

### MCA Version 3 Web-based Form Filing

Dear users,

Greetings of the Day!

We are glad to let you know that we have successfully integrated the web based form filing of MCA Version-3 with **ComplyRelax**.

You do not have to access the MCA portal directly for form preparation or filing, start to end complete process has been integrated on our Portal.

Complete instructions are given below for your kind reference:

#### **Step-1: Add MCA Version-3 Credentials**

*Dashboard ⇒ Secretarial Practice ⇒ MCA Users*

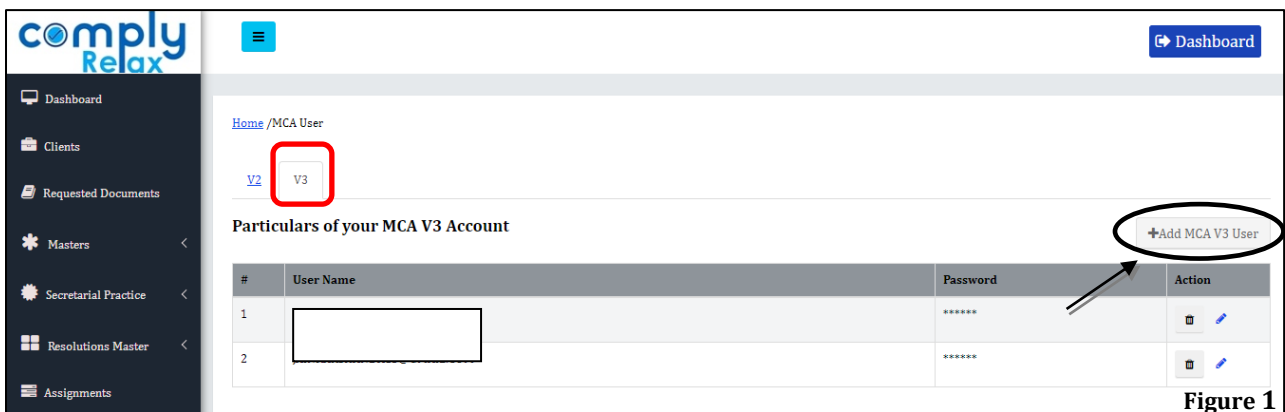


Figure 1

As shown in the image click on **Add MCA User** button in V3 tab and add your credentials.

#### **Step-2: Preparing Forms:**

On the dashboard click on the **MCA V3 forms** button as shown in the image.

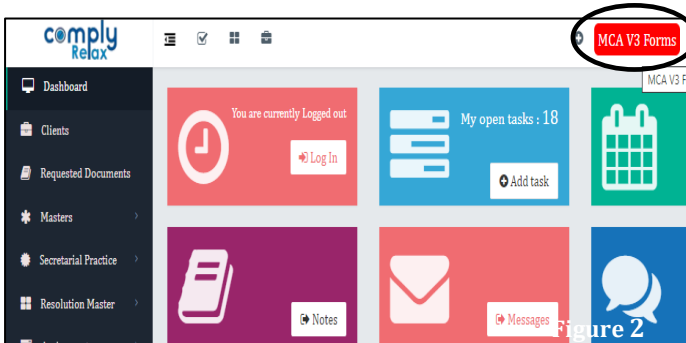


Figure 2

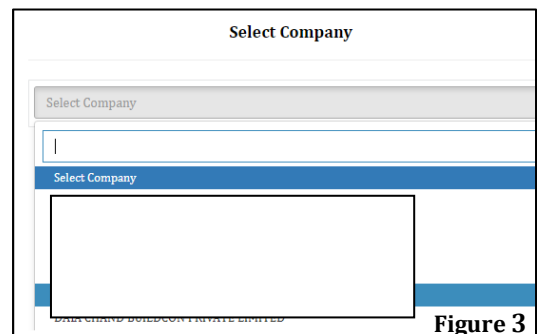


Figure 3

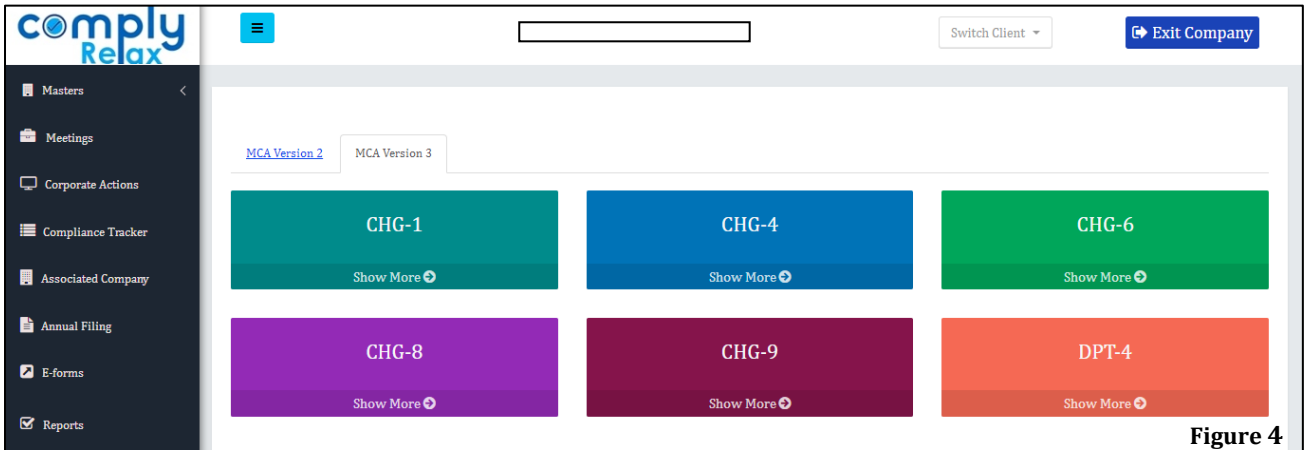


Figure 4

You can select the relevant form for preparation. Once you have successfully filled and completed the form you can upload the same on MCA using the **Submit** button as shown in the figure 5.

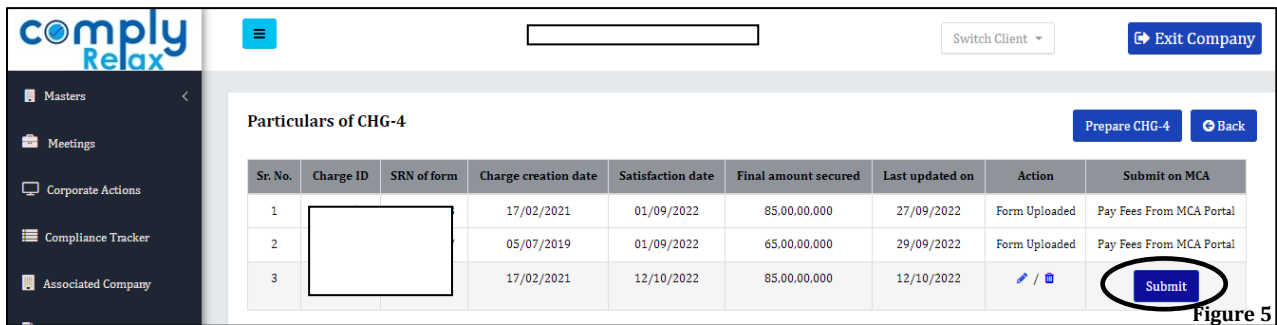


Figure 5

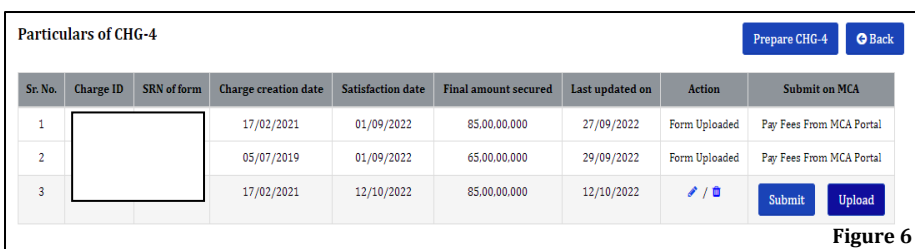


Figure 6

After affixing DSC you can upload the form using this upload button.

Your form will be uploaded and if any error occurs the same will be shown on your screen.