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## ABOUT THIS DOCUMENT

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This Instruction Kit is designed as a step-by-step guide to assist the user in filling up the webform. This document provides references to law(s) governing the webform, guidelines to access the application, instructions to fill the webform at field level and important check points while filling up the webform along with other instructions to fill the webform.

*User is advised to refer to the respective instruction kit for filing of webform.*

This document is divided into following sections:



**Part I – Law(s) governing the webform**



**Part II – Accessing the webform GNL-4**



**Part III – Instructions to fill the webform**



**Part IV – Key points for successful submission**

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

## 1 PART I – LAW(S) GOVERNING THE WEBFORM

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Pursuant to the Rule 10 of the Companies (Registration Offices and Fees) rules, 2014.

### 1.1 Purpose of the webform

In certain cases, MCA may require the applicant to provide some clarifications or additional document(s) in support of the form and details filed by the applicant which shall be submitted as an addendum for rectification of defects or incompleteness through filing ‘GNL-4’ webform. This functionality shall not be available for the forms filed through STP mode.

### 1.2 Important Check Points while filling up the webform

- ✓ *Please read instructions and guidelines carefully before filling online application form.*
- ✓ *Please attach the required mandatory supporting documents in the specified format only.*
- ✓ *Please ensure that applicant of the webform is registered at the MCA portal before filing the webform.*
- ✓ *Please note that the company or foreign company for which the webform is being filed shall be registered with MCA and shall have a valid and approved CIN/FCRN.*
- ✓ *Please ensure that the DSC attached in the webform is registered on MCA portal against the DIN/DPIN/PAN/Membership number as provided in the form.*
- ✓ *Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC and an approved DIN/DPIN or a valid PAN/Membership number, as applicable.*
- ✓ *Please note that this webform cannot be filed in respect of any other webform filed under Straight Through Process (‘STP’) mode.*
- ✓ *Please note that this webform can also be filed by the company that are yet to be incorporated.*
- ✓ *Please note that this webform can only be filed in case SRN status of the relevant company or foreign company webform(s) is ‘Pending user clarification (PUCL)’.*
- ✓ *Please ensure that SRN marked for ‘Pending user clarification (PUCL)’ shall be available with the user while filling up this webform.*
- ✓ *Please ensure that ‘GNL-4’ webform should be filed within fifteen days from the date of marking the parent SRN as ‘Pending user clarification (PUCL)’.*
- ✓ *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 webform.*
- ✓ *Please check for any alerts that are generated using the “Notifications and alerts” function under the ‘My Workspace’ page in the FO user dashboard on the MCA website.*

## 2 PART II – ACCESSING THE WEBFORM GNL-4

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### 2.1 Application process for webform GNL-4

#### 2.1.1 Initial Submission

##### 2.1.1.1 Option 1

**STEP 1:** Access MCA homepage

**STEP 2:** Login to MCA portal with valid credentials<sup>1</sup>

**STEP 3:** Select “MCA services” and further select “E-Filing”

**STEP 4:** Access “Company Forms Download”

**STEP 5:** Navigate to the header “Filing of application / documents with RoC”

**STEP 6:** Access “Form for filing Addendum for rectification of defects or incompleteness (GNL-4)”

**STEP 7:** Enter CIN/FCRN information<sup>2</sup>

**STEP 8:** Search CIN/FCRN using the search option (optional)<sup>3</sup>

**STEP 9:** Select CIN/FCRN from the dropdown option (optional)<sup>4</sup>

**STEP 10:** Fill up the application

**STEP 11:** Save the webform as a draft (optional)<sup>5</sup>

**STEP 12:** Submit the webform

**STEP 13:** SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

**STEP 14:** Affix the DSC

**STEP 15:** Upload the DSC affixed pdf document on MCA portal (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation then the SRN will be cancelled)

**STEP 16:** Acknowledgement is generated

##### 2.1.1.2 Option 2

**STEP 1:** Access MCA homepage

**STEP 2:** Access webform GNL-4 through search bar on MCA homepage (website search)<sup>6</sup>

**STEP 3:** Login to MCA portal with valid credentials

**STEP 4:** Enter CIN/FCRN information<sup>2</sup>

**STEP 5:** Search CIN/FCRN using the search option (optional)<sup>3</sup>

**STEP 6:** Select CIN/FCRN from the dropdown option (optional)<sup>4</sup>

**STEP 7:** Fill up the application

**STEP 8:** Save the webform as a draft (optional)<sup>5</sup>

**STEP 9:** Submit the webform

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<sup>1</sup> In case Option 1 is selected, the user will have an option to either login immediately after accessing the MCA homepage, or login after selecting “Form for filing Addendum for rectification of defects or incompleteness (GNL-4)” in case the user is not already logged in.

<sup>2</sup> In case the user filling the webform is a company or foreign company user then, CIN/FCRN and company or foreign company name will be auto populated based on the user id from which the user logs in.

<sup>3</sup> In case the user filling the webform is a professional user, a search option will be provided on the page allowing the user to search for the CIN/FCRN basis the name of the company or foreign company.

<sup>4</sup> In case the user filling the webform is any other business user, a dropdown option containing a list of all the CIN/FCRN and corresponding company or foreign company name for companies where the user is associated shall be displayed.

<sup>5</sup> The option to save the webform as a draft shall be enabled once the user enters CIN/FCRN.

<sup>6</sup> In case Option 2 is selected, the user will have an option to either login immediately after accessing the MCA homepage or login after performing the website search.

Instruction Kit for webform GNL-4  
(Form for filing Addendum for rectification of defects or incompleteness)

**STEP 10:** SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

**STEP 11:** Affix the DSC

**STEP 12:** Upload the DSC affixed pdf document on MCA portal (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation then the SRN will be cancelled)

**STEP 13:** Acknowledgement is generated

### 3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

#### 3.1 Specific instructions to fill the webform GNL-4 at Field Level

*Instructions to fill webform GNL-4 are tabulated below at field level. Only important fields that require detailed instructions are explained. Self-explanatory fields are not explained.*

Field No.	Field Name	Instructions
1	Service Request Number (SRN) of relevant form(s)	Enter a valid SRN having status as 'Pending user clarification (PUCL)' for which application is being filed in 'GNL-4' webform.
3	Corporate Identity Number (CIN) or Foreign Company Registration Number (FCRN)	This field shall be prefilled and mandatory in case SRN entered in field number 1 i.e., 'Service Request Number (SRN) of relevant form(s)' is in respect of an existing company or foreign company.
4 (a)	Name of the company	<ul style="list-style-type: none"> <li>i. This field shall be mandatory in case SRN entered in field number 1 i.e., 'Service Request Number (SRN) of relevant form(s)' is in respect of an existing company or foreign company.</li> <li>ii. This field shall be prefilled and non-editable based on CIN/FCRN entered in field number 3 i.e., "Corporate Identity Number (CIN) or Foreign Company Registration Number (FCRN)".</li> <li>iii. Please note that in case of incorporation webforms (INC-1, DIR-12, INC-22, URC-1, INC-12, RD-1), name of the company shall be displayed to the user.</li> </ul>
4 (b)	Address of the registered office or of the principal place of business in India of the company	<ul style="list-style-type: none"> <li>i. This field shall be mandatory in case SRN entered in field number 1 i.e., 'Service Request Number (SRN) of relevant form(s)' is in respect of an existing company or foreign company.</li> <li>ii. This field shall be prefilled and non-editable based on CIN/FCRN entered in field number 3 i.e., "Corporate Identity Number (CIN) or Foreign Company Registration Number (FCRN)".</li> </ul>
4 (c)	Name of the person filing form (applicable in case of filing in respect of non-company or company yet to be incorporated)	This field shall be mandatory in case SRN entered in field number 1 i.e., 'Service Request Number (SRN) of relevant form(s)' is not in respect of an existing company or a company yet to be incorporated.
4 (d)	E-mail ID	<ul style="list-style-type: none"> <li>i. This field shall be mandatory in case SRN entered in field number 1 i.e., 'Service Request Number (SRN) of relevant form(s)' is in respect of an existing company or foreign company.</li> <li>ii. This field shall be prefilled and non-editable based on CIN/FCRN entered in field number 3 i.e., "Corporate Identity Number (CIN) or Foreign Company Registration Number (FCRN)".</li> </ul>

**Instruction Kit for webform GNL-4**  
(Form for filing Addendum for rectification of defects or incompleteness)

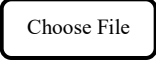


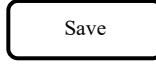
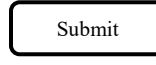
Field No.	Field Name	Instructions
5 (b)	Details of rectification of the defects or further information furnished	Enter the details of rectification of the defects or further information furnished for which the application is being filed in 'GNL-4' webform.
6 (a)	SRN of additional (differential) stamp duty payment	Please enter a valid SRN of additional (differential) stamp duty payment and it should correspond to the SRN of relevant webform as entered in field number 1 i.e., 'Service Request Number (SRN) of relevant form(s)'.
	<b>Attachments</b>	All the attachments shall be either in PDF or .jpg format. The size of each individual attachment can be up to 2MB.
	Type of document	<ol style="list-style-type: none"> <li>i. Select the type of document to be attached from the dropdown values provided in this field.</li> <li>ii. Attachments of all the webforms are displayed in dropdown values having 'Others' as one of the dropdown values.</li> <li>iii. Please note that the user has an option to upload up to five attachments.</li> </ol>
	<b>To be digitally signed by</b>	<ol style="list-style-type: none"> <li>i. Select one of the options from the dropdown list – Managing Director / Director / Manager / Company Secretary / CEO / CFO / Authorized representative / Authorized person / Designated partner.</li> <li>ii. In case the person digitally signing the webform is Director, or Managing Director, or Designated Partner - Enter the approved DIN.</li> <li>iii. In case the person digitally signing the webform is Manager, Chief Executive Officer (CEO), or Chief Financial Officer (CFO), or Authorised Representative, or Authorised Person – Enter a valid income tax PAN.</li> <li>iv. In case the person digitally signing the webform is a Company Secretary – Enter a valid membership number.</li> </ol>
	Director or Managing Director or Manager or CEO or CFO or Company Secretary (in case of existing Company); or Authorised representative (in case of foreign Company); or Authorised person of the bank; or Designated partner of a LLP Designation	
	DIN of the director or Managing director; or PAN of the manager or CEO or CFO or Member or Authorised representative or Authorised Person; or Membership number of the Company Secretary; or DIN of the designated partner	
	Director or Member Designation	<ol style="list-style-type: none"> <li>i. Select one of the options from the dropdown list – Director / Member.</li> <li>ii. In case the person digitally signing the webform is Director - Enter the approved DIN.</li> <li>iii. In case the person digitally signing the webform is Member – Enter approved DIN or a valid income tax PAN.</li> </ol>
	DIN of the director; or DIN/PAN of the Member	

Instruction Kit for webform GNL-4  
(Form for filing Addendum for rectification of defects or incompleteness)

Field No.	Field Name	Instructions
	Charge holder, Applicant, Promoter, Liquidator, Individual, Partner, Auditor, Partner of auditor's firm	<ul style="list-style-type: none"> <li>i. Select one of the options from the dropdown list – Charge holder / Applicant / Promoter / Liquidator / Individual / Partner / Auditor / Partner of auditor's firm.</li> <li>ii. In case the person digitally signing the webform is Auditor, or Partner of auditor's firm – Enter a valid membership number.</li> <li>iii. In case the person digitally signing the webform is Charge holder, or Applicant, or Promoter - Enter a valid income tax PAN.</li> <li>iv. In case the person digitally signing the webform is Individual, or Partner – Enter a valid income tax PAN or membership number.</li> <li>v. In case the person digitally signing the webform is Liquidator – Providing a valid income tax PAN or membership number shall be optional.</li> </ul>
	Designation	
	Income tax PAN or Membership number	
	ARC or Assignee, Chairman, Person charged, others	<ul style="list-style-type: none"> <li>i. Select one of the options from the dropdown list – ARC or Assignee / Chairman / Person charged / others.</li> <li>ii. In case the person digitally signing the webform is Chairman, or Person charged, or others – Enter approved DIN or a valid income tax PAN or membership number.</li> <li>iii. In case the person digitally signing the webform is ARC or Assignee - Enter a valid income tax PAN.</li> </ul>
	Designation	
	Capacity	
	DIN or Income tax PAN or Membership number	
	<b>Certificate</b>	<ul style="list-style-type: none"> <li>i. This certification shall be applicable only in case where professional certification is applicable in the webform in respect of which 'GNL-4' webform is being filed by the user.</li> <li>ii. The webform shall be certified by a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice) or company secretary (in whole-time practice) by digitally signing the webform.</li> <li>iii. Select the relevant category of the professional and whether he/she is an associate or fellow.</li> <li>iv. In case the professional is a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice) then enter the membership number.</li> <li>v. In case the practicing professional is a company secretary (in whole-time practice) then enter the certificate of practice number.</li> </ul>
	Chartered Accountant (in whole-time practice) or Cost Accountant (in whole-time practice) or Company Secretary (in whole-time practice)	
	Whether Associate or Fellow	
	Membership number or Certificate of practice number	



### 3.2 Other instructions to fill webform GNL-4

Buttons	Particulars
	<ul style="list-style-type: none"> <li>i. Click the ‘Choose File’ button to browse and select a document that is required to be attached as a supporting to webform GNL-4.</li> <li>ii. All the attachments should be uploaded in <b>PDF or .jpg format</b>. The total size of the document being submitted can be <b>up to 10 MB</b>.</li> <li>iii. The user has an option to attach multiple files as attachments within the webform.</li> </ul>
	<p>The user has an option to remove files from the attachment section using the “Remove” option provided against each attachment.</p>
	<p>The user has an option to download the attached file(s) using the “Download” option provided against each attachment.</p>
	<ul style="list-style-type: none"> <li>i. Click on Save button for saving the application in a draft form at any given point in time prior to submitting the webform.</li> <li>ii. This is an optional field and the “Save” option will be enabled only after entering the <b>CIN/FCRN</b>.</li> <li>iii. On saving the webform, all the information filled in the webform will be saved and can be edited/updated till the time webform is submitted.</li> <li>iv. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.</li> </ul>
	<ul style="list-style-type: none"> <li>i. This is a mandatory field.</li> <li>ii. When the user clicks on the submit button the details filled in the webform are auto saved and the system verifies all the webform, incase errors are detected the user will be taken back to webform and all the relevant error messages shall be displayed.</li> <li>iii. In case at the submission of webform no errors are detected by the system the submission will be successful.</li> </ul>

## 4 PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION

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### 4.1 Fee rules

This section is not applicable.

### 4.2 Processing Type

Webform GNL-4 shall be processed in non-STP mode and will be linked to the main form in non-STP mode whose SRN is provided in this webform.

### 4.3 Useful links

1. Link to access webform GNL-4: <https://www.mca.gov.in/MinistryV2/companyformsdownload.html>
2. FAQs related to e-filing: <https://www.mca.gov.in/MinistryV2/efiling.html>
3. Payment and Fee related Services: <https://www.mca.gov.in/MinistryV2/paymentservices.html>