

CFC MANAGER REGISTRATION
Intimation of details by the Certified Filing Center to the
Ministry of Corporate Affairs

Note: All fields marked in * are to be mandatorily filled

I/ We hereby provide details of approved Certified Filing Centers (CFCs) under MCA21 e-Governance programme. The requisite particulars of approved application are given below:

1. Type of application* ☐ New application ☐ Renewal application

(a) In case of renewal, enter
existing CFC user ID

2(a). Name of the Professional (CFC Manager)

(i). First Name*

(ii). Middle Name

(iii). Last Name*

(b). Business Entity Type of CFC*

(c). Name of the entity*

(d). Date of establishment of Entity*

(DD/MM/YYYY)

3. Details of Institute and Regional Council

(a). Name of the Institute*

(b). Regional Council*

4. Membership Information (CFC Manager)

(a). Membership Registration Number*

(b). Certificate of Practice Number*

(c). Certificate of Practice date*

(DD/MM/YYYY)

(d). Years of experience in practice*

5. Details of Location of Proposed CFC

(a). Address * Line I

Line II

(b). City*

(c). State*

(d). Pin code*

(e) Country

(f). Phone *

(g). Fax

(h). Mobile

(i). e-mail ID*

(j). Website

6. Infrastructure details for Proposed CFC

- (a). Office space exclusively to be dedicated to CFC (in sq ft)*
- (b). Number of computer seats*
- (c). Number of waiting seats*
- (d). Number of trained staff with knowledge of MCA21 portal*

7. Hardware details for proposed CFC

- (a). Number of computers (P IV or above)*
- (b). Number of printers (Laser jet / Inkjet / Desk jet)*
- (c). Number of scanners (Above 200 DPI)*
- (d). Bandwidth of Internet connection available*
- (e). USB Port / Floppy Disk Drive / CD Writer*

8. Software details for proposed CFC

- (a). Windows 2000 / Windows XP (Licensed Copy)*
- (b). Internet Explorer v 6.0 and above*
- (c). Adobe Reader v 7.0.5*
- (d). Java Runtime Environment (JRE)*
- (e). PDF Converter*
- (f). Anti Virus Software*
- (g). Digital Certificate (Minimum Class II)*

9. Whether the above requirement as per CFC scheme are Ready to Use or are Proposed to be Set up*

10. Application Reference number of the Institute, if any

Undertaking -

1. I/ We undertake that in terms of the scheme for the Certified Filing Center (CFCs) under MCA21 e-Governance Programme, on registration, I shall
 - (i) Display a Sign-board of being a CFC outside the premises as per the design approved by the Ministry of Corporate Affairs;
 - (ii) Provide services on charge basis and the charges shall not exceed the amount as indicated in the schedule of charges indicated in the scheme;
 - (iii) Prominently display the details of charges chargeable by the CFC in its office, in respect of various services as approved by the Ministry;
 - (iv) Keep the facilities in good working condition at all times and reliable connectivity is maintained;
 - (v) Maintain accounts of all statutory fee payments in respect of the services provided by us and shall be responsible for reconciliation of accounts in case of any missing credits in a manner as may be prescribed;
 - (vi) Get the CFC inspected by persons authorised by the Ministry of Corporate Affairs.
2. I/ We undertake that I shall abide by all the provisions of scheme for the Certified Filing Centers (CFCs) under MCA21 e-Governance programme as amended from time to time.
3. I/ We undertake to supply the information as may be called for by the Ministry of Corporate Affairs.
4. I/ We declare that the information given in this form is correct and complete to the best of my knowledge and belief.

To be digitally signed by**Certified Filing Center Manager**

For office use only:**Digital signature of the CFC Administrator**