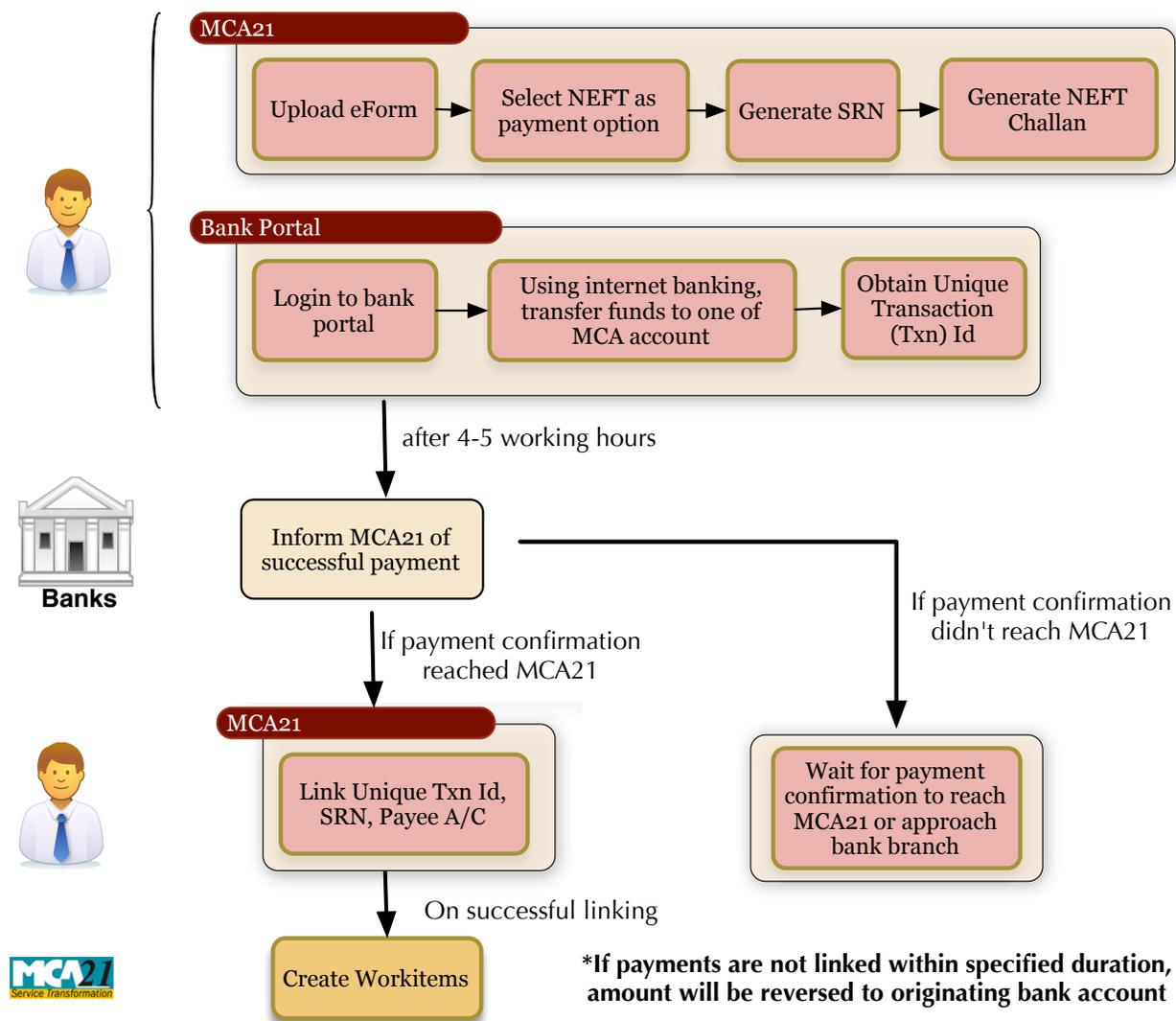


## User Guide on Paying MCA21 Fees Via NEFT

### Introduction:

Ministry has simplified the payment of MCA fees via NEFT (National Electronic Fund Transfer) mode. The simplified process was made public on 11.06.2012. This document details the simplified payment mode.

### Process flow of payment of MCA21 fees using NEFT:



- 1) User uploads eForm, selects 'NEFT' as payment option, generates a SRN and a eChallan which contains the procedure for conducting the NEFT transfer.
- 2) User transfer funds to the MCA21 account via internet banking facility offered by their bank in which they hold an account. User may quote SRN in the remark column. Users should pay only via Internet banking and not via cash at branch counters. It may not be possible to link payments made through cash at branch counters.
- 3) User's bank provides a unique transaction number (UTN) for the NEFT transfer.
- 4) Banks will inform MCA21 system in four to five working hours about the payment along with the UTN.
- 5) User logs in to MCA21 and link UTN and SRN. For verification purpose, user will have to provide account number from which the transfer was carried out and the amount. If the payment has been notified to MCA21 system and the details are matching, then the linking will be successful and MCA21 will create work item for further processing.
- 6) If details of payment for the SRN are still not received from banks, an information message is displayed to user to link SRN & UTN at a later time. If details doesn't match an error message is shown to the user.
- 7) For transactions involving stamp duty, there will be two SRNs (one for filing fee & another for stamp duty) and separate payments should be made ; both payments should be linked prior to expiry date.
- 8) If payment is not linked within specified duration (currently it is 2 days since banks report the transactions), amount will be returned to the originating account.

### **Details of Account Numbers**

HDFC	PNB
Account Number: 04990920001637	Account Number: 1120002102318748
IFSC Code: HDFC0000240	IFSC Code: PUNBO112000
Beneficiary Name: MCA21-NEFT Collection	Beneficiary Name: MCA21-NEFT Collection
Account Type: Current	Account Type: Current
Branch Name: HDFC bank, Sandoz House	Branch Name: ECE House, New Delhi

### **Contact Details:**

For payment related queries:

#### **HDFC**

Sh Niroj Satpathy,

Telephone: 022 - 3075 1908

#### **PNB**

Sh. N Srikanth,

Telephone: 011 23765326,

email: [neft\\_help@pnb.co.in](mailto:neft_help@pnb.co.in)

### **Dos and Don'ts:**

1. SRN will expire if payment doesn't reach MCA21 on time. Hence users should transfer funds well in advance taking into consideration of bank holidays and the settlement window.
2. Amount can't be divided into multiple payments. Full amount has to be transferred in single transaction for a particular SRN.
3. Don't transfer a consolidated payment for multiple SRNs. Each of the SRNs should have individual payments.
4. For payments involving stamp duty, generate two SRNs and make two separate payments. Make both payments – MCA fee & Stamp duty fee, into the same account.
5. Payment should be linked within the specified duration (currently 2 days since banks report the transaction). Unlinked payments will be returned to the originating account.

### **FAQs:**

#### ***Q: Can I pay a single consolidated payment for multiple SRNs?***

Ans: No. You need to make separate payments for separate SRNs. You will not be able to link any SRNs if you make consolidated payment.

#### ***Q: I am late in filing MCA form and there will be additional fee. I don't know the exact fee. Can I pay approximate amount and then adjust later?***

Ans: No. You need to pay exact amount. If the amount paid is not equal to the amount mentioned in the SRN, then you will not be able to link the SRN.

#### ***Q: I know the exact amount that needs to be paid. Can I make a pre-payment via NEFT and then link the payment later?***

Ans: No. Payment Date should be on or after the SRN Date.

***Q: I have to register a company (or increase authorized capital). Can I do a single payment for both SRNs?***

Ans: No. You need to make separate payments for separate SRNs. You will not be able to link any SRNs if you make consolidated payment.

***Q: Can payments related to LLP also be made into the same account?***

Ans: Yes. Payments related to LLP also to be made into the same account.

***Q: My bank allows me to pay via cash at the branch counter for NEFT payments. Can I do the same for MCA SRNs?***

Ans: While you can make such payments, note that if you are not able to link, the designated banks will not be able to reverse the payments, as there is no bank account to which the reversal can be made. Hence it is recommended not to pay via cash for NEFT payments.

***Q: I made a payment on 18.06.2012. But I didn't link the payment and SRN. When will my payment be reversed?***

Ans: You are given 2 days after the banks report the transaction to MCA. Considering a scenario, where you made a payment in the evening of 18.06.2012 and the bank reported on 19.06.2012, the amount would be reversed on 22.06.2012.

***Q: Where will the reversal payment be made?***

Ans: Reversal of the payment will be made into the account from where the payment was made.

### **Information about NEFT**

NEFT is a nation-wide system that facilitates electronic transfer of funds from any bank branch to account holder of any other bank branch. The list of NEFT-enabled branches is available in the RBI website.

Presently, NEFT operates in hourly batches - there are eleven settlements from 9 am to 7 pm on weekdays and five settlements from 9 am to 1 pm on Saturdays.

NEFT transaction charges are available in the RBI website and are in addition to MCA21 filing fee.

Further details on NEFT can be found in the RBI website

(<http://www.rbi.org.in/scripts/FAQView.aspx?Id=60>)