

Company e-Filing Form DPT-4

The module aims to simplify the process of filing the statement regarding deposits existing on the commencement of the act.

The objective of Company e-Filing Form DPT-4:

To make statement regarding deposits existing on the commencement of the Act.

Laws Governing the Company Form DPT- 4

The Company Form DPT-4 is pursuant to Section 74(1) of the Companies Act, 2013 read with Rule 20 of the Companies (Acceptance of Deposits) rules, 2014

- The e-Filing Form DPT-4 simplifies any deposit accepted by a company before the commencement of the Companies Act, 2013, the amount of such deposit or any interest thereon if remains unpaid as on the date of commencement this Act then such company shall file a statement of such details in 'DPT-4' within three months.

Steps to access DPT-4 Form

1. Go to the MCA Services menu of the menu navigation bar
2. Go to Company e-Filing
3. Go to Deposits Related
4. Go to Form DPT4 – Statement regarding deposits existing on the commencement of the Act

Login to access Company Form DPT-4

- 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 DPT-4

- Enter the CIN number or Enter the Company name to find the CIN.
- Enter Name of the company, Registered office address and Email ID.
- Check box the type of company.
- Check box the company is a government company.
- Enter deposits outstanding in Amount and Number of depositors.
- Mention the details of total deposits.
- Enter Deposits due for repayment.
- Enter Arrangement made for repayment of deposits.
- Click on Next button to proceed.
- Attach Auditor's certificate and List of depositors.
- Attach Optional attachment(s) if any.
- Enter declaration of authorized signatory digital signature and designation.
- Enter the DIN/PAN/Membership number.
- Click on Next button to proceed.
- Review the entire form before submitting.
- DPT-3 form is submitted against SRN.
- Click on OK to proceed.

- After submitting the form, the user will get automatically download of Form DPT-4 PDF document into the system.
- Upload the DSC affixed pdf document.
- Click on Proceed to Payment button.

Payment

- Fee of ₹500 & Additional ₹6000 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 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.
- An E-Challan is generated to pay at the branch counter.
- Enter Bank Account details.
- Click on Submit to Validate Account.
- Click on Download Depositor Slip.
- PDF Download Deposit pay slip.