



Welcome to

# MCA21 V3 Website Training

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# Scenario

Mr. Varma is a businessman. He meets professional Aditya. Mr. Varma wants to start a new company and register it with the Registrar of Companies (ROC). Aditya suggests to Mr. Varma that he can use MCA's website to register his company on his own.



Mr. Varma: Really! Can I register my company on MCA's website without anybody's support?

Aditya: Yes Mr. Varma. You can easily use the MCA's website and avail all the services offered by MCA.

Mr. Varma: That sounds great! How can I use MCA's website?

Aditya: From the ways, MCA interacts with business communities, to how businesses and professionals use the website to find products and services, the MCA's website has undergone major changes.

While Aditya explains to Mr. Varma how to use the MCA website, do you know how MCA works?  
Let's check it out.

# Overview

The Ministry of Corporate Affairs (MCA) aims to regulate corporate affairs in India. MCA works to protect investors and stakeholders by offering various crucial services.

MCA is primarily responsible for the administration of the Companies Act 2013, the Companies Act 1956, the Limited Liability Partnership Act, 2008 as well as other allied Acts and rules & regulations to regulate the functioning of the corporate sector under law.

MCA also supervises three professional bodies Institute of Chartered Accountants of India (ICAI), Institute of Company Secretaries of India (ICSI), and the Institute of Cost Accountants of India (ICAI).

MCA's website <http://www.mca.gov.in/> serves as a gateway to provide all information, guidance, and services related to corporate affairs. The new website of MCA takes the corporate entities and professionals, and citizens of India one step ahead in the path of the Self-Reliant India mission.

# Objectives

MCA has revamped its existing website with new functions and easy to use layout. The objectives of the website are to:



- Enable the business community to register a company and file statutory documents quickly and easily.
- Provide easy access to public documents.
- Provide faster and effective resolution of public grievances.
- Provide registration and verification of charges easily.
- Ensure proactive and effective compliance with relevant laws and corporate governance.
- Enable the MCA employees to deliver best-of-breed services.

# Home Page



- The home page of the MCA website is a gateway to access all the MCA services.
- It consists of several elements and functions to provide easy navigation and access to various services of MCA.

# Top Navigation Bar

Skip to Main Content Sitemap Theme Light Font Size + A - Language English Sign In/Sign Up

**M MINISTRY OF  
C CORPORATE  
A AFFAIRS**  
GOVERNMENT OF INDIA

EMPOWERING BUSINESS, PROTECTING INVESTORS  
REGULATOR • INTEGRATOR • FACILITATOR • EDUCATOR

Search

Home About MCA Acts & Rules My Workspace MCA Services Data & Reports E-Consultation Help & FAQs Contact Us

**EASE OF DOING BUSINESS**  
THROUGH  
**DIGITAL TRANSFORMATION**

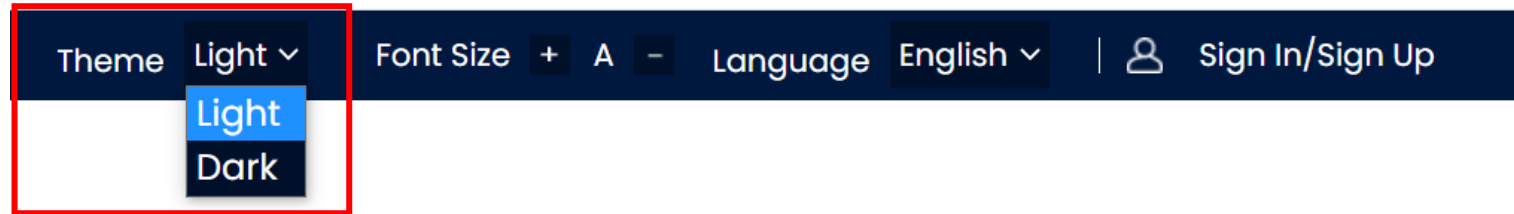
EASY E-FILING  
ENHANCED USER-EXPERIENCE  
E-CONSULTATION  
SERVICE INTEGRATION  
SIMPLIFIED COMPANY & LLP INCORPORATION  
IMPROVED ACCESSIBILITY

The top navigation bar of the home page provides options to change the visual appearance of the website and sign up or sign in to the website. This navigation bar enables users to change:

- theme,
- font size and
- language of the website

# Top Navigation Bar

## Theme



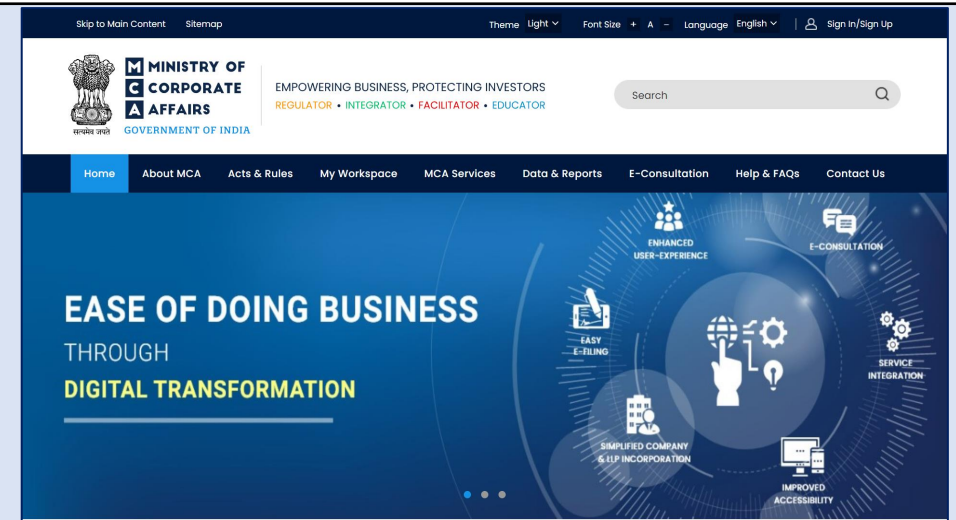
- The Theme on the top blue bar provides two options under the drop-down list.
- Two available themes are:
  - Dark
  - Light
- The default theme of the website is light.



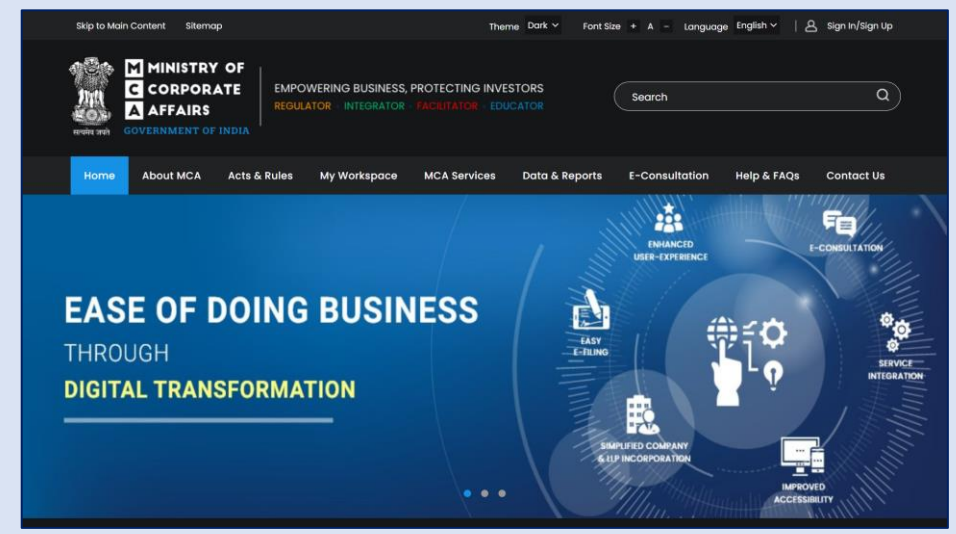
# Top Navigation Bar

## Theme

Light Theme: Light theme refers to the dark-font text on a light background.

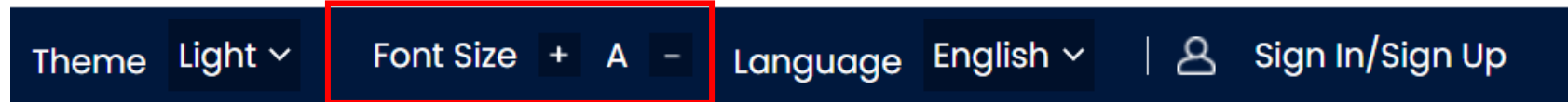


Dark Theme: Dark theme produces less white light thus causes less eye strain. In people with normal vision (or corrected-to-normal vision), visual performance tends to be better with the light mode, whereas some people with cataracts and related disorders may perform better with dark mode.



# Top Navigation Bar

## Font Size

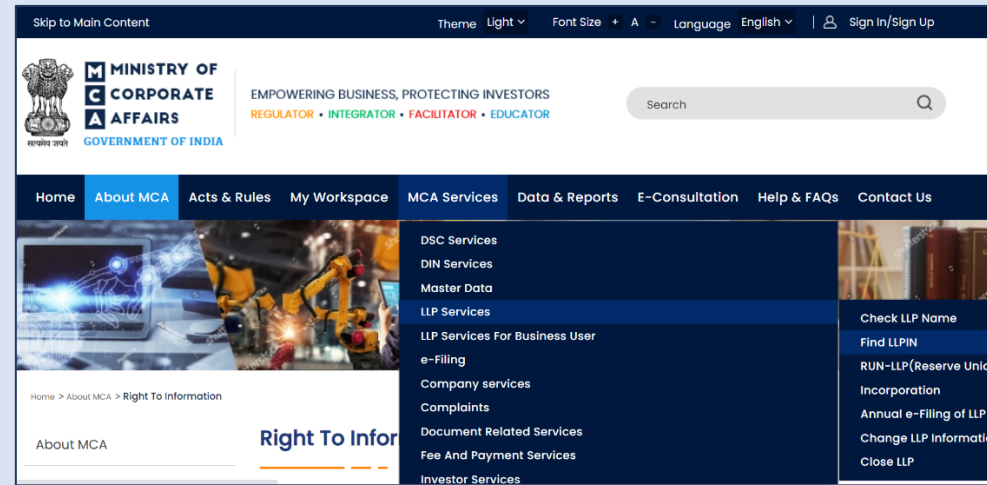


- The top navigation bar contains a Font Size tab to change the font size of the website.
- The Font Size tab contains two options to increase or decrease the text size of the website.
- The '+' button zooms in the text and displays the text larger whereas the '-' button zooms out and displays the text smaller.
- This feature of the website makes the text legible and enables users to read the text comfortably.

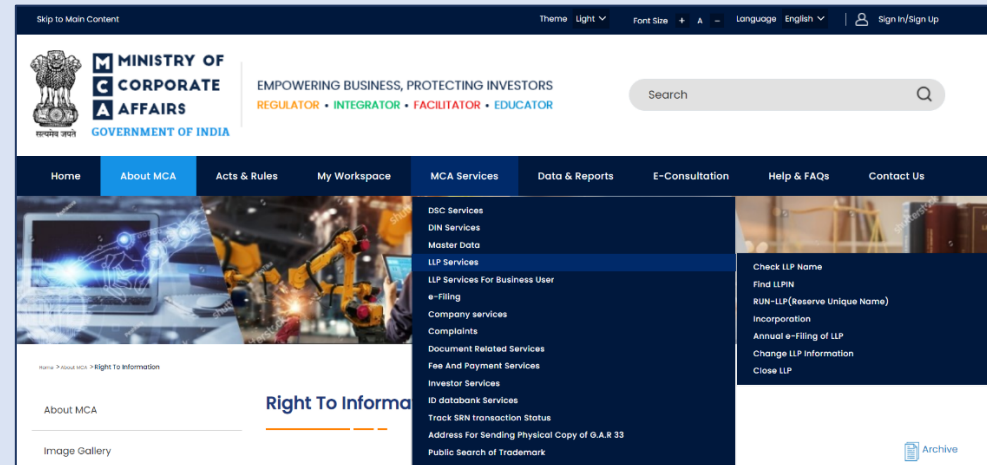
# Top Navigation Bar

## Font Size

'+' button: Zooms in the text and displays the text larger.

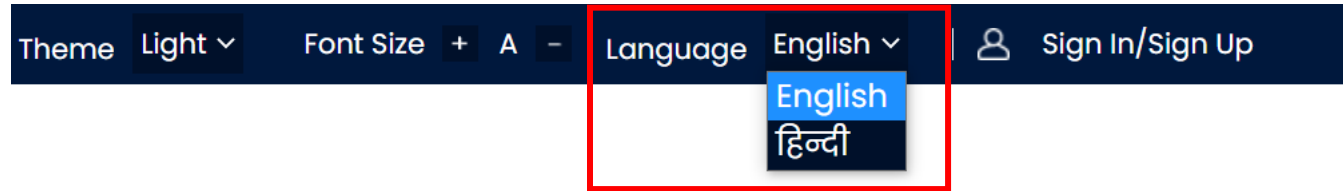


'-' button: Zooms out the text and displays the text smaller.



# Top Navigation Bar

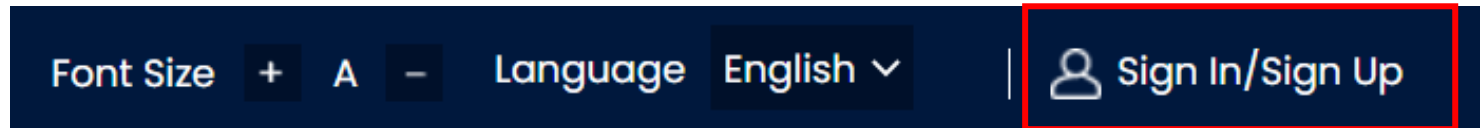
## Language



- The top navigation bar contains a Language tab to change the language of the website.
- This option translates the text of the website to help the users to understand and access the website in the selected language.
- This tab contains two language options:
  - English
  - Hindi
- The default language of the website is English.

# Top Navigation Bar

## Sign In/Sign Up



- 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.

To View The Step-By-Step Video Of Filing Linked Eform, Click Here.

A grey login page titled 'User Login'. It features a 'Enter Username' input field, a password input field, and a 'Forgot Password?' link. There are 'Clear' and 'Sign In' buttons. On the right, there is a link for 'External Agency/Bank/Nodal Officials/Business Users' and a link to download a 'DSC web socket installer'. Below the login fields, there are two columns of text: 'Why should you register with MCA?' with a list of services (Upload E-Forms, Make Payments, Annual E-Filing) and a 'Register Now!' button; and 'Browser / System Requirements' with a list of technical specifications and a link to download JDK.

# Logo



- The MCA logo is bold, bright, and self-explanatory with an expanded form of the MCA acronym.
- The logo is linked with the home page of MCA's portal.
- Once a user clicks on the MCA logo, it takes them to the home page of MCA's portal.

# Menu Navigation Bar

Home About MCA Acts & Rules My Workspace MCA Services Data & Reports Help & FAQs Contact Us



The menu navigation bar is located below the logo and search bar.



The menu navigation bar contains most of the functions of the MCA's website.



The selected menu of the menu navigation bar is highlighted with a bright colour to make it look different from others.



This feature of the menu navigation bar helps users to find which menu option is selected.



# Menu Navigation Bar

## About MCA

Home

About MCA

Acts & Rules

My Workspace

MCA Services

Data & Reports

Help & FAQs

Contact Us

- The About MCA menu contains information about the main functions of MCA and other details about ministry.
- A user can access:

MCA's Vision Document

Unified Manual

Citizens Charter

Image & Video Gallery

Right to Information

Newsletters

Achievements

Location Details of MCA

Affiliated Offices



# Menu Navigation Bar

## Acts & Rules

Home

About MCA

Acts & Rules

My Workspace

MCA Services

Data & Reports

Help & FAQs

Contact Us

- The Acts & Rules menu contains a list of Acts, Rules, Notifications and circular, etc., such as

Companies Act

Limited Liability Partnership Act, 2008

Insolvency and Bankruptcy Code, 2016

Competition Act, 2002, Partnership Act, 1932

Chartered Accountants Act, 1949

Cost and Works Accountants Act

Company Secretaries Act, 1980

Societies Registration Act, 1860

Companies (Donation to National Fund) Act, 1951

Accounting Standards and Other Circulars

# Menu Navigation Bar

## My Workspace

Home

About MCA

Acts & Rules

My Workspace

MCA Services

Data & Reports

Help & FAQs

Contact Us

The My Workspace menu allows the users to access notices, circulars, upload E-Forms, annual E-Filing, and make payments.

The user needs to first register/signup by entering their details in the registration form and then login using their credentials.

My Workspace can be accessed by:

- Directors
- Certified professionals
- Company representatives
- Bank nodal
- External agencies
- Bank officials
- Registered users

# Menu Navigation Bar

## MCA Services

Home

About MCA

Acts & Rules

My Workspace

MCA Services

Data & Reports

Help & FAQs

Contact Us

- The MCA Services menu contains various services offered by MCA such as

Digital Signature Certificate (DSC)

Director Identification Number (DIN)

Master Data

LLP Services

E-filing

Company Services

Complaint

Document-Related Services

Fee and payment services

# Menu Navigation Bar

## Data & Reports

Home

About MCA

Acts & Rules

My Workspace

MCA Services

Data & Reports

Help & FAQs

Contact Us

- The Data & Reports menu provides access to various MCA data and reports.
- A user can also access company/LLP information and company statistics.



Annual Reports

Nidhi Companies Reports

Monthly Information Bulletin

Monthly Information Bulletin

Research paper series

# Menu Navigation Bar

## Help & FAQ

Home > Help & FAQs > E-Filing > E-Filing

- Help on using the MCA Portal
- Video Based Tutorial - CBT
- Viewing various File formats
- System Requirements
- XBRL
- User Registration
- e-Filing
  - e-Filing
  - Prerequisite Software for e-Filing
  - Annual e-Filing
  - Linked e-Filing
- DSC
  - Digital Signature Certificate
  - Associate DSC
  - DSC System Requirement
- Cancel SRN due to Unsuccessful
- Payment

### FAQs On E-Filing

All About e-Filing

To view the step-by-step instructions on using the MCA services, refer the [Help on using the MCA Portal](#)

- 1 How can I apply for a Company Name?
- 2 Can I apply for a company name online?
- 3 What is the validity period of the Name approved?
- 4 What is the minimum number of directors required to form a company?
- 5 What is the minimum number of subscribers required for registration of a company?
- 6 What is the minimum Paid-up Capital at the time of registration of a company?
- 7 What should I do, if I fail to make payment of challan of SPICe (INC-32) before expiry date?
- 8 What should I do, if I fail to make payment of challan of Form SH-7 before expiry date?
- 9 What are the documents to be filed with RoC every year?

The Help & FAQs menu provides online help, frequently asked questions, and step-by-step instructions on using the MCA website/portal.

# Menu Navigation Bar

## Contact Us

Home

About MCA

Acts & Rules

My Workspace

MCA Services

Data & Reports

Help & FAQs

Contact Us

- The Contact Us menu facilitates the users to contact the MCA offices.
- This menu also provides the facility to view profiles of the Ministers and officials of MCA. Users can also view the contact addresses of MCA on Google Maps.

Minister of Corporate Affairs

Minister of State for Corporate Affairs

List of Officials at Head Quarters

DGCOA Officers

Regional Directors

Registrar of Companies

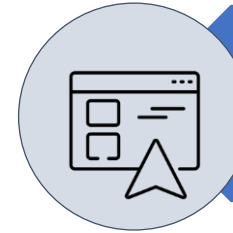
Official Liquidators

Cost Audit Branch (CAB)

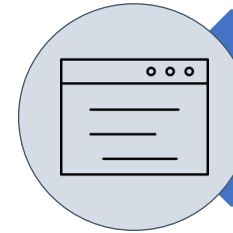
Nodal Officers

Liaison Office for SC/ST/OBC

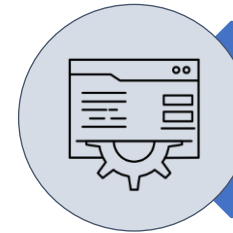
# Banner



The banner is located below the menu navigation bar.

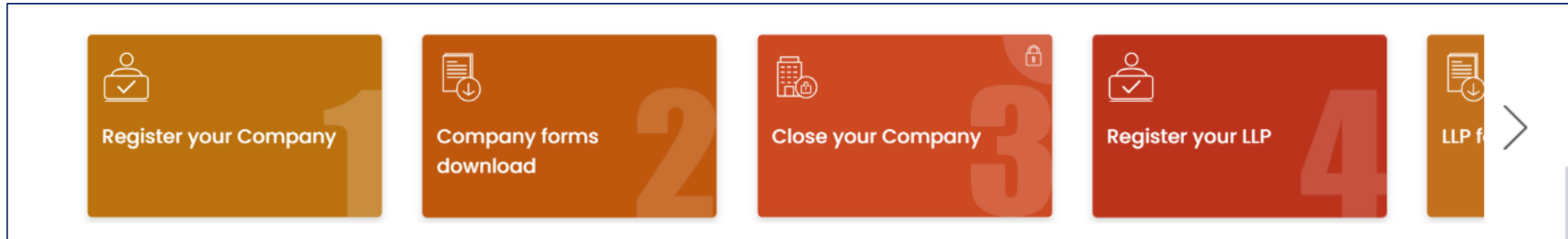


The banner of the website is in the slider format. Three banner images display one by one in a regular time interval.



The banner displays the information related to the ministry.

# MCA Services Cards



This section contains the MCA services cards placed in a horizontal scroll panel below the banner area.

These cards provide access to various MCA services related to the full life cycle of the company/LLP from start to closure.

The users can access the MCA services cards to register company, download company forms, close company, register LLP, download forms for LLP and close LLP, etc.

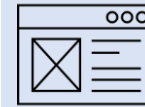


# Urgent Notice Band

While filing forms SPICe – eMoA & eAoA, Only declaration by first subscriber(s) and director(s) in INC-9 is mandatory and affidavit is NOT req



The Urgent Notices Band is a horizontal scroll band with the latest updates moving from right to left.



The urgent notifications, news, messages, or updates of MCA are listed in this band.



The text on this band keeps moving from right to left.

# Frequently Used Services

**Frequently Used Services**

The image shows a user interface for 'Frequently Used Services'. It features a title 'Frequently Used Services' with a dashed underline. Below the title are four service cards arranged horizontally. The first card is orange and titled 'E-Books' with a book icon. The second is red and titled 'Name Reservation - Company' with a shield and people icon. The third is green and titled 'Name Reservation - LLP' with a shield and people icon. The fourth is purple and titled 'DIR 3 KYC' with a document and checkmark icon. Each card has a 'Read More' button with a right arrow. The last three cards also have a lock icon in the top right corner. A large right-pointing chevron is on the far right.

Service Name	Icon	Read More	Lock Icon
E-Books	Books	Read More →	No
Name Reservation - Company	Shield & People	Read More →	Yes
Name Reservation - LLP	Shield & People	Read More →	Yes
DIR 3 KYC	Document & Checkmark	Read More →	Yes

- The frequently used services section contains information cards to access the services that are accessed more often by the users.
- This section contains options to access the MCA's those services that a user needs to access frequently.

# Notification & Updates

**Notifications & Updates**

What's New | Latest News | Videos | Notices & Circulars | Recent Reports | Quotations & Tenders | Press

Filter by Content  Filter by Date

AcceptanceDepositsAmendmentRule\_22012019  
04/02/2021 [READ MORE](#)

CompaniesFourthAmendmentRules\_19122018 | 1001 KB  
04/02/2021

CompaniesFourthAmendmentRules\_19122018 | 297 KB  
04/02/2021

CompaniesRegistrationofCharges2AmendmentRules\_19122018 | 2 MB  
04/02/2021

[VIEW MORE](#)

Filter by Content  Filter by Date

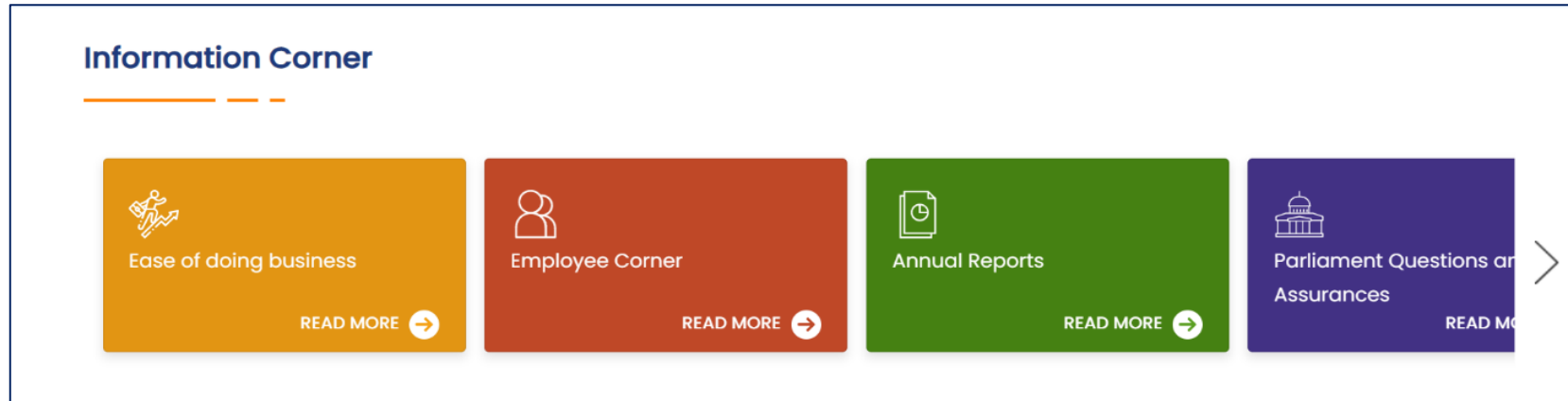
RECRUITMENT ADV  
MINISTRY OF CORP  
15-01-2021

Mar 2021							Apr 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
28	1	2	3	4	5	6	28	29	30	31	1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31	1	2	3	25	26	27	28	29	30	1
4	5	6	7	8	9	10	2	3	4	5	6	7	8

03/10/2021 - 03/11/2021 [Clear](#) [Apply](#)

- The Notifications & Updates section provides information and documents related to the latest news, notices, reports, and circulars.
- This section contains various tabs to access specific notifications and updates, such as What's New, Latest News, Videos, Notices & Circulars, Recent Reports, Quotations & Tenders, and Press.
- The content of each tab under the Notifications & Updates section can be filtered using sectional search and the date of the updates.

# Information Corner



The Information Corner section provides important information related to ease of doing business, annual property return, new recruitments, internships, etc.

This section also provides information about company deposits, parliament questions & assurance, mediation & conciliation panel.

# Footer Links



**Quick Links**

<a href="#">PMO</a>	<a href="#">ICAI(CA)</a>	<a href="#">IRDA</a>	<a href="#">BSE</a>
<a href="#">NFCG</a>	<a href="#">RTI Online</a>	<a href="#">SEBI</a>	<a href="#">PM India</a>
<a href="#">ICOAI</a>	<a href="#">Invest India</a>	<a href="#">In.Registry</a>	<a href="#">ICSI(CS)</a>
<a href="#">MyGov.in</a>	<a href="#">Principal Accounts Office</a>	<a href="#">NVS Portal</a>	<a href="#">Public Grievance Portal</a>
<a href="#">Website Policies</a>	<a href="#">IEPFA Portal</a>	<a href="#">RBI</a>	<a href="#">Corporate Seva Kendra</a>
<a href="#">Trademarks Portal</a>	<a href="#">Statistics &amp; Reports</a>	<a href="#">NSE</a>	<a href="#">Participate in the Fight Against Corruption</a>

This site is owned by Ministry of Corporate Affairs.  
Last Updated: 07 March 2021.  
The site is best viewed in Internet Explorer 9.0 +, Firefox 24+ or Chrome 33+  
Disclaimer



- The Footer Links are placed at the bottom of the website in the form of icons.
- The icons on the Footer Links section represent the links of MCA's affiliated institutions, commissions, and boards.

# Summary

1. MCA's website <http://www.mca.gov.in/> serves as a gateway to provide all information, guidance, and services related to corporate affairs.
2. The main objective of the website is to enable the business community to register a company and file statutory documents quickly and easily.
3. The top navigation bar of the home page provides options to change the visual appearance of the website and sign up or sign in to the website.
4. The menu navigation bar contains most of the functions of the MCA's website.
5. The My Workspace menu allows the users to access notices, circulars, upload E-Forms, annual E-Filing, and make payments.
6. The Notifications & Updates section provides information and documents related to the latest news, notices, reports, and circulars.

Thank You