

## Table of Contents

<b>About this Document</b> .....	2
<b>Part I – Law(s) Governing the eForm</b> .....	2
Purpose of the eForm .....	2
eForm Number as per Companies Act, 1956 .....	2
<b>Part II – Instructions to fill the eForm</b> .....	3
Specific Instructions to fill the eForm MGT-6 at Field Level .....	3
Common Instructions to fill eForm .....	3
<b>Part III - Important Points for Successful Submission</b> .....	5
Fee Rules .....	5
Processing Type .....	5
SRN Generation .....	5
Challan Generation.....	5
Email .....	5
Annexure A .....	6

## Instruction Kit for eForm MGT-6 (Form of return to be filed with the Registrar under section 89)

### About this Document

The Instruction Kit has been prepared to help you file eForms with ease. This document provides references to law(s) governing the eForms, instructions to fill the eForm at field level and common instructions to fill all eForms. The document also includes important points to be noted for successful submission.

User is advised to refer instruction kit specifically prepared for each eForm.

This document is divided into following sections:

[Part I – Laws Governing the eForm](#)

[Part II – Instructions to fill the eForm](#)

[Part III – Important Points for Successful Submission](#)

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

### Part I – Law(s) Governing the eForm

#### Section and Rule Number(s)

eForm MGT-6 is required to be filed pursuant to section 89(6) of the Companies Act, 2013 which is reproduced for your reference.

#### **Section 89(6):**

Where any declaration under this section is made to a company, the company shall make a note of such declaration in the register concerned and shall file, within thirty days from the date of receipt of declaration by it, a return in the prescribed form with the Registrar in respect of such declaration with such fees or additional fees as may be prescribed, within the time specified under section 403.

#### Purpose of the eForm

A company makes a declaration to the Registrar regarding persons whose name is in the register of members as a shareholder but they do not hold any beneficial interest in such shares. This form of return is filed within 30 days of receipt of declaration by the company by filing eForm MGT-6.

#### eForm Number as per Companies Act, 1956

Form 22B as per Companies Act, 1956.

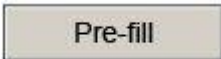
## Part II – Instructions to fill the eForm






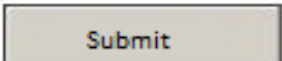
### Specific Instructions to fill the eForm MGT-6 at Field Level

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

S. No/ Section Name	Field Name	Instructions
1	(a) Corporate identity number (CIN) of company	Enter the Corporate identity number (CIN) of the company.  You may find CIN by entering existing registration number or name of the company in the 'Find CIN' service under the menu MCA services on the MCA website.
2	(a) & (b) Pre-fill button	Click the <b>Pre-fill</b> button. On clicking the button, system shall automatically display the name and registered office address of the company.
4	(a) Date of declaration	Enter date on which declaration has been made by the person holding the beneficiary interest in the shares.
5	Date of receipt of declaration by the company	Enter the date on which latest declaration has been received by the company.
<b>To be digitally signed by</b>	Declaration	Enter the date of board resolution where signatory has been authorized to sign and submit the eForm.
	DSC	Ensure the eForm is digitally signed by the Director, Manager, CEO, CFO or Company Secretary of the company.
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Declaration by person who does not hold the beneficiary interest as per section 89 (1) is to be attached.</li> <li>• Declaration by the person who holds the beneficiary interest 89 (2) is to be attached.</li> <li>• Declaration by beneficial owner on any change in beneficial interest 89(3).</li> </ul> <p>Any other information can be provided as an optional attachment(s).</p>	

### Common Instructions to fill eForm

Buttons	Particulars
Pre-Fill 	The <b>Pre-fill</b> button can appear more than once in an eForm. The button appears next to a field that can be automatically filled using the MCA database.

Buttons	Particulars
	<p>Click this button to populate the field.</p> <p><b>Note:</b> You are required to be connected to the Internet to use the Pre-fill functionality.</p>
<p>Attach</p> 	<p>Click this document to browse and select a document that needs to be attached to the eForm. All the attachments should be scanned in pdf format. You have to click the attach button corresponding to the document you are making an attachment.</p> <p>In case you wish to attach any other document, please click the optional attach button.</p>
<p>Remove Attachment</p> 	<p>You can view the attachments added to the eForm in the <b>List of attachment</b> field.</p> <p>To remove any attachment from the eForm, select the attachment in the <b>List of attachment</b> field and click the <b>Remove attachment</b> button.</p>
<p>Check Form</p> 	<ol style="list-style-type: none"> <li>1. Click the <b>Check Form</b> button after, filling the eForm. System performs form level validation like checking if all mandatory fields are filled. System displays the errors and provides you an opportunity to correct errors.</li> <li>2. Correct the highlighted errors.</li> <li>3. Click the <b>Check Form</b> button again and. system will perform form level validation once again. On successful validations, a message is displayed “Form level pre scrutiny is successful”.</li> </ol> <p><b>Note:</b> The Check Form functionality does not require Internet connectivity.</p>
<p>Modify</p> 	<p>The Modify button is enabled, after you have checked the eForm using the <b>Check Form</b> button.</p> <p>To make changes to the filled and checked form:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Modify</b> button.</li> <li>2. Make the changes to the filled eForm.</li> <li>3. Click the <b>Check Form</b> button to check the eForm again.</li> </ol>
<p>Pre scrutiny</p> 	<ol style="list-style-type: none"> <li>1. After checking the eForm, click the <b>Prescrutiny</b> button. System performs some checks and displays errors, if any.</li> <li>2. Correct the errors.</li> <li>3. Click the <b>Prescrutiny</b> button again. If there are no errors, a message is displayed “No errors found.”</li> </ol> <p>The <b>Prescrutiny</b> functionality requires Internet Connectivity.</p>
<p>Submit</p> 	<p>This button is disabled at present.</p>

### Part III - Important Points for Successful Submission

#### Fee Rules

S. No.	Purpose	Normal Fee	Additional Fee (Delay Fee)	Logic for Additional Fees	
				Event Date	Time limit(days) for filing
1.	Form of return to be filed with the Registrar under section 89	<a href="#">Annexure A</a>		Date of receipt of declaration	30 days

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

#### Processing Type

The eForm will be processed by the office of Registrar of Companies (Non STP).

#### SRN Generation

On successful submission of the eForm MGT-6, SRN will be generated and shown to the user which will be used for future correspondence with MCA.

#### Challan Generation

On successful submission of the eForm MGT-6, Challan will be generated depicting the details of the fees paid by the user to the Ministry. It is the acknowledgement to the user that the eForm has been filed.

#### Email

When an eForm is processed by the authority concerned, an acknowledgement of the same is sent to the user in the form of an email to the email id of the company.

**Instruction Kit for eForm MGT-6**  
(Form of return to be filed with the Registrar under section 89)

**Annexure A**

**Fee for filing Form MGT-6 (in case of company having share capital)**

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

**Fee for filing Form MGT-6 (in case of company not having share capital)**

Rupees 200

**Additional fee**

Period of delays	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

[Back](#)