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Instruction Kit for eForm CG-1 (Form for filing application with Central Government)

About this Document

The Instruction Kit has been prepared to help you file eForms with ease. This document provides references to law(s) governing the eForms, instructions to fill the eForm at field level and common instructions to fill all eForms. The document also includes important points to be noted for successful submission.

User is advised to refer instruction kit specifically prepared for each eForm.

This document is divided into following sections:

[Part I – Laws Governing the eForm](#)

[Part II – Instructions to fill the eForm](#)

[Part III – Important Points for Successful Submission](#)

Click on any section link to refer to the section.

Part I – Law(s) Governing the eForm

Section and Rule Number(s)

eForm CG-1 is required to be filed pursuant to the Companies Act, 2013.

Purpose of the eForm

A company can seek approval from Central Government by filing application under Companies Act, 2013 in eForm CG-1.

eForm Number as per Companies Act, 1956

Form 65 as per Companies Act, 1956.

Part II – Instructions to fill the eForm

Specific Instructions to fill the eForm CG-1 at Field Level

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

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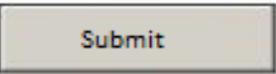
| S. No/ Section Name | | Field Name | Instructions |
|----------------------------------|--------------|---|---|
| 1 | (a) | Corporate identity number (CIN) or foreign company registration number of company | Enter the Corporate identity number (CIN) of the company or foreign company registration number of company (FCRN). You may find CIN/ FCRN by entering existing registration number or name of the company in the 'Find CIN' service under the menu MCA services on the MCA website. |
| 2 | (a) & (b) | Pre-fill button | Click the Pre-fill button. On clicking the button, system shall automatically display the name and registered office address of the company. |
| 3 | | Specify | Enter any other relevant details of the application or document attached to this eForm. |
| 4 | | Details of application or document | Enter the details of application along with justification and relevant facts of the case. |
| To be digitally signed by | | Declaration | Enter the date of board resolution authorizing to sign and submit this eForm. |
| | | DSC | Ensure the eForm is digitally signed by the Director, Manager, CEO, CFO or Company Secretary in case of an Indian company and by an Authorized representative in case of a foreign company. |
| | | DIN or Income-tax PAN or Membership number | <ul style="list-style-type: none"> • In case the person digitally signing the eForm is a Director - Enter the approved DIN. • In case the person digitally signing the eForm is Manager, Chief Executive Officer (CEO) or Chief Financial Officer (CFO) or Authorized representative - Enter valid income-tax PAN/approved DIN. • In case the person digitally signing the eForm is Company Secretary - Enter valid membership number. |
| Attachments | | Any information can be provided as an optional attachment(s). | |

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Common Instructions to fill eForm

| Buttons | Particulars |
|--|---|
| Pre-Fill  | <p>The Pre-fill button can appear more than once in an eForm. The button appears next to a field that can be automatically filled using the MCA database.</p> <p>Click this button to populate the field.</p> <p>Note: You are required to be connected to the Internet to use the Pre-fill functionality.</p> |
| Attach  | <p>Click this document to browse and select a document that needs to be attached to the eForm. All the attachments should be scanned in pdf format. You have to click the attach button corresponding to the document you are making an attachment.</p> <p>In case you wish to attach any other document, please click the optional attach button.</p> |
| Remove Attachment  | <p>You can view the attachments added to the eForm in the List of attachment field.</p> <p>To remove any attachment from the eForm, select the attachment in the List of attachment field and click the Remove attachment button.</p> |
| Check Form  | <ol style="list-style-type: none"> 1. Click the Check Form button after, filling the eForm. System performs form level validation like checking if all mandatory fields are filled. System displays the errors and provides you an opportunity to correct errors. 2. Correct the highlighted errors. 3. Click the Check Form button again and. system will perform form level validation once again. On successful validations, a message is displayed “Form level pre scrutiny is successful”. <p>Note: The Check Form functionality does not require Internet connectivity.</p> |
| Modify  | <p>The Modify button is enabled, after you have checked the eForm using the Check Form button.</p> <p>To make changes to the filled and checked form:</p> <ol style="list-style-type: none"> 1. Click the Modify button. 2. Make the changes to the filled eForm. 3. Click the Check Form button to check the eForm again. |
| Pre scrutiny  | <ol style="list-style-type: none"> 1. After checking the eForm, click the Prescrutiny button. System performs some checks and displays errors, if any. 2. Correct the errors. |

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| Buttons | Particulars |
|---|---|
| | 3. Click the Prescrutiny button again. If there are no errors, a message is displayed “No errors found.” The Prescrutiny functionality requires Internet Connectivity. |
| Submit  | This button is disabled at present. |

Part III - Important Points for Successful Submission

Fee Rules

| S. No. | Purpose | Normal Fee | Additional Fee (Delay Fee) | Logic for Additional Fees | |
|--------|--|----------------------------|----------------------------|---------------------------|-----------------------------|
| | | | | Event Date | Time limit(days) for filing |
| 1. | Form for filing application or documents with Central Government | Annexure A | | | |

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

Processing Type

The eForm will be processed by the office of Headquarters-Central Government (Non STP).

SRN Generation

On successful submission of the eForm CG-1, SRN will be generated and shown to the user which will be used for future correspondence with MCA.

Challan Generation

On successful submission of the eForm CG-1, Challan will be generated depicting the details of the fees paid by the user to the Ministry. It is the acknowledgement to the user that the eForm has been filed.

Email

When an eForm is processed by the authority concerned, an acknowledgement of the same is sent to the user in the form of an email to the email id of the company.

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Annexure A

| | Application made | Other than OPC & Small company | OPC & Small company |
|-------|---|--------------------------------|---------------------|
| (i) | By a company having an authorized share capital of: | 2,000 | 1,000 |
| | a) Up to Rupees 25,00,000 | 5,000 | 2,500 |
| | b) Above Rupees 25,00,000 but up to Rupees 50,00,000 | | |
| | c) Above Rupees 50,00,000 but up to Rupees 5,00,00,000 | 10,000 | N/A |
| | d) Above Rupees 5,00,00,000 but up to Rupees 10 crore or more | 15,000 | N/A |
| | e) Above Rupees 10 crore | 20,000 | N/A |
| (ii) | By a company limited by guarantee but not having a share capital | 2,000 | N/A |
| (iii) | By a company having a valid license issued under section 8 of the Act (Section 8 Company) | 2,000 | N/A |

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