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ABOUT THIS DOCUMENT

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 MSME Form 1](#)



[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

Pursuant to order dated 22 January 2019 issued under section **405** of the Companies Act, 2013.

1.1 Purpose of the webform

All companies, who get supplies of goods or services from micro and small enterprises and whose payments to micro and small enterprise suppliers exceed 45 days from the date of acceptance or the date of deemed acceptance of the goods or services as per the provisions of section 9 of the Micro, Small and Medium Enterprises Development Act, 2006 (27 of 2006), shall submit a half yearly return to the Ministry of Corporate Affairs.

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 or foreign company for which the webform is being filed shall be registered with MCA and shall have a valid CIN/FCRN.*
- ✓ *Please ensure that the DSC attached in the webform is registered on MCA portal against the DIN/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 or a valid PAN/Membership number, as applicable.*
- ✓ *Please ensure that company for which the webform is being filed shall not flagged for filing INC-22A[ACTIVE] webform.*
- ✓ *Please note that the company shall not be allowed to file the return for same period for which the company has previously filed a return, unless the previously filed return has been marked as defective in the system.*
- ✓ *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.*
- ✓ *Please fill the correct information related to payments to micro and small enterprise suppliers exceeding 45 days from the date of acceptance or the date of deemed acceptance of the goods or services.*

2 PART II – ACCESSING THE WEBFORM MSME Form I

2.1 Application process for webform MSME Form I

2.1.1 Initial Submission

2.1.1.1 Option 1

STEP 1: Access MCA homepage

STEP 2: Login to MCA portal with valid credentials¹

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

STEP 4: Access “Compliance Services”

STEP 5: Access “MSME - Half yearly return of Micro or Small Enterprise”

STEP 6: Enter CIN/FCRN information²

STEP 7: Search CIN/FCRN using the search option (optional)³

STEP 8: Select CIN/FCRN from the dropdown option (optional)⁴

STEP 9: Fill up the application

STEP 10: Save the webform as a draft (optional)⁵

STEP 11: Submit the webform

STEP 12: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

STEP 13: Affix the DSC

STEP 14: Upload the DSC affixed pdf document on MCA portal (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation then the SRN will be cancelled)

STEP 15: Acknowledgement is generated

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access webform MSME Form I through search bar on MCA homepage (website search)⁶

STEP 3: Login to MCA portal with valid credentials

STEP 4: Enter CIN/FCRN information²

STEP 5: Search CIN/FCRN using the search option (optional)³

STEP 6: Select CIN/FCRN from the dropdown option (optional)⁴

STEP 7: Fill up the application

STEP 8: Save the webform as a draft (optional)⁵

STEP 9: Submit the webform

¹ 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 “MSME - Half yearly return of Micro or Small Enterprise” in case the user is not already logged in.

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

³ 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/FCRN basis the name of the company or foreign company.

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

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

⁶ 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.

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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 (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation then the SRN will be cancelled)

STEP 13: Acknowledgement is generated

3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

3.1 Specific instructions to fill the webform MSME Form 1 at Field Level

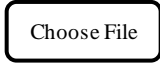
Instructions to fill webform MSME Form 1 are tabulated below at field level. Only important fields that require detailed instructions are explained. Self-explanatory fields are not explained.

Field No.	Field Name	Instructions
1(a)	Corporate Identity Number (CIN)/ Foreign Company Registration Number (FCRN)	<ul style="list-style-type: none"> i. In case of company or foreign company users, CIN/FCRN of company or foreign company shall be pre-filled based on the user id. ii. In case of professional users, a search option shall be provided to search the CIN/FCRN basis the company or foreign company name. Either full name of the company or partial name can be used to search the company or foreign company. iii. In case of other business users, a dropdown option is provided containing the list of CIN/FCRN with which the user is associated.
1(b)	Name of the Company	These fields shall be pre-filled based on the CIN entered in field 1(a) and shall be non-editable.
1(c)	Address of the registered office of the company	
1(d)	Email ID of the company	
1(e)	Permanent Account Number (PAN) of the company	
2(a)	Type of Return	This field shall be pre-filled as “Periodic Half-yearly return”.
2(b)	Period	<ul style="list-style-type: none"> i. Please note that start date and month can be either 1 April or 1 October of the respective year. Further, start date entered should not be less than 1 October 2018. ii. End date shall be pre-filled and non-editable based on date entered in field “Start Date (DD/MM/YYYY)”. iii. Date entered in these fields shall be less than or equal to the system date.
	Start Date (DD/MM/YYYY)	
	End Date (DD/MM/YYYY)	
3	Particulars of the name of (MSEs) suppliers and amount of payments due	<ul style="list-style-type: none"> i. Enter the particulars of the name of (MSEs) supplier(s), a valid income-tax PAN of the supplier(s), amount paid within 45 days, Paid after 45 days, Outstanding for 45 days or less, Outstanding for more than 45 days, Reason for delay in payment / amount outstanding. ii. 1000 entries are allowed in excel. iii. There should be a unique PAN for each row.
3(b)	Name of MSE Supplier	
3(c)	PAN of the Supplier	
3(d)	Paid within 45 days	
3(e)	Paid after 45 days	
3(f)	Outstanding for 45 days or less	

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Field No.	Field Name	Instructions
3(g)	Outstanding for more than 45 days	iv. “No.” stands for “No. of transactions” dealt with (MSEs) supplier(s). v. Please enter a numeric value between 0 to 1000 in all fields of “No.”.
3(h)	Reason for delay in payment / amount outstanding	Mention the for delay in payment / amount outstanding.
	Total	This field shall be auto calculated and non-editable and shall be shown in the generated PDF.
	Download excel template	Upon clicking the ‘Download excel template’ button, the user will be able to download the excel template of “Particulars of the name of suppliers and amount of payments due”.
	Import from Excel	Upon clicking the ‘Import from Excel’ button, the user will be able to import the data entered in the excel template of “Particulars of the name of suppliers and amount of payments due”. In case user tries to upload multiple files, latest uploaded excel would be considered.
	Attachments	All the attachments shall be in PDF format. The size of each individual attachment can be up to 2MB.
	Optional attachment(s) - if any	i. This field can be used to provide any other information. ii. Please note that the user has an option to upload up to five optional attachments.
	To be digitally signed by	i. Select one of the options from the drop-down list – Director/Managing Director/ Manager/ Company Secretary/ CFO/ CEO/ Authorized Representative.
	Designation	ii. In case the person digitally signing the webform is a Director or Managing Director - Enter the approved DIN.
	Director identification number of the director or managing director; OR DIN or PAN of the manager or CEO or CFO or authorized signatory; or membership number of the company secretary	iii. In case the person digitally signing the webform is Manager or CEO or CFO or Authorized Representative – Enter approved DIN or a valid income-tax PAN. iv. In case the person digitally signing the webform is a Company Secretary – Enter a valid membership number. v. Disqualified director shall not be able to sign the form.

3.2 Other instructions to fill webform MSME Form 1

Buttons	Particulars
	i. Click the ‘Choose File’ button to browse and select a document that is required to be attached as a supporting to webform MSME Form 1. ii. All the attachments should be uploaded in PDF . The total size of the document being submitted can be up to 10 MB . iii. The user has an option to attach multiple files as attachments within the webform.

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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"> i. Click on Save button for saving the application in a draft form at any given point in time prior to submitting the webform. ii. This is an optional field and the “Save” option will be enabled only after entering the <i>CIN/FCRN</i>. 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. iv. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.
Submit	<ul style="list-style-type: none"> i. This is a mandatory field. 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, in case errors are detected the user will be taken back to webform and all the relevant error messages shall be displayed. iii. In case at the submission of webform no errors are detected by the system the submission will be successful.

4 PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION

4.1 Fee rules

This section is not applicable.

4.2 Processing Type

Webform MSME Form 1 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 MSME Form 1: <http://mca.gov.in/content/mca/global/en/mca/e-filing/complianceServices/MSME.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>