

Company e-Filing Form DPT-3

The module aims to simplify the process of filing the return of the deposits by every company other than government company to the Registrar of Companies.

Form DPT-3 shall be used for filing return of deposit or particulars of transaction not considered as a deposit or both by every company other than Government company.

The objective of Company e-Filing Form DPT-3:
To make the return of deposits process simplified.

Laws Governing the Company Form DPT-3

The Company Form DPT-3 is pursuant to Rule 16 and 16A of the Companies (Acceptance of Deposits) Rules, 2014.

- The e-Filing Form DPT-3 simplifies the process of filing the return of the deposits by every company other than the government company to the Registrar of Companies (RoC).

Steps to access DPT-3 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 DPT3 – Return of deposits

Login to access Company Form DPT-3

- 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-3

- Enter the CIN number or Enter the company name to find the CIN.
- Select the Purpose of the form by clicking on the respective radio button.
- Select the Company type.
- Type the Objects of the company.
- Select the deposit type.
- Enter the Net Worth of the company.
- Enter the Deposits details.
- Enter the Particulars of Deposits (In Rupees).
- Enter the Liquid Deposits details.
- Enter the Liquid asset details.
- Enter the Charge detail.
- Enter the SRN of CHG-1/CHG-9.
- Click on Next button to proceed.
- Enter the details other than deposits in the given boxes.
- Enter any amount received as a loan or financial assistance in the given boxes.
- Enter any amount received in course of, or for the purpose of the business of the company in the given boxes.
- Enter any amount received by a company in the given boxes.

- Enter the Credit rating details, if any.
- Fill SRN of GNL DPT-1 in the given box.
- Click on Next button to proceed.
- Attach the Copy of the trust deed, List of depositors (excel format) and optional attachment.
- Enter the Declaration details.
- Enter the digitally signed by user details and select designation from the drop-down button.
- Click on Next button to proceed.
- Review the entire form before submitting.
- Click on Submit button to proceed.
- DPT-3 form is submitted against SNR number.
- Click on OK to proceed.
- After submitting the form, the user will get automatically download of Form DPT-3 PDF document into the system.
- User will receive email confirmation.
- Upload the DSC affixed pdf document.
- DSC affixed pdf document uploaded successfully.
- Click on Proceed to Payment button.

Payment

- Fee of ₹600 & Additional ₹7200 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.
- You can download the E-Challan in PDF format to pay in offline mode.

- An acknowledgement email and SMS about successful transaction is sent to the user.