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## Instruction Kit for Change Request Form

### ABOUT THIS DOCUMENT

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This Instruction Kit is designed as a step by step guide to assist the user in filling up the webform. This document provides references to law(s) governing the webform, guidelines to access the application, instructions to fill the webform at field level and important check points while filling up the webform along with other instructions to fill the webform.

*User is advised to refer to the respective instruction kit for filing of webform.*

This document is divided into following sections:



[Part I – Law\(s\) Governing the webform](#)



[Part II– Accessing the Change Request Form application](#)



[Part III – Instructions to fill the webform](#)



[Part IV – Key points for successful submission](#)

*Click on any section link to refer to the particular section.*

## 1 PART I – LAW(S) GOVERNING THE WEBFORM

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This section is not applicable

### 1.1 Purpose of the webform

This webform aims to simplify the process of application of Change Request by a Company/Foreign Company/LLP/FLLP.

### 1.2 Important Check Points while filling up the webform

- ✓ *Please read instructions and guidelines carefully before filling online application forms.*
- ✓ *Please attach the required mandatory supporting documents in the specified format only.*
- ✓ *Please ensure that applicant of the webform is registered at MCA portal before filing the webform.*
- ✓ *Please note that the Company/Foreign company/LLP/FLLP for which the webform is being filed shall be registered with MCA and shall have a valid and approved CIN/FCRN/LLPIN/FLLPIN*
- ✓ *Please ensure that the Company/Foreign Company for which the webform is being filed shall not be under liquidation/under CIRP.*
- ✓ *Please ensure that the DSC attached in the webform is registered on MCA portal against the DIN/DPIN/PAN / Membership number as provided in the form.*
- ✓ *Please ensure that the business user is associated with the company or authorised by the company to e-file on its behalf.*
- ✓ *Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC or valid DIN/DPIN/PAN.*
- ✓ *Please note that in case of resubmission, original application of Change Request Form (along with the linked forms, if applicable) shall be available in the application history of the user and T+15 days (where T is the date of marking the application as 'Resubmission Required') should not have elapsed.*
- ✓ *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 webform.*
- ✓ *Please check for any alerts that are generated using the "Notifications and alerts" function under the 'My Workspace' page in the FO user dashboard on the MCA website.*
- ✓ *Please note that this form shall not be filed/ approved for the purpose for which statutory forms/ services are available on MCA FO portal.*
- ✓ *Please note that this form shall not be used/ approved for the purposes for which Back Office functionality is available with jurisdictional ROC.*
- ✓ *Please note that this form is not a substitute of MCA FO tickets by the stakeholders.*
- ✓ *The form should be used under exceptional circumstances for the purposes arising out of Court's/Tribunal's directions or orders and for which statutory form or functionality is not available on MCA FO portal.*



## 2 PART II – ACCESSING THE CHANGE REQUEST FORM APPLICATION

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### 2.1 Application Process for Change Request Form

#### 2.1.1 Initial Submission

##### 2.1.1.1 Option 1

**STEP 1:** Access MCA homepage

**STEP 2:** Login to MCA portal with valid credentials<sup>1</sup>

**STEP 3:** Select “MCA services”

**STEP 4:** Select “Company e-filing”

**STEP 5:** Select “Approval Services (Registrar of Companies)”

**STEP 6:** Access “Change Request Form”

**STEP 7:** Enter Company/Foreign company/LLP/FLLP Information<sup>2</sup>

**STEP 8:** Search CIN/FCRN/FLLPIN/LLPIN using the search option (optional)<sup>3</sup>

**STEP 9:** Select CIN/FCRN/LLPIN/FLLPIN from the dropdown option (optional)<sup>4</sup>

**STEP 10:** Fill up the application

**STEP 11:** Save the webform as a draft (optional)<sup>5</sup>

**STEP 12:** Submit the webform

**STEP 13:** SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

**STEP 14:** Affix the DSC

**STEP 15:** Upload the DSC affixed pdf document on MCA portal

**STEP 16:** Acknowledgement is generated

##### 2.1.1.2 Option 2

**STEP 1:** Access MCA homepage

**STEP 2:** Access Change Request Form through search bar on MCA homepage (website search)<sup>6</sup>

**STEP 3:** Login to MCA portal with valid credentials

<sup>1</sup> In case Option 1 is selected, the user will have an option to either login immediately after accessing the MCA homepage, or login after selecting “Change Request Form” in case the user is not already logged in.

<sup>2</sup> In case the user filling the webform is a Company/Foreign company/LLP/FLLP user then, CIN and company name or FCRN and foreign company name or LLPIN and LLP name or FLLPIN and FLLP name will be auto-populated based on the user id from which the user logs in.

<sup>3</sup> In case the user filling the webform is a Professional user, a search option will be provided on the page allowing the user to search for LLPIN basis name of LLP.

<sup>4</sup> In case the user filing the webform is any other business user, a dropdown option containing a list of all the LLPINs’ and corresponding LLP name for LLP’s where the user is associated shall be displayed

<sup>5</sup> The option to save the webform as a draft shall be enabled once the user enters the CIN/FCRN/LLPIN/FLLPIN.

<sup>6</sup> In case Option 2 is selected, the user will have an option to either login immediately after accessing the MCA homepage or login after performing the website search.

## 2.1.2 Resubmission

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### 2.1.2.1 Option 1

**STEP 1:** Access MCA homepage

**STEP 2:** Login to MCA portal with valid credentials

**STEP 3:** Access application history through user dashboard

**STEP 4:** Select Change Request Form application with status as 'Resubmission required'

**STEP 5:** Fill up the application

**STEP 6:** Save the webform as a draft (optional)<sup>5</sup>

**STEP 7:** Submit

thewebform.

**STEP 8:** SRN is updated

**STEP 9:** Affixing of DSC

**STEP 10:** Upload the DSC affixed pdf document on MCA portal<sup>7</sup>

**STEP 11:** Resubmission of webform (In case the user does not complete re-submission of the form and upload the DSC affixed pdf document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 15 days OR till the time this is submitted, whichever is earlier)

**STEP 12:** Acknowledgement is generated.

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<sup>7</sup> For the SRN's that are marked 'Resubmission required', the user is required to update the details in the web-form and complete submission (including the upload of DSC affixed pdf) within 15 days from the date the BO user has sent the SRN back for resubmission.

**2.1.2.2 Option 2**

**STEP 1:** Click on the link provided in the notification email sent (received for resubmission)

**STEP 2:** Login to MCA portal with valid credentials

**STEP 3:** Fill up the application

**STEP 4:** Save the webform as a draft (optional)<sup>5</sup>

**STEP 5:** Submit the  
webform

**STEP 6:** SRN is updated

**STEP 7:** Affixing of DSC

**STEP 8:** Upload the DSC affixed pdf document on MCA portal<sup>7</sup>

**STEP 10:** Resubmission of webform (In case the user does not complete re-submission of the form and upload the DSC affixed pdf document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 15 days OR till the time this is submitted, whichever is earlier)

**STEP 11:** Acknowledgement is generated

### 3. PART III – INSTRUCTIONS TO FILL THE WEBFORM

#### 3.1 Specific Instructions to fill ‘Change Request Form’ at Field Level

*Instructions to fill ‘Change Request Form’ are tabulated below at field level. Only important fields that require detailed instructions are explained. Self-explanatory fields are not explained.*

Field No.	Field Name	Instructions
1	Purpose of the filling form	Select the Others from the dropdown list.
1a	Others	Select any one of the purpose from the dropdown list i. Correction in master details of Company/LLP ii. Others
1b	Whether	Select the Checkbox Either ‘Yes or No’ of all the below purposes: (i) The form is being filed for correction in master data (ii) The form is being filed in pursuance to Court’s/Tribunal’s directions (iii) There is a Statutory Form or service available on MCA-21 Portal for this purpose
2 (a)	Corporate Identity Number (CIN) / Limited Liability Partnership Identification Number (LLPIN) / FCRN / FLLPIN	

- 2 (b) Name of the Company/Foreign Company/LLP/FLLP
- 2 (c) Address of registered office of Company/Foreign Company/LLP/FLLP
- 2 (d) Email ID

3 Brief description of the facts of the case

**Attachments**

These fields shall be pre-filled based on the CIN/LLPIN/FCRN/FLLPIN entered by the user in field number 2 (a) i.e. “Corporate Identity Number (CIN) / Limited Liability Partnership Identification Number (LLPIN) / FCRN / FLLPIN” and shall be non-editable.

User can enter 4000 Characters

All the attachments shall be either in pdf or.jpg format. The maximum size of each individual attachment can be up to 2MB.



<p>(a) Optional attachment(s) - if any</p>	<ul style="list-style-type: none"> <li>i. This field can be used to provide any other information.</li> <li>ii. Please note that the user has an option to upload up to five optional attachments.</li> <li>iii. Only Pdf, .Jpeg and .Png files are allowed.</li> </ul>
<p><b>Verification</b> To the best of my knowledge and belief, the information given in this form and its attachments is correct and complete. I have been authorised by the board of directors' resolution dated ..... (DD/MM/YYYY) to sign and submit this form</p>	<ul style="list-style-type: none"> <li>i. Date entered shall be equal to or greater than the date of incorporation of company and system date.</li> <li>ii. This field shall be displayed and mandatory in case of both purposes</li> </ul>
<p><b>To be digitally signed by</b> Designation</p>	<ul style="list-style-type: none"> <li>i. Select relevant option from the dropdown list – Director/ Manager/ Company Secretary/ CEO and CFO</li> </ul>
<p>Director identification number of the Director/Designated Partner or DIN/DPIN or PAN of the manager or CEO or CFO or Authorised Representative ; or Membership number of the Company Secretary</p>	<ul style="list-style-type: none"> <li>i. In case the person digitally signing the webform is a director/– enter \valid DIN.</li> <li>ii. In case the person digitally signing the webform is a Manager/CEO/CFO/Authorised Representative- enter a valid income tax PAN.</li> <li>iii. In case the person digitally signing the webform is a Company Secretary – enter a valid membership number.</li> </ul>

### 3.2 Other instructions to fill ‘Change Request Form’

Buttons	Particulars
Choose File	<ul style="list-style-type: none"> <li>i. Click the ‘Choose File’ button to browse and select a document that is required to be attached as a supporting to Form Refund.</li> <li>ii. All the attachments should be uploaded in <i>.PDF or .jpg or .png format</i>. The total size of the documents being submitted can be <b>up to 10 MB</b>.</li> <li>iii. The user has an option to attach multiple files as attachments within the form.</li> </ul>
Remove	The user has an option to remove files from the attachment section using the “Remove” option provided against each attachment.
Download	The user has an option to download the attached file(s) using the “Download” option provided against each attachment.
Save	<ul style="list-style-type: none"> <li>i. Click on Save button for saving the application in a draft form at any given point in time prior to submitting the webform.</li> <li>ii. This is an optional field and the “Save” option will be enabled only after entering the <i>CIN/FCRN/LLPIN/FLLPIN</i>.</li> <li>iii. On saving the webform, all the information filled in the webform will be saved and can be edited/updated till the time webform is submitted.</li> <li>iv. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.</li> </ul>
Submit	<p>This is a mandatory field.</p> <p>When the user clicks on the submit button the details filled in the webform are auto saved and the system verifies all the webform, incase errors are detected the user will be taken back to webform and all the relevant error messages shall be displayed.</p> <p>In case at the submission of webform no errors are detected by the system the submission will be successful.</p>

#### 4 PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION

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**a. Fee rules**

This section is not applicable.

**b. Processing Type**

Change Request Form shall be processed in Non-STP mode.

**c. Useful Links**

1.Link to access Change Request Form: <https://mca.gov.in/content/mca/global/en/mca/e-filing/approval-services-registrar-of-companies/change-request.html>