ComplyRelax's Updates



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

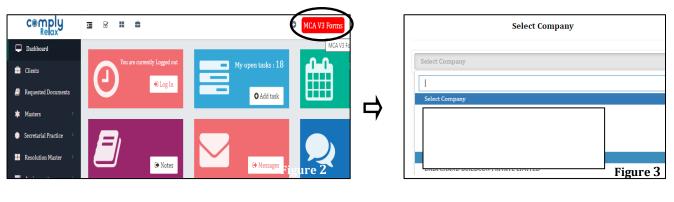
_____. Dashboard ⇒ Secretarial Practice ⇒ MCA Users _____

			🕞 Dashboard
🖵 Dashboard			
Clients	Home /MCA User		
Requested Documents			
* Masters <	Particulars of your MCA V3 Account	(+Add MCA V3 User
Secretarial Practice <	# User Name	Password	Action
	1		•
Resolutions Master <	2	*****	•
📑 Assignments			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.



Private Circulation only

ComplyRelax's Updates



			Switch Client 👻
. Masters <			
🖶 Meetings	MCA Version 2 MCA Version 3		
Corporate Actions			
Compliance Tracker	CHG-1	CHG-4	CHG-6
. Associated Company	Show More 🧿	Show More 🗨	Show More 오
Annual Filing			
E-forms	CHG-8	CHG-9	DPT-4
☑ Reports	Show More ᢒ	Show More \Theta	Show More \Theta
			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.

comply Relax	=						Swite	ch Client 👻	🕒 Exit Company
🖪 Masters 🧹	Particu	ılars of CH	G-4						Prepare CHG-4 G Back
Corporate Actions	Sr. No.	Charge ID	SRN of form	Charge creation date	Satisfaction date	Final amount secured	Last updated on	Action	Submit on MCA
	1			17/02/2021	01/09/2022	85,00,00,000	27/09/2022	Form Uploaded	Pay Fees From MCA Portal
Compliance Tracker	2		·	05/07/2019	01/09/2022	65,00,00,000	29/09/2022	Form Uploaded	Pay Fees From MCA Portal
Associated Company	3			17/02/2021	12/10/2022	85,00,00,000	12/10/2022	e / 🖿	Submit

Particu	rticulars of CHG-4 Prepare CHG-4 O Back									After affixing DSC you can upload the form
Sr. No.	Charge ID	SRN of form	Charge creation date	Satisfaction date	Final amount secured	Last updated on	Action	Submit on MCA		using this upload
1			17/02/2021	01/09/2022	85,00,00,000	27/09/2022	Form Uploaded	Pay Fees From MCA Portal		button.
2			05/07/2019	01/09/2022	65,00,00,000	29/09/2022	Form Uploaded	Pay Fees From MCA Portal		buttom
3			17/02/2021	12/10/2022	85,00,00,000	12/10/2022	/	Submit Upload	1	
								Figure 6		

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