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ABOUT THIS DOCUMENT

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 Form No. CHG-4 application



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

Pursuant to Section 82(1) of Companies Act, 2013 and Rule 8(1) and Rule 13 of the Companies (Registration of Charges) Rules 2014.

1.1 Purpose of the webform

The webform aims to simplify the process of intimation by the company or the charge holder to the concerned Registrar of Companies (RoC) vide form CHG-4 of the payment or satisfaction (in full) of any charge relating to the company.

1.2 Important Check Points while filling up the webform

- ✓ Please read instructions and guidelines carefully before filling online application forms.
- ✓ Please attach the required mandatory supporting documents in the specified format only.
- ✓ Please note that in case of resubmission, application of CHG-4 shall be available in the application history of the user and T+ 15 days (where T is the date of marking the application as 'Resubmission Required') should not have elapsed.
- ✓ Please note that the company for which the webform is being filed 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/PAN/Membership number as provided in the form.
- ✓ Please ensure that applicant of the webform is registered as Business User at the MCA portal before filing the webform.
- ✓ Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC.
- ✓ Please ensure that the authorized signatories of the company shall have an approved DIN or valid PAN or valid membership number as applicable.
- ✓ 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 FORMNO. CHG-4 APPLICATION

2.1 Application Process for Form No. CHG-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 credentials¹

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

STEP 4: Select “Company Forms Download” module

STEP 5: Navigate to the header “Charge related filings”

STEP 6: Access “Intimation of satisfaction of charge (CHG-4)”

STEP 7: Enter the Company Information²

STEP 8: Search CIN using the search option (optional)³

STEP 9: Select CIN from the dropdown option (optional)⁴

STEP 10: Fill up the application.

STEP 11: Save the webform as a draft (optional)⁵

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

STEP 16: Pay Fees (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation and complete the payment within 7 days of successful upload of DSC affixed document or due date of filing of the form + 2 days, whichever is earlier, the SRN will be cancelled)

STEP 17: Acknowledgement is generated

STEP 18: In case form CHG-4 is not signed by the company representative i.e., Director or manager or company secretary or CEO or CFO or IRP/RP/Liquidator (in case of an Indian company) or an authorized representative (in case of a foreign company), then an email will be sent by the Back Office user to the company to provide reply in response to the CHG-4 form being filed by the charge holder

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access Company Form CHG-4 through search bar on MCA homepage (website search)⁶

STEP 3: Login to MCA portal with valid credentials

STEP 4: Enter Company Information²

¹ 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 “Intimation of satisfaction of charge” in case the user is not already logged in.

² In case the user filling the webform is a company user then, CIN and Company name will be auto-populated based on the user id from which the user logs in.

³ 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 CIN basis name of Company.

⁴ In case the user filing the webform is any other business user, a dropdown option containing a list of all the CIN and corresponding company name for companies where the user is associated shall be displayed.

⁵ The option to save the webform as a draft shall be enabled once the user enters the “CIN”.

⁶ 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.

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- STEP 5:** Search CIN using the search option (optional)³
- STEP 6:** Select CIN from the dropdown option (optional)⁴
- STEP 7:** Fill up the application
- STEP 8:** Save the webform as a draft (optional)⁵
- STEP 9:** Submit the webform
- 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
- STEP 13:** Pay Fees (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation and complete the payment within 7 days of successful upload of DSC affixed document or due date of filing of the form + 2 days, whichever is earlier, the SRN will be cancelled)
- STEP 14:** Acknowledgement is generated
- STEP 15:** In case form CHG-4 is not signed by the company representative i.e., Director or manager or company secretary or CEO or CFO or IRP/RP/Liquidator (in case of an Indian company) or an authorised representative (in case of a foreign company), then an email will be sent by the Back Office user to the company to provide reply in response to the CHG-4 form being filed by the charge holder

2.1.2 Resubmission

2.1.2.1 Option 1

- STEP 1:** Access MCA homepage
- STEP 2:** Login to MCA portal with valid credentials
- STEP 3:** Access application history through user dashboard
- STEP 4:** Select CHG-4 application with status as 'Resubmission required'
- STEP 5:** Fill up the application
- STEP 6:** Save the webform as a draft (optional)⁵
- STEP 7:** Submit the webform
- STEP 8:** SRN is updated
- STEP 9:** Affix the DSC
- STEP 10:** Upload the DSC affixed pdf document on MCA portal⁷
- STEP 11:** Resubmission of webform (In case the user does not complete re-submission of the form and upload the DSC affixed pdf document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 15 days OR till the time this is submitted, whichever is earlier)
- STEP 12:** Acknowledgement is generated

2.1.2.2 Option 2

- STEP 1:** Click on the link provided in the notification email sent (received for resubmission)
- STEP 2:** Login to MCA portal with valid credentials
- STEP 3:** Fill up the application

⁷ For the SRN's that are marked 'Resubmission required', the user is required to update the details in the web-form and complete submission (including the upload of DSC affixed pdf) within 15 days from the date the BO user has sent the SRN back for resubmission.

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STEP 4: Save the webform as a draft (optional)⁵

STEP 5: Submit the webform

STEP 6: SRN is updated

STEP 7: Affix the DSC

STEP 8: Upload the DSC affixed pdf document on MCA portal⁷

STEP 9: Resubmission of webform (In case the user does not complete re-submission of the form and upload the DSC affixed pdf document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 15 days OR till the time this is submitted, whichever is earlier)

STEP 10: Acknowledgement is generated

3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

3.1 Specific Instructions to fill webform ‘CHG-4’ at Field Level

Instructions to fill the webform CHG-4 are tabulated below at field level. Only important fields that require detailed instructions to be filled in the form are explained. Self-explanatory fields are not discussed.

Field No	Field Name	Instructions
1	Corporate identity number (CIN) or foreign company registration number (FCRN)	<ul style="list-style-type: none"> i. In case of company users, CIN/FCRN of company or foreign company shall be pre-filled based on the company/foreign company information entered by the user post accessing the “CHG-4” webform. ii. In case of professional users, a search option shall be provided to search the CIN basis the company name. Either full name of the company or partial name can be used to search the company. iii. In case of other business users, a dropdown option is provided containing the list of CIN with which the user is associated. iv. CIN/FCRN entered in this field shall be valid.
2 (a)	Name of the company	These fields shall be pre-filled based on the CIN entered by the user in field number 1 i.e., “Corporate identity number (CIN) or foreign company registration number (FCRN)” and shall be non-editable.
2 (b)	Address of the registered office or the principal place of business in India of the company	
2 (c)	email id of the company	
3	Date of Satisfaction of charge in full (DD/MM/YYYY)	<ul style="list-style-type: none"> i. In case CIN is provided in field number 1 i.e., “Corporate identity number (CIN) or foreign company registration number (FCRN)” then the date entered should be greater than or equal to the date of incorporation of the company. ii. In case FCRN is provided in field number 1 i.e., “Corporate identity number (CIN) or foreign company registration number (FCRN)” then date entered should be greater than or equal to the date of establishment of place of business in India as per the master associated with the FCRN. iii. Date entered in this field cannot succeed the system date.
4 (a) (i)	Beyond 30 days but within 300 days from the date of satisfaction	If the current date is beyond 30 days and within 300 days from the date of satisfaction of charge, then the user is not allowed to select ‘No’ in this field.
4 (a) (ii)	Beyond 300 days (if yes, an application will be required to be made to Central Government for extension of further time)	<ul style="list-style-type: none"> i. This field shall be displayed and mandatory if ‘No’ is selected in field number 4 (a) (i) i.e., “Beyond 30 days but within 300 days from the date of satisfaction”

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Field No	Field Name	Instructions
		ii. If the current date is beyond 300 days of the date of satisfaction of charge, then the user is not allowed to select 'No' in this field.
4 (b)	Whether the applicant is	In case the application is filed on the behalf of company, then option 'Company' shall be selected. Similarly, if the application is filed on the behalf of the charge holder, then option, 'Charge holder' shall be selected.
5 (b)	Charge creation identification (ID) number	Charge ID entered in this field shall be associated with the CIN/FCRN of the company.
6 (a)	Name of the charge holder	<ul style="list-style-type: none"> i. This field shall be prefilled on the basis of name of the institution available in the charge master associated with the charge ID provided in field number 5 (b) i.e., "Charge creation identification (ID) number". ii. In case this field is prefilled on the basis of charge ID, then the user shall not be allowed to edit this field.
	In case of others, CIN (if applicable)	<ul style="list-style-type: none"> i. This field shall be prefilled on the basis of 'CIN' of the charge holder available in the charge master associated with the charge ID provided in field number 5 (b) i.e., "Charge creation identification (ID) number". ii. CIN entered in this field shall be valid and shall be different from the CIN entered in field number 1. iii. In case this field is prefilled on the basis of charge ID, then the user shall not be allowed to edit this field.
	Name	<ul style="list-style-type: none"> i. Shall be prefilled on the basis of 'Name' available for the charge holder / ARC as per the charge master associated with the charge ID provided in field number 5 (b) i.e., "Charge creation identification (ID) number". ii. In case the name is not available in the charge master, then it shall be prefilled on the basis of company master associated with the CIN provided in field 'CIN (if applicable)'. iii. In case this field is prefilled on the basis of charge ID, then the user shall not be allowed to edit this field.
	Address	<ul style="list-style-type: none"> i. Shall be prefilled on the basis of 'address' available for the charge holder / ARC as per the charge master associated with the charge ID provided in field number 5 (b) i.e., "Charge creation identification (ID) number". ii. In case the name is not available in the charge master, then it shall be prefilled on the basis of company master associated with the CIN provided in field 'CIN (if applicable)'. iii. In case this field is prefilled on the basis of charge ID, then the user shall not be allowed to edit this field.

Instruction Kit for webform CHG-4
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Field No	Field Name	Instructions
	email id	<ul style="list-style-type: none"> i. Shall be prefilled on the basis of 'email id' available for the charge holder/ ARC as per the charge master associated with the charge ID provided in field number 5 (b) i.e., "Charge creation identification(ID) number". ii. In case the name is not available in the charge master, then it shall be prefilled on the basis of company master associated with the CIN provided in field 'CIN (if applicable)'. iii. In case this field is prefilled on the basis of charge ID, then the user shall not be allowed to edit this field.
6 (b)(i)	Charge creation date (DD/MM/YYYY)	<ul style="list-style-type: none"> i. This field shall be prefilled based on charge creation date available in the charge master associated with the charge ID provided in field number 5 (b) i.e., "Charge creation identification (ID) number". ii. Date entered in this field shall be less than the system date. iii. In case this field is prefilled on the basis of charge ID, then the user shall not be allowed to edit this field.
6 (b)(ii)	Charge last modified date (DD/MM/YYYY)	<ul style="list-style-type: none"> i. This field shall be prefilled based on the latest charge modification date available in the charge master associated with the charge ID provided in field number 5 (b) i.e., "Charge creation identification (ID) number". ii. Please ensure that date entered in this field is less than the system date and greater than the charge creation date. iii. In case this field is prefilled on the basis of charge ID, then the user shall not be allowed to edit this field.
6 (b)(iii)	Final amount secured (In case the amount is in foreign currency, rupee equivalent to be stated) (in INR)	<ul style="list-style-type: none"> i. This field shall be prefilled based on the Final amount secured as available in the charge master associated with the charge ID provided in field number 5 (b) i.e., "Charge creation identification (ID) number". ii. The value entered in this field shall be a positive integer i.e., it should be greater than zero. iii. In case this field is prefilled on the basis of charge ID, then the user shall not be allowed to edit this field.
6 (b)(iv)	Amount secured by the charge in words	<ul style="list-style-type: none"> i. This field shall be prefilled as the amount in words for the value entered in field 6 (b) (iii) i.e., "Final amount secured (In case the amount is in foreign currency, rupee equivalent to be stated) (in INR)". ii. The user shall not be allowed to edit this field.
	Attachments:	All the attachments shall be either in pdf or .jpg format. The size of each individual attachment can be up to 2MB.
	Optional attachment(s), if any	<ul style="list-style-type: none"> i. This field can be used to provide any other information. ii. Please note that the user has an option to upload up to five optional attachments.
	Declaration	

**Instruction Kit for webform CHG-4
(Particulars for satisfaction of charge thereof)**

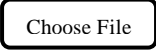




Field No	Field Name	Instructions
	I am authorized by the Board of Directors of the Company vide resolution number ____	Enter the serial number of the resolution, authorizing the director to sign and submit the application.
	dated...to sign this form and declare that all the requirements of Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with.	<ul style="list-style-type: none"> i. Date entered in this field shall be equal to or greater than the date of incorporation of company or date of establishment of place of business in India. ii. Date entered in this field shall be less than or equal to system date.
	To be digitally signed by	
	Designation	<ul style="list-style-type: none"> i. Director/manager/Company secretary/CEO/CFO can be selected only in case of Indian company (if CIN is provided in field number 1). ii. Authorised representative can be selected only in case of foreign company (if FCRN is provided in field number 1). iii. Following dropdown options 'IRP/RP/Liquidator' under this field shall be enabled only if the company for which the form is being filed is an Indian company. iv. In case IRP/RP/Liquidator" is selected as Signatory, the status of the company should be "Under CIRP" OR "Under Liquidation".
	DIN of the director; PAN of the manager or CEO or CFO or authorised representative or IRP/RP/Liquidator or membership number of company secretary;	<ul style="list-style-type: none"> i. In case Director is selected in field "Designation" then DIN shall be enquired. ii. In case 'Manager', 'CFO', 'CEO' or IRP/RP/Liquidator' is selected in field "Designation" then DIN or PAN shall be enquired. iii. In case "Secretary" is selected in field "Designation" membership number shall be enquired.
	Declaration	
	To be digitally signed by	
	Charge Holder (financial institution or bank or debenture holder etc.)	
	PAN	
	Email ID	<ul style="list-style-type: none"> i. This field shall be enabled and mandatory in case check box for 2nd declaration above i.e., "I/we am/are a multilateral/International financial institution who has/have been exempted from payment of income tax in India under the UN Privileges and Immunities Act." is not selected. ii. Please ensure to enter a valid PAN and Email ID.
	To be digitally signed by	
	ARC or assignee	
	PAN	
	Email ID	<ul style="list-style-type: none"> i. In case the charge is satisfiedmodified in favor of the asset reconstruction company (ARC) or assignee then the eForm should also be digitally signed by such ARC or assignee. ii. Please ensure to enter a valid PAN and Email ID.
	To be digitally signed by	

Instruction Kit for webform CHG-4
(Particulars for satisfaction of charge thereof)

Field No	Field Name	Instructions
	Designation	<ul style="list-style-type: none"> i. This field shall be enabled and mandatory in case check box for 2nd declaration above i.e., "I/we am/are a multilateral/International financial institution who has/have been exempted from payment of income tax in India under the UN Privileges and Immunities Act." is not selected. ii. Please ensure to enter a valid PAN and Email ID.
	PAN	
	Email ID	
	Certificate by practicing professional	
	To be digitally signed by	These fields pertaining to Certificate by practicing professional shall be optional in case CIN provided in field 1 is associated with OPC / Small company else shall be mandatory.
	Chartered accountant (in whole-time practice) or Cost accountant (in whole-time practice) or Company secretary (in whole-time practice)	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.
	Whether associate or fellow	Select the relevant category of the professional and whether he/she is an associate or fellow.
	Membership Number	<ul style="list-style-type: none"> i. In case the professional is a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice), enter the membership number. ii. In case the professional is a company secretary (in whole-time practice), enter the certificate of practice number. iii. Please ensure that the membership/ certificate of practice number of the professional corresponds to the 'Associate' or 'Fellow' member category selected in the webform.
	Certificate of Practice Number	

Instruction Kit for webform CHG-4
(Particulars for satisfaction of charge thereof)

3.2 Other instructions to fill Form No. CHG-4

Buttons	Particulars
	<ul style="list-style-type: none"> i. Click the 'ChooseFile' button to browse and select a document that is required to be attached.as a supporting to Form No. CHG-4. ii. All the attachments should be uploaded in <i>pdf or .jpg format</i>. The total size of the document being submitted can be up to 10 MB. iii. The user has an option to attach multiple files as attachments within the form.
	<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"> i. Click on Save button for saving the application in a draft form at any given point in time prior to submitting the webform. ii. The 'Save' option will be enabled only after entering the <i>CIN</i>. iii. This is an optional field. iv. 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. v. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.
	<ul style="list-style-type: none"> i. This is a mandatory field. ii. When the user clicks on the submit button the details filled in the webform are auto saved and the system verifies the webform. Incase errors are detected the user will be taken back to webform and all the relevant error messages shall be displayed. iii. In case at the submission of webform no errors are detected by the system the submission will be successful.

4 PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION

4.1 Fee rules

S#	Purpose of webform	Normal Fee	Additional (Delay Fee)	Logic for Additional Fees	
				Event Date	Time limit (days) for filing
1	Satisfaction of Charge	The Companies (Registration Offices and Fees) Rules, 2014 (Refer Table 1 and Table 2 below)		Date of Satisfaction of Charge	30 days

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

4.1.1 The Companies (Registration of offices and Fees) Rules, 2014

Table 1 – Normal Fee

Fees (In case of Indian company having share capital)

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

Fees (In case of Indian company not having share capital) - INR 200

Fees (In case of Foreign company) - INR 6000

Table 2 – Additional Fee

Additional fee rules

Period of delay	Fee applicable
Up to 30 days	2 times of normal fees
More than 30 days and up to 60 days	4 times of normal fees
More than 60 days and up to 90 days	6 times of normal fees
More than 90 days and up to 180 days	10 times of normal fees
More than 180 days	12 times of normal fees

Instruction Kit for webform CHG-4 (Particulars for satisfaction of charge thereof)

4.2 Processing Type

Mode	Description
E-filing of CHG-4 and subsequent processing in the STP mode	Web-based application of CHG-4 is signed by both company* and charge-holder** and filed by FO user by T+299th day, where T=date entered in field number 3 i.e., “Date of satisfaction of charge in full” of the CHG-4 form.
E-filing of CHG-4 and subsequent processing in the non-STP mode	Web-based application of CHG-4 is Either not signed by the company* And / or Not filed by the FO user by T+299th day***, where T=date entered in field number 3 i.e., “Date of satisfaction of charge in full” of the CHG-4 form.

* Can be identified if the form is signed by ‘Director or manager or company secretary or CEO or CFO (in case of an Indian company) or an authorised representative (in case of a foreign company)’ in the signatory section of the CHG-4 form

** Can be identified if the form is signed by Charge Holder (financial institution or bank or debenture holder etc.) in the signatory section of the CHG-4 form

*** Can be identified if ‘yes’ is selected in field number 4a(ii) i.e., “Beyond 300 days (if yes, an application will be required to be made to Central Government for extension of further time)” of the CHG-4 form

4.3 Useful links

1. Link to access Form No. CHG-4: <https://www.mca.gov.in/content/mca/global/en/mca/e-filing/company-forms-download.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>

5 ANNEXURES

5.1 Annexure A – List of Charge holders

Please refer the embedded document to view the list of charge holders:



List of Charge
Holders.XLS

(Please access the attachment icon in the left-hand pane to view the attachment)