

## **Informational Messages for Stakeholder's Convenience**

### **DSC Related Important Messages**

- Stakeholders are advised to associate DSC with MCA in case old DSC has been expired and new DSC has been procured. It is a mandatory step before attaching DSC in any form.
- Stakeholders are advised to SAVE the form post attaching DSC and then UPLOAD it to avoid system error.
- In case of Unable to Affix DSC in Form issue, Stakeholders are advised to use adobe reader version as Adobe V11 DC and check that DSC token is connected properly in their laptop/desktop.
- In case Stakeholders receive the error 'Attached DSC is revoked or expired', please renew or procure the new DSC and first register on MCA portal before attaching on forms.

**Please refer complete list of DSC FAQ here:**

<http://www.mca.gov.in/MinistryV2/digitalsignaturecertificate.html>

### **Login Related Important Messages**

- Stakeholders are advised to logout properly before login again on another device.

**Please refer complete list of User Registration FAQ here:**

<http://www.mca.gov.in/MinistryV2/userregistration.html>

### **Challan Related Important Messages**

- Stakeholders are advised to save the challan copy which they receive immediately doing Payment or selecting Pay Later Option.
- If SH has already uploaded E form and payment is pending against generated SRN then duplicate filing is not allowed. Stakeholders are advised to Cancel the SRN and then upload the pre-scrutinized form again with current date affixed DSC.
- SRN can be cancelled using 'Track Payment Status' service on MCA portal.

**Please refer complete list of Payment FAQ here:** <http://www.mca.gov.in/MinistryV2/payment.html>

### **Pre-scrutiny/Form Upload Related Important Messages**

- Stakeholders are advised to SAVE the form after Pre-scrutiny to avoid any form upload issue.
- If Stakeholders are getting the error 'Auditor Name is not matching with ICAI Record' OR 'Details of the practicing professional is not valid', they are advised to check following:
  - Auditor details in E form is according to ICAI record. If auditor details are changed in his institute record, please ensure it is informed to MCA.
- If Stakeholders are getting the error 'DIN entered is not Approved', this means DIN being used is in disabled status or dis-qualified or de-activated during KYC.

Please refer to complete list of MCA21 FAQs here: <http://www.mca.gov.in/MinistryV2/efiling.html>