

Company e-Filing Form CHG- 1

The module aims to simplify the process of filing application by the company to the concerned Registrar of Companies (RoC), stating the particulars of Creation or Modification (other than those related to debentures) of charge.

The objective of Company e-Filing Form CHG-1:

To make particulars for creation or modification of charge process simplified

Laws Governing the Company Form CHG-1

The Company Form CHG-1 is pursuant to Section 77, 78 and 79 and pursuant to Section 378 read with 77, 78 and 79 of Companies Act, 2013 and Rule 3(1) of the Companies (Registration of Charges) Rules 2014.

- The e-Filing Form CHG-1 simplify the process of filing application by the company to the concerned Registrar of Companies (RoC), stating the particulars of Creation or Modification (other than those related to debentures) of charge.
- As per section 2(16) of the Companies Act, 2013, 'Charge' means an interest or lien created on the property or assets of a company or any of its undertakings or both as security and includes a mortgage.
- Charge created by the company shall be registered with the concerned ROC.
- If Company acquires property, which is subjected to charge already, the company will have to furnish the details relating to the existing charge on such acquired property.
- A company can have multiple charges at a given point of time on same asset, if charge holder (person / entity in whose favor the charge is created) gives the consent.

Steps to access CHG-1 Form

1. Go to the MCA Services menu of the menu navigation bar
2. Go to Company e-Filing
3. Go to Charge Related Filings
4. Go to CHG 1 Intimation of creation/modification of charge (other than those related to debentures)

Login to access Company Form CHG-1

- The top navigation bar contains a Sign In/Sign Up tab for user's registration and login to the website.
- Once a user logs in to the MCA website, they can access MCA services such as uploading E-Forms, make payments, and annual E-Filing using My Workspace.

e-Filing Form CHG-1

- Enter Entity CIN/FCRN number or Company Name to find the CIN.
- Check box the type of registration.
- Check box the type of applicant.
- Enter charge instrument details.
- Check box type of charge.
- Check box the consortium finance, joint charge, number of charge holder(s) and their details.

- Enter particulars of charge holder (in case charge is modified in favour of ARC or Assignee, enter the particulars of ARC or Assignee).
- Click on Next button to proceed.
- Enter details of charge, brief of the principal terms and conditions, extent and operation of charge.
- Enter Asset detail in case of acquisition of property.
- Enter Plot unit details.
- Enter description of document and number of documents.
- Check box reference is not registered in the name of the company.
- Enter PAN whose name property is registered.
- Click on Next to proceed.
- Attach Instrument(s) creation or modification of charge.
- Attach Optional attachment if any.
- Enter the declaration, resolution number and date.
- Enter the Authorized representative digital signatures, designation, and DIN.
- Enter declaration for attached charged Instrument(s) documents.
- Attach digital signature of Charge holder and PAN.
- Enter digital signature of practicing professional Chartered accountant, Cost accountant, Company secretary.
- Enter Membership number to corresponding Associate or Fellow member.
- Click on Next to proceed.
- Review the entire form before submitting.
- Click on Submit to proceed.
- CHG-1 form is submitted against SRN number.
- Click on OK to proceed
- After submitting the form, the user will get automatically download of Form CHG-1 PDF document into the system.
- Upload the DSC affixed document.
- Click on Proceed to Payment button.

Payment

- Fee of ₹600 specified in The Companies (Registration of offices and Fees) Rules, 2014 is charged.
- Click on Make Payment button.
- Select payment mode, either Online or Offline and then click on Submit button.

Online Payment Mode

- Select online payment mode and click on Submit button.
- Verify depositor's details.
- Click on Confirm button.
- Select a payment gateway.
- Select a payment mode.
- Click on View User Charge button
- A popup window with User Bank Charges appears.
- Enter Captcha text.
- Check the acknowledgement and agree to the terms and conditions.
- Click Pay button to proceed.
- Select a payment option either Cards or Net banking.
- Enter credit/debit card details.
- Click on PROCEED button to proceed

- Enter OTP.
- Click on PAY button.
- Transaction for payment is successful.
- Successful payment receipt is generated.
- User can download the receipt in PDF format.

Offline Payment Mode

- Select Offline payment mode and click on Submit button.
- E Challan for paying through offline mode.
- Click on Proceed for E-Challan through NEFT.
- Enter Bank Account details.
- Click on Submit to Validate Account.
- Enter Bank Account details.
- Click on Submit to Validate Account.
- Click to Confirm.
- Click on Download Deposit Slip.
- Deposit slip PDF for NEFT.