSC affixed pdf document on MCA portal

**STEP 11:** Filing of application along with SPICe+ Part B webform

#### 2.1.2 Resubmission

**STEP 1:** Access MCA homepage

**STEP 2:** Login to MCA portal with valid credentials

**STEP 3:** Access ‘SPICe +’ application from the application history in the user dashboard

**STEP 4:** Access SPICe + application with status as ‘Resubmission required’<sup>1</sup>

**STEP 5:** Fill up the application

**STEP 6:** Save the webform as a draft (optional)

**STEP 7:** Submit the webform

**STEP 8:** Affixing of DSC

**STEP 9:** Upload the DSC affixed pdf document on MCA portal<sup>2</sup>

**STEP 10:** Resubmission of webform along with SPICe+ Part B webform (In case the user does not complete re-submission of the form and upload the DSC affixed pdf document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 15 days OR till the time this is submitted, whichever is earlier)

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<sup>1</sup> In case there are resubmission remarks on URC-1 webform, the user will be required to access SPICe+ application with status as ‘Resubmission required’ and shall resubmit the updated URC-1 webform along with SPICe + Part B webform.

<sup>2</sup>For the SRN’s that are marked ‘Resubmission required’, the user is required to update the details in the webform and complete submission (including the upload of DSC affixed pdf) within 15 days from the date the BO user has sent the SRN back for resubmission.

### 3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

#### 3.1 Specific Instructions to fill 'Form No. URC-1' at Field Level

*Instructions to fill 'Form No. URC-1' are tabulated below at field level. Only important fields that require detailed instructions are explained. Self-explanatory fields are not explained.*

Field No.	Field Name	Instructions
2 (b)	LLPIN/ Registration Number	<ul style="list-style-type: none"> <li>i. In case "Type of Company" selected in SPICe+ Part A webform is 'Part I LLP to Company', LLPIN shall be pre-filled based on SPICe+ Part A.</li> <li>ii. In all other cases, it shall be manually entered.</li> <li>iii. Please ensure that LLPIN shall be a valid LLPIN.</li> <li>iv. Please note that the status of LLP associated with the LLPIN shall be 'Active'.</li> </ul>
2 (c)	Name of the existing entity	<ul style="list-style-type: none"> <li>i. In case LLPIN is provided in field number 2 (b) i.e. "LLPIN/ Registration Number", these fields shall be pre-filled based on LLPIN.</li> </ul>
2 (d)	Address of the existing entity	<ul style="list-style-type: none"> <li>ii. In all other cases, it shall be manually entered.</li> </ul>
2 (e)	Email ID of the existing entity	
4 (a)	Date of instrument constituting the existing entity (DD/MM/YYYY)	<ul style="list-style-type: none"> <li>i. In case LLPIN is provided in field number 2 (b) i.e. "LLPIN/ Registration Number", this field shall be pre-filled based on LLP incorporation date associated with the LLPIN.</li> <li>ii. In all other cases, it shall be manually entered.</li> <li>iii. Please ensure that the date entered in this field shall be less than or equal to the system date.</li> </ul>
5 (a)	Date of passing resolution for declaring the amount of guarantee	<ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory in case category selected in field number 3 (b) i.e. "Category of the proposed company" is 'limited by guarantee'.</li> <li>ii. Please ensure that the date entered in this field shall be less than or equal to the system date.</li> </ul>
6	Date of general meeting passing the resolution assenting to registration with limited liability	Please ensure that the date entered in this field shall be less than or equal to the system date.
11 (a)	Date of publication of advertisement in English language as per Rule 4 of Companies (Authorised to register) Rules, 2014	<ul style="list-style-type: none"> <li>i. Please ensure that date of filing of this webform shall not be before the expiry of 15 days from the date entered in this field.</li> <li>ii. Please ensure that the date entered in this field shall be less than or equal to the system date.</li> </ul>

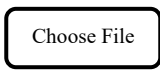


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Field No.	Field Name	Instructions
	<b>Attachments</b>	All the attachments shall be either in pdf or.jpg format. The size of each individual attachment can be up to 2MB.
(a)	Particulars of members/partners along with the details of shares held by them, if any	These attachments shall be mandatory.
(b)	Affidavit from all the members/partners for dissolution of the entity	
(c)	Copy of the instrument constituting or regulating the entity	
(d)	Copy of certificate of registration of the entity, if any	This attachment shall be mandatory to attach in case Type of company is 'Part I Section 8 Company' / 'Part I LLP to Company'.
(e)	Copy of Newspaper advertisement	These attachments shall be mandatory.
(f)	Resolution of unregistered companies in case of Chapter XXI (Part I) companies	
(g)	Intimation from the concerned Registrar of Firms or Registrar of Companies (LLP)	This attachment shall be mandatory to attach in case Type of company is 'Part I LLP to Company' / 'Part I Firm to Company'.
(h)	NOC from secured creditors along with chargeholder, if applicable	This attachment shall be mandatory to attach in case 'Yes' is selected in field number 10 (a) i.e. "Whether entity has any secured debt outstanding as on the date of application".
(i)	Statement of accounts of the existing entity, prepared not later than 15 days preceding the date of application duly certified by auditor; if applicable	This attachment shall be optional.
(j)	Copy of the resolution declaring the amount of guarantee	This attachment shall be mandatory to attach in case Type of company is 'limited by guarantee'.
(k)	a copy of latest Income Tax return of the firm	This attachment shall be mandatory.
(l)	Copy of objection(s) received from companies along with details of resolution(s) provided, if applicable	This attachment shall be mandatory to attach in case 'Yes' is selected in field number 11 (c) i.e. "Any objection(s) has been received till date".

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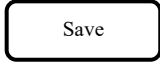
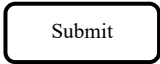
Field No.	Field Name	Instructions
(m)	Optional attachment(s) - if any	i. This field can be used to provide any other information. ii. Please note that the user has an option to upload up to five optional attachments.
	<b>Declaration</b>	
	To be digitally signed by Designation	This shall be pre-filled as 'Director'.
	DIN/ DPIN or PAN of the director	i. Value entered in this field shall be DIN / DPIN / PAN of one of the Director's as provided in SPICe+ Part B webform. ii. Please ensure PAN entered in this field shall be associated with the approved DIN.
	<b>Certificate by Practicing Professional</b>	
	To be digitally signed by	i. The webform shall be certified by a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice) or company secretary (in whole-time practice) by digitally signing the webform. ii. In case the professional is a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice) then enter the membership number. iii. In case the professional is a company secretary (in whole-time practice) then enter the certificate of practice number. iv. Select the relevant category of the professional and whether he/ she is an associate or fellow. v. Please ensure that membership/ certificate of practice number of the professional corresponds to the 'Associate' or 'Fellow' member category selected in the webform.

### 3.2 Other instructions to fill 'Form No. URC-1'

Buttons	Particulars
	i. Click the "Choose File" button to browse and select a document that is required to be attached as a supporting to 'Form No. URC-1'. ii. This is an optional field. iii. All the attachments should be uploaded in <i>pdf or .jpg format</i> . The total size of the document being submitted can be <b>up to 10 MB</b> . iv. The user has an option to attach multiple files as attachments within the webform.
	The user has an option to remove files from the attachment section using the "Remove" option provided against each attachment.
	The user has an option to download the attached file(s) using the "Download" option provided against each attachment.



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Buttons	Particulars
	<ul style="list-style-type: none"> <li>i. Click on Save button for saving the application in a draft form at any given point in time prior to submitting the webform.</li> <li>ii. The ‘Save’ option will be enabled only after entering the ‘CIN’.</li> <li>iii. This is an optional field.</li> <li>iv. On saving the webform, all the information filled in the webform will be saved and can be edited/updated till the time webform is submitted.</li> <li>v. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.</li> </ul>
	<ul style="list-style-type: none"> <li>i. This is a mandatory field.</li> <li>ii. When the user clicks on the submit button the details filled in the webform are auto saved and the system verifies the webform. Incase errors are detected the user will be taken back to webform and all the relevant error messages shall be displayed.</li> <li>iii. In case at the submission of webform no errors are detected by the system the submission will be successful.</li> </ul>

#### 4 PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION

##### 4.1 Fee rules

S#	Purpose of webform	Normal Fee	Additional (Delay Fee)	Logic for Additional Fees	
				Event Date	Time limit (days) for filing
1	Application by a company for registration under section 366	The Companies (Registration offices and Fees) Rules, 2014 (Refer Table 1 below)	N/A	N/A	N/A

*Fee payable is subject to changes in pursuance of the Act, or any rule or regulation made, or notification issued thereunder.*

#### 4.1.1 Companies (Registration offices and Fees) Rules, 2014

Table 1

*Normal filing fee*

*In case of company having share capital*

S#	Nominal Share Capital (INR)	Fee applicable (INR)
1	Less than 1,00,000	200
2	1,00,000 to 4,99,999	300
3	5,00,000 to 24,99,999	400
4	25,00,000 to 99,99,999	500
5	1,00,00,000 or more	600

*In case of company not having share capital*

**Normal Fee applicable (INR)**

200

#### 4.2 Processing Type

URC-1 webform shall be processed in Non-STP mode.

#### 4.3 Useful links

1. Link to access Form No. URC-1: <https://www.mca.gov.in/MinistryV2/companyformsdownload.html>
2. FAQs related to e-filing: <https://www.mca.gov.in/MinistryV2/efiling.html>
3. Payment and Fee related Services: <https://www.mca.gov.in/MinistryV2/paymentservices.html>