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## ABOUT THIS DOCUMENT

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This Instruction Kit is designed as a step-by-step guide to assist the user in filling up the webform. This document provides references to law(s) governing the webform, guidelines to access the application, instructions to fill the webform at field level and important check points while filling up the webform along with other instructions to fill the webform.

*User is advised to refer to the respective instruction kit for filing of webform.*

This document is divided into following sections:



**Part I – Law(s) governing the webform**



**Part II – Accessing the webform DPT-4**



**Part III – Instructions to fill the webform**



**Part IV – Key points for successful submission**

*Click on any section link to refer to the particular section.*

## 1 PART I – LAW(S) GOVERNING THE WEBFORM

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Pursuant to Section **74(1)** of the Companies Act, 2013 read with Rule **20** of the Companies (Acceptance of Deposits) rules, 2014.

### 1.1 Purpose of the webform

In respect of any deposit accepted by a company before the commencement of the Companies Act, 2013, the amount of such deposit or any interest thereon if remains unpaid as on the date of commencement this Act then such company shall file a statement of such details in ‘DPT-4’ webform within three months.

### 1.2 Important Check Points while filling up the webform

- ✓ *Please read instructions and guidelines carefully before filling online application form.*
- ✓ *Please attach the required mandatory supporting documents in the specified format only.*
- ✓ *Please ensure that applicant of the webform is registered at the MCA portal before filing the webform.*
- ✓ *Please note that the company for which the webform is being filed shall be registered with MCA and shall have a valid and approved CIN.*
- ✓ *Please ensure that the DSC attached in the webform is registered on MCA portal against the DIN/DPIN/PAN/Membership number as provided in the form.*
- ✓ *Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC and an approved DIN/DPIN or a valid PAN/Membership number, as applicable.*
- ✓ *If the space within any of the fields is not sufficient to provide all the information, then additional details can be provided as an optional attachment to the webform.*
- ✓ *Please check for any alerts that are generated using the “Notifications and alerts” function under the ‘My Workspace’ page in the FO user dashboard on the MCA website.*

## 2 PART II – ACCESSING THE WEBFORM DPT-4

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### 2.1 Application process for webform DPT-4

#### 2.1.1 Initial Submission

##### 2.1.1.1 Option 1

**STEP 1:** Access MCA homepage

**STEP 2:** Login to MCA portal with valid credentials<sup>1</sup>

**STEP 3:** Select “MCA services” and further select “E-Filing”

**STEP 4:** Access “Company Forms Download”

**STEP 5:** Navigate to the header “Deposits related filings”

**STEP 6:** Access “Statement regarding deposits existing on the commencement of the Act (DPT-4)”

**STEP 7:** Enter CIN information<sup>2</sup>

**STEP 8:** Search CIN using the search option (optional)<sup>3</sup>

**STEP 9:** Select CIN from the dropdown option (optional)<sup>4</sup>

**STEP 10:** Fill up the application

**STEP 11:** Save the webform as a draft (optional)<sup>5</sup>

**STEP 12:** Submit the webform

**STEP 13:** SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

**STEP 14:** Affix the DSC

**STEP 15:** Upload the DSC affixed pdf document on MCA portal

**STEP 16:** Pay Fees (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation and complete the payment within 7 days of successful upload of DSC affixed document or due date of filing of the webform + 2 days, whichever is earlier, the SRN will be cancelled)

**STEP 17:** Acknowledgement is generated

##### 2.1.1.2 Option 2

**STEP 1:** Access MCA homepage

**STEP 2:** Access webform DPT-4 through search bar on MCA homepage (website search)<sup>6</sup>

**STEP 3:** Login to MCA portal with valid credentials

**STEP 4:** Enter CIN information<sup>2</sup>

**STEP 5:** Search CIN using the search option (optional)<sup>3</sup>

**STEP 6:** Select CIN from the dropdown option (optional)<sup>4</sup>

**STEP 7:** Fill up the application

**STEP 8:** Save the webform as a draft (optional)<sup>5</sup>

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<sup>1</sup> In case Option 1 is selected, the user will have an option to either login immediately after accessing the MCA homepage, or login after selecting “Statement regarding deposits existing on the commencement of the Act (DPT-4)” in case the user is not already logged in.

<sup>2</sup> In case the user filling the webform is a company user then, CIN and company name will be auto populated based on the user id from which the user logs in.

<sup>3</sup> In case the user filling the webform is a professional user, a search option will be provided on the page allowing the user to search for the CIN basis the name of the company.

<sup>4</sup> In case the user filing the webform is any other business user, a dropdown option containing a list of all the CIN and corresponding company name for companies where the user is associated shall be displayed.

<sup>5</sup> The option to save the webform as a draft shall be enabled once the user enters CIN.

<sup>6</sup> In case Option 2 is selected, the user will have an option to either login immediately after accessing the MCA homepage or login after performing the website search.

Instruction Kit for webform DPT-4  
(Statement regarding deposits existing on the commencement of the Act)

**STEP 9:** Submit the webform

**STEP 10:** SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

**STEP 11:** Affix the DSC

**STEP 12:** Upload the DSC affixed pdf document on MCA portal

**STEP 13:** Pay Fees (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation and complete the payment within 7 days of successful upload of DSC affixed document or due date of filing of the webform + 2 days, whichever is earlier, the SRN will be cancelled)

**STEP 14:** Acknowledgement is generated

### 3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

#### 3.1 Specific instructions to fill the webform DPT-4 at Field Level

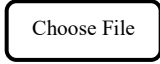
*Instructions to fill webform DPT-4 are tabulated below at field level. Only important fields that require detailed instructions are explained. Self-explanatory fields are not explained.*

Field No.	Field Name	Instructions
1 (a)	Corporate Identity Number (CIN)	<ul style="list-style-type: none"> <li>i. In case of company users, CIN of company shall be pre-filled based on the user id.</li> <li>ii. In case of professional users, a search option shall be provided to search the CIN basis the company name. Either full name of the company or partial name can be used to search the company.</li> <li>iii. In case of other business users, a dropdown option is provided containing the list of CIN with which the user is associated.</li> <li>iv. CIN of a company other than OPC can be entered in this field.</li> </ul>
5	Total deposits outstanding as on the commencement of this Act	<ul style="list-style-type: none"> <li>i. Enter the amount and total number of depositors details in these fields.</li> <li>ii. Please note that amount entered in this field should be equal to the sum of amounts entered in field number 6 i.e., “Details of total deposits mentioned at 5 above under following heads”.</li> </ul>
5 (a)	Amount (in Rs.)	
5 (b)	Number of depositors	
6	Details of total deposits mentioned at 5 above under following heads	Enter the details of total deposits under fields ‘Deposits due but not paid’, ‘Interest due thereon but not paid’, ‘Deposits due but not claimed’, ‘Interest due thereon but not claimed’, and ‘Deposits not yet due for repayment’.
	Deposits due but not paid	
	Interest due thereon but not paid	
	Deposits due but not claimed	
	Interest due thereon but not claimed	
	Deposits not yet due for repayment	
7	Deposits due for repayment in next three months	Enter the details of deposits due for repayment in next three months.
8	Arrangements made for repayment of deposits due for repayment	Enter the details of arrangements made for repayment of deposits due for repayment.
	<b>Attachments</b>	All the attachments shall be either in PDF or .jpg or excel format. The size of each individual PDF or .jpg attachment can be up to 2MB, and each individual excel attachment can be up to 40MB.
(a)	Auditor’s certificate	This is a mandatory attachment.
(b)	List of depositors	This is a mandatory attachment, and it shall be uploaded in excel format only. The size of the attachment can be up to 40MB.
(c)	Optional attachment(s) - if any	<ul style="list-style-type: none"> <li>i. This field can be used to provide any other information.</li> </ul>

Instruction Kit for webform DPT-4  
 (Statement regarding deposits existing on the commencement of the Act)

Field No.	Field Name	Instructions
		<ul style="list-style-type: none"> <li>ii. Please note that the user has an option to upload up to five optional attachments.</li> </ul>
	<p>I am authorized by the Board of Directors of the Company vide resolution number</p> <p>dated</p> <p>(DD/MM/YYYY) to sign this form and declare that all the requirements of the Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. I also declare that all the information given herein above is true, correct, and complete including the attachments to this form and nothing material has been suppressed.</p>	<ul style="list-style-type: none"> <li>i. Enter the board resolution number and date of the board resolution via which the signatory of this form is authorised.</li> <li>ii. Date entered in this field should be less than or equal to system date and equal to or greater than incorporation date.</li> </ul>
	<p><b>To be digitally signed by</b></p> <p>Designation</p>	<ul style="list-style-type: none"> <li>i. Select one of the options from the drop-down list – Director / Manager / Company Secretary / CEO / CFO.</li> </ul>
	<p>Director identification number of the director; or DIN or PAN of the manager or CEO or CFO; or Membership number of the Company secretary</p>	<ul style="list-style-type: none"> <li>ii. In case the person digitally signing the webform is a Director - Enter the approved DIN.</li> <li>iii. In case the person digitally signing the webform is Manager, Chief Executive Officer (CEO) or Chief Financial Officer (CFO) – Enter approved DIN or a valid income tax PAN.</li> <li>iv. In case the person digitally signing the webform is a Company Secretary – Enter a valid membership number.</li> </ul>

### 3.2 Other instructions to fill webform DPT-4

Buttons	Particulars
	<ul style="list-style-type: none"> <li>i. Click the ‘Choose File’ button to browse and select a document that is required to be attached as a supporting to webform DPT-4.</li> <li>ii. All the attachments should be uploaded in <b>PDF or .jpg or excel format</b>. The total size of the document being submitted can be <b>up to 50 MB</b>.</li> <li>iii. The user has an option to attach multiple files as attachments within the webform.</li> </ul>

Instruction Kit for webform DPT-4  
(Statement regarding deposits existing on the commencement of the Act)

Buttons	Particulars
Remove	The user has an option to remove files from the attachment section using the “Remove” option provided against each attachment.
Download	The user has an option to download the attached file(s) using the “Download” option provided against each attachment.
Save	<ul style="list-style-type: none"> <li>i. Click on Save button for saving the application in a draft form at any given point in time prior to submitting the webform.</li> <li>ii. This is an optional field and the “Save” option will be enabled only after entering the <i>CIN</i>.</li> <li>iii. On saving the webform, all the information filled in the webform will be saved and can be edited/updated till the time webform is submitted.</li> <li>iv. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.</li> </ul>
Submit	<ul style="list-style-type: none"> <li>i. This is a mandatory field.</li> <li>ii. When the user clicks on the submit button the details filled in the webform are auto saved and the system verifies all the webform, incase errors are detected the user will be taken back to webform and all the relevant error messages shall be displayed.</li> <li>iii. In case at the submission of webform no errors are detected by the system the submission will be successful.</li> </ul>



## 4 PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION

### 4.1 Fee rules

S#	Purpose of webform	Normal Fee	Additional (Delay Fee)	Logic for Additional Fees	
				Event Date	Time limit (days) for filing
1	Statement regarding deposits existing on the commencement of the Act	The Companies (Registration Offices and Fees) Rules, 2014	The Companies (Registration Offices and Fees) Rules, 2014	1 <sup>st</sup> April 2014	3 months

*Fee payable is subject to changes in pursuance of the Act, or any rule or regulation made, or notification issued thereunder.*

#### 4.1.1 The Companies (Registration Offices and Fees) Rules, 2014

Table 1

##### Normal fee

In case of company having share capital

Nominal Share Capital	Fee applicable
Less than 1,00,000	Rupees 200
1,00,000 to 4,99,999	Rupees 300
5,00,000 to 24,99,999	Rupees 400
25,00,000 to 99,99,999	Rupees 500
1,00,00,000 or more	Rupees 600

In case company not having share capital

Fee applicable
Rupees 200

##### Additional fees

Period of delays	Fee applicable
Up to 15 days	1 time of normal fees
More than 15 days and up to 30 days	2 times of normal fees
More than 30 days and up to 60 days	4 times of normal fees
More than 60 days and up to 90 days	6 times of normal fees
More than 90 days and up to 180 days	10 times of normal fees
More than 180 days	12 times of normal fees

#### 4.2 Processing Type

Webform DPT-4 shall be processed in STP mode and shall be taken on record through electronic mode without any further processing. Ensure that all particulars in the webform are correct. There is no provision for resubmission of this webform.

#### 4.3 Useful links

1. Link to access webform DPT-4: <https://www.mca.gov.in/MinistryV2/companyformsdownload.html>
2. FAQs related to e-filing: <https://www.mca.gov.in/MinistryV2/efiling.html>
3. Payment and Fee related Services: <https://www.mca.gov.in/MinistryV2/paymentservices.html>

## 5 ANNEXURES

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### 5.1 Annexure A – Template “List of depositors”

Please refer the below excel template of “List of depositors”, while filling up the webform.



DPT-4\_Template\_List of depositors.xlsx

*(Please access the attachment icon in the left-hand pane to view the attachment.)*