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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 web form MGT-6](#)



[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 Section [89\(6\)](#) of Companies Act, 2013 read with Rule [9\(3\)](#) of the Companies (Management and Administration) Rules 2014.

1.1 Purpose of the webform

A company is required to file declaration to the Registrar of Companies (RoC) regarding persons/entities whose name is in the register of members as a shareholder, but do not hold any beneficial interest in such shares or by the persons/entities who holds a beneficial interest in a share or a class of shares of a company or intimating any change in the beneficial interest already filed in MGT-6 webform.

1.2 Important Check Points while filling up the webform

- ✓ *Please read instructions and guidelines carefully before filling online application forms.*
- ✓ *Please attach the required mandatory supporting documents in the specified format only.*
- ✓ *Please ensure that applicant of the webform is registered at 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 CIN.*
- ✓ *Please ensure that the signatories have an approved DIN or valid PAN or valid Membership number.*
- ✓ *Please ensure that DIN of the director is not flagged for 'disqualification'.*
- ✓ *Please ensure that the business user is associated with the company or authorized by the company to e-file on its behalf (applicable to other Business user).*
- ✓ *Please ensure that the DSC attached in the webform is registered on MCA portal against the DIN/PAN/Membership number as provided in the webform.*
- ✓ *Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC.*
- ✓ *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 note that details are required to be entered in either of the fields 'Father's Name/Husband's Name ' or 'Name of the authorized person' for the person in whose name the shares have been registered as holders in the register of members.*

2 PART II – ACCESSING WEB FORM MGT-6 APPLICATION

2.1 Application Process for Web Form MGT-6

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: Select “Compliance Services”

STEP 5: Access “Form MGT-6 (Return to the Registrar in respect of declaration under section 89 received by the company)”

STEP 6: Enter Company Information²

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

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

STEP 9: Fill up the web form

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

STEP 15: 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 16: Acknowledgement email is generated.

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access Web Form MGT-6 through search option on MCA homepage (website search)⁶

STEP 3: Login to MCA portal with valid credentials

STEP 4: Enter Company Information²

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

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 “Return to the Registrar in respect of declaration under section 89 received by the company” in case the user is not already logged in.

² 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.

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 CIN basis name of Company.

⁴ In case the user filing the webform is any other business user, a dropdown option containing a list of all the CIN's and corresponding 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 the “CIN”.

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.

STEP 6: Select CIN 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

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 email is generated.

3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

3.1 Specific Instructions to fill ‘Web Form MGT-6’ at Field Level

Instructions to fill ‘Web Form MGT-6’ 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	Corporate Identity Number (CIN)	<ul style="list-style-type: none"> i. In case of company users, CIN of 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 basis the company name, either full name of the company or partial name can be used to search the company. iii. In case of other business users, a dropdown option is provided containing the list of CIN with which the user is associated.
1 (a)	Name of the Company	<p>These fields shall be pre-filled based on the CIN entered in field number 1 i.e. “Corporate Identity Number (CIN)”.</p> <p>Please note that the user shall not be allowed to edit these fields.</p>
1 (b)	Registered office address	
1 (c)	Email id	
2	Number of Registered Owners for whom the form is being filed	<ul style="list-style-type: none"> i. It is mandatory to enter the number of registered owners for whom this form is being filed for declaration by the company. ii. Please ensure that the value entered in this field shall be greater than zero. iii. Please ensure that the value entered in this field shall be equal to or less than ten.
3	Particulars of shares in respect of which the person whose name is entered in the register of members of the company as a holder of shares does not hold the beneficial interest in such shares	<ul style="list-style-type: none"> i. Basis the number entered in the field 2 'Number of Registered Owners for whom the form is being filed' field 3, 4 & 5 along with their sub-fields shall be regenerated for each registered owner such as I, II, III and so on. ii. Enter the details of shares in respect of the person whose name is entered in the register of members as registered owner not holding beneficial interest in such shares.
3 (a)	Number of Shares	<ul style="list-style-type: none"> i. Please ensure that the value entered in this field shall be greater than zero.

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Field No.	Field Name	Instructions
3 (b)	Distinctive Number of Shares (From)	i. Please ensure that the value entered in this field shall be greater than zero.
	Distinctive Number of Shares (To)	i. This field shall be enabled and mandatory if value in 'Distinctive Number of Shares (From)' is entered above. ii. Please ensure that the number entered here shall be equal to and greater than the number entered in field 3(b) [Distinctive Number of Shares (From)]. iii. Please ensure that the value entered in this field shall be greater than zero.
3 (c)	Type of shares	i. Please select type of shares against the company as applicable.
	Class of shares	i. Please select type of shares against the company as applicable.
3 (d)	Face value of shares	i. This field shall be pre-filled based on the selection of 'Type of shares' and 'Class of shares' in the above fields 3(c).
3 (e)	Paid up value of shares	i. Please ensure that the value entered in this field shall be greater than zero.
4	Particulars of the person in whose name the above shares have been registered as holders in the register of members	Enter the particulars of registered owners in the subsequent fields i.e. from field 4 (a) to 4 (r).
4 (a)	Income Tax PAN / Passport/ other registration number	i. Select the relevant type of identity proof from radio buttons. ii. In case country of Nationality is India, PAN shall be mandatory, and passport number can be entered as optional. iii. In case country of Nationality is other than India, Passport Number shall be mandatory, and PAN shall be optional. iv. Please ensure that the same value cannot be entered for the beneficial owner and the registered owner.
4(n)	Father's Name/ Husband's Name	i. It is mandatory to provide either of the fields 'Father's Name/Husband's Name ' or 'Name of the authorized person'.
4(o)	Name of the authorised person	
4 (p)	Date of entry of name in register (DD/MM/YYYY)	i. Please ensure that the date entered in this field shall be less than the system date. ii. Please ensure that the date entered in this field shall be greater than the date entered in field 4(c) i.e. "Date of Birth / Date of incorporation".

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Field No.	Field Name	Instructions
4 (q)	Date of declaration (DD/MM/YYYY)	<ul style="list-style-type: none"> i. Please ensure that the date entered in this field shall be less than the system date. ii. Please ensure that the date entered in this field shall be greater than the date entered in field 4(c) i.e. "Date of Birth / Date of incorporation". iii. Please ensure that the date entered in this field shall be equal to or greater than date entered in field number 4 (p) i.e. "Date of entry of name in register".
4 (r)	Date of receipt of declaration by the company (DD/MM/YYYY)	<ul style="list-style-type: none"> i. Please ensure that the date entered in this field shall be less than the system date. ii. Please ensure that the date entered in this field shall be greater than the date entered in field 4(c) i.e. "Date of Birth / Date of incorporation". iii. Please ensure that the date entered in this field shall be equal to or greater than date entered in field number 4 (p) "Date of entry of name in register". iv. Please ensure that the date entered in this field shall be equal to or greater than date entered in field number 4 (q) "Date of declaration".
5	Particulars of the person who holds a beneficial interest in such shares	Enter the particulars of beneficial owner in the subsequent fields i.e. field numbers 5 (a) to 5 (r).
5 (a)	Whether BO ID is available?	<ul style="list-style-type: none"> i. In this field, user shall select 'Yes' in case BO ID is available and 'No' in case BO ID is not available. ii. In case user selects 'No' in this field, system shall check that the Income Tax PAN/ Passport number entered for Beneficial Owner should not already exist in the database against any BO ID. iii. In case BO ID is already issued against the PAN/Passport number, system should prompt the user to enter such BO ID mandatorily.
5 (b)	ID of Beneficial Owner	<ul style="list-style-type: none"> i. This field shall be enabled and mandatory only if 'Yes' is selected in field number 5 (a) i.e. "Whether BO ID is available?". ii. Please ensure that the BO ID entered in this field should be valid.
5 (c)	Income Tax PAN / Passport	<ul style="list-style-type: none"> i. Select the relevant type of identity proof from radio buttons. ii. In case country of Nationality is India, PAN shall be mandatory, and passport number can be entered as optional. iii. In case country of Nationality is other than India, Passport Number shall be mandatory, and PAN shall be optional. iv. This field shall be pre-filled and shall be non-editable in case BO ID is entered by the user in field number 5 (b) i.e. "ID of Beneficial Owner".

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Field No.	Field Name	Instructions
5 (q)	Date of declaration (DD/MM/YYYY)	i. Please ensure that the date entered in this field shall be less than the system date.
5 (r)	Date of receipt of declaration by the company (DD/MM/YYYY)	i. Please ensure that the date entered in this field shall be less than the system date. ii. Please ensure that the date entered in this field shall be equal to or greater than date entered in field number 5 (q) "Date of declaration".
	Attachments	All the attachments shall be in pdf or.jpg format. The size of each individual attachment can be up to 2MB.
(a)	Declaration by person referred to in section 89(1)	These attachments shall be mandatory.
(b)	Declaration by person referred to in section 89(2) or 89(3)	
(c)	Optional attachment(s) - if any	i. This field can be used to provide any other information(s) or to attach any other document(s). ii. Please note that the user has an option to upload up to five optional attachments maximum 10 MB (max.2 MB of each).
	Declaration	
	I have been authorised by the board of directors resolution datedto sign and submit the form	i. Date entered in this field shall be equal to or greater than the date of incorporation of company. ii. Date entered in this field shall be less than or equal to the system date.
	To be digitally signed by Designation	Select the relevant option from the dropdown list - Director/ Manager/ CEO/ CFO/ Company Secretary.
	Director identification number of the director; or DIN or PAN of the manager or CEO or CFO; or Membership number of the Company Secretary	i. In case the person digitally signing the webform is a Director- Enter the active/approved DIN. ii. In case the person digitally signing the webform is Manager, Chief Executive Officer (CEO) or Chief Financial Officer (CFO) - Enter approved DIN or valid income-tax PAN. iii. In case the person digitally signing the webform is Company Secretary – Enter valid membership number (in case of other than Section 8 company) and enter either membership number/ PAN (in case of Section 8 company).

3.2 Other instructions to fill 'Web Form MGT-6'

Buttons	Particulars
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Choose File</div>	<ol style="list-style-type: none"> i. Click the "Choose File" button to browse and select a document that is required to be attached as a supporting to 'Web Form MGT-6'. ii. This is an optional field. iii. All the attachments should be uploaded in <i>pdf or .jpg format</i>. The total size of the document being submitted can be up to 10 MB. iv. The user has an option to attach multiple files as attachments within the webform.
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Save</div>	<ol 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. The 'Save' option will be enabled only after entering the '<i>CIN</i>'. iii. This is an optional field. iv. 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. v. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Submit</div>	<ol 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 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.
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Forgot BO ID</div>	<ol style="list-style-type: none"> i. In case user forgets the BO ID, the user clicks on the forgot BO ID button. Upon clicking on this button, a pop-up window shall be displayed, wherein user enters PAN/Passport number and selects next button. If no BO ID is registered against the PAN/Passport number an error 'No BO ID is registered against the PAN/Passport number' shall be displayed. ii. If BO ID is already registered against the PAN/Passport number, the BO ID will be sent to his registered e-mail ID/Mobile number and a message will be displayed to the FO user "Your BO ID is successfully sent on your registered email/mobile". iii. This is an optional field.

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	Return to the Registrar in respect of declaration under section 89 received by the company	The Companies (Registration offices and Fees) Rules, 2014 (Refer Table 1 below)	Refer Table 2 below	Date of receipt of declaration (oldest)	<ul style="list-style-type: none"> 30 days 60 days in case of IFSC company

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

4.1.1 Companies (Registration offices and Fees) Rules, 2014

Table 1

Normal filing fee

In case of company having share capital

S#	Nominal Share Capital (INR)	Fee applicable (INR)
1	Less than 1,00,000	200
2	1,00,000 to 4,99,999	300
3	5,00,000 to 24,99,999	400
4	25,00,000 to 99,99,999	500
5	1,00,00,000 or more	600

In case of company not having share capital

Normal Fee applicable (INR)

200

Table 2
Additional Fees in case of delay in filing of webforms

S#	Period of delay	Additional fee applicable (INR)
1	Up to 30 days	2 times of normal filing fees
2	More than 30 days and up to 60 days	4 times of normal filing fees
3	More than 60 days and up to 90 days	6 times of normal filing fees
4	More than 90 days and up to 180 days	10 times of normal filing fees
5	More than 180 days	12 times of normal filing fees

4.2 Processing Type

MGT-6 webform 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 Web Form MGT-6: <http://mca.gov.in/content/mca/global/en/mca/e-filing/complianceServices/Form-MGT-6.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>