

INSTRUCTIONS FOR FILLING OF APPLICATION
FORM FOR OPENING OF A BANK ACCOUNT

S. No.	Detailed Instructions
	<p>Note:</p> <ul style="list-style-type: none"> • Instructions are not provided for the fields which are self explanatory • 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 eForm. • This eForm can be used only for opening of bank accounts by the corporate and not for individual stakeholders.
1	<p>Enter the particulars of Bank</p> <p>(a) Select the name of the Bank in which corporate bank account is to be opened.</p> <p>(b) Select the state/ union territory and district of the bank branch in which the bank account is to be opened. Enter the location of the bank branch.</p>
2	<p>Enter the Corporate Identity Number (CIN) of the company.</p> <ul style="list-style-type: none"> • You may find CIN by entering existing registration number or name of the company in the 'Find CIN/GLN' service at the MCA21 portal. <p>Click the "Pre-fill" button.</p> <p>System will automatically display the name, registered office address, email ID, Date of incorporation, Industrial Activity code, Description of industrial activity of the company, Ownership type and total number of directors as on date of filing of the company.</p> <p>In case there is any change in the email ID, enter the new valid email ID.</p> <p>It is mandatory to enter the Income Tax PAN of the company. Enter the Tax deduction account number (TAN) of the company if applicable.</p>
3	<p>Enter the director details associated with the company as on the date of filing of the form.</p> <p>Enter the Director Identification Number (DIN). Click the "Pre-fill" button.</p> <p>System will automatically display the name, father's name, present residential address, designation, date of appointment, nationality, date of birth, mobile, Whether chairman/ executive director/ non-executive director and email ID of the director.</p> <p>In case there is any change in the email ID/ mobile number, enter the new valid email ID/ mobile number.</p> <p>In case of Indian director, it shall be mandatory to enter his/her Income tax PAN. In case of Foreign director, passport number shall be mandatory. It shall be validated that the Income tax PAN or passport number, as the case may be, should correspond to the DIN of the director.</p> <p>It shall be validated that the person (whose DIN is entered) is associated with the company as on the date of filing of the form. In case the details do not exist in the system, DIN of that person shall not be allowed to be entered. For such cases, Company would need to ensure that Form DIN-3 or Form 32, as the case may be, has been filed in respect of that person.</p>

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4	<p>Enter the particulars of Person(s) authorized to sign on behalf of the company.</p> <p>Enter the total number of authorized person(s)</p> <p>(Based on the number entered here, number of blocks shall be displayed for entering the details).</p> <p>It is mandatory to enter Income Tax PAN of the authorized person.</p> <p>It is mandatory to attach a passport size photograph giving front view of the full face of the authorised person(s). To attach the photograph, click on the box provided.</p> <p>Latest passport size photograph of the applicant in JPEG format only should be attached.</p> <p>In case authorized person is a director/ managing director of the company, enter his/ her Director Identification Number (DIN).Click the "Pre-fill" button.</p> <p>System will automatically display the name, father's name, present residential address, city, state, country, pin code, designation, date of birth, nationality and phone number of the director/ managing director based on DIN.</p> <p>If authorized person is other than a director/ managing director of the company then it is mandatory to enter the particulars of authorized person.</p>
Attachments	<ul style="list-style-type: none"> • Resolution of the board of directors delegating power to open and to operate the account(s) of the company.(Mandatory) • Proof of identity and proof of residence of the authorised person(s). (Mandatory) • Proof of work/ office address from where account is to be operated. (Mandatory) • Copy of Income-tax PAN of the company (Mandatory) • Any other attachment can be attached optionally.
Verification	<p>Enter the serial number and date of board resolution authorising the signatory to sign and submit the eForm.</p>
Digital Signature	<p>The eForm should be digitally signed by managing director or director or manager or secretary of the company authorised by the board of directors.</p>
Designation	<p>Select the designation of the person digitally signing the eForm.</p> <p>Enter the DIN in case the person digitally signing the eForm is a director or managing director</p> <p>Enter income-tax PAN in case the person signing the eForm is a manager</p> <p>Enter membership number or income-tax PAN in case the person digitally signing the eForm is a secretary.</p>

Common Instruction Kit

Buttons	Particulars
Pre-fill	<p>When the user clicks the Pre-fill button after entering the corporate identity number in eForm, the name and address is displayed by the system.</p> <p>This button may appear more than once in an eForm, and shall be required to be clicked for displaying the data pertaining to that field.</p> <p>You are required to be connected to the internet for pre-filling.</p>
Attach	<p>You have to click the attach button corresponding to the document you are making an attachment. In case you wish to attach any other document, please click the optional attach button.</p>
Remove attachment	<p>You can view the attachments added to eForm in the rectangle box provided next to the list of attachment. If the user wants to remove or delete any attachment, select the attachment to be removed and press the “Remove attachment” button.</p>
Check Form	<p>Once the form is filled up. The user is required to press the Check Form button. When this button is pressed form level validation is done such as, Whether all the mandatory fields are filled up or not. If an error is displayed after pressing the button the user is required to correct the mistake and again press the “Check Form” button. When all the form level validation is done. A message is displayed that “Form level pre scrutiny is successful”. The Check Form is done without being connected to the internet.</p>
Modify	<p>“Modify” button gets enabled after the check form is done. By pressing this button the user can make the changes in the filled in form. If the user makes any change in the form again the user is required to press the “Check Form” button.</p>
Pre scrutiny	<p>Once the check form is done the user is required to Pre scrutinize the eForm. This requires being connected to the MCA21 site for uploading the form. On pre-scrutiny the system level check is performed and if there are any errors it is displayed to the user and once the error is corrected and again on Pre scrutiny if the message displayed is “No errors found. Click on the button below to “Get Form” Press the Get Form button and make the required corrections.</p> <p>Note: before pressing Submit button attach the digital signature by clicking on the box appearing on the signature field <input data-bbox="764 1451 855 1486" type="text"/></p>
Submit	<p>After pre scrutiny is done the user is required to submit the form. This requires being connected to the MCA21 site for uploading the form.</p> <p>In case of online filing the user can submit the form by pressing the “Submit” button.</p>

Note: User is advised to refer to eForm specific instruction kit.