

Company e-Filing Form CHG- 9

The module aims to simplify the process of filing application by the company to the concerned Registrar of Companies (RoC), stating the particulars of Creation or Modification of charge for debentures with the concerned ROC.

The objective of Company e-Filing Form CHG-9:

To make the creation or modification of charge for debentures particulars process simplified.

Laws Governing the Company Form CHG-9

The Company Form CHG-9 is pursuant to Section 71(3), 77, 78 and 79 and pursuant to Section 384 read with 71(3), 77, 78 and 79 of Companies Act, 2013 and Rule 3 of the Companies (Registration of Charges) Rules 2014.

- The e-Filing Form CHG-9 simplifies the process of filing application by the company to the concerned Registrar of Companies (RoC), stating the particulars of Creation or Modification of charge for debentures with the concerned ROC.
- As per section 2(16) of the Companies Act, 2013, 'Charge' means an interest or lien created on the property or assets of a company or any of its undertakings or both as security and includes a mortgage.
- The details of charge created by the company shall be registered with the concerned ROC.
- If a company acquires property, which is subjected to charge already, the company will have to furnish the details relating to the existing charge on such acquired property.
- A company can have multiple charges at a given point of time on same asset, if charge holder (person / entity in whose favor the charge is created) gives the consent.

Steps to access CHG-9 Form

1. Go to the MCA Services menu of the menu navigation bar
2. Go to Company e-Filing
3. Go to Charge Related Filings
4. Go to Form CHG9 –Intimation for registration of creation or modification of charge for debentures or rectification of particulars.

Login to access Company Form CHG-9

- The top navigation bar contains a Sign In/Sign Up tab for user's registration and login to the website.
- Once a user logs in to the MCA website, they can access MCA services such as uploading E-Forms, make payments, and annual E-Filing using My Workspace.

e-Filing Form CHG-9

- Enter the CIN/FCRN or Enter Company Name.
- Select the registration of form.
- Rectification of charge requires SRN of the form for which rectification is being filed, Charge ID and SRN of form CHG-8.

- Modification of charge requires Charge ID of the charge to be modified or rectified.
- Select the type of debentures.
- Select the type of applicant.
- Enter the date and brief of charge instrument.
- Select at least one option from the checkbox provided.
- Mention complete address and location of the property or asset(s).
- Select the details for charge and the series of debentures are registered with (RoC).
- Enter date of present issue of series, maximum amount secured by charge in words and figure.
- Mention resolution authorizing the issue of series has been filed in MGT-14.
- Enter principal terms and conditions extent and operation of charge.
- Enter number of title documents deposited by customer.
- Click on Next to proceed.
- Attach Instrument creating/ modification of the charge.
- Attach copy of the resolution authorizing the issue of the debenture's series.
- Attach up to 5 Optional attachments if any.
- Check box and enter Declaration by company
- Enter authorised signatory digital signatures and designation.
- Enter DIN/PAN/membership number.
- Check box and enter Declaration by charge holder.
- Enter digital signature and PAN of the charge holder.
- Enter DIN/PAN/membership number.
- Enter digital signature of ARC or Assignee, designation, and PAN.
- Enter Certificate by practicing professional.
- Enter digital signature of Chartered accountant or Cost accountant or Company secretary.
- Check associate or fellow.
- Enter membership number for chartered accountant or cost accountant.
- Enter Certificate of Practice Number for company secretary.
- Click Next to proceed.
- Review the entire form before submit.
- Click on Submit button to proceed.
- CHG-9 form is submitted against SRN.
- Click on OK to proceed.
- After submitting the form, the user will get automatically download of Form CHG-9 PDF document into the system.
- User will receive email confirmation.
- Upload the DSC affixed pdf document.
- Click on Proceed to Payment button.

Payment

- Fee of ₹ 600 specified in The Companies (Registration of offices and Fees) Rules, 2014
- Click on Make Payment button.

Online Payment Mode

- Select online payment mode and click on Submit button.

- Click on Confirm button.
- Select a payment gateway.
- Select a payment mode.
- Click on View User Charge button
- A popup window with User Bank Charges appears.
- Enter Captcha text.
- Check the acknowledgement and agree to the terms and conditions.
- Click Pay button to proceed.
- Select a payment option.
- Enter credit/debit card details.
- Click on PROCEED button to proceed
- Enter OTP.
- Click on PAY button.
- Transaction for payment is successful.
- Successful payment receipt is generated.
- User can download the receipt in PDF format.

Offline Payment Mode

- Select Offline payment mode and click on Submit button.
- Click on PROCEED button.
- An E-Challan is generated to pay at the branch counter.
- You can download the E-Challan in PDF format to pay in offline mode.
- Click on Submit to Validate Account.
- Click on Confirm to proceed.
- Click on Download Depositer Slip to proceed.
- PDF Depositer Slip is generated.
- An acknowledgement email and SMS is sent about successful transaction.