Form 17

INSTRUCTIONS FOR FILLING OF EFORM -17
(Particulars for satisfaction of charges)

S No.		Detailed Instruction
		Note: 1) Instructions are not provided for the fields which are self explanatory 2) 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 eForm. **In case eForm is filed within 30 days from the date of charge satisfaction (i.e. where condonation of delay is not required):** a) After the eForm has been filled, click the **Prescrutiny** button to pre-scrutinise the eForm. If the eForm is not pre-scrutinised, it shall be rejected when you attempt to upload the eForm. b) For filings done on or after 29th May, 2011, this eForm shall be taken on record through electronic mode without any processing at the Registrar of Companies office. Ensure that all particulars in the eForm are correct. There is no provision for resubmission of this eForm. c) No attachment can be submitted through Form 67 (Addendum) in respect of this eForm. **In case eForm is filed beyond 30 days from the date of charge satisfaction (i.e. where condonation of delay is required), eForm shall be processed by the concerned Registrar of Companies office.**
		Refer the relevant provisions of the Companies Act, 1956 and rules made there under with respect to the matter relevant to this eForm.
1	(a)	In case of Indian company, enter 'Corporate Identity Number' (CIN) of the company. In case of foreign company enter 'Foreign Company Registration Number' (FCRN). ▪ You may find CIN/ FCRN by entering existing registration number or name of the company in the Find CIN/GLN service under the head 'Other Services' at the Ministry's portal www.mca.gov.in
2	(a) to (c)	Click the "Pre-fill" button. System will automatically display the name, registered office address (in case of Indian company) or name and address of principal place of business in India (in case of foreign company) and email ID of the company. In case there is any change in the email ID, enter the new valid email ID.
3		Select whether charge is satisfied in favour of asset reconstruction company (ARC) or assignee.
4	(a)	Enter charge creation identification number obtained either after filing eform 8 or 10 for the charge satisfied. Please note that approval of this eForm shall not be allowed in case any other eForm is pending for payment of fee or is under processing in respect of the charge ID entered in the form. Click the "Pre-fill" button. With effect from 22nd July, 2012, role check in respect of the authorized signatory of the banks or financial institutions has been made applicable. It shall be validated that Digital Signature Certificate (DSC) applied is actually the digital signature of the authorized person of the bank or financial institution (FI) for which the role check is applicable. **In case the charge has been created or modified before DSC role check implementation for banks/ Financial institutions;** • Click the "Get list of chargeholders" button. • System will automatically display the list of name of banks or financial institution for which DSC role check has been enabled. Select the name of bank or financial institution from the displayed list of banks or FIs. • Select 'Others' if name of bank or financial institution is not available in the list for which DSC role check is applicable.

S No.		Detailed Instruction
		In case 'Others' is selected: Details of charge holder or ARC or assignee will automatically be displayed. **<u>In case Form 8 or 10 has been filed on or after 22.07.2012;</u>** Details of charge holder or ARC or assignee will automatically be displayed.
	(b)	Particulars relating to the charge will automatically be displayed based on the charge ID entered. In case there is any change in the particulars, then you can edit the details as displayed (except the charge creation date). In case the amount is in foreign currency, mention details of the foreign currency.
Attachment		▪ Letter from charge holder which states that the amount due on the charge has been fully satisfied, is to be attached. ▪ Any other information can be provided as an optional attachment.
Verification		<u>In case of Indian company -</u> Enter the serial number and date of board resolution authorising the signatory to sign and submit the eForm. <u>In case of foreign company -</u> Enter the date of board resolution authorising the signatory to sign and submit the eForm.
Digital Signature		The eForm should be digitally signed by the charge holder and by the following – <u>In case of Indian company</u> ▪ By the managing director or director or manager or secretary of the company authorised by the board of directors <u>In case of foreign company</u> ▪ By an authorised representative In case the charge is modified in favour of the asset reconstruction company (ARC) or assignee then; the eForm should also be digitally signed by such ARC or assignee. In such case, the digital signature of the charge holder is optional.
Designation		In case of company representative, select the designation of the person digitally signing the eForm. Enter the DIN in case the person digitally signing the eForm is a director or managing director Enter income-tax PAN in case the person signing the eForm is a manager or authorised representative Enter membership number or income-tax PAN in case the person digitally signing the eForm is a secretary. In case of charge holder, ARC or assignee; enter the designation of the person digitally signing the eForm.
Certificate		The eForm should 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 eForm. Select the relevant category of the professional and whether he/ she is an associate or fellow. In case the professional is a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice), enter the membership number. In case the practicing professional is a company secretary (in whole-time practice), enter the certificate of practice number.
Pre-scrutiny		After the check form is successful and required documents have been attached, pre-scrutinise the eForm. This is a mandatory step. (This shall be applicable in cases where the Form is filed through STP mode)

<u>Common Instruction Kit</u>

Buttons	Particulars
Pre-fill	When the user clicks the Pre-fill button after entering the corporate identity number in eForm (excepting eForm 1A), the name and address is displayed by the system. This button may appear more than once in an eForm, and shall be required to be clicked for displaying the data pertaining to that field. You are required to be connected to the internet for pre-filling.
Attach	You have to click the attach button corresponding to the document you are making an attachment. In case you wish to attach any other document, please click the optional attach button.
Remove attachment	You can view the attachments added to eForm in the rectangle box provided next to the list of attachment. If the user wants to remove or delete any attachment, select the attachment to be removed and press the

	“Remove attachment” button.
Check Form	Once the form is filled up. The user is required to press the Check Form button. When this button is pressed form level validation is done such as, Whether all the mandatory fields are filled up or not. If an error is displayed after pressing the button the user is required to correct the mistake and again press the “Check Form” button. When all the form level validation is done. A message is displayed that “Form level pre scrutiny is successful”. The Check Form is done without being connected to the internet.
Modify	“Modify” button gets enabled after the check form is done. By pressing this button the user can make the changes in the filled in form. If the user makes any change in the form again the user is required to press the “Check Form” button.
Pre scrutiny	Once the check form is done the user is required to Pre scrutinize the eForm. This requires being connected to the MCA21 site for uploading the form. On pre-scrutiny the system level check is performed and if there are any errors it is displayed to the user and once the error is corrected and again on Pre scrutiny if the message displayed is “No errors found. Click on the button below to “Get Form”. Press the Get Form button and make the required corrections. Note: before pressing Submit button attach the digital signature by clicking on the box appearing on the signature field
Submit	After pre scrutiny is done the user is required to submit the form. This requires being connected to the MCA21 site for uploading the form. In case of online filing the user can submit the form by pressing the “Submit” button Once the form is submitted the fee is displayed to the user. When the user press the “Pay” button the mode of payment option is displayed. On challan payment option, a challan is generated displaying the amount of fee to be paid. The user is required to take the print out of three copies of challan and submit the payment at authorized bank branch. The user has to submit three copies at bank and user shall receive one copy with bank acknowledgment for user’s record.

Note: User is advised to refer to eForm specific instruction kit.