

### V-2 E-form – MSME Form 1

Dear users,

Greetings of the Day!

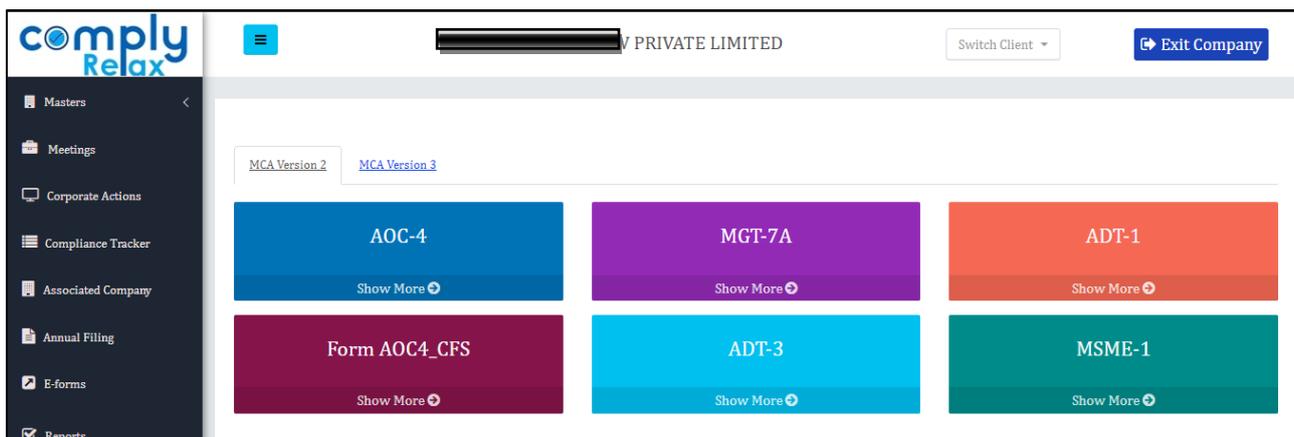
We have added the MSME form into the E-form Module of the software. Now you can very easily prepare the MSME form using the excel for importing data.

#### **Steps to be followed:**

*Dashboard ⇒ Clients ⇒ Select Company ⇒ Compliance Manger ⇒ E-form*

**OR**

*Dashboard ⇒ Masters ⇒ Company Master ⇒ Select Company and Click on Open Button  
⇒ E-form*



From this window you have to click on the MSME-1 form button as shown in the image.

Then you can go to the **Fill MSME-1** button, here basic information like CIN, Company name, PAN, address, email etc. will be fetched from the company's master.

You can fill the creditor details there or you can download the excel template for importing the data via excel.

After completing the information you can click on the submit button.

You will see the download icon, from where you can generate the form. You can affix the DSC and upload the same on MCA V-2 portal.