

## **Company e-Filing Form CHG- 8**

The module aims to simplify the process of filing and processing of form, seeking condonation of delay in filing the particulars of satisfaction of charge beyond the prescribed time period as per the Companies Act, 2013.

The objective of Company e-Filing Form CHG-8:

To make the extension of time for filing particulars process simplified.

### **Laws Governing the Company Form CHG-8**

The Company Form CHG-8 is pursuant to Section 77(1) read with 87 and of Companies Act, 2013 and Rule 12(2) of the Companies (Registration of Charges) Rules 2014.

- The e-Filing Form CHG-8 simplifies the process of filing and processing seeking condonation of delay in filing the particulars of satisfaction of charge beyond the prescribed time period as per the Companies Act, 2013.
- To rectify any omission or misstatement in filing the particulars of creation or modification or satisfaction of charge.
- The request is made to the Regional Director (Central Government).

### **Steps to access CHG-8 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 Form CHG8 – RD approval for delay in creation/modification/rectification of charge

### **Login to access Company Form CHG-8**

- 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-8**

- Enter the CIN/FCRN or Enter Company Name.
- Select the condonation of Delay in registration or any Rectification on account.
- Select the application.
- Select Form no. of the relevant form.
- Enter SRN of the form selected.
- Enter Charge Identification Number (ID), Date, Amount of charge created and Name of charge holder.
- Enter reasons and details of property or assets.
- Click on Next button to proceed.
- Attach Instrument creating/ modifying/ satisfying the charge.
- Attach Affidavit in case of Rectification on account of Omission or mis-statement.
- Attach Confirmation from the charge holder for condonation.
- Enter Declaration by company and authorised signatory details.
- Check box and enter authorised signatory digital signature and designation.
- Enter DIN/PAN/membership number.

- Click on Next button to proceed.
- Review the entire form before submit
- Click on Submit button to proceed.
- CHG-8 form is submitted against SRN.
- Click on OK to proceed.
- After submitting the form, the user will get automatically download of Form CHG-8 PDF document into the system.
- User will receive email confirmation.
- Upload the DSC affixed pdf document.
- Click on Proceed to Payment button.

## Payment

- Fee of ₹10000 specified in The Companies (Registration of offices and Fees) Rules, 2014
- Click on Make Payment button.

## Online Payment Mode

- Select online payment mode and click on Submit button.
- 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.
- 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.
- Click on PROCEED button.
- An E-Challan is generated to pay at the branch counter.
- You can download the E-Challan in PDF format to pay in offline mode.
- Click on Submit to Validate Account.
- Click on Confirm to proceed.
- Click on Download Depositer Slip to proceed.
- An acknowledgement email and SMS is sent about successful transaction.