

Basics of MCA V3 Portal

**Corporate Laws and Corporate Governance
Committee**

Institute of Chartered Accountants of India

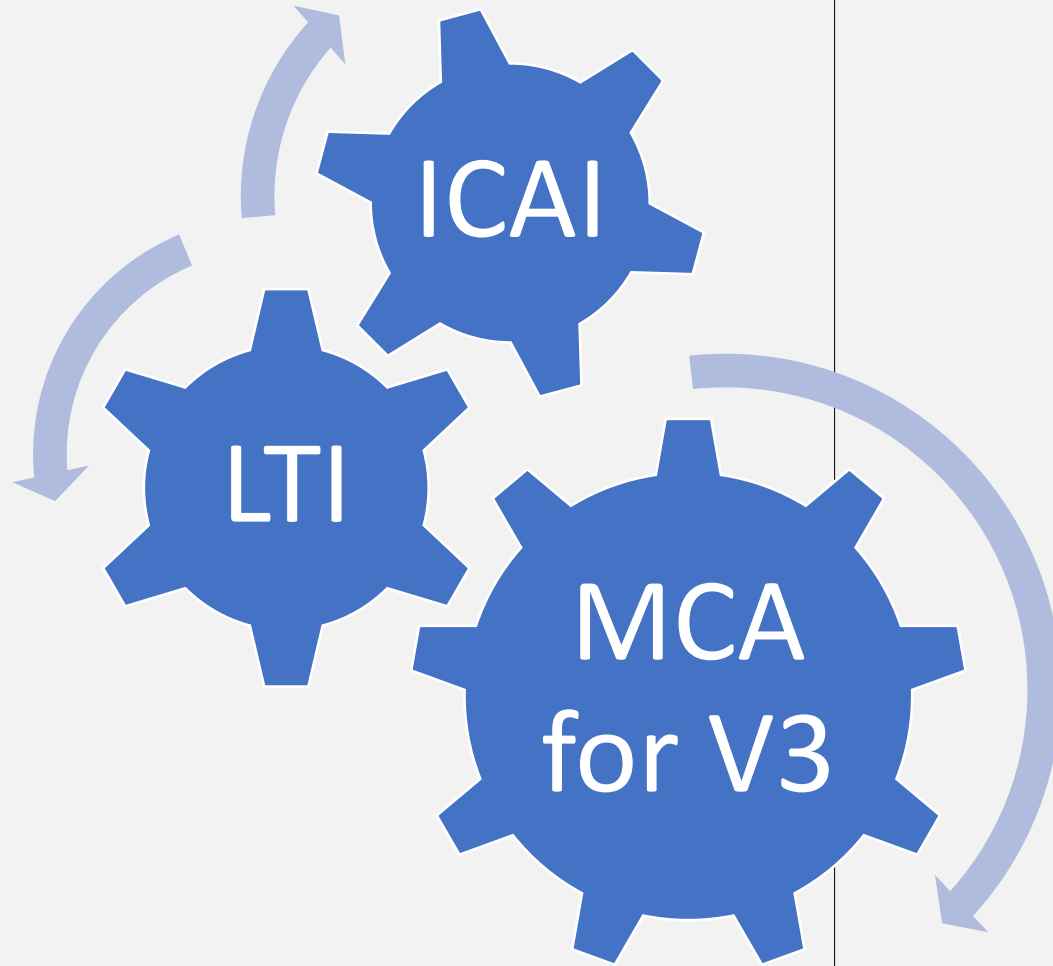


Guidance

- ✓ Thank you for the support in this MCA/LTI/ICAI Joint initiative to enhance Corporate governance
- ✓ V3 is an enhanced platform, and many forms are required to be filed. User registration numbers need to be enhanced and hence this awareness initiative
- ✓ If participants have specific queries on any forms, they may be requested to update the google link (last slide) <https://forms.gle/dT7Wqo8djXshij1e7>
- ✓ You may answer queries that you can and for the remaining the participants can submit issues via google forms
- ✓ Advise users to support this initiative and be assured that all google queries will receive a call to appreciate and understand their problems
- ✓ Appraise users that many forms HAVE been filed successfully across all types and specific issues continue to exist which are in the process of being addressed by MCA



This Initiative



ICAI is a committed stakeholder to enabling the V3 version of the portal for building a better Nation



Overview

- ✓ What is V2 – MCA
- ✓ What is V3 – MCA
- ✓ User types
- ✓ Where are you, the Trainee
- ✓ Registration of Registered User
- ✓ Registration of Business User – Director user
- ✓ Registration of Business User – Professional user
- ✓ Registration of Business User – Company / LLP user
- ✓ Registration of Business User – Professional Staff
- ✓ Profile Update in V3
- ✓ Forgot Password
- ✓ Associate DSC



What is V2 Portal of MCA ?

V2 portal is Version 2 of the MCA portal which was used to file various forms relating to Companies and LLP's .

LLP Services have been discontinued on V2 portal and have now been migrated to V3 portal.



What is V3 Portal of MCA ?

MCA is in process of upgrading the present version of the portal from Version 2 to Version 3 in a phased manner. This is an enhanced version of the V2 portal and is presently live only for LLP's

The V3 portal presently enables the following for LLP's

- User Registration & Login
- DSC Association
- LLP Form Filing (except for RUN and FilliP, all forms can be filed only by Business Users)
- System of Online web-based forms rather than offline PDF based forms

The above services on V3 portal were rolled out on 8th March 2022



What are the Two types of users & DSC Association

V2 also had registered and business users. Forms could be filed by any user category and associate DSC functionality was available without any login to the system.

In V3, all forms other than Run LLP and Fillip can be filed and transacted only by Business Users.

DSC Association is a post login functionality where users can only associate their own DSC.



Where am I

A New User – never present in V2 wanting to register as

✓ **Registered User :**

✓ **Business User :**

- **Director User Category**
- **Professional User category**
- **Company / LLP User**

New
Registration
in V3

✓ **Existing registered user in V2 wanting to stay as such in V3**

✓ **Existing registered user in V2 wanting to upgrade to Business User in V3 under any of**

- **Director User Category**
- **Professional User category**
- **Company / LLP User**

✓ **Existing Business User in V2 wanting to continue as Business User in V3**

Update
Profile
option in V3

Do not
“register” on
the system
again

Version 2

Version 2 of the MCA portal until 2018 permitted usage of multiple users (User ID's) to be using for the same e-mail ID. Hence users **may have created** multiple users ids tagged to same e-mail id.

Further, V2 did not mandate that the name of a user and DOB "had" to be mandatorily matched with the name & DOB as given by the user as in PAN registration. The user **may have therefore, entered** their user name & DOB which may not be an exact match as in PAN name

Version 3

V3 permits filing on the portal for any LLP form (except Run LLP) only if the User mail id is unique (that is only one mail id can exist for a user in V3) and user is a Business User

V3 permits transactions for a Business User only if the name in V3 is compulsorily matched with their PAN name and DOB also matches with PAN database

Consequence

User cannot transact on V3 portal until :

Mail id is redefined in V3 to a unique one (Issue : 1) and in V3, the email ID shall be the user ID for Login to the system

Name & DOB is matched exactly as per PAN (Issue : 2)

Forms are filed online in V3, need to be filled online then download the pdf after which the SRN is generated, then associate the DSC and make payment and submit

User Registration

Registered User



User Registration – Registered User

The screenshot displays the homepage of the Ministry of Corporate Affairs, Government of India. The top navigation bar includes links for 'Skip to Main Content', 'Sitemap', 'Theme Light', 'Font Size', and 'Language English'. The 'Sign In/Sign Up' link is highlighted with a red rectangular box. Below the navigation bar is the ministry's logo and name, along with its tagline 'EMPOWERING BUSINESS, PROTECTING INVESTORS' and roles: 'REGULATOR • INTEGRATOR • FACILITATOR • EDUCATOR'. A search bar is located on the right. The main navigation menu includes 'Home', 'About MCA', 'Acts & Rules', 'My Workspace', 'My Application', 'MCA Services', 'Data & Reports', 'E-Consultation', 'Help & FAQs', and 'Contact Us'. The main banner features the Hindi slogan 'दवाई भी कड़ाई भी' (Dawai Bhi Kadai Bhi) and a call to action: 'कोविड-19 का टीका लगवाने के लिए www.cowin.gov.in या Aarogya Setu पर रजिस्टर करें'. The banner also includes images of a person wearing a mask, hands being washed, a 6-foot social distancing diagram, and Prime Minister Narendra Modi receiving a vaccine.

User Registration – Registered User



Welcome to MCA

LLP Filing and Services

Enter your User ID
(CIN/LLPIN/FCRN for Company/LLP and Email ID for other users)

[Forgot User ID ?](#)

Password

[Forgot Password ?](#)

[Login for LLP Filing](#)

[Register](#)

Company Filing and Services

[Login for Company Filing](#)

User Registration – Registered User

User Registration

User Category Personal Details Contact Details Login Details

User Details

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

User Category * ⓘ

Registered User Business User

User Role *

Individual ▼

Income Tax PAN

Enter Pan no.

Next

- PAN is not mandatory for Registered Users and for Business Users selecting Director or Designated Partner Role

User Registration – Registered User

The image shows a user registration form with a progress bar at the top. The progress bar has four steps: 'User Category' (checked), 'Personal Details' (highlighted with a red circle), 'Contact Details', and 'Login Details'. Below the progress bar, the 'Personal Details' section is active. It contains several fields: 'First Name *' with the value 'HARSHITA', 'Middle Name' with the placeholder 'Enter Here', 'Last Name *' with the value 'SHARMA', 'Date Of Birth *' with the value '02/06/1990' and a calendar icon, 'Gender *' with radio buttons for 'Male' and 'Female' (Female is selected), 'Profession *' with a dropdown menu showing 'Salaried', and 'Industry Of Operation' with a dropdown menu showing 'Other service activities'. At the bottom right of the form, there are 'Back' and 'Next' buttons.

User Category **Personal Details** Contact Details Login Details

Personal Details

First Name *
Name entered should be as per Income tax PAN
HARSHITA

Middle Name
Enter Here

Last Name *
SHARMA

Date Of Birth *
02/06/1990

Gender *
 Male Female

Profession *
Salaried

Industry Of Operation
Other service activities

[Back](#) [Next](#)

- Provide First Name, Middle Name & Last Name in CAPITAL LETTERS
- Ensure to provide Name and Date of Birth as per PAN database
- For Director Role, please ensure to provide details as per DIN/DPIN details MCA database

User Registration – Registered User

Progress bar: User Category (checked), Personal Details (active), Contact Details, Login Details

Personal Details

First Name *
Name entered should be as per Income tax PAN
HARSHITA
Select
Businessperson
Other
Professional
Researcher
Salaried
Student
Select ⓘ
This is required field

Middle Name
Enter Here

Last Name *
SHARMA

Gender *
 Male Female

User Registration

Progress bar: User Category (checked), Personal Details (active)

Personal Details

First Name *
Name entered should be as per Income tax PAN
HARSHITA

Date Of Birth *
02/06/1990

Profession *
Businessperson

Select Industry
Accommodation and Food service activities
Administrative and support service activities
Agriculture, forestry and fishing
Arts, entertainment and recreation
Construction
Education
Electricity, gas, steam and air conditioning supply
Financial and insurance activities
Human health and social work activities
Information and communication
Manufacturing
Mining and quarrying
Other service activities
Professional, scientific and technical activities
Public administration and defence; compulsory social security
Real estate activities
Transportation and storage
Water supply; sewerage, waste management and remediation activities
Wholesale and retail trade; repair of motor vehicles and motorcycles
Other service activities

User Registration – Registered User

Progress bar: User Category (checked), Personal Details (checked), Contact Details (active), Login Details (unchecked)

Contact Details

Address Line 1 * <input type="text" value="HT MEDIA"/>	Address Line 2 <input type="text" value="KG MARG"/>	
Country * <input type="text" value="India"/>	Pincode * <input type="text" value="110001"/>	State * <input type="text" value="Delhi"/>
City * <input type="text" value="Select City"/> <ul style="list-style-type: none">Select CityNew Delhi	Area/Locality * <input type="text" value="Select area/locality"/>	
Telephone Number - Residence (including STD code) <input type="text" value="Enter Here"/>	Telephone Number - Office (including STD code) <input type="text" value="Enter Here"/>	Mobile <input type="text" value="Enter Here"/>

- Ensure to select 'Country' field first and thereafter select 'Pincode'
- If 'Country' is selected as India, the related 'State' field will get auto populated with the relevant Pincode and 'City' and 'Area' are required to be selected from the auto-populated dropdowns

User Registration – Registered User

User Registration

Progress: User Category (✓) → Personal (✓) → Contact Details (●) → Login Details (●)

Contact Details

Address Line 1 *

Country *

City *

Area *

- Select area/locality
- Baroda House
- Bengali Market
- Connaught Place
- Constitution House
- Election Commission
- Janpath
- Krishi Bhawan
- Lady Harding Medical College
- New Delhi G.P.O.
- North Avenue
- Parliament House
- Patiala House
- Pragati Maidan Camp
- Pragati Maidan
- Rail Bhawan
- Sansad Marg
- Sansadiya Soudh
- Secretariat North
- Shastri Bhawan

Telephone Number - Residence

Telephone Number - Office

Mobile

State *

• The dropdowns in the 'Area' field will be dependent upon the selection of 'City'

User Registration – Registered User

Address Line 1 * HT MEDIA	Address Line 2 KG MARG	
Country * India	Pincode * 110001	State * Delhi
City * New Delhi	Area/Locality * New Delhi G.P.O.	
Telephone Number - Residence (including STD code) Enter Here	Telephone Number - Office (including STD code) Enter Here	Mobile 9833033168
Email ID * patil.saurabh.7276@gmail.com		

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- Ensure to provide correct Mobile Number and Email ID to receive OTP and further communications from MCA
- You are required to provide unique email ID for registration.

User Registration – Registered User

Login Details

Password *

.....

Confirm Password *

.....

Password Policy

- It should be Alphanumeric,
- minimum 6 characters and maximum 15 characters,
- at least one special character (! @, #, \$, %, ^, &, *(,), ~)
- case sensitive i.e. "A" Capital is different from "a" (Lower Case).

Password Recovery Question

Hint Questions *

What is your Mother's maiden name

Hint Answer *

Test

Whether you wish to avail SMS alert Facility

Yes No

This facility is applicable for:

- Updates on filing of forms
- Registration alert
- Login alerts
- Account details related updates
- MCA updates

By clicking on Create My Account, you agree to our [Terms and Conditions](#)

- Please provide Password and Hint Question and Answer
- Hint Question & Answer will be helpful in case the User forgets the Password and initiates to reset their Password

User Registration – Registered User

Password Recovery Question

Hint Questions *

Select Hint Question ▼

Hint Answer *

Enter Here

Whether you wish to avail SMS alert Facility

Yes No

This facility is applicable for:

- a. Updates on filing of forms
- b. Registration alert
- c. Login alerts
- d. Account details related updates
- c. MCA updates

By clicking on Create My Account, you agree to our [Terms and Conditions](#)

Back

Clear All

Create My
Account

User Registration – Registered User

The screenshot displays a registration form with four steps: User Category, Personal Details, Contact Details, and Login Details. The 'Login Details' section is active, showing a password field with a policy (alphanumeric, 6-11 characters, special characters, case sensitive) and a recovery question. A modal window is overlaid, prompting the user to enter an OTP sent to their mobile or email. The OTP '9251' is entered in a text box with a 60-second timer. A 'Submit' button is visible below the input field.

- Same OTP will be sent to the Mobile and Email ID provided by the User in contact details
- For Registered Users, only ONE OTP is required to be provided for verification which will be sent on both Email as well as Mobile of the user. For Business Users, Two separate OTPs will be sent to user's Mobile and Email ID and those would be required to be given by the user.
- In case OTPs are not received by the user, the user can reinitiate the OTP after 60 seconds timer is over

User Registration – Registered User

User Registration

Progress: User Category (✓) Personal Details (✓) Contact Details (✓) Login Details (●)

Login Details

Password *

.....

Password Policy

- a. It should be Alphanumeric,
- b. minimum 6 characters and maximum 10
- c. at least one special character (!, @, #, \$, %)
- d. case sensitive i.e. "A" Capital is different from "a"

Password Recovery Question

What is your Mother's maiden name?

Hint Questions *

.....

Whether you wish to avail SMS alert Facility

Yes No

This facility is applicable for:

- a. Updates on filing of forms

✓ Your OTP has been successfully verified!

Congratulations!! You have been successfully registered on MCA portal as a Registered user
A confirmation E-Mail has been sent at PATIL.SAURABH.7276@GMAIL.COM

To login, provide **Username: PATIL.SAURABH.7276@GMAIL.COM** and Password entered during registration

OK

- Email ID provided by the User in Contact Details becomes the Username for login purpose to the system.
- The completion of the user registration will be communicated to the User on the Screen as well as through message on Email and SMS.

User Registration

Business User
Director User



User Registration



User Details

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

User Category *

Registered User Business User

User Role *

Director/Designated Partner ▼

- Select User Role
- Company/LLP
- Director/Designated Partner**
- Manager/Secretary/Authorized Representative
- Officer in default
- Professional

Income Tax PAN

Enter Pan no.

DIN/DPIN *

Enter Here

Next

- PAN is not mandatory for Business Users selecting Director or Designated Partner Role
- Only DIN / DPIN is mandatory for Business users in Director/Designated Partner category

User Registration – Director User

Progress indicator: User Category (active), Personal Details, Contact Details, Login Details

User Details

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

User Category * ⓘ

Registered User Business User

User Role *


Income Tax PAN *

DIN/DPIN *

Next


- DIN/DPIN is mandatory for Director/Designated Partner role

User Registration – Director User



User Category Personal Details Contact Details Login Details

Personal Details

First Name * <small>Name entered should be as per Income tax PAN</small> <input type="text" value="HARSHITA"/>	Middle Name <input type="text" value="Enter Here"/>	Last Name * <input type="text" value="SHARMA"/>
Date Of Birth * <input type="text" value="02/06/1990"/> 	Gender * <input type="radio"/> Male <input checked="" type="radio"/> Female	

- Provide First Name, Middle Name & Last Name in CAPITAL LETTERS. First Name and Last Name are Mandatory whereas Middle Name is optional
- For Director Role, please ensure to provide details as per MCA database as part of Director KYC.

User Registration – Director User

Contact Details

Address Line 1 *

18, AGANAGAR SOCIETY, NAGAR ROAI

Address Line 2

Enter Address Line 2

Country *

India

Pincode *

411014

State *

Maharashtra

City *

Pune City

Area/Locality *

9 DRD

Telephone Number - Residence (including STD code)

Enter Here

Telephone Number - Office (including STD code)

Enter Here

Mobile number *

70***8**15

Email ID*

ras*****de@In*****.com

Back

Next

- Mobile Number and Email ID of the User will get pre-filled (non-editable) basis the DIN/DPIN entered
- These details cannot be edited by the Business User in Director Category

User Registration – Director User

Login Details

Password *

.....

Confirm Password *

.....

Password Policy

- It should be Alphanumeric,
- minimum 6 characters and maximum 15 characters,
- at least one special character (! @, #, \$, %, ^, &, *(,), ~)
- case sensitive i.e. "A" Capital is different from "a" (Lower Case).

Password Recovery Question

Hint Questions *

What is your Mother's maiden name

Hint Answer *

Test

Whether you wish to avail SMS alert Facility

Yes No

This facility is applicable for:

- Updates on filing of forms
- Registration alert
- Login alerts
- Account details related updates
- MCA updates

By clicking on Create My Account, you agree to our [Terms and Conditions](#)

- Please give your Password as per the combination as provided in Password Policy section and select the Hint Question and Answer option which will be helpful in case the user forgets the Password and applies for reset/change of the Password
- User is advised to select SMS alert Facility to get useful updates from MCA

User Registration – Director User

Password Recovery Question

Hint Questions *

Select Hint Question ▼

Hint Answer *

Enter Here

Whether you wish to avail SMS alert Facility

Yes No

This facility is applicable for:

- a. Updates on filing of forms
- b. Registration alert
- c. Login alerts
- d. Account details related updates
- c. MCA updates

By clicking on Create My Account, you agree to our [Terms and Conditions](#)

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Clear All

Create My
Account

User Registration – Director User

User Category Personal Details Contact Details Login Details

Login Details

Password *

.....

Password Policy

a. It should be Alphanumeric,
b. minimum 6 characters and maximum 11
c. at least one special character (! @, #, \$, % ^ & *)
d. case sensitive i.e. "A" Capital is different from "a"

Provider

Select provider ▼

Password Recovery Question

Hint Questions *

What was your first car? ▼

Hint Answer *

Honda

Whether you wish to avail SMS alert Facility

Please enter OTP sent on mobile number and email id.

Please enter the OTP sent on Mobile: (00:57)

Please enter the OTP sent on Email: (00:57)

Submit

- Two separate / distinct OTP's will be sent to the Mobile and Email ID provided by the User in contact details
- Both will be required to be provided by the User to complete the registration process

User Registration – Director User

User Registration

Progress: User Category (✓) Personal Details (✓) Contact Details (✓) Login Details (●)

Login Details

Password *

.....

Password Policy

- a. It should be Alphanumeric,
- b. minimum 6 characters and maximum 12
- c. at least one special character (! @, #, \$, % & ')
- d. case sensitive i.e. "A" Capital is different from "a"

Provider

Select provider ▼

Password Recovery Question

Hint Questions *

What is your Mother's maiden name?

Hint Answer *

MURRAY

✓ Your OTP has been successfully verified!

Congratulations!! You have been successfully registered on MCA portal as a Business user

A confirmation E-Mail has been sent at RASHMIM.SHINDE@LNTINFOTECH.COM

To login, provide Username **RASHMIM.SHINDE@LNTINFOTECH.COM** and Password entered during registration

OK

- Email ID provided by the User in Contact Details becomes the Username for user for login purpose
- A confirmation message for completion of registration will be displayed on the screen and a separate communication will be sent to the User through Email and SMS.

User Registration

Business User

Professional User



User Registration – Professional User

User Details

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

User Category * ⓘ

Registered User Business User

User Role *


Select User Role ▼

- Select User Role
- Company/LLP
- Director/Designated Partner
- Manager/Secretary/Authorized Representative
- Officer in default
- Professional**

Income Tax PAN *

Enter Pan no.

Next



- Please select 'Business User' under User Category and select 'Professional' as User Role
- PAN is mandatory for Professional Users

User Registration – Professional User

User Registration

Progress indicator: User Category (active), Personal Details, Contact Details, Login Details

User Details

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

User Category * ⓘ

Registered User Business User

User Role * Professional ▼

Income Tax PAN * BQHFG2345A

Professional Membership Institute * ICSI ▼

Professional Membership Number * 009772

Next

- Please select 'Professional Membership Institute' from the dropdown and provide 'Professional Membership Number' and this is a mandatory field

User Registration – Professional User

Progress indicator: User Category (checked), Personal Details (active), Contact Details, Login Details

Personal Details

First Name *
Name entered should be as per Income tax PAN
HARSHITA

Middle Name
Enter Here

Last Name *
SHARMA

Date Of Birth *
02/06/1990

Gender *
 Male Female

Profession *
Salaried

Industry Of Operation
Other service activities

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- Provide First Name, Middle Name & Last Name as in PAN database
- Date of Birth should match with PAN database

User Registration – Professional User

User Registration



User Category



Personal Details



Contact Details



Login Details

Contact Details

Address Line 1 *

Bhavna Nagar

Address Line 2

Enter Address Line 2

Country *

India

Pincode *

400056

State *

Maharashtra

City *

Mumbai

Area/Locality *

IRLA

Telephone Number - Residence (including STD code)

Enter Here

Telephone Number - Office (including STD code)

Enter Here

Mobile *

Enter Here

User Registration – Professional User

Home > Register

User Registration



User Category



Personal Details



Contact Details



Login Details

Login Details

Password *

Confirm Password *

Password Policy

- a. It should be Alphanumeric,
- b. minimum 6 characters and maximum 15 characters,
- c. at least one special character (! @, #, \$, %, ^, &, *(,), ~)
- d. case sensitive i.e. "A" Capital is different from "a" (Lower Case).

Password Recovery Question

Hint Questions *

Hint Answer *

User Registration – Professional User

- b. minimum 6 characters and maximum 15 characters,
- c. at least one special character (! @, #, \$, %, ^, &, *, (,), ~)
- d. case sensitive i.e. "A" Capital is different from "a" (Lower Case).

Password Recovery Question

Hint Questions *

What is your place of birth? ▼

Hint Answer *

Kuwait

Whether you wish to avail SMS alert Facility

Yes No

This facility is applicable for:

- a. Updates on filing of forms
- b. Registration alert
- c. Login alerts
- d. Account details related updates
- c. MCA updates

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Clear All

Create My Account

- Two distinct OTP's will sent to user on the specified Email and Mobile selected at the time of registration by the Professional User.

User Registration

Company / LLP user



User Registration – Company/LLP User

Home > Register

User Registration



User Details

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

User Category * ?

Registered User Business User

User Role *

Company/LLP ▼

Income Tax PAN *

NBCAD1892L

Next

- PAN is mandatory for Company/LLP User

User Registration – Company/LLP User

Home > Register

User Registration



Personal Details

CIN/LLPIN/FLPIN/FCRN *

L45209GJ1995PLC025153

Company/LLP Name *

Name entered should be as per Income Tax PAN

EMPORIS PROJECTS LIMITED

Date Of Incorporation *

01/02/2018



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Next

- The name will get auto-populated basis the CIN/LLPIN entered by the User and is not editable

User Registration – Company/LLP User

User Registration

Progress: User Category (✓) | Personal Details (✓) | **Contact Details** | Login Details (○)

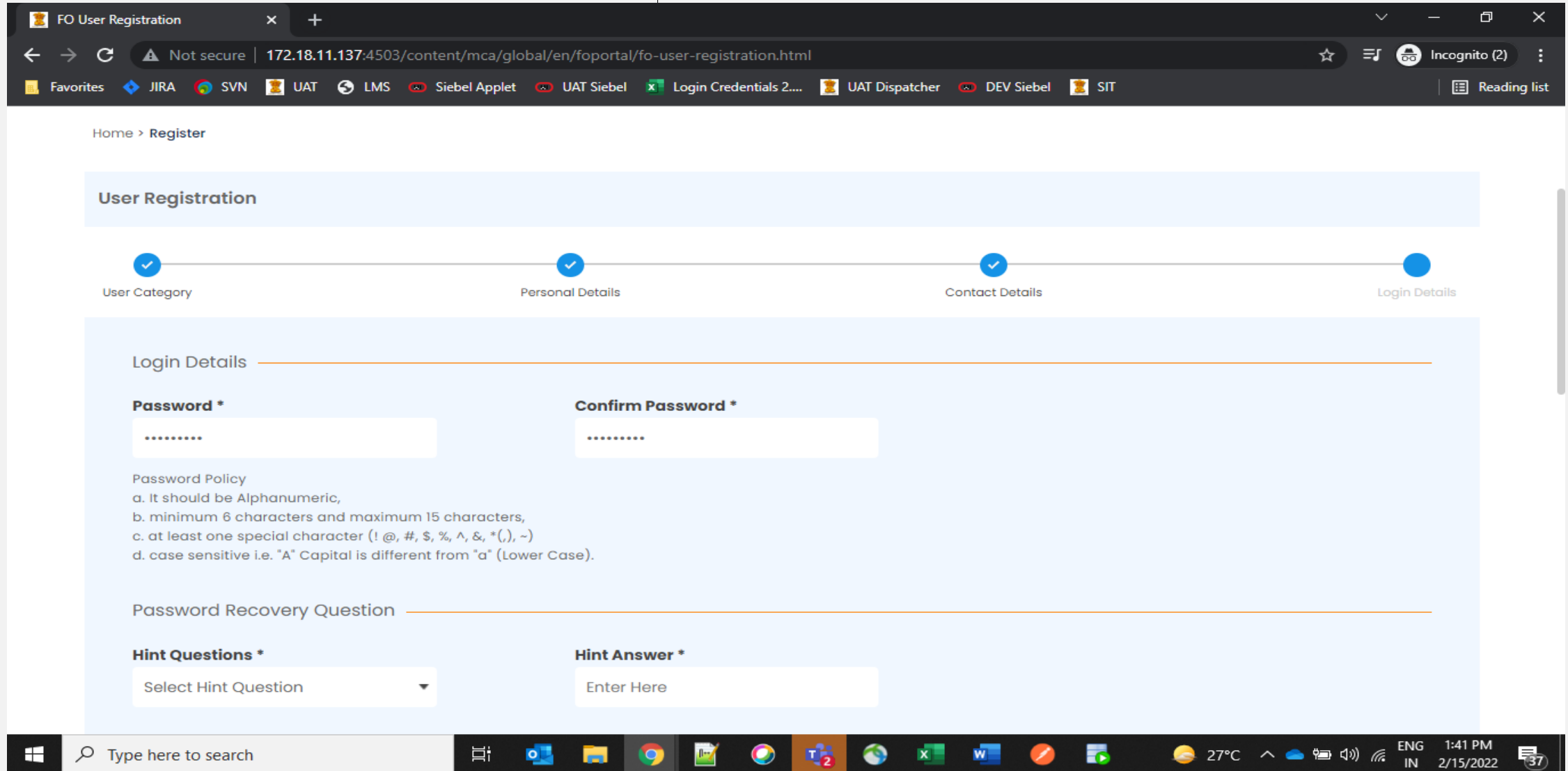
Contact Details

Telephone Number - Residence (including STD code) <input type="text" value="Enter Here"/>	Telephone Number - Office (including STD code) <input type="text" value="Enter Here"/>	Mobile * <input type="text" value="9833033168"/>
Email ID * <input type="text" value="DIVYABH.ATIA.89@GMAIL.COM"/>	Details of Director to be used for OTP validation <input type="text" value="Rashmi Shinde"/>	

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- There will be multiple options under the Details of Directors as per the Directors / DP's provided by the Company / LLP at the time of the Incorporation
- Director email & mobile number will not be displayed to the user under this category and will be picked up from MCA database

User Registration – Company/LLP User



Home > Register

User Registration

User Category Personal Details Contact Details Login Details

Login Details

Password *

Confirm Password *

Password Policy

- a. It should be Alphanumeric,
- b. minimum 6 characters and maximum 15 characters,
- c. at least one special character (! @, #, \$, %, ^, &, *(,), ~)
- d. case sensitive i.e. "A" Capital is different from "a" (Lower Case).

Password Recovery Question

Hint Questions *

Hint Answer *

User Registration – Company/LLP User

The screenshot shows a web browser window with the URL mca.gov.in/content/mca/global/en/foportal/fo-user-registration.html. The page has a progress bar at the top with four steps: User Category, Personal Details, Contact Details, and Login Details. The 'Login Details' section is active, showing a password field, password policy, a recovery question, and a hint question. A modal dialog is overlaid on the page, displaying a message: "We have sent an OTP for Company/LLP User and Director to their registered E-Mail ID and Mobile Number for Verification". The modal contains three input fields: "Please enter the Company/LLP OTP sent on Mobile:" (with a 00:47 timer), "Please enter the Company/LLP OTP sent on Email:" (with a 00:47 timer), and "Please enter the Director OTP sent on Email/Mobile:" (with a 00:47 timer). A blue "Submit" button is located at the bottom of the modal. The Windows taskbar at the bottom shows the search bar, task view, and various application icons, along with system information: 31°C, 4:37 PM, 5/10/2022, and ENG IN.

- Three OTP's will be sent to the users under this category.
- Two separate OTPs shall be sent on the Email and Mobile specified at the time of registration and same OTP will be received by the selected Director on mobile and email specified by them at time of Director KYC

Username Created



mca-uat-siebel@mca.gov.in

To Girdhar Dewangan

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Dear User,

The requested Username AAW-8998 has been created for you as a Business user. You can logon to MCA Portal using this Username.

Regards,
MCA21 Administrator

Note: This is a system generated message, please do not reply to it.

Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message is strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone call. Thank you

User Registration

Professional Staff



Who qualifies as a “Professional Staff Member”?

1. Who is a “Professional Staff Member”?

A Professional Staff Member refers to any person who is with or transacts on MCA21 V3 system on behalf of a Professional of ICSI/ICAI/ICWAI as a staff member.

Such members may include:

- Trainees of the professional firms
- Non-professional members working with professional firms etc.

2. Who is a “Professional”?

A Professional or Professional Member is a person who is a member of ICSI/ICAI/ICWAI and registered on MCA portal as ‘Business User’ under ‘Professional’ User Role.

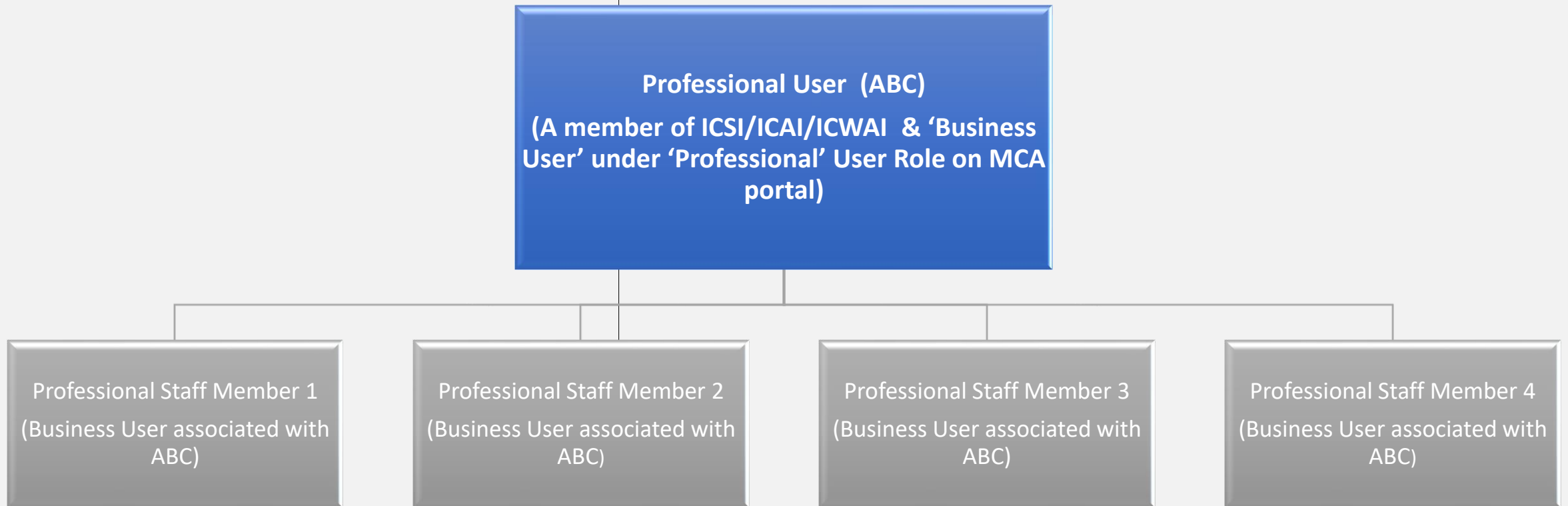
3. I am a member of a Professional Firm. I do not have a Professional Membership Number. Can I register myself as Business User to access the LLP Forms?

Yes, these users can register themselves under ‘Business User’ category as ‘Professional Staff Member’ User Role. These Users will be linked with the Professional Member who is already registered on MCA portal as a ‘Business User’ and they can file all the LLP forms on behalf of the main Professional Member.

What is the process to register as 'Professional Staff Member'?

Below are the Pre-requisites to register as 'Professional Staff Member':

- Professional Staff Members will be linked to any one Professional Member at any given time;
- The main Professional Member should be registered on MCA portal as a 'Business User' under 'Professional' User Role.



Steps to register as 'Professional Staff Member'

Step 1: Please click on 'Sign In/Sign Up' on MCA portal:

The screenshot displays the MCA portal homepage. At the top, there is a dark blue navigation bar with links for 'Skip to Main Content', 'Sitemap', 'Theme Light', 'Font Size', 'Language English', and a 'Sign In/Sign Up' button. Below this is the MCA logo and the text 'MINISTRY OF CORPORATE AFFAIRS GOVERNMENT OF INDIA'. To the right of the logo, the tagline 'EMPOWERING BUSINESS, PROTECTING INVESTORS' is followed by the roles 'REGULATOR • INTEGRATOR • FACILITATOR • EDUCATOR'. A search bar is located on the right side of the page. Below the navigation bar, a dark blue menu contains links for 'Home', 'About MCA', 'Acts & Rules', 'My Workspace', 'My Application', 'MCA Services', 'Data & Reports', 'E-Consultation', 'Help & FAQs', and 'Contact Us'. The main content area features a banner for 'Azadi Ka Amrit Mahotsav' with the text 'As the Nation celebrates' and 'Let us SING THE NATIONAL'. The banner includes an image of Prime Minister Narendra Modi and a young boy saluting. A URL is visible at the bottom left of the banner: <https://www.mca.gov.in/content/mca/global/en/foportal/fologin.html>

Steps to register as 'Professional Staff Member'

Step 2: Please click on 'Register':

User Login

Welcome to MCA

LLP Filing and Services

Enter your User ID
(CIN/LLPIN/FCRN for Company/LLP and Email ID for other users)

[Forgot User ID ?](#)

Password

[Forgot Password ?](#)

Login for LLP Filing

Register

Company Filing and Services

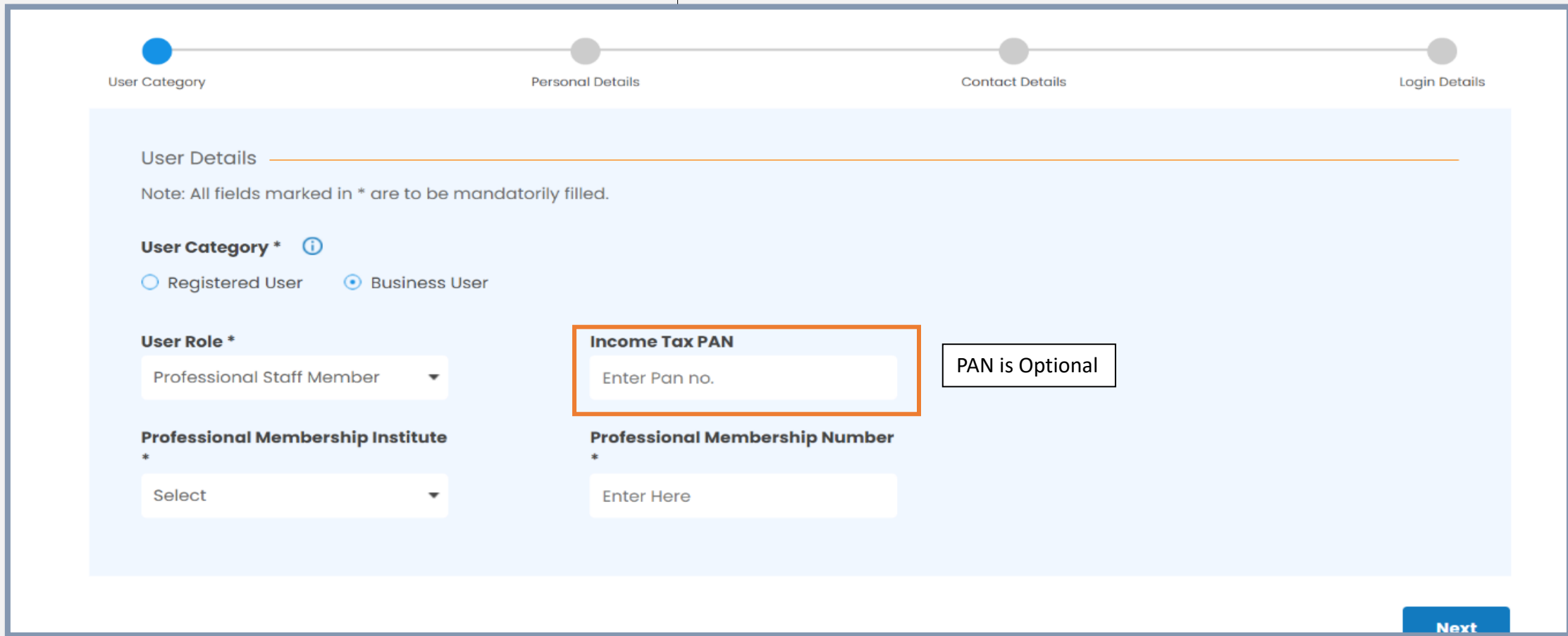
Steps to register as 'Professional Staff Member'

Step 3: Please select 'Business User' in User Category and 'Professional Staff Member' from the User Role dropdowns:

The screenshot shows a 'User Registration' form with a progress bar at the top. The progress bar has four steps: 'User Category' (active, blue circle), 'Personal Details' (grey circle), 'Contact Details' (grey circle), and 'Login Details' (grey circle). Below the progress bar, the form is titled 'User Registration' and includes a 'User Details' section. A note states: 'Note: All fields marked in * are to be mandatorily filled.' The 'User Category *' field has two radio button options: 'Registered User' and 'Business User', with 'Business User' selected. The 'User Role *' field is a dropdown menu with the following options: 'Select User Role', 'Company/LLP', 'Director/Designated Partner', 'Manager/Secretary/Authorized Representative', 'Officer in default', 'Professional Staff Member' (highlighted in blue), and 'Professional'. The 'Income Tax PAN *' field is a text input box with the placeholder text 'Enter Pan no.'. A blue 'Next' button is located at the bottom right of the form.

Steps to register as 'Professional Staff Member'

Step 4: Please provide the Income Tax PAN of the Professional Staff Member; (this is an optional field and not a mandatory requirement)

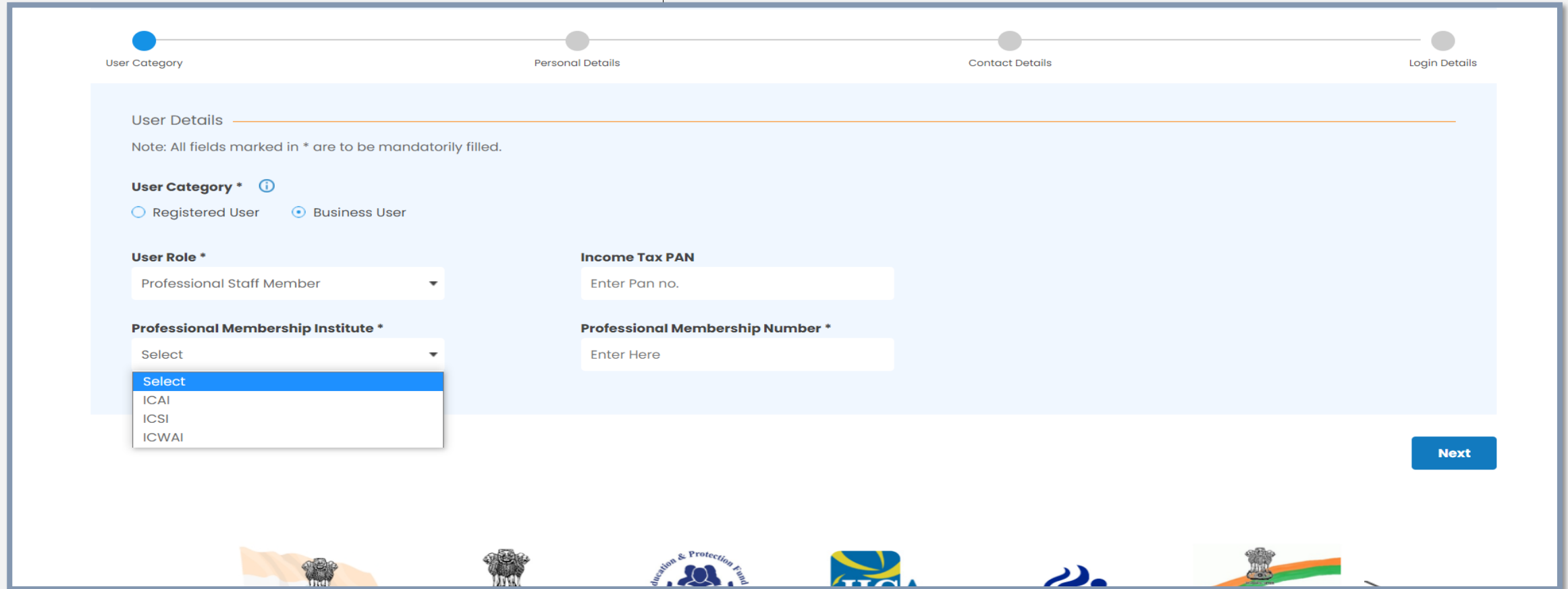


The image shows a registration form for a Professional Staff Member. At the top, there is a progress bar with four steps: 'User Category' (active, blue dot), 'Personal Details' (grey dot), 'Contact Details' (grey dot), and 'Login Details' (grey dot). Below the progress bar, the form is titled 'User Details' and includes a note: 'Note: All fields marked in * are to be mandatorily filled.' The form contains several fields: 'User Category *' with radio buttons for 'Registered User' and 'Business User' (selected); 'User Role *' with a dropdown menu showing 'Professional Staff Member'; 'Professional Membership Institute *' with a dropdown menu showing 'Select'; 'Income Tax PAN' with a text input field containing 'Enter Pan no.' and a callout box stating 'PAN is Optional'; and 'Professional Membership Number *' with a text input field containing 'Enter Here'. A blue 'Next' button is located at the bottom right of the form.

Steps to register as 'Professional Staff Member'

Step 5: Please select the Membership Institute from the dropdowns and provide the Membership Number of the main Professional Member:

(Please note this is a mandatory field and this role will mandatorily map to the main Professional Member)



The image shows a registration form for a 'Professional Staff Member'. At the top, there is a progress bar with four steps: 'User Category' (active), 'Personal Details', 'Contact Details', and 'Login Details'. The form is titled 'User Details' and includes a note: 'Note: All fields marked in * are to be mandatorily filled.' The form contains the following fields:

- User Category ***: Radio buttons for 'Registered User' and 'Business User'.
- User Role ***: A dropdown menu currently showing 'Professional Staff Member'.
- Professional Membership Institute ***: A dropdown menu with 'Select' as the current selection. The dropdown list is open, showing 'Select', 'ICAI', 'ICSI', and 'ICWAI'.
- Income Tax PAN**: A text input field with the placeholder 'Enter Pan no.'.
- Professional Membership Number ***: A text input field with the placeholder 'Enter Here'.

A blue 'Next' button is located at the bottom right of the form. At the bottom of the page, there are several logos, including the Indian national flag, the Ashoka Lion Capital, and the logos of ICAI, ICSI, and ICWAI.

Steps to register as 'Professional Staff Member'

Step 6: Once the details are updated in the above fields, the Name, Email ID and Phone Number of the main Professional member will be pre-filled from the system as Professional Member is already registered. These fields are non-editable to avoid any misuse of Professional's membership details.

User Details

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

User Category * ⓘ

Registered User Business User

User Role *

Professional Staff Member ▼

Income Tax PAN

DMYPS9521Z

Professional Membership Institute *

ICSI ▼

Professional Membership Number *

55892

Professional Name

SAKSHI SHARMA

Professional Email Id

SAAKSHSHARMA@GMAIL.COM

Professional Phone Number

8860038920

Next


Steps to register as 'Professional Staff Member'

Step 7: Please provide the personal details like Name, DOB & Gender of Professional Staff Member in the Personal Details section as below:

User Registration

Progress: User Category (Completed) | Personal Details (Current) | Contact Details | Login Details

Personal Details

First Name * <small>Name entered should be as per Income tax PAN</small> <input type="text" value="Enter Here"/>	Middle Name <input type="text" value="Enter Here"/>	Last Name * <input type="text" value="Enter Here"/>
Date Of Birth * <input type="text" value="DD/MM/YYYY"/> 	Gender * <input type="radio"/> Male <input type="radio"/> Female	

[Back](#) [Next](#)

Steps to register as 'Professional Staff Member'

Step 8: Please provide Address, Contact Number and Email ID of the Professional Staff Member in the Contact Details section:

Please provide correct details as E-mail and Mobile No. of the user shall be verified through OTP and address shall be used for correspondence by MCA

The screenshot displays a registration form titled 'Contact Details' within a multi-step process. The progress bar at the top shows 'User Category' and 'Personal Details' as completed steps, 'Contact Details' as the current step, and 'Login Details' as the next step. The form contains the following fields:

- Address Line 1 ***: Text input field with placeholder 'Enter Address Line 1'.
- Address Line 2**: Text input field with placeholder 'Enter Address Line 2'.
- Country ***: Dropdown menu with placeholder 'Select Country'.
- Pincode ***: Text input field with placeholder 'Enter Pin Code'.
- State ***: Text input field with placeholder 'Enter State'.
- City ***: Dropdown menu with placeholder 'Select City'.
- Area/Locality ***: Dropdown menu with placeholder 'Select area/locality'.
- Telephone Number - Residence (including STD code)**: Text input field with placeholder 'Enter Here'.
- Telephone Number - Office (including STD code)**: Text input field with placeholder 'Enter Here'.
- Mobile ***: Text input field with placeholder 'Enter Here'.
- Email ID ***: Text input field with placeholder 'Enter Email ID'.

At the bottom right of the form, there are two buttons: 'Back' and 'Next'.

Steps to register as 'Professional Staff Member'

Step 9: Please provide the Password and Hint Question in the Login Details section as below, this will be useful in case user Forgets their password and needs to reset the same:

Login Details

Password *

Confirm Password *

Password Policy

- a. It should be Alphanumeric,
- b. minimum 6 characters and maximum 15 characters,
- c. at least one special character (! @, #, \$, %, ^, &, *(.), -)
- d. case sensitive i.e. "A" Capital is different from "a" (Lower Case).

Password Recovery Question

Hint Questions *

Hint Answer *

Whether you wish to avail SMS alert Facility

Yes No

This facility is applicable for:

- a. Updates on filing of forms
- b. Registration alert
- c. Login alerts
- d. Account details related updates
- c. MCA updates

By clicking on Create My Account, you agree to our [Terms and Conditions](#)

Steps to register as 'Professional Staff Member'

Step 10: Two different OTPs will be sent to the Mobile no. and E-mail ID of the Professional Staff Member that are given at the time of registration and one common OTP will be sent to the already available Email ID and Phone Number of the main Professional Member against whom the staff member shall be mapped. This is done to ensure that Professional duly authorizes the Professional Staff member to become associated with his/her membership ID.

In order to complete the registration process, please provide all the Three OTPs (two (2) OTPs for Professional Staff Member and One (1) OTP for main Professional verification

The screenshot displays the 'User Registration' interface with a progress bar at the top. The progress bar has four steps: 'User Category' (checked), 'Personal Details' (checked), 'Contact Details' (checked), and 'Login Details' (not checked). The 'Login Details' section is active, showing a 'Password *' field with a masked password '.....', a 'Password Policy' list, a 'Password Recovery Question' dropdown, and 'Hint Questions *' with a dropdown menu. Below these are radio buttons for 'Whether you wish to avail SMS alert Facility' (Yes selected, No unselected) and a list of applicable facilities. A white modal window is overlaid on the registration form, containing the following text and input fields:

Please enter OTP sent on professional and your device below:

Please enter the OTP sent on your mobile: (00:49)

Please enter the OTP sent on your email: (00:49)

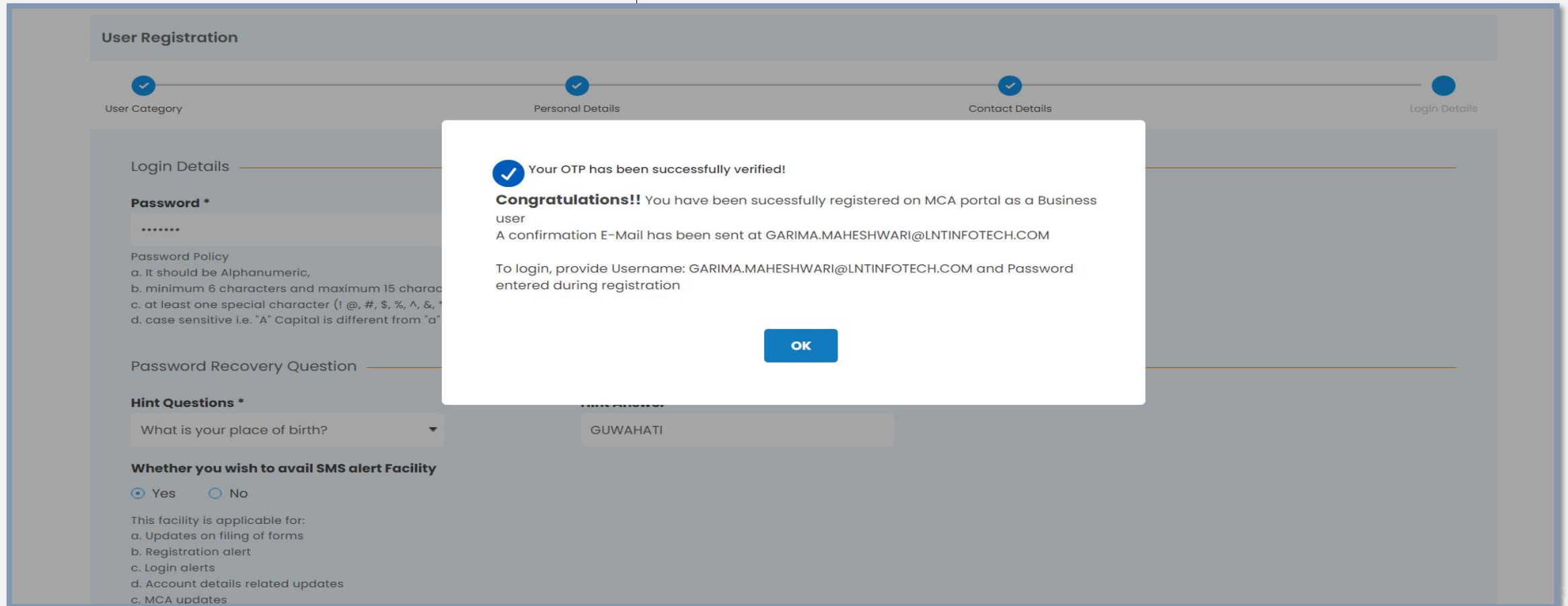
Please enter the OTP sent to Professional: (00:49)

Steps to register as 'Professional Staff Member'

Step 11: User registration under Professional Staff Member will be successfully created post OTPs verification. A confirmation message will be displayed on the screen as well as an e-mail and mobile sms shall be sent to the user.

The Professional Staff Members will now have access to view and file all LLP forms.

It is to be noted that the main Professional Member shall be liable for all the transactions performed by this category of users in MCA system.



The screenshot displays the 'User Registration' page with a progress bar at the top. The progress bar has four steps: 'User Category' (checked), 'Personal Details' (checked), 'Contact Details' (checked), and 'Login Details' (not checked). The 'Login Details' section is active, showing a password field with a masked password '.....', a password policy, a password recovery question, and hint questions. A modal dialog box is overlaid on the page, displaying a success message: 'Your OTP has been successfully verified! Congratulations!! You have been successfully registered on MCA portal as a Business user. A confirmation E-Mail has been sent at GARIMA.MAHESHWARI@LNTINFOTECH.COM. To login, provide Username: GARIMA.MAHESHWARI@LNTINFOTECH.COM and Password entered during registration.' The modal has an 'OK' button.

User Registration

Progress: User Category (✓), Personal Details (✓), Contact Details (✓), Login Details (●)

Login Details

Password *

.....

Password Policy

- a. It should be Alphanumeric,
- b. minimum 6 characters and maximum 15 characters
- c. at least one special character (!, @, #, \$, %, ^, &, *)
- d. case sensitive i.e. "A" Capital is different from "a"

Password Recovery Question

Hint Questions *

What is your place of birth? GUWAHATI

Whether you wish to avail SMS alert Facility

Yes No

This facility is applicable for:

- a. Updates on filing of forms
- b. Registration alert
- c. Login alerts
- d. Account details related updates
- e. MCA updates

Success Message:

✓ Your OTP has been successfully verified!
Congratulations!! You have been successfully registered on MCA portal as a Business user.
A confirmation E-Mail has been sent at GARIMA.MAHESHWARI@LNTINFOTECH.COM
To login, provide Username: GARIMA.MAHESHWARI@LNTINFOTECH.COM and Password entered during registration

OK

User Registration

Profile Update



Profile Update


FO Login

Not secure | 172.18.11.137:4503/content/mca/global/en/foportal/fologin.html

Incognito (2)

Reading list

Home **User Login**



Welcome to MCA

Enter your User ID
(CIN/LLPIN/FCRN* for company/LLP and "Email ID" for other users)

[Forgot User ID ?](#)

Password

[Forgot Password ?](#)

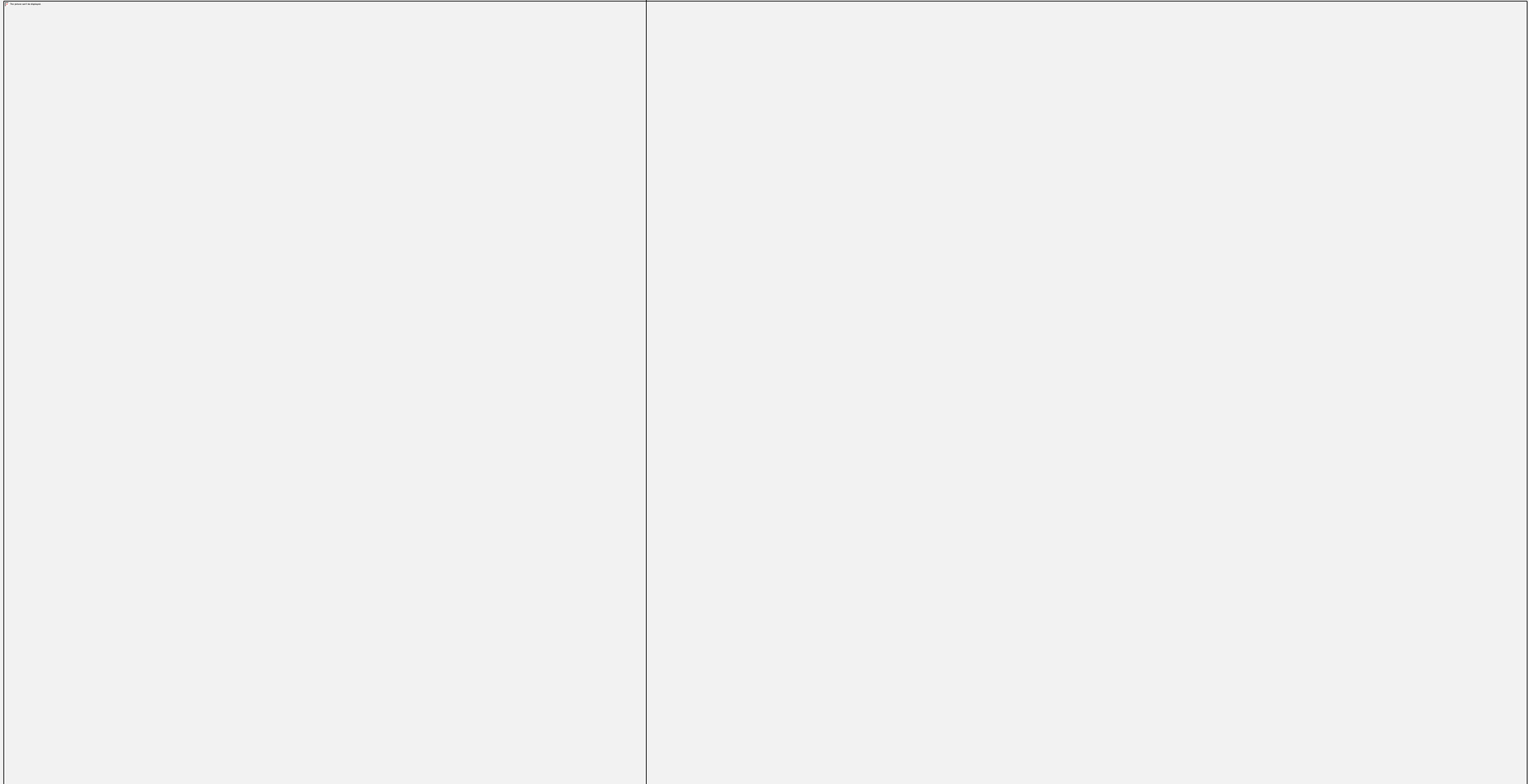
Login

Register

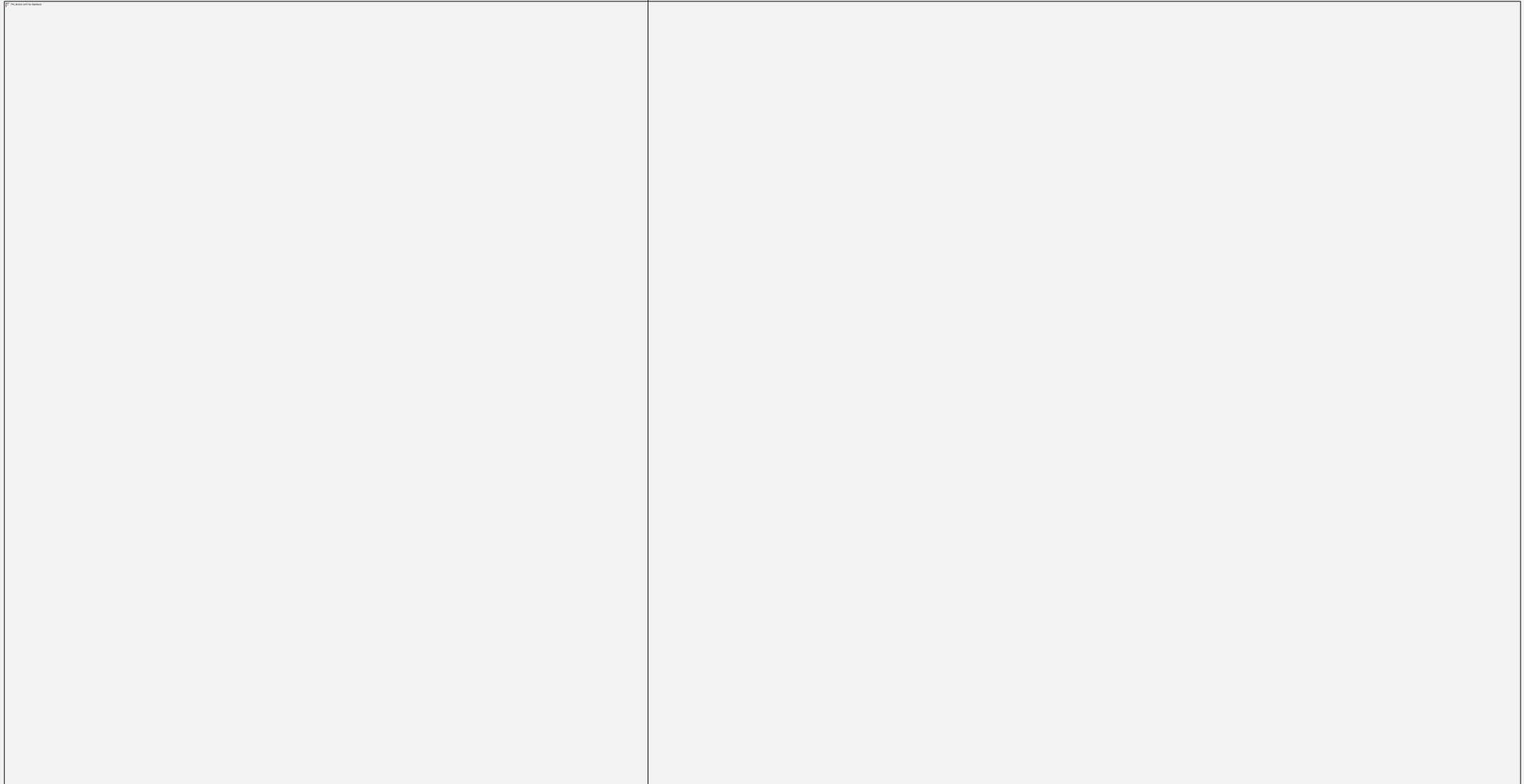
Type here to search

27°C 2:01 PM

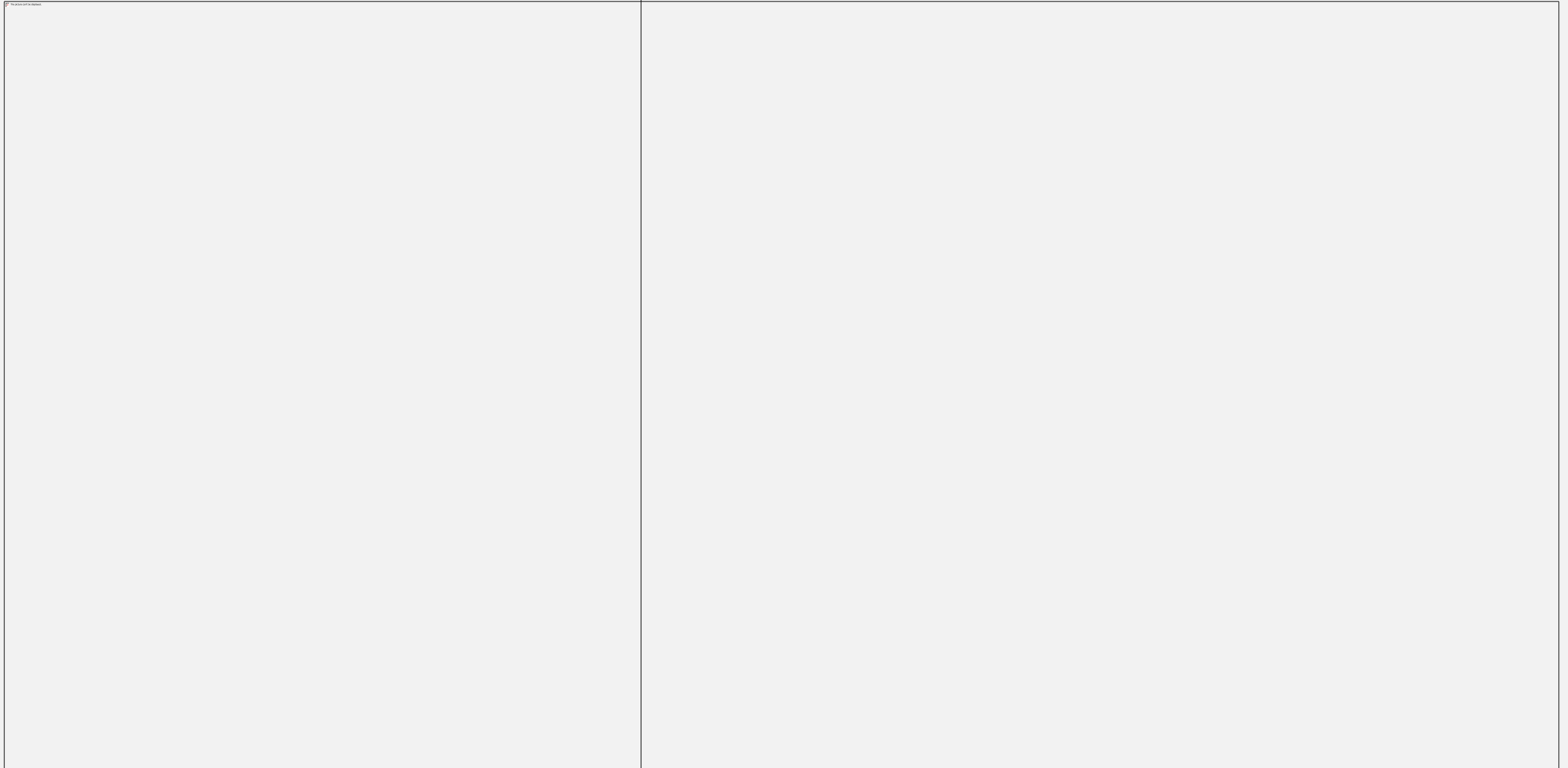
Profile Update



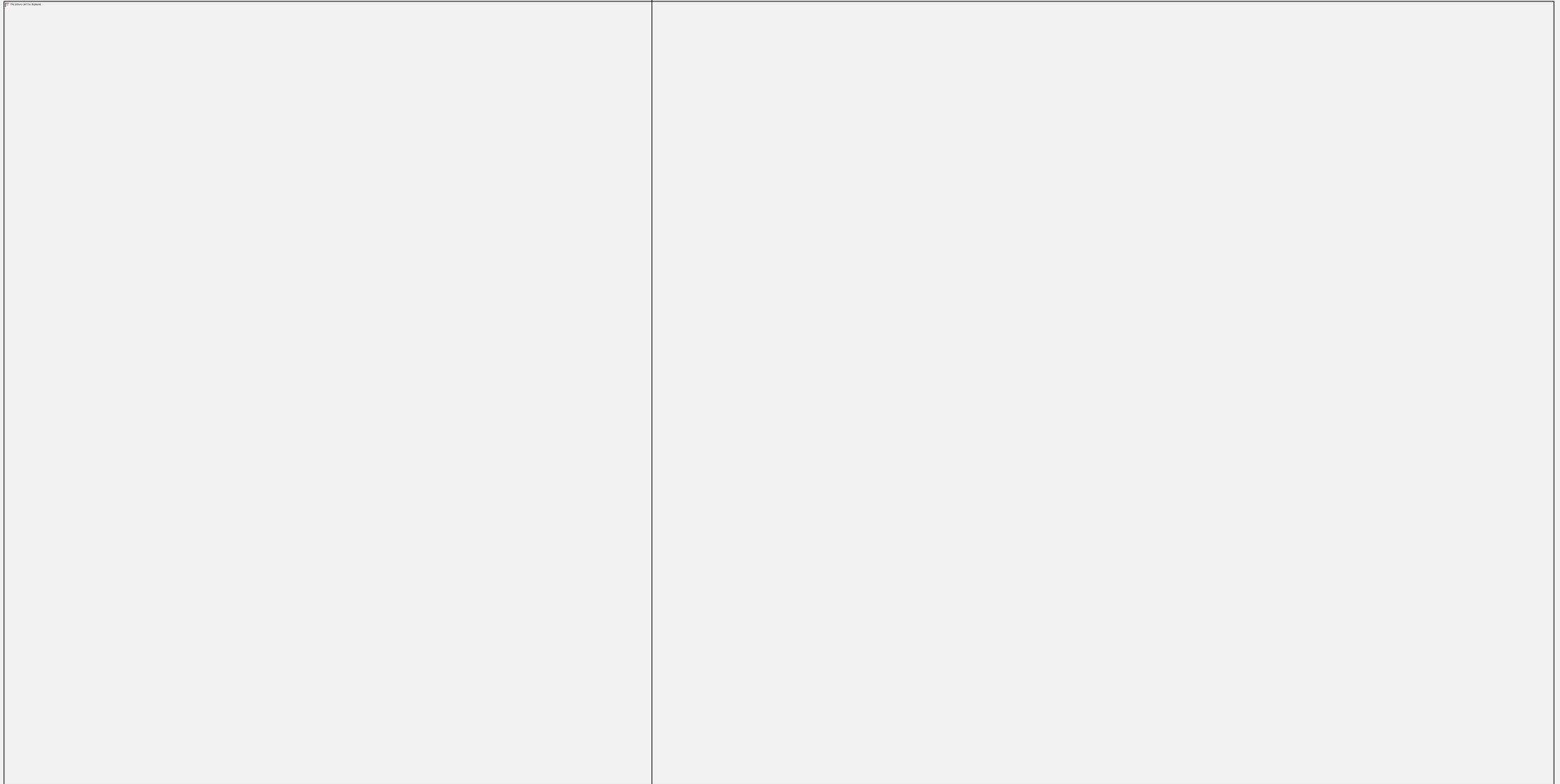
Profile Update



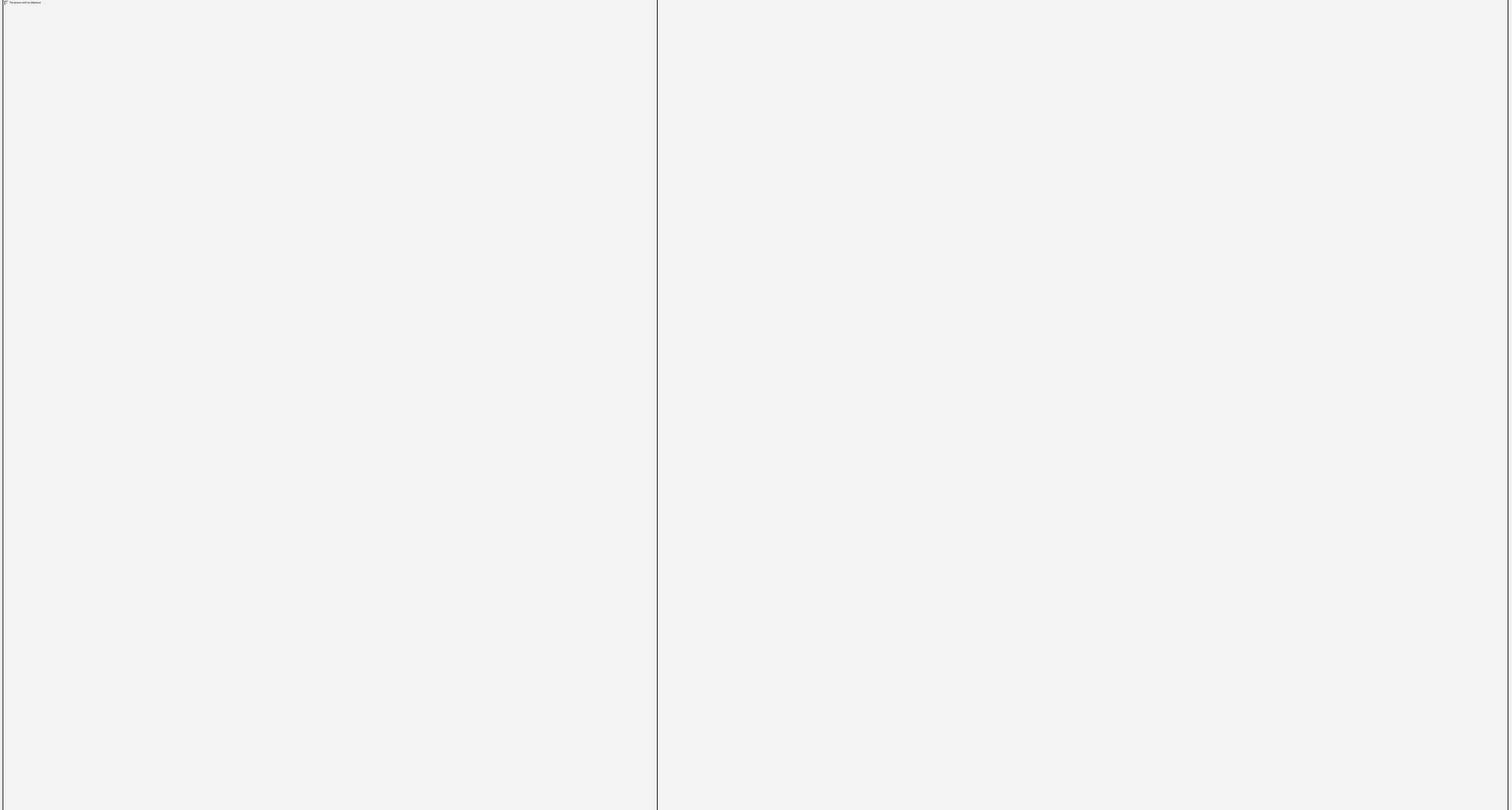
Profile Update

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for profile updates. There are some very small, faint text artifacts in the top-left corner of the box, but they are illegible.

Profile Update

A large, empty rectangular box with a thin black border, occupying most of the page below the title. It is intended for profile update content.

Profile Update

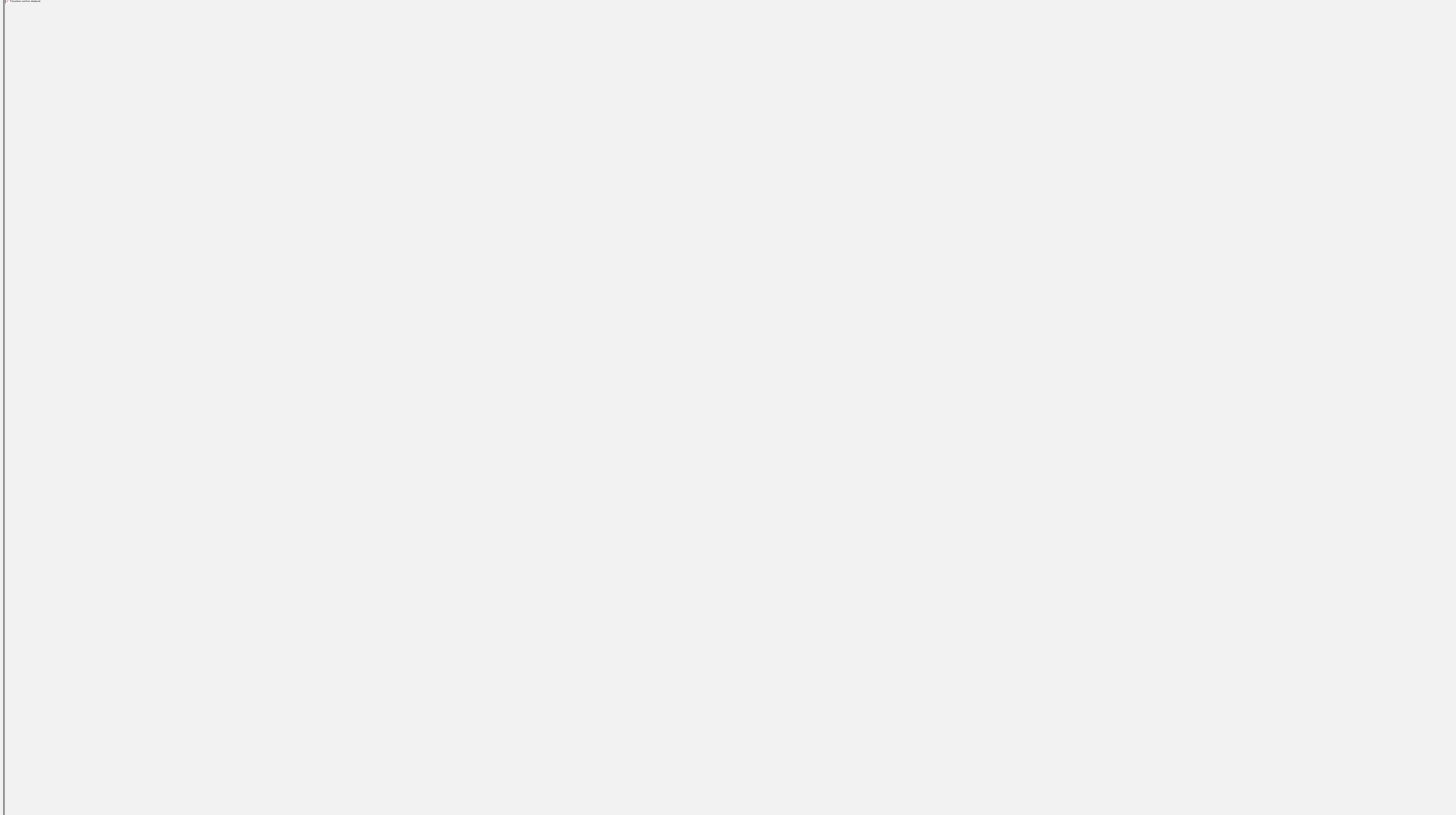


User Registration

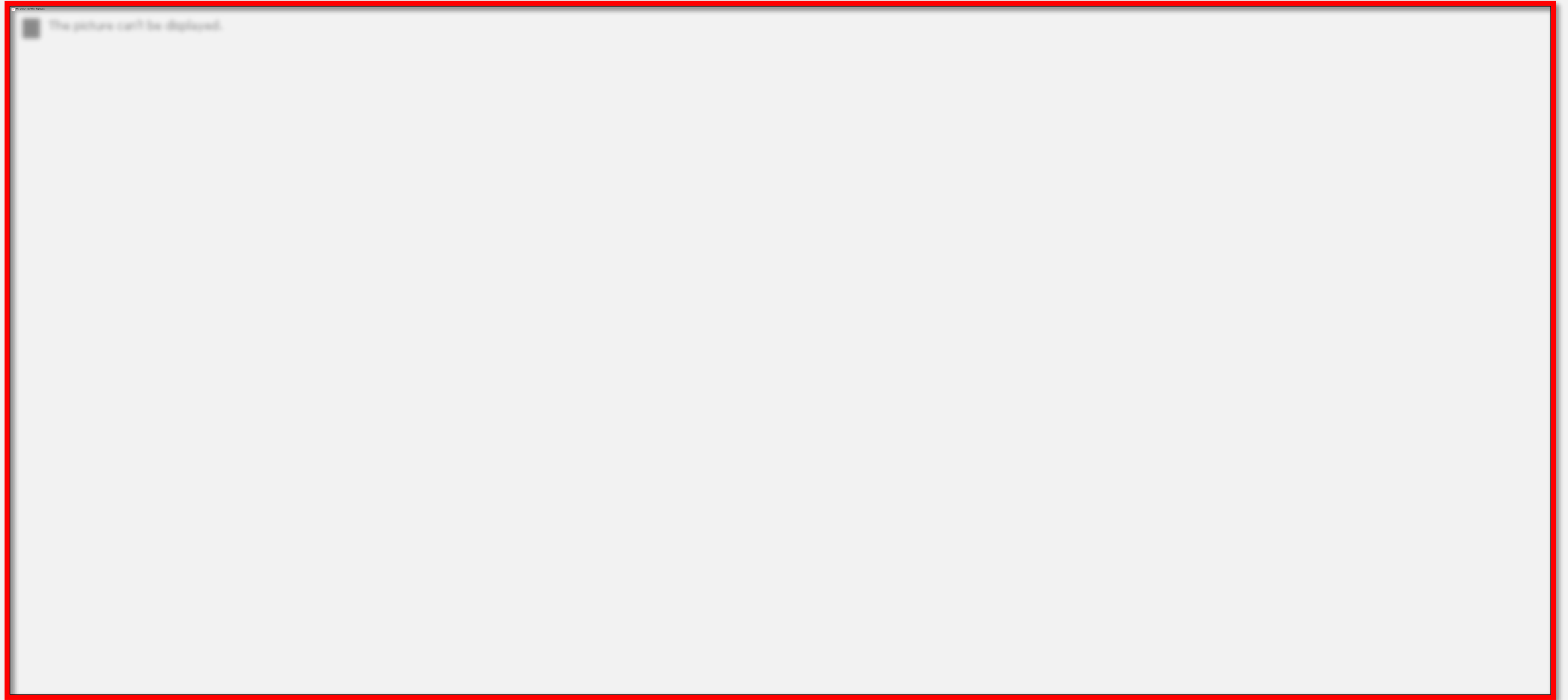
Forgot password



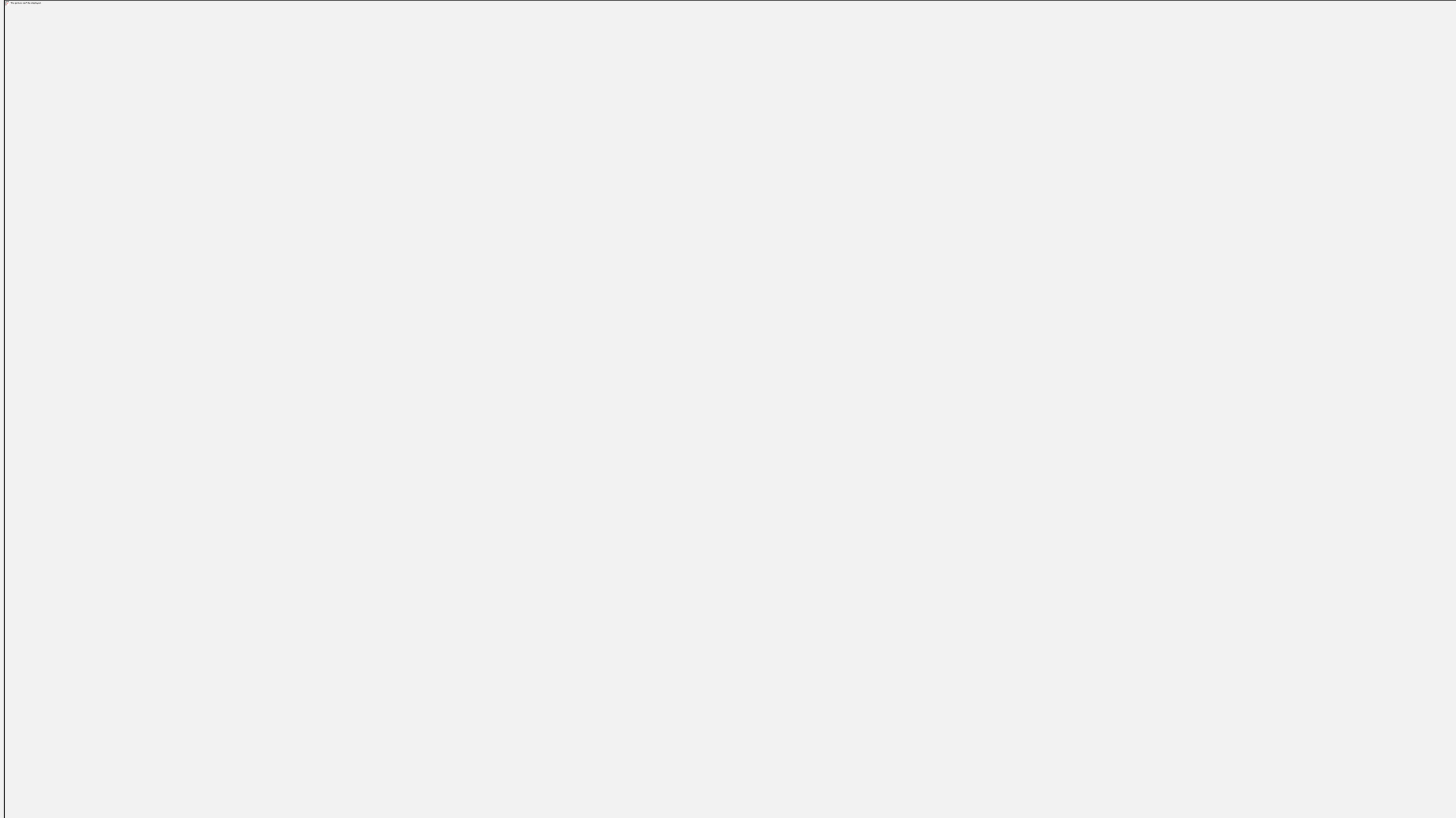
Forgot Password – Registered Users



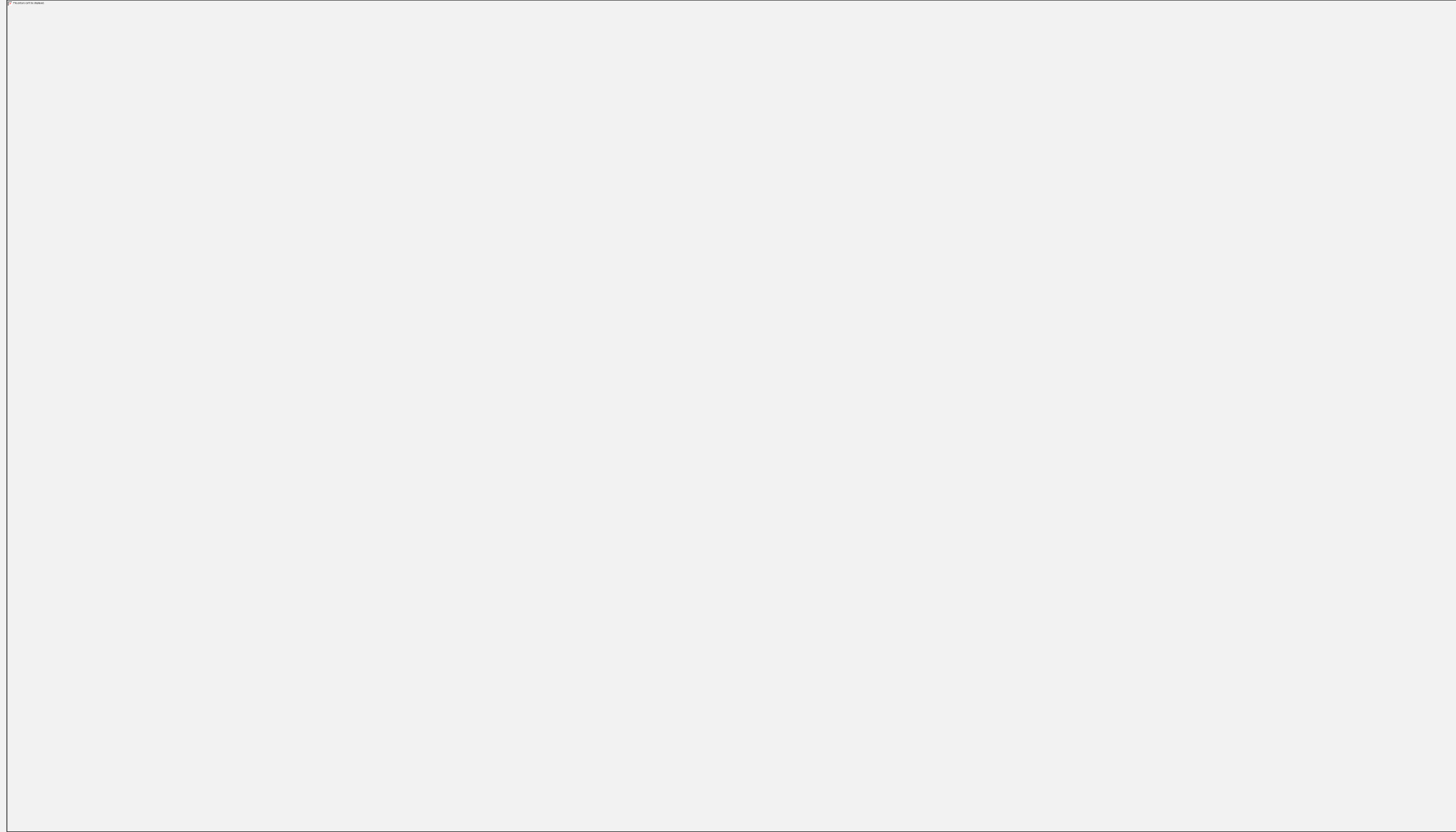
Forgot Password – Registered Users



Forgot Password – Business Users



Forgot Password – Business Users

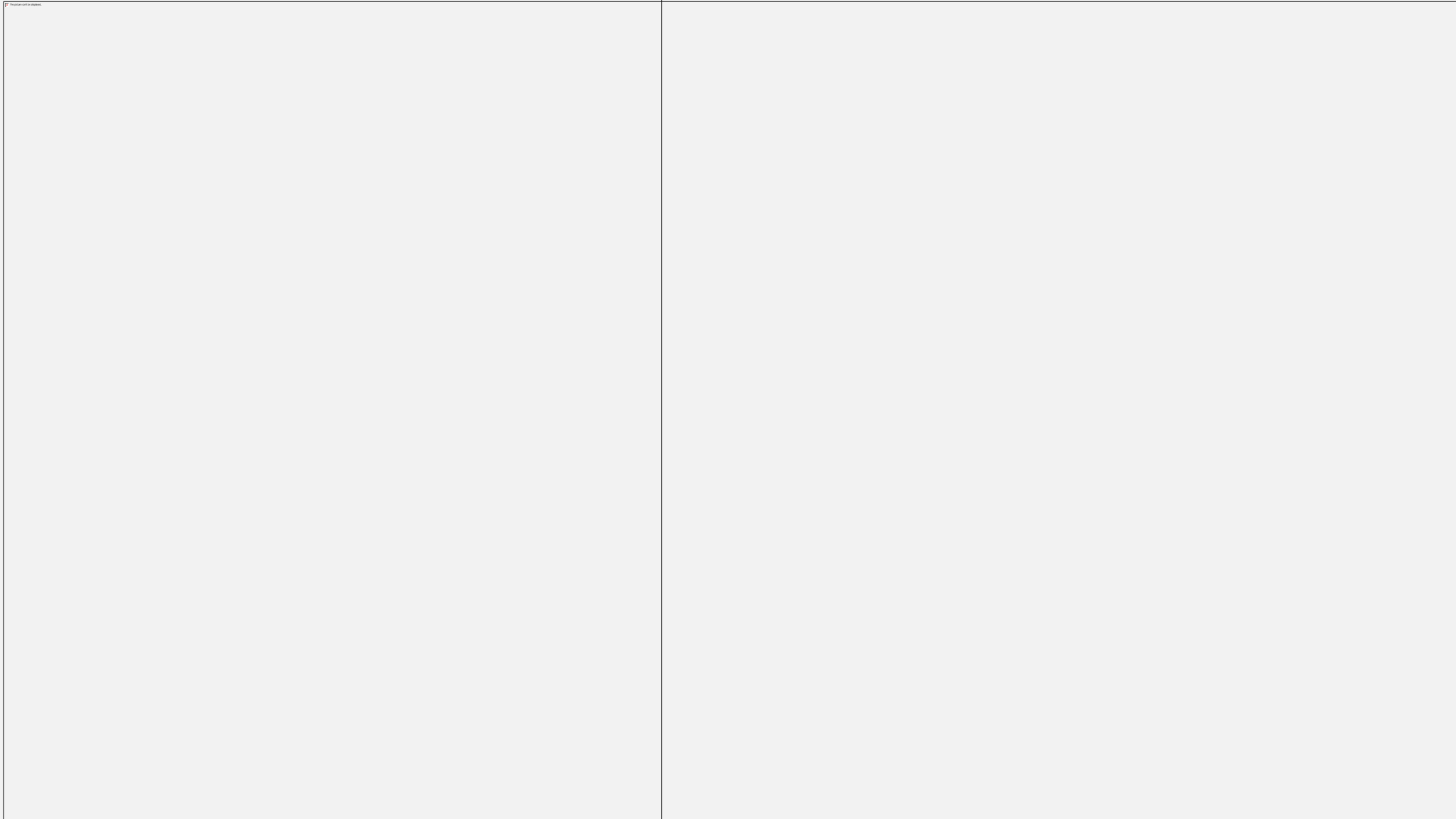


User Registration

Associate DSC



Associate DSC



Associate DSC

The screenshot shows the MCA21 website interface. At the top, there is a navigation bar with links like 'Skip to Main Content' and 'Sitemap', and a user profile 'Hello Harshita'. The main header features the Ministry of Corporate Affairs logo and the tagline 'EMPOWERING BUSINESS, PROTECTING INVESTORS'. Below this is a search bar and a main navigation menu. The 'MCA Services' menu is open, displaying a list of services including 'DSC Services', 'DIN Services', 'Master Data', 'LLP e-Filing', 'FO LLP Services', 'LLP Services', 'Company e-Filing', 'Company services', 'Complaints', 'Document Related Services', 'Fee And Payment Services', 'Investor Services', 'Independent Director databank services', and 'Track SRN transaction Status'. The 'Associate DSC' option is highlighted under the 'FO LLP Services' category. The background of the page features a banner for the Prime Minister's Memorios Auction, dated from 17th September 2021 to 7th October, 2021.

- DSC Association in V3 is a Post Login feature.
- User will be required to Login to the system to associate their DSC
- Associate DSC is only a one-time activity
- All Business Users are required to associate their DSCs for affixing their DSCs during LLP Form filing

Associate DSC

Home > MCA Services > FO LLP Services > Associate DSC

Associate DSC

Important Information

***Please ensure you have emBridge client running and DSC plugged in your device before proceeding.**

1.*To download and Install latest DSC web socket installer click here

2.*To download and Install latest emBridge client click here

Cancel Associate DSC

- Users are required to download the emBridge utility from the link available on this page and install that on their machine
- Once the software is installed then plug your DSC Token on the USB Interface and the system will automatically define the token details.

Associate DSC

The screenshot shows a web browser window with the following details:

- Browser Tabs:** LTI myLTI, Payment Services, Siebel Public Sector, Associate DSC, New Tab.
- Address Bar:** uat.mca.gov.in/content/mca/global/en/mca/fo-llp-services/associate-dsc.html
- Navigation Menu:** Home, About MCA, Acts & Rules, My Workspace, My Application, MCA Services (active), Data & Reports, E-Consultation, Help & FAQs, Contact Us.
- Breadcrumbs:** Home > MCA Services > FO LLP Services > Associate DSC
- Page Title:** Associate DSC
- Important Information:** *Please ensure you have emBridge cli...
1.*To download and Install latest DSC w...
2.*To download and Install latest emBr...
- Modal Dialog: Confirm Certificate**
 - Token: Select (dropdown menu)
 - Certificate Details: (dropdown menu)
 - Password: (text input field)
 - Buttons: Register, Cancel, Associate DSC
- Taskbar:** Windows search bar, taskbar icons (File Explorer, Outlook, Chrome, etc.), system tray (26°C, 12:12, 10-03-2022).

Associate DSC

The screenshot shows a web browser window with the URL `uat.mca.gov.in/content/mca/global/en/mca/fo-llp-services/associate-dsc.html`. The page content is partially obscured by a modal dialog box titled "Confirm Certificate". The dialog box contains the following fields:

- Token:** A dropdown menu with "Microsoft Windows Store" selected.
- Certificate Details:** A dropdown menu with "test15" selected.
- Password:** A text input field with masked characters (dots).

Buttons for "Cancel", "Associate DSC", and "Register" are visible. The background page includes a warning: "*Please ensure you have emBridge client running and DSC plugged in your device before proceeding." and instructions for downloading and installing the DSC and emBridge client. Logos for the Insolvency & Bankruptcy Board of India and SFIO are also present.

- Users can only associate the DSC provided they know the password associated with the DSC.
- This is done to provide misuse of the DSC Token

Associate DSC

Important Information

*Please ensure you have emBridge client installed on your system.

1.*To download and Install latest DSC software click on the link below.

2.*To download and Install latest emBridge client click on the link below.

Cancel Associate DSC

आज़ादी का अमृत महोत्सव

SFIO
Serious Fraud Investigation Office

IEPF
Institutional Education & Protection Fund Authority

IICA
Indian Institute of Corporate Affairs

Competition Commission of India

Insolvency & Bankruptcy Board of India

Type here to search

26°C 12:20 10-03-2022 ENG

- Users will get a confirmation on their screen at the time of successful DSC Association

Reassociate DSC – In case DSC is already Associated with the User ID or Expired

The screenshot shows a web browser window with the URL `uat.mca.gov.in/content/mca/global/en/mca/fo-llp-services/associate-dsc.html`. The page title is "Associate DSC". Below the title, there is a section for "Important Information" with a warning: "*Please ensure you have emBridge client running and DSC plugged in your device before proceeding." Below this, there are two instructions: "1.*To download and Install latest DSC w..." and "2.*To download and Install latest emBri...". A white dialog box is overlaid on the page, containing the text: "You have already registered your DSC as a Role against the entered DIN/PAN/Membership. Do you want to update your DSC?". The dialog box has two buttons: "Yes" and "No". Below the dialog box, there are "Cancel" and "Associate DSC" buttons. At the bottom of the page, there is a footer with logos for the Government of India, SFIO, IEPF, IICA, Competition Commission of India, and Insolvency & Bankruptcy Board of India. The Windows taskbar is visible at the bottom, showing the search bar, taskbar icons, and system tray with the date 10-03-2022 and time 12:20.

- User has been provided an option of being able to reassociate the DSC in case they wrongly associate someone's DSC or when the DSC gets expired
- One user can only associate one DSC with their User ID

Any Specific Form related Queries may be posted on below link. Trainer / ICAI office will provide this link on the chat box

<https://forms.gle/dT7Wqo8djXshij1e7>



Thank You

Corporate Laws and Corporate Governance Committee

of

Institute of Chartered Accountants of India

