

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
(Set up by an Act of Parliament)

CHENGALPATTU DISTRICT BRANCH (SIRC)
(Formerly Known as Kanchipuram District Branch)



E- Newsletter
November 2024



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ARTICLES INVITED FROM MEMBERS

Note: Articles are invited from members for publishing in newsletter. The articles shall be either on the specific subject or a general article. Members can send their articles with Name, Membership Number, Mobile Number, Residential Address, Office Address & Photo to our E-mail id mentioned below:

E-mail id: chengalpattu@icai.org

Note: The views expressed in the articles published, are their own views and Chengalpattu District Branch does not endorse or take responsibility.

From the Chairman's Desk



Dear Members,

Greetings from Chengalpattu District Branch (SIRC).

As you all aware, our profession navigates the ever-evolving landscape of finance and business. The journey of a chartered accountant is a continuous learning and self-improvement. In today's economic landscape, our profession extends far beyond traditional auditing roles. In our esteemed profession, the demand for dynamic skillsets and updated knowledge is paramount.

It is incumbent upon us to remain active and engaged in our profession, constantly seeking to enhance our expertise and understanding. Knowledge acquisition should not be limited to conventional sources but should be drawn from a multitude of avenues.

I am pleased to inform you that our Branch has been regular in organizing CPE Meetings covering various topics. These meetings provide a platform for group discussions, shared learning, and expert guidance. I encourage each one of you to actively participate in these meetings to reap the benefits of collaborative study and expert solutions.

The branch had successfully conducted One Day Training Program for our members in the month of October 2024. We hope that the program would have definitely benefitted our participants in taking their firm to next level.

In order to equip members to face the dynamic challenges of our profession, our branch has proposed to conduct two certificate courses for our members

- a. Certificate course on Artificial intelligence
- b. Certificate course on Concurrent Audit of banks

These Certificate courses not only equip ourselves to update but also acts as an additional qualification for the audits.



With the rapid development of the economy, the role of a chartered accountant has expanded to encompass a wide array of responsibilities. We are no longer confined solely to auditing; rather, we have diversified into areas such as policy making, finance, consultancy, forensic auditing and various other services.

Let us strive to adapt, innovate, and excel in all facets of our profession. Let us commit ourselves to continuous learning and development, ensuring that we uphold the integrity and excellence of our profession.

Hope all of you have received the election schedule. Request all the members to come and vote in large numbers and also encourage our members to vote in this election. Voting is our Duty towards our Institute.

Wishing you all the best in your endeavours

Jai Hind. Jai ICAI.

Warm regards,

CA Narasimma Raghavan R

Chairman

Chengalpattu District Branch (SIRC)



CPE MEETING

Topic : Common Mistakes In Financial Statements Of Private Companies & Navigating Through Mca V3 Portal

Speaker : CS. Vijay Prasad T H & CS. Ishitha K

Date : 05th October 2024, Saturday

Time : 5.00 PM to 8.00 PM

Venue : Our Branch Premises





PROGRAMME

Programme: Ayudha Pooja 2024 celebrations

Date : 10th October 2024, Saturday

Time : 10.30 AM to 12.00 Noon

Venue : Our Branch Premises



CPE MEETING

Topic : One Day Training Programme For Peer Reviewers

Speaker : CA. Balaji R S And CA. Ramesh S

Date : 23rd October 2024, Wednesday

Time : 9.00 AM to 5.00 PM

Venue : Our Branch Premises



CPE MEETING

Topic : Global Ethics Day - Culture Of Ethics And Probity And The Tax Services & Ethical Leadership And Corporate Perspective

Speaker : CA. Aanand P

Date : 26th October 2024, Saturday

Time : 4.00 PM to 7.00 PM

Venue : Our Branch Premises





CS. ISHITHA K

NAVIGATING THROUGH AND UNDERSTANDING CERTAIN NUANCES OF MCA V3 PORTAL

Key Enhancements (V3)



- 1 Introduction to web-based forms, thereby reducing manual efforts
- 2 Linkage of forms basis the purpose of filing and options selected
- 3 Auto Pre-filling of common fields across forms, ensuring data consistency and effort reduction
- 4 Form fields optimization by removal of duplicate/redundant fields.
- 5 Minimization of attachments by introducing of fields/ declaration in the form of digital attachments
- 6 Addition of Field level validations, thereby minimizing errors at the time of filling
- 7 Maximum size of individual attachments increased to 2 MB & overall form size increased to 10 MB

USER REGISTRATION & LOGIN - HIGHLIGHTS

Simplified Username & Registration process

- ▶ PAN Number Validation
- ▶ Register using Email ID or
- ▶ CIN/LLPIN/FCRN as username

Refined User Types, Roles and Groups

- ▶ Service Accessibility control basis User Roles & Groups

Easy User ID & Password Recovery

- ▶ Two-step easy User ID & Password Recovery through PAN & Hint Question validation



Streamlined Authorization/Suspension process

- ✓ Right to authorise Manager/Secretary/officer in default/Authorised Representative to access FO services (on behalf of the company/LLP)

Email ID & Mobile OTP Validation

- ✓ One time OTP validation during registration

Additional Security Checks

- ✓ OTP Validation in case of login from a different device



TYPES OF USERS IN V3

User role	User Group	Description
Registered user	Registered user	Registered users comprise of individuals with access to the basic services of MCA portal such as e-book, e-consultation, Master Data services, View Public Document services and filing of complaints. In LLP module user can file RUN & Fillip forms
Company/LLP user	Business user	This would be the account for the company/LLP. This user account will have access to all MCA FO services in relation to respective company/LLP. This user can also authorise Manager/Secretary/officer in default/ Authorised Representative to act on its behalf. In addition, all the basic services available to Registered user will be available to this user role.
Director/Designated Partner	Business user	Any individual who is appointed as a Director in a company or a designated partner in an LLP. These users would have following functionalities: a. Access to all basic services available to Registered user b. Access to all MCA FO services (including e-filing services and e-adjudication services) in relation to the company/LLP where they are currently appointed c. Right to authorise Manager/Secretary/officer in default/Authorised Representative to access MCA FO services (e-filing and e-adjudication services) on behalf of the company/LLP



User role	User Group	Description
Professional user	Business user	These users will have access to all MCA FO services (including e-filing services and e-consultation services), in relation to the company/LLP wherein they have been authorized to perform such services. In addition, all the basic services available to Registered user will be available to this user role.
Manager/Secretary/ Authorized representative	Business user	These users will have access to all MCA FO services (including e-filing services and e-consultation services), in relation to the company/LLP wherein they have been authorized to perform such services. In addition, all the basic services available to Registered user will be available to this user role.
Officer in default	Business user	Section 2(60) of the Companies Act, 2013 defines officer in default. The officer-in-default will have rights similar to a Manager/Secretary/Authorized representative once authorized in this regard. In addition, they would also be able to view/reply to notices linked with their PAN (under e-adjudication module) irrespective of their association with the company/LLP
Nodal Officer-IEPF	Business user	These include Director or Chief financial Officer or Company Secretary of the company, who are appointed for the purposes of verification of claims and coordination with Investor Education and Protection Fund Authority. In addition, all the basic services available to Registered user will be available to this user role.



User role	User Group	Description
Deputy Nodal Officer IEPF	Business user	A company may appoint one or more Officer as Deputy Nodal Officer to assist the Nodal Officer for the purposes of verification of claim and for coordination with Investor Education and Protection Fund Authority. In addition, all the basic services available to Registered user will be available to this user role.
Professional Staff Member	Business user	Professional Staff Member refers to any person who is with or on behalf of a Professional of ICSI/ICAI/ICWAI as a staff. Such members include:-trainees of the professional firms-non-professional members of professional firms etc.

Forms currently available in V3



	Description	Count of Forms
1	Incorporation forms	10
2	Other forms	55
	TOTAL	65

Note: The above 65 Web Forms pertain to Company forms. All LLP Web Forms are available in V3.



INCORPORATION FORMS

Sl.No.	Form Num	Form Name	Rule chapter
1	SPICe+ PART A	Application for reservation of name for new company incorporation	Chapter II The Companies (Incorporation) Rules, 2014
2	RUN	Application for change of name of existing company	Chapter II The Companies (Incorporation) Rules, 2014
3	SPICe+ PART B	Integrated Company Incorporation Application	Chapter II The Companies (Incorporation) Rules, 2014
4	AGILE PRO S	Application for Goods and services tax Identification number , employees state Insurance corporation registration pLusEmployees provident fund organisation registration, Profession tax Registration, Opening of bank account and Shops and Establishment Registration	Chapter II The Companies (Incorporation) Rules, 2014
5	e-AOA[INC-34]	Articles of Association	Chapter II The Companies (Incorporation) Rules, 2014



Sl.No.	Form Num	Form Name	Rule chapter
6	e-MOA[INC-13]	Memorandum of Association	Chapter II The Companies (Incorporation) Rules, 2014
7	e-MOA[INC-31]	Articles of Association	Chapter II The Companies (Incorporation) Rules, 2014
8	e-MOA[INC-33]	Memorandum of Association	Chapter II The Companies (Incorporation) Rules, 2014
9	INC-9	Declaration by Subscribers and First Directors	Chapter II The Companies (Incorporation) Rules, 2014
10	URC-1	Application by a company for registration under section 366	Chapter II The Companies (Incorporation) Rules, 2014

OTHER FORMS –55 FORMS

Sl. No.	Form Num	Form Name	Rule chapter
1	DIR-12	Particulars of appointment of directors and the key managerial personnel and the changes among them	Chapter XI The Companies (Appointment and Qualifications of Directors) Rules, 2014
2	DIR-11	Notice of resignation of a director to the Registrar	Chapter XI The Companies (Appointment and Qualifications of Directors) Rules, 2014
3	DIR-3	Application for allotment of Director Identification Number	Chapter XI The Companies (Appointment and Qualifications of Directors) Rules, 2014



Sl. No.	Form Num	Form Name	Rule chapter
4	DIR-3C	Intimation of Director Identification Number by the company to the Registrar DIN services	Chapter XI The Companies (Appointment and Qualifications of Directors) Rules, 2014
5	DIR-5	Application for surrender of Director Identification Number	Chapter XI The Companies (Appointment and Qualifications of Directors) Rules, 2014
6	DIR-6	Intimation of change in particulars of Director to be given to the Central Government	Chapter XI The Companies (Appointment and Qualifications of Directors) Rules, 2014
7	INC-12	Application for grant of License to an existing company under section 8	Chapter II The Companies (Incorporation) Rules, 2014
8	INC-18	Application to Regional Director for conversion of section 8 company into any other kind of company	Chapter II The Companies (Incorporation) Rules, 2014
9	INC-20	Intimation to Registrar of revocation of license issued under section 8	Chapter II The Companies (Incorporation) Rules, 2014
10	INC-20A	Declaration for commencement of business	Chapter II The Companies (Incorporation) Rules, 2014
11	INC-22	Notice of situation or change of situation of registered office	Chapter II The Companies (Incorporation) Rules, 2014



Sl. No.	Form Num	Form Name	Rule chapter
12	INC-23	Application to the Regional Director for approval to shift the Registered Office from one State to another state or from jurisdiction of one Registrar to another Registrar within the State	Chapter II The Companies (Incorporation) Rules, 2014
13	INC-24	Application for approval of Central Government for change of name	Chapter II The Companies (Incorporation) Rules, 2014
14	INC-27	Conversion of public company into private company or private company into public company or Conversion of Unlimited Liability Company into Limited Liability Company	Chapter II The Companies (Incorporation) Rules, 2014
15	INC-28	Notice of Order of the Court or any other competent authority	Chapter II The Companies (Incorporation) Rules, 2014
16	INC-4	One Person Company -Change in Member/ Nominee	Chapter II The Companies (Incorporation) Rules, 2014
17	INC-6	One Person Company -Conversion form	Chapter II The Companies (Incorporation) Rules, 2014
18	MGT-14	Filing of Resolutions and agreements to the Registrar under section 117	Chapter VII The Companies (Management and Administration) Rules, 2014
19	MR-1	Return of appointment of managing director or whole time director or manager	Chapter XIII The Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014



Sl. No.	Form Num	Form Name	Rule chapter
20	MR-2	Form of application to the Central Government for approval of appointment or reappointment and remuneration or increase in remuneration or waiver for excess or over payment to managing director or whole time director or manager and commission or remuneration to directors	Chapter XIII The Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014
21	NDH-4	Form for filing application for declaration as Nidhi Company or updation of status by Nidhis.	Chapter XXVI Nidhis Rules, 2014
22	PAS-3	Return of Allotment	Chapter III Part I The Companies (Prospectus and Allotment of Securities) Rules, 2014
23	SH-7	Notice to Registrar of any alteration of share capital	Chapter IV The Companies (Share Capital and Debentures) Rules, 2014
24	SH-11	Return in respect of buy-back of securities	Chapter IV The Companies (Share Capital and Debentures) Rules, 2014
25	SH-8	Letter of Offer	Chapter IV The Companies (Share Capital and Debentures) Rules, 2014
26	SH-9	Declaration of Solvency	Chapter IV The Companies (Share Capital and Debentures) Rules, 2014



Sl. No.	Form Num	Form Name	Rule chapter
27	NDH-1	Return of Statutory Compliances	Chapter XXVI NidhisRules, 2014
28	NDH-2	Application for extension of time	Chapter XXVI NidhisRules, 2014
29	NDH-3	Return of Nidhi Company for the half year ended	Chapter XXVI NidhisRules, 2014
30	GNL-3	Particulars of person(s) charged for the purpose of sub-clause (iii) or (iv) of clause 60 of section 2	Chapter XXIV The Companies (The Registration Offices and Fees) Rules, 2014
31	PAS-6	Reconciliation of Share Capital Audit Report (Half-yearly)	Chapter III Part I The Companies (Prospectus and Allotment of Securities) Rules, 2014
32	MGT-3	Notice of situation or change of situation or discontinuation of situation, of place where foreign register shall be kept	Chapter VII The Companies (Management and Administration) Rules, 2014
33	PAS-2	Information Memorandum	Chapter III Part I The Companies (Prospectus and Allotment of Securities) Rules, 2014
34	DIR-9	Report by the company to Registrar for disqualification of Directors	Companies (Appointment and Qualification of Directors) Rules, 2014
35	DIR-10	Application for removal of Disqualification of Directors	Companies (Appointment and Qualification of Directors) Rules, 2014



Sl. No.	Form Num	Form Name	Rule chapter
36	AOC-5	Notice of address at which books of account are maintained	Chapter IX The Companies (Accounts) Rules, 2014
37	FC-1	Information to be filed by foreign company	Chapter XXII The Companies (Registration of Foreign Companies) Rules, 2014
38	FC-2	Return of alteration in the documents filed for registration by foreign company	Chapter XXII The Companies (Registration of Foreign Companies) Rules, 2014
39	FC-3	Annual accounts along with the list of all principal places of business in India established by foreign company	Chapter XXII The Companies (Registration of Foreign Companies) Rules, 2014
40	FC-4	Annual Return of a Foreign company	Chapter XXII The Companies (Registration of Foreign Companies) Rules, 2014
41	GNL-2	Form for submission of documents with the Registrar	Chapter XXIV The Companies (The Registration Offices and Fees) Rules, 2014
42	GNL-4	Addendum to form	Chapter XXIV The Companies (The Registration Offices and Fees) Rules, 2014
43	MSC-1	Application to ROC for obtaining the status of dormant company	Chapter XXIX Part II The Companies (Miscellaneous) Rules, 2014
44	MSC-3	Return of dormant companies	Chapter XXIX Part II The Companies (Miscellaneous) Rules, 2014

Sl. No.	Form Num	Form Name	Rule chapter
45	MSC-4	Application for seeking status of active company	Chapter XXIX Part II The Companies (Miscellaneous) Rules, 2014
46	RD-1	Form for filing application to Regional Director	Chapter II The Companies (Incorporation) Rules, 2014

RECENT SET OF 9 FORMS MIGRATED TO V3

Sl. No.	Form No.	Form Name
1	MSME	Form for furnishing half yearly return with the registrar in respect of outstanding payments to Micro or Small Enterprises
2	BEN-2	Return to the Registrar in respect of declaration under section 90
3	MGT-6	Return to the Registrar in respect of declaration under section 89 received by the company
4	IEPF-1	Statement of amounts credited to IEPF or transfer of amounts on account of shares transferred to the fund
5	IEPF-1A	Statement of amounts credited to Investor Education and Protection Fund
6	IEPF-2	Statement of unclaimed and unpaid amounts and details of Nodal officer
7	IEPF-4	Statement of shares transferred and information of shares & unclaimed or unpaid dividend not transferred to the IEPF
8	IEPF-5	Application to the Authority for claiming unpaid amounts and shares out of Investor Education and Protection Fund
9	IEPF-5 e-verification report	Online Verification Report



-Login and Registration Brief Overview
-Associate DSC

User Registration

MCA User Login / Registration



Welcome to MCA

User ID
(CIN/LPIN/FCRN for Company/LP and Email ID for other users)

[Forgot User ID ?](#)

Password

[Forgot Password ?](#)

Captcha:
Refresh Captcha ↻



Enter the Value:

Validate Captcha

Login for V3 Filing

Register

Login for V2 Filing

For Remaining Company Filing and Services

User Registration – Professional User

User Details

Note: All fields marked in * are to be mandatorily filled.

User Category *

Registered User Business User

User Role *

Select User Role

- Select User Role
- Company/LP
- Director/Designated Partner
- Manager/Secretary/Authorized Representative
- Officer in default
- Professional**

Income Tax PAN *

Enter Pan no.

Next

- Please select 'Business User' under User Category and select 'Professional' as User Role
- PAN is mandatory for Professional Users





User Registration – Professional User

User Registration

Progress: User Category (Active) | Personal Details | Contact Details | Login Details

User Details

Note: All fields marked in * are to be mandatorily filled.

User Category *

Registered User Business User

User Role * Professional

Income Tax PAN * BQHFG2345A

Professional Membership Institute * ICSI

Professional Membership Number * 008772

[Next](#)

- Please select 'Professional Membership Institute' from the dropdown and provide 'Professional Membership Number' and this is a mandatory field

User Registration – Professional User

Progress: User Category (Active) | Personal Details (Active) | Contact Details | Login Details

Personal Details

First Name * HARSHITA

Middle Name Enter Here

Last Name * BHARMA

Date Of Birth * 02/06/1998

Gender * Male Female

Profession * Solicitor

Industry Of Operation Other service activities

[Back](#) [Next](#)

- Provide First Name, Middle Name & Last Name as in PAN database
- Date of Birth should match with PAN database



User Registration – Professional User

User Registration



Contact Details

Address Line 1 *

Bhavna Nagar

Address Line 2

Enter Address Line 2

Country *

India

Pincode *

400056

State *

Maharashtra

City *

Mumbai

Area/Locality *

IRLA

Telephone Number - Residence (including STD code)

Enter Here

Telephone Number - Office (including STD code)

Enter Here

Mobile *

Enter Here

User Registration – Professional User

Home > Register

User Registration



Login Details

Password *

Confirm Password *

Password Policy

- a. It should be Alphanumeric,
- b. minimum 6 characters and maximum 15 characters,
- c. at least one special character (! @, #, %, ^, &, * (,), -)
- d. case sensitive i.e. 'A' Capital is different from 'a' (Lower Case).

Password Recovery Question**Hint Questions ***

Select Hint Question

Hint Answer *

Enter Here



User Registration – Professional User

- b. minimum 6 characters and maximum 15 characters.
- c. at least one special character (i.e., @, #, \$, %, ^, &, *([] -))
- d. case sensitive (i.e., "A" Capital is different from "a" (Lower Case).

Password Recovery Question

Hint Questions *

What is your place of birth?

Hint Answer *

Kuwait

Whether you wish to avail SMS alert Facility

Yes No

This facility is applicable for:

- a. Updates on filing of forms
- b. Registration alert
- c. Login alerts
- d. Account details related updates
- e. MCA updates

By clicking on Create My Account, you agree to our Terms and Conditions

Back

Clear All

Create My Account

User Registration – Professional User

User Registration

User Category

Personal Details

Contact Details

Login Details

Login Details

Password *

Password Policy

- i. It should be Alphanumeric,
- ii. minimum 6 characters and maximum 15 characters.
- iii. at least one special character (i.e., @, #, \$, %, ^, &, *([] -))
- iv. case sensitive (i.e., "A" Capital is different from "a" (Lower Case).

Password Recovery Question

Hint Questions *

What is your place of birth?

Hint Answer *

Kuwait

Whether you wish to avail SMS alert Facility

Yes No

This facility is applicable for:

Please enter OTP sent on mobile number and email id.

Please enter the OTP sent on Mobile:

Please enter the OTP sent on Email:

(6 digit)

(5 digit)

Submit



User Registration – Director User

User Registration

Progress: User Category (Active) → Personal Details → Contact Details → Login Details

User Details

Note: All fields marked in * are to be mandatorily filled.

User Category *

Registered User Business User

User Role *

Director/Designated Partner

Select User Role:
 Company/UP
 Director/Designated Partner
 Manager/Secretary/Authorized Representative
 Officer in default
 Professional

Income Tax PAN

Enter Pan no.

DIN/DPIN *

Enter Here

Next

• PAN is not mandatory for Business Users selecting Director or Designated Partner Role

User Registration – Director User

Progress: User Category (Active) → Personal Details (Active) → Contact Details → Login Details

Personal Details

First Name *

Name entered should be as per Income tax PAN

HARSHITA

Middle Name

Enter Here

Last Name *

SHARMA

Date Of Birth *

02/06/1990

Gender *

Male Female

• Provide First Name, Middle Name & Last Name in CAPITAL LETTERS

• For Director Role, please ensure to provide details as per MCA database.



User Registration – Director User

Contact Details

Address Line 1*
18, ADANAGAR SOCIETY, NAGAR ROAD

Address Line 2
Enter Address Line 2

Country*
India

Pincode*
400044

State*
Maharashtra

City*
Pune City

Area/Locality*
9 DRD

Telephone Number - Residence (including STD code)
Enter Here

Telephone Number - Office (including STD code)
Enter Here

Mobile number*
90****9995

Email ID*
ms*****@login*****.com

[Back](#) [Next](#)

- The Mobile Number and Email ID of the User will get pre-filled (non-editable) basis the DPIN entered
- The mobile number and email ID will be pre populated from the MCA database for Directors/DP

User Registration – Director User



Login Details

Password*

Confirm Password*

Password Policy
 a. It should be Alphanumeric.
 b. minimum 6 characters and maximum 15 characters.
 c. at least one special character (! @ # \$ % ^ & * () _ -)
 d. case sensitive i.e. "A" Capital is different from "a" (Lower Case).

Password Recovery Question

Hint Questions*
What is your Mother's maiden name

Hint Answer*
Test

Whether you wish to avail SMS alert Facility
 Yes No

This facility is applicable for:
 a. Updates on filing of forms
 b. Registration alert
 c. Login alerts
 d. Account details related updates
 e. MCA updates

By clicking on Create My Account, you agree to our [Terms and Conditions](#)

- Please provide Password and Hint Question and Answer
- Hint Question will be helpful while the User forgets the Password and applies for Password recovery



User Registration – Director User

Password Recovery Question _____

Hint Questions * **Hint Answer ***

Select Hint-Question

Whether you wish to avail SMS alert Facility

Yes No

This facility is applicable for:

- a. Updates on filing of forms
- b. Registration alert
- c. Login alerts
- d. Account details-related updates
- e. MCA updates

By clicking on Create My Account, you agree to our [Terms and Conditions](#)

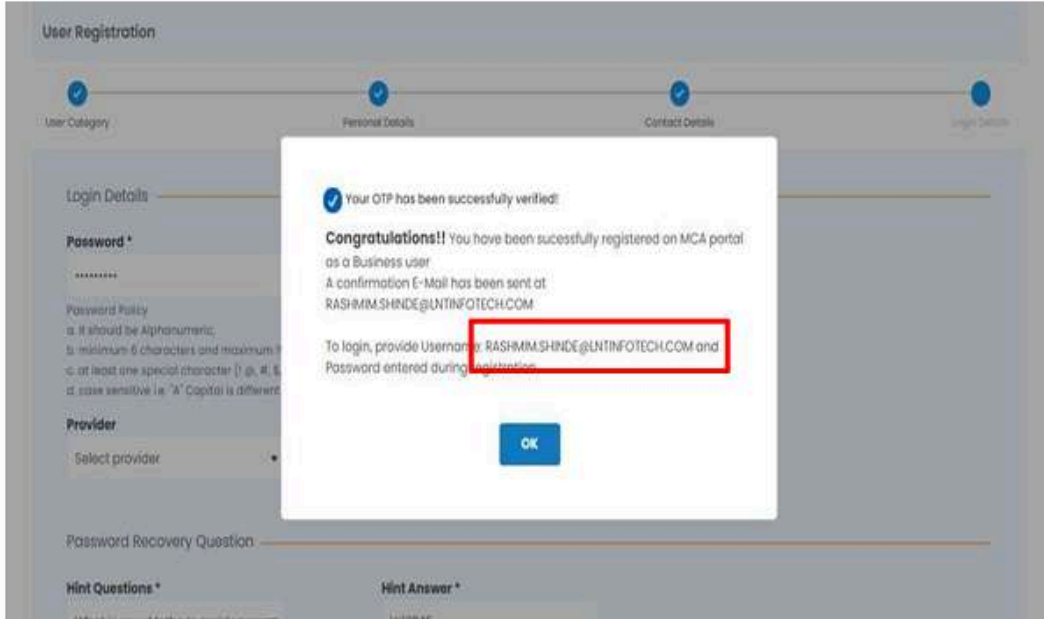
Back Clear All Create My Account

User Registration – Director User

The screenshot shows a registration form with a modal overlay. The modal title is "Please enter OTP sent on mobile number and email id." It contains two input fields: "Please enter the OTP sent on Mobile:" and "Please enter the OTP sent on Email:". Below these fields is a "Submit" button. The background form shows fields for "Login Details", "Password", "Provider", "Password Recovery Question", and "Whether you wish to avail SMS alert Facility".

- The OTP will be sent to the Mobile and Email ID provided by the User in contact details
- TWO separate OTPs will be required to be given for Mobile and Email ID. Both will required to be provided by the User

User Registration – Director User

The screenshot shows the 'User Registration' process on the MCA21 portal. A modal window displays the following message:

✔ Your OTP has been successfully verified!

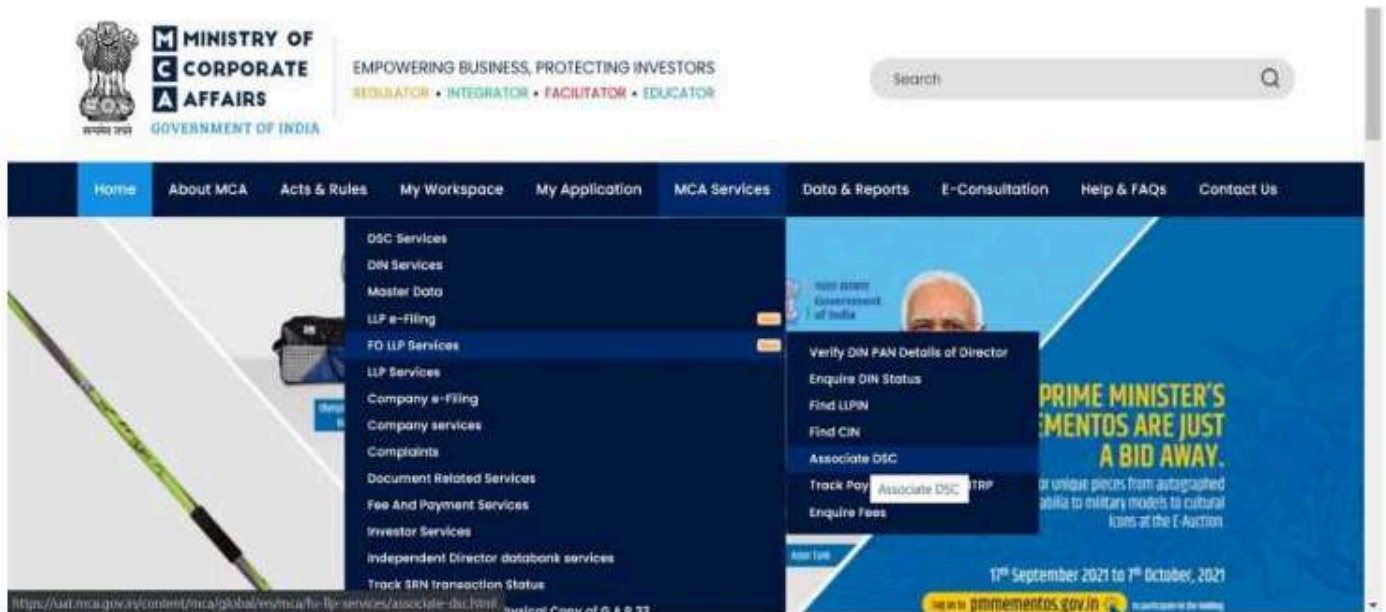
Congratulations!! You have been successfully registered on MCA portal as a Business user. A confirmation E-Mail has been sent at RASHMM.SHNDE@LNTINFOTECH.COM

To login, provide Username: RASHMM.SHNDE@LNTINFOTECH.COM and Password entered during registration.

An 'OK' button is visible at the bottom of the modal.

- The Email ID provided by the User in Contact Details becomes the Username for login purpose
- The same will be communicated to the User through Email and SMS also.

Associate DSC



The screenshot shows the homepage of the Ministry of Corporate Affairs (MCA) website. The navigation menu includes: Home, About MCA, Acts & Rules, My Workspace, My Application, MCA Services, Data & Reports, E-Consultation, Help & FAQs, and Contact Us.

The 'MCA Services' dropdown menu is open, listing various services such as DSC Services, DIN Services, Master Data, LLP e-Filing, FD LLP Services, LLP Services, Company e-Filing, Company services, Complaints, Document Related Services, Fee And Payment Services, Investor Services, Independent Director databank services, and Track SRN transaction Status.

The 'Associate DSC' service is highlighted in the dropdown menu. A sub-menu for 'Associate DSC' is also visible, containing options: Verify DIN PAN Details of Director, Enquire DIN Status, Find LLPIN, Find CIN, Associate DSC, Track Pay Associate DSC TRP, and Enquire Fees.

The website header includes the MCA logo, the text 'MINISTRY OF CORPORATE AFFAIRS GOVERNMENT OF INDIA', and the tagline 'EMPOWERING BUSINESS, PROTECTING INVESTORS'. A search bar is located in the top right corner.

Associate DSC

Associate DSC

Important Information

*Please ensure you have emBridge client running and DSC plugged in your device before proceeding.

1.*To download and install latest DSC web socket installer click here

2.*To download and install latest emBridge client click here

3.*For the [New Token Users](#) Please update your DSC PIN from the default before proceeding with association.

Cancel

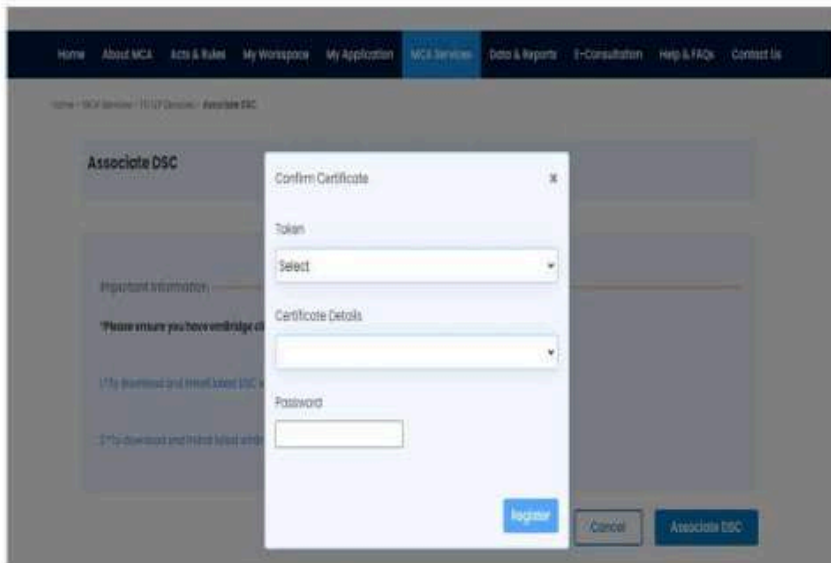
Associate DSC

Pre-requisites:

- 1) Download and run [emsigner](#)
- 2) Download and run [embridge](#)
- 3) **Change PIN** of the DSC (for first time association under this service)

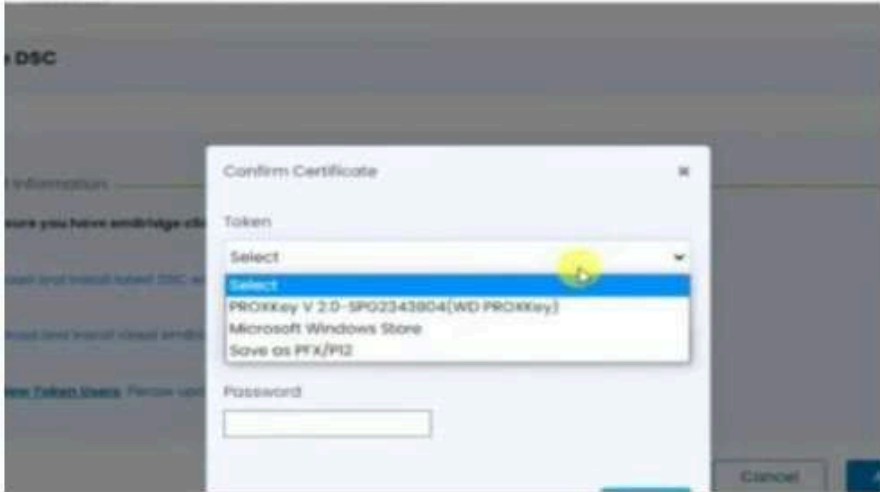


Associate DSC



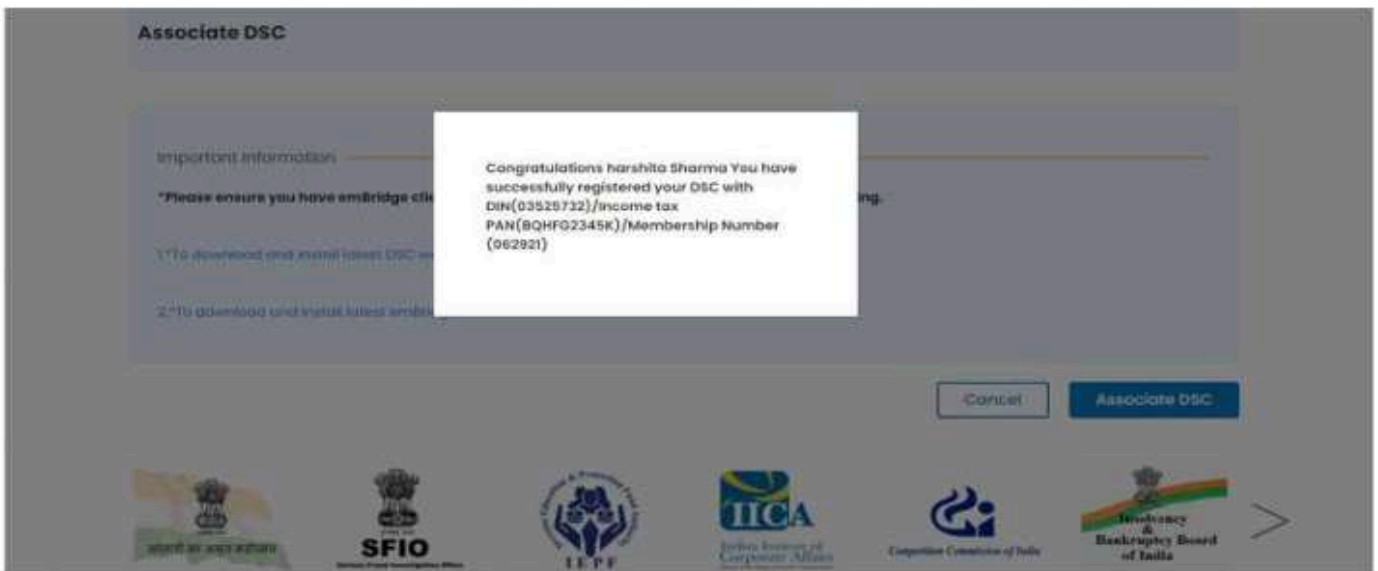
- This pop up will appear when "Associate DSC" is clicked
- First dropdown will contain the DSC token options
- Second dropdown will auto-populate the name of the DSC holder
- In the third field, the user is required to feed the latest PIN/ Password of the DSC

Associate DSC



- Please select the Proxy key token appearing as the first option in the dropdown.
- In case there are more than one token keys inserted at one time, please select the required token.
- The name of the person will appear in the second dropdown to see if correct token is selected or not.

Associate DSC





Upcoming Programs

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
(Set up by an Act of Parliament)
CHENGALPATTU DISTRICT BRANCH (SIRC)

Topic : Vivad Se Vishwas Scheme 2024 & GST Insights & Judgement Analysis: Comprehensive Updates, Deep Dives and Open Discussions
Speaker : CA. Suraj Nahar A & CA. Ashwin Kumar P
Date : 9th November 2024 (Saturday)
Timings : 04:30 PM to 7:30 PM
Place : Branch Premises

Topic : Certificate Course On Concurrent Audit Of Banks
Speaker : Eminent Speakers
Date : 21st, 22nd, 23rd 25th, 26th & 27th, November 2024 (Thursday, Friday, Saturday, Monday, Tuesday & Wednesday)
Place : Branch Premises

Topic : Certificate Course on AI for Chartered Accountants (AICA)
Speaker : Eminent Speakers
Date : 16th, 17th and 18th December 2024 (Monday, Tuesday and Wednesday)
Timings : 10:00 AM to 6:00 PM
Place : Branch Premises