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ABOUT THIS DOCUMENT

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 the Form No. CHG-6 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

Pursuant to Section 84(1) and pursuant to Section 384 of The Companies Act, 2013 and Rule 9 of the Companies (Registration of Charges) Rules 2014.

1.1 Purpose of the webform

The webform CHG-6 aims to simplify the process of notification to the Registrar of Companies (RoC) in form CHG-6 by the person appointing any receiver or manager of the property of any company under the power of any instrument or order of the court within 30 days of such order/appointment.

In case of cessation, the person appointed as receiver or manager shall notify the RoC about the cessation within 30 days.

Such notification is submitted to the Registrar through CHG-6 form.

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 note that in case of resubmission, application of CHG-6 shall be available in the application history of the user and T+ 15 days (where T is the date of marking the application as 'Resubmission Required') should not have elapsed.*
- ✓ *Please note that the company for which the webform is being filed shall have a valid and approved CIN/FCRN.*
- ✓ *Please ensure that the DSC attached in the webform is registered on MCA portal against the DIN/PAN/Membership number as provided in the form.*
- ✓ *Please ensure that applicant of the webform is registered as Business User at the MCA portal before filing the webform.*
- ✓ *Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC.*
- ✓ *Please ensure that the authorized signatories of the company shall have a valid PAN..*
- ✓ *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 THE FORM NO. CHG-6 APPLICATION

2.1 Application Process for Form No. CHG-6

2.1.1 Initial Submission

2.1.1.1 Option 1

STEP 1: Access MCA homepage

STEP 2: Login to MCA portal with valid credentials¹

STEP 3: Select “MCA services” and further select “E-Filing”

STEP 4: Select “Company Forms Download” module

STEP 5: Navigate to the header “Charge related filings”

STEP 6: Access “Intimation of appointment / cessation of receiver / manager (CHG-6)”

STEP 7: Enter the Company Information²

STEP 8: Search CIN using the search option (optional)³

STEP 9: Select CIN from the dropdown option (optional)⁴

STEP 10: Fill up the application

STEP 11: Save the webform as a draft (optional)⁵

STEP 12: Submit the webform

STEP 13: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

STEP 14: Affix the DSC

STEP 15: Upload the DSC affixed pdf document on MCA portal

STEP 16: Pay Fees (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation and complete the payment within 7 days of successful upload of DSC affixed document or due date of filing of the form + 2 days, whichever is earlier, the SRN will be cancelled)

STEP 17: Acknowledgement is generated

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access Company Form CHG-6 through search bar on MCA homepage (website search)⁶

STEP 3: Login to MCA portal with valid credentials

STEP 4: Enter Company Information²

STEP 5: Search CIN using the search option (optional)³

STEP 6: Select CIN from the dropdown option (optional)⁴

¹ In case Option 1 is selected, the user will have an option to either login immediately after accessing the MCA homepage, or login after selecting “Intimation of appointment / cessation of receiver / manager” in case the user is not already logged in.

² In case the user filling the webform is a company user then, CIN and Company name will be auto-populated based on the user id from which the user logs in.

³ In case the user filling the webform is a Professional user, a search option will be provided on the page allowing the user to search for CIN basis name of Company.

⁴ In case the user filling the webform is any other business user, a dropdown option containing a list of all the CIN and corresponding company name for companies where the user is associated shall be displayed.

⁵ The option to save the webform as a draft shall be enabled once the user enters the “CIN”.

⁶ In case Option 2 is selected, the user will have an option to either login immediately after accessing the MCA homepage or login after performing the website search.

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STEP 7: Fill up the application

STEP 8: Save the webform as a draft (optional)⁵

STEP 9: Submit the webform

STEP 10: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

STEP 11: Affix the DSC

STEP 12: Upload the DSC affixed pdf document on MCA portal

STEP 13: Pay Fees (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation and complete the payment within 7 days of successful upload of DSC affixed document or due date of filing of the form + 2 days, whichever is earlier, the SRN will be cancelled)

STEP 14: Acknowledgement is generated.

2.1.2 Resubmission

2.1.2.1 Option 1

STEP 1: Access MCA homepage

STEP 2: Login to MCA portal with valid credentials

STEP 3: Access application history through user dashboard

STEP 4: Select CHG-6 application with status as 'Resubmission required'

STEP 5: Fill up the application

STEP 6: Save the webform as a draft (optional)⁵

STEP 7: Submit the webform

STEP 8: SRN is updated

STEP 9: Affix the DSC

STEP 10: Upload the DSC affixed pdf document on MCA portal⁷

STEP 11: Resubmission of 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)

STEP 12: Acknowledgement is generated

2.1.2.2 Option 2

STEP 1: Click on the link provided in the notification email sent (received for resubmission)

STEP 2: Login to MCA portal with valid credentials

STEP 3: Fill up the application

STEP 4: Save the webform as a draft (optional)⁵

STEP 5: Submit the webform

STEP 6: SRN is updated

STEP 7: Affix the DSC

STEP 8: Upload the DSC affixed pdf document on MCA portal⁷

⁷ For the SRN's that are marked 'Resubmission required', the user is required to update the details in the web-form 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.

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STEP 9: Resubmission of 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)

STEP 10: Acknowledgement is generated

3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

3.1 Specific Instructions to fill webform ‘CHG-6’ at Field Level

Instructions to fill the webform CHG-6 are tabulated below at field level. Only important fields that require detailed instructions to be filled in the form are explained. Self-explanatory fields are not discussed.

Field No	Field Name	Instructions
1	Corporate identity number (CIN) or foreign company registration number (FCRN)	<ul style="list-style-type: none"> i. In case of company users, CIN/FCRN of company or foreign company shall be pre-filled based on the company/foreign company information entered by the user post accessing the “CHG-6” webform. ii. In case of professional users, a search option shall be provided to search the CIN basis the company name. Either full name of the company or partial name can be used to search the company. iii. In case of other business users, a dropdown option is provided containing the list of CIN with which the user is associated. iv. CIN/FCRN entered in this field shall be valid.
2 (a)	Name of the company	These fields shall be pre-filled based on the CIN entered by the user in field number 1 i.e., “Corporate identity number (CIN) or foreign company registration number (FCRN)” and shall be non-editable.
2 (b)	Address of the registered office or principal place of business in India of the company	
2 (c)	e-mail ID of the company	
3 (b)	Type of notice	The user is allowed to select “Cessation” only in case ‘Person appointed as receiver or manager’ is selected in field number 3 (a) i.e., “This notice is being filed by”.
5	Date of appointment (DD/MM/YYYY)	<ul style="list-style-type: none"> i. This field shall be displayed and Mandatory only if “Appointment” is selected in field number 3 (b) i.e., “Type of notice”. ii. In case CIN is provided in field number 1 i.e., “Corporate identity number (CIN) or foreign company registration number (FCRN)” then the date entered should be greater than or equal to the date of incorporation of the company. iii. In case FCRN is provided in field number 1 i.e., “Corporate identity number (CIN) or foreign company registration number (FCRN)” then date entered should be greater than or equal to the date of establishment of place of business in India as per the master associated with the FCRN. iv. Date entered in this field cannot succeed the system date.

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Field No	Field Name	Instructions
6	Date of cessation (DD/MM/YYYY)	<ul style="list-style-type: none"> i. This field shall be displayed and mandatory only if "Cessation" is selected in field number 3 (b) i.e., "Type of notice". ii. In case CIN is provided in field number 1 i.e., "Corporate identity number (CIN) or foreign company registration number (FCRN)" then the date entered should be greater than or equal to the date of incorporation of the company. iii. In case FCRN is provided in field number 1 i.e., "Corporate identity number (CIN) or foreign company registration number (FCRN)" then date entered should be greater than or equal to the date of establishment of place of business in India as per the master associated with the FCRN. iv. Date entered in this field cannot succeed the system date.
8 (a)	Number of charges	The number entered in this field shall be an integer value greater than 1 and less than 20.
8 (b)	Pursuance to an order of court	<p>This field shall be displayed and mandatory if "Pursuant to an order of the court" is selected in field number 7 i.e. 'Whether the appointment or cessation is'</p> <p>The user will be required to enter the following for each charge ID:</p> <ul style="list-style-type: none"> i. Court reference ii. Date of court order iii. Charge ID iv. Appointment relating to whole of the property of the company (Yes/No) v. Appointment relating to income arising from whole of the property of the company (Yes/No)
8 (c)	Pursuance to an instrument	<p>This field shall be displayed and mandatory if "Pursuant to any instrument" is selected in field number 7 i.e. 'Whether the appointment or cessation is'</p> <p>The user will be required to enter the following for each charge ID:</p> <ul style="list-style-type: none"> i. Description of instrument ii. Date of instrument iii. Charge ID iv. Appointment relating to whole of the property of the company (Yes/No) v. Appointment relating to income arising from whole of the property of the company (Yes/No)

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Field No	Field Name	Instructions
9 (a)	Number of assets	<ul style="list-style-type: none"> i. This field shall be displayed and mandatory if "No" is selected in any of the rows against column "Appointment related to whole property of the company" in section 8 (b) or 8 (c) (as applicable) of the form. ii. The value entered in this field shall be an integer value greater than/equal to 1 and less than 50.
	Attachments:	All the attachments shall be either in pdf or .jpg format. The size of each individual attachment can be up to 2MB.
(a)	Copy of instrument appointing receiver/manager;	These attachments shall be mandatory to attach by the user if "Pursuant to any instrument" is selected in field number 7 i.e. 'Whether the appointment or cessation is'
(b)	Copy of court order;	
(c)	Optional attachment(s), if any.	
	To be digitally signed by	
	Person appointing receiver or manager	This field shall be displayed and mandatory if 'Person appointing receiver or manager' is selected in field number 3(a) i.e., "This notice is being filed by" Ensure the webform is digitally signed by the person appointing receiver or manager in case of appointment and by receiver or manager himself in case of such cessation.
	PAN	Enter a valid income tax PAN of the person signing the webform.
	To be digitally signed by	
	Receiver or manager	This field shall be displayed and mandatory if 'Person appointed as receiver or manager' is selected in field number 3(a) i.e., "This notice is being filed by" Ensure the webform is digitally signed by the person appointing receiver or manager in case of appointment and by receiver or manager himself in case of such cessation.
	PAN	Enter a valid income tax PAN of the person signing the webform.

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3.2 Other instructions to fill Form No. CHG-6

Buttons	Particulars
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Choose File</div>	<ul style="list-style-type: none"> i. Click the ‘Choose File’ button to browse and select a document that is required to be attached as a supporting to Form No. CHG-6. ii. All the attachments should be uploaded in <i>pdf or .jpg format</i>. The total size of the document being submitted can be up to 10 MB. iii. The user has an option to attach multiple files as attachments within the form.
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Remove</div>	<p>The user has an option to remove files from the attachment section using the “Remove” option provided against each attachment.</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Download</div>	<p>The user has an option to download the attached file(s) using the “Download” option provided against each attachment.</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Save</div>	<ul style="list-style-type: none"> i. Click on Save button for saving the application in a draft form at any given point in time prior to submitting the webform. ii. The ‘Save’ option will be enabled only after entering the <i>CIN</i>. iii. This is an optional field. 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. v. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Submit</div>	<ul style="list-style-type: none"> i. This is a mandatory field. ii. When the user clicks on the submit button the details filled in the webform are auto saved and the system verifies the webform. In case errors are detected the user will be taken back to webform and all the relevant error messages shall be displayed. iii. In case at the submission of webform no errors are detected by the system the submission will be successful.

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		Remarks
				Event Date	Time limit (days) for filing	
1	Notice of appointment or cessation of receiver or manager	The Companies (Registration of offices and Fee) Rules, 2014 (Refer Table 1 and Table 2 below)		Date of appointment (Field 5)	30 Days	-
2	Notice of cessation of receiver or manager	The Companies (Registration of offices and Fee) Rules, 2014 (Refer Table 1 and Table 2 below)		Date of cessation (Field 6)	30 Days	-

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

4.1.1 The Companies (Registration of offices and Fees) Rules, 2014

Table 1 – Normal Fee

Fees (In case of Indian company having share capital)

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

Fees (In case of Indian company not having share capital)	-	INR 200
Fees (In case of Foreign company)	-	INR 6000

Table 2 – Additional Fee

Additional fee rules

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Period of delay	Fee Applicable
Up to 30 days	2 times of normal fees
More than 30 days and up to 60 days	4 times of normal fees
More than 60 days and up to 90 days	6 times of normal fees
More than 90 days and up to 180 days	10 times of normal fees
More than 180 days	12 times of normal fees

4.2 Processing Type

CHG-6 form shall be processed in Non-STP mode.

4.3 Useful links

1. Link to access Form No. CHG-6: <https://www.mca.gov.in/content/mca/global/en/mca/e-filing/company-forms-download.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>

5 ANNEXURES

5.1 Annexure A – PIN Code Master

Please refer the below link to view the Pin Codes:

<https://data.gov.in/catalog/all-india-pincode-directory/>

File name in the link: All India Pin code Directory