

Form 4

INSTRUCTIONS FOR FILLING OF EFORM -4

(Statement of amount or rate percent of the commission payable in respect of shares or debentures and the number of shares or debentures for which persons have agreed for a commission to subscribe for absolutely or conditionally)

S. No.		Detailed Instructions
		Note: Instructions are not provided for the fields which are self explanatory
		Refer the relevant provisions of the Companies Act, 1956 and rules made there under with respect to the matter dealt in this eForm.
1	(a)	Enter 'Corporate Identity Number' (CIN) of the company <ul style="list-style-type: none"> You may find CIN by entering existing registration number of the company in the 'Find CIN/GLN' service at the portal www.mca.gov.in
2	(a), (b), (c)	Click the "Pre-fill" button. System will automatically display the name, registered office address and the email ID of the company. In case there is any change in the email ID, enter the new valid email ID.
3	(a)	The payment of commission should be authorised by the articles of association of the company. Specify the article number which authorises the company for payment of commission.
5	(a)	Select one option for the type of subscription either 'Absolutely' or 'Conditionally'.
	(b), (c)	Enter the number of shares or debentures and the face value of each share or debenture for which persons have agreed for commission to subscribe
Attachments		<ul style="list-style-type: none"> Contract relating to payment of commission is to be attached. Resolution of Board of directors authorising such payments is to be attached. Consent of all the directors of the company is to be attached. Any other information can be provided as an optional attachment.
Verification		Enter the serial number and date of board resolution authorising the signatory to sign and submit the eForm.
Digital signature		The eForm should be digitally signed by the managing director or director or manager or secretary of the company duly authorised by the board of directors.
Designation		Select the designation of the person digitally signing the eForm. Enter the DIN in case the person digitally signing the eForm is a director or managing director Enter income-tax PAN in case the person digitally signing the eForm is a manager Enter membership number or income-tax PAN in case the person digitally signing the eForm is a secretary.

Common Instruction Kit

Buttons	Particulars
Pre-fill	When the user clicks the pre fill button after entering the corporate identity number in eForm (excepting eForm 1A), the name and address is displayed by the system. This button may appear more than once in an eForm, and shall be required to be clicked for displaying the data pertaining to that field. You are required to be connected to the internet for pre-filling.
Attach	You have to click the attach button corresponding to the document you are making an attachment. In case you wish to attach any other document, please click the optional attach button.
Remove attachment	You can view the attachments added to eForm in the rectangle box provided next to the list of attachment. If the user wants to remove or delete any attachment, select the attachment to be

Buttons	Particulars
	removed and press the "Remove attachment" button.
Check Form	Once the form is filled up. The user is required to press the Check Form button. When this button is pressed form level validation is done such as, Whether all the mandatory fields are filled up or not. If an error is displayed after pressing the button the user is required to correct the mistake and again press the "Check Form" button. When all the form level validation is done. A message is displayed that "Form level pre scrutiny is successful". The Check Form is done without being connected to the internet.
Modify	"Modify" button gets enabled after the check form is done. By pressing this button the user can make the changes in the filled in form. If the user makes any change in the form again the user is required to press the "Check Form" button.
Pre scrutiny	<p>Once the check form is done the user is required to Pre scrutinize the eForm. This requires being connected to the MCA21 site for uploading the form. On pre-scrutiny the system level check is performed and if there are any errors it is displayed to the user and once the error is corrected and again on Pre scrutiny if the message displayed is "No errors found. Click on the button below to "Get Form". Press the Get Form button and make the required corrections.</p> <p>Note: before pressing Submit button attach the digital signature by clicking on the box appearing on the signature field <input data-bbox="591 800 683 835" type="text"/></p>
Submit	<p>After pre scrutiny is done the user is required to submit the form. This requires being connected to the MCA21 site for uploading the form.</p> <p>In case of online filing the user can submit the form by pressing the "Submit" button</p> <p>Once the form is submitted the fee is displayed to the user. When the user press the "Pay" button the mode of payment option is displayed. On challan payment option, a challan is generated displaying the amount of fee to be paid. The user is required to take the print out of three copies of challan and submit the payment at authorized bank branch. The user has to submit three copies at bank and user shall receive one copy with bank acknowledgment for user's record.</p>

Note: User is advised to refer to eForm specific instruction kit.