

**Instruction Kit for webform CHG-8**  
(Application to Central Government for extension of time for filing particulars of registration of satisfaction of charge OR for rectification of omission or misstatement of any particular in respect of creation/ modification/ satisfaction of charge)

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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 Form No. CHG-8 application**



**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.*

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

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Pursuant to Section 77(1) read with 87 and of Companies Act, 2013 and Rule 12(2) and Rule 13 of the Companies (Registration of Charges) Rules 2014.

### **1.1 Purpose of the webform**

This webform aims to simplify the process of filing and processing of CHG-8 form seeking condonation of delay in filing the particulars of satisfaction of charge beyond the prescribed time period as per the Companies Act, 2013 or in order to rectify any omission or misstatement in filing the particulars of creation or modification or satisfaction of charge. The request is made to the Regional Director (Central Government) for the said form.

### **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 note that in case of resubmission, application of CHG-8 shall be available in the application history of the user and T+ 15 days (where T is the date of marking the application as 'Resubmission Required') should not have elapsed.*
- ✓ *Please note that the company for which the webform is being filed shall have a valid and approved 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 ensure that applicant of the webform is registered at the MCA portal before filing the webform.*
- ✓ *Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC.*
- ✓ *Please ensure that the authorized signatories of the company shall have an approved DIN or valid PAN or valid membership number as applicable.*
- ✓ *Please ensure that SRN of relevant e-Form CHG-1 (Old form 8) / CHG-4 (Old Form 17) should be available with the applicant.*
- ✓ *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.*

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## 2 PART II – ACCESSING THE FORM NO. CHG-8 APPLICATION

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### 2.1 Application Process for Form No. CHG-8

#### 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:** Select “Company Forms Download” module

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

**STEP 6:** Access “RD approval for delay in creation/ modification/ rectification of charge (CHG-8)”

**STEP 7:** Enter the Company 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 form + 2 days, whichever is earlier, the SRN will be cancelled)

**STEP 17:** Acknowledgement is generated

**STEP 18:** Once the form is processed an approval/rejection letter is sent to the registered Email ID of the user

##### 2.1.1.2 Option 2

**STEP 1:** Access MCA homepage

**STEP 2:** Access Company Form CHG-8 through search bar on MCA homepage (website search)<sup>6</sup>

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

**STEP 4:** Enter Company Information<sup>2</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 “RD approval for delay in creation/ modification/ rectification of charge” 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 CIN basis name of 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 the “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.

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- 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>
- 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 form + 2 days, whichever is earlier, the SRN will be cancelled)
- STEP 14:** Acknowledgement is generated.
- STEP 15:** Once the form is processed an approval/rejection letter is sent to the registered Email ID of the user

## 2.1.2 Resubmission

### 2.1.2.1 Option 1

- STEP 1:** Access MCA homepage
- STEP 2:** Login to MCA portal with valid credentials
- STEP 3:** Access application history through user dashboard
- STEP 4:** Select CHG-8 application with status as 'Resubmission required'
- STEP 5:** Fill up the application
- STEP 6:** Save the webform as a draft (optional)<sup>5</sup>
- STEP 7:** Submit the webform
- STEP 8:** SRN is updated
- STEP 9:** Affix the DSC
- STEP 10:** Upload the DSC affixed pdf document on MCA portal<sup>7</sup>
- STEP 11:** Resubmission of webform (In case the user does not complete re-submission of the form and upload the DSC affixed pdf document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 15 days OR till the time this is submitted, whichever is earlier)
- STEP 12:** Acknowledgement is generated
- STEP 13:** Once the form is processed an approval/rejection letter is sent to the registered Email ID of the user

### 2.1.2.2 Option 2

- STEP 1:** Click on the link provided in the notification email sent (received for resubmission)
- STEP 2:** Login to MCA portal with valid credentials
- STEP 3:** Fill up the application
- STEP 4:** Save the webform as a draft (optional)<sup>5</sup>

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<sup>7</sup> For the SRN's that are marked 'Resubmission required', the user is required to update the details in the web-form and complete submission (including the upload of DSC affixed pdf) within 15 days from the date the BO user has sent the SRN back for resubmission.

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**STEP 5:** Submit the webform

**STEP 6:** SRN is updated

**STEP 7:** Affix the DSC

**STEP 8:** Upload the DSC affixed pdf document on MCA portal

**STEP 9:** Resubmission of webform (In case the user does not complete re-submission of the form and upload the DSC affixed pdf document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 15 days OR till the time this is submitted, whichever is earlier)

**STEP 10:** Acknowledgement is generated

**STEP 11:** Once the form is processed an approval/rejection letter is sent to the registered Email ID of the user

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

#### 3.1 Specific Instructions to fill webform ‘CHG-8’ at Field Level

*Instructions to fill the webform CHG-8 are tabulated below at field level. Only important fields that require detailed instructions to be filled in the form are explained. Self-explanatory fields are not discussed.*

Field No	Field Name	Instructions
1	Corporate Identity Number (CIN) or Foreign Company Registration Number (FCRN)	<ul style="list-style-type: none"> <li>i. In case of company users, CIN/FCRN of company or foreign company shall be <b>pre-filled</b> based on the company/foreign company information entered by the user post accessing the “CHG-8” webform.</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/FCRN entered in this field shall be valid.</li> </ul>
2 (a)	Name of the company	These fields shall be pre-filled based on the CIN entered by the user in field number 1 i.e., “Corporate identity number (CIN) or foreign company registration number (FCRN)” and shall be non-editable.
2 (b)	Address of the registered officer or principal place of business in India of the company	
2 (c)	email ID of the company	
5	Form no. of the relevant form	<ul style="list-style-type: none"> <li>i. User shall not be allowed to select CHG-4 in case sub-option 1 i.e., “Creation of Charge” or 2 i.e., “Modification of Charge” is selected in field number 3 i.e. “This form is for condonation of”.</li> <li>ii. Option CHG-4 shall be automatically selected under this field in case option 1 i.e., “Delay in registration of satisfaction of Charge” or sub option 3 i.e., “Satisfaction of Charge” is selected in field number 3 i.e., “This form is for condonation of”.</li> </ul>
5	SRN of the form selected above	<ul style="list-style-type: none"> <li>i. SRN entered in this field shall be valid and shall belong to the form selected above i.e., CHG-1 (old form 8)/ CHG-9 (Old form 10) / CHG-4 (Old form 17)] and shall be associated with the CIN of the company for which the form is being filed.</li> </ul>
6	Charge Identification Number (ID)	<ul style="list-style-type: none"> <li>i. This field shall be pre-filled on the basis of SRN provided above in field number 5 i.e., “SRN of the form selected above”.</li> <li>ii. Charge ID shall be either the charge ID mentioned in the respective form whose SRN is provided above or shall be the charge ID created pursuant to CHG-1 / 9 applications, SRN of which is provided above.</li> <li>iii. Charge ID entered should be a valid charge ID. In case Charge ID is pre-filled, then the user shall not be allowed to edit this field.</li> </ul>

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Field No	Field Name	Instructions
7 (a)	Date of creation/modification/ satisfaction of charge entered in the relevant form (DD/MM/YYYY)	<ul style="list-style-type: none"> <li>i. This field shall be prefilled on the basis of form whose SRN is provided above in field number 5 i.e., SRN of the form selected above”.</li> <li>ii. It shall be the Date of creation/ modification/satisfaction of charge as available in the respective form.</li> <li>iii. Date entered shall be less than or equal to the current date.</li> </ul>
7 (b)	Amount of charge created/ modified/ satisfied:	<ul style="list-style-type: none"> <li>i. This field shall be prefilled as per the amount entered in respective form SRN of which is provided in field number 5 i.e., SRN of the form selected above”.</li> <li>i. It should be a positive integer.</li> </ul>
	<b>Attachments:</b>	All the attachments shall be either in pdf or .jpg format. The size of each individual attachment can be up to 2MB.
(a)	Instrument creating/ modifying/ satisfying the charge;	This attachment is mandatory.
(b)	Affidavit	These attachments shall be mandatory to attach in case option 2 i.e., “Rectification on account of Omission or mis-statement of any particular in respect of :” is selected in field number 3 i.e. “This form is for condonation of” of the form.
(c)	Confirmation from the charge holder	
(d)	Optional attachments, if any	<ul style="list-style-type: none"> <li>i. This field can be used to provide any other information.</li> <li>ii. Please note that the user has an option to upload up to five optional attachments.</li> </ul>
	<b>Declaration (if applicant is company)</b>	
	dated ..... to give this declaration and to sign and submit this application.	<ul style="list-style-type: none"> <li>i. Date entered in this field cannot precede the date of incorporation and the date of establishment of place of business in India.</li> <li>ii. Date entered in this field shall be less than the system date.</li> <li>iii. Declaration block shall be displayed and mandatory only in case "the company" is selected in field number 4 i.e., “The application is made by:”.</li> </ul>
	I do solemnly declare that I am the .....	<ul style="list-style-type: none"> <li>i. Director/ manager/ Company secretary/ CEO /CFO/ IRP/ RP/ Liquidator can be selected only in case of Indian company (if CIN is provided in field number 1).</li> <li>ii. Authorised representative can be selected only in case of foreign company (if FCRN is provided in field number 1).</li> <li>iii. In case IRP/RP/Liquidator" is selected as Signatory, the status of the company should be "Under CIRP" OR "Under Liquidation".</li> </ul>
	<b>To be digitally signed by</b>	
	Designation	This field shall be auto filled as per the selection of designation in the declaration provided above.



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Field No	Field Name	Instructions
	DIN of the director; PAN of the manager or CEO or CFO or authorised representative or IRP/RP/Liquidator or membership number of company secretary;	<ul style="list-style-type: none"> <li>i. This field shall be auto filled as per the selection of designation in the declaration provided above and the user shall not be allowed to edit this field.</li> <li>ii. In case Director is selected in field “Designation” then DIN shall be required.</li> <li>iii. In case 'Manager', 'CFO', 'CEO' or 'IRP/RP/Liquidator' is selected in field “Designation” then DIN or PAN shall be required.</li> <li>iv. In case “Secretary” is selected in field “Designation” membership number shall be required.</li> </ul>
	<b>Declaration (if applicant is any person other than the company)</b>	
	To be digitally signed by Charge Holder PAN	i. One of the three signatories is mandatory. Once any of the three signatories’ field is entered or signed then other two shall be disabled.
	To be digitally signed by ARC or assignee PAN	ii. If the eform is being filed by any other interested person other than company, this Declaration section is displayed.
	To be digitally signed by Designation	iii. The interested person other than company, filing the eform, can be any one of the following: <ul style="list-style-type: none"> <li>▪ Charge Holder</li> <li>▪ ARC or assignee</li> <li>▪ Designation</li> </ul>
	PAN	iv. Ensure that the correct PAN number of the relevant signatory is entered. v. Ensure the eForm is digitally signed by the same person whose PAN details reflected in the Declaration section.

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3.2 Other instructions to fill Form No. CHG-8

Buttons	Particulars
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Choose File</div>	<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 Form No. CHG-8.</li> <li>ii. All the attachments should be uploaded in <i>pdf or .jpg format</i>. The total size of the document being submitted can be <b>up to 10 MB</b>.</li> <li>iii. The user has an option to attach multiple files as attachments within the form.</li> </ul>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Remove</div>	<p>The user has an option to remove files from the attachment section using the “Remove” option provided against each attachment.</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Download</div>	<p>The user has an option to download the attached file(s) using the “Download” option provided against each attachment.</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Save</div>	<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. The ‘Save’ option will be enabled only after entering the <i>CIN</i>.</li> <li>iii. This is an optional field.</li> <li>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.</li> <li>v. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.</li> </ul>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Submit</div>	<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 the webform. In case 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>

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#### 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		Remarks
				Event Date	Time limit (days) for filing	
1	Satisfaction of charge	The Companies (Registration of offices and Fee) Rules, 2014	NA	NA	NA	(Refer Table 1 below)
2	Rectification of omission or misstatement of any particular in respect of creation/ modification/ satisfaction of charge					

*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 of offices and Fees) Rules, 2014

Table 1 – Normal Fee

**Fees (In case of Indian company having share capital)**

Application made	Other than OPC & Small company	OPC & Small company
By a company having an authorized share capital of:		
a) Up to Rupees 25,00,000	2,000	1,000
b) Above Rupees 25,00,000 but up to Rupees 50,00,000	5,000	2,500
c) Above Rupees 50,00,000 but up to Rupees 5,00,00,000	10,000	10,000
d) Above Rupees 5,00,00,000 but up to Rupees 10 crore or more	15,000	15,000
e) Above Rupees 10 crore	20,000	20,000
By a company limited by guarantee but not having a share capital	2,000	NA
By a company having a valid license	2,000	NA

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issued under section 8 of the Act (Section 8 Company)

By a foreign company	5,000	NA
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Refer section 2(85) of Companies Act, 2013 for definition of Small Company.

#### 4.2 Processing Type

CHG-8 form shall be processed in Non-STP mode.

#### 4.3 Useful links

1. Link to access Form No. CHG-8: <https://www.mca.gov.in/content/mca/global/en/mca/e-filing/company-forms-download.html> FAQs related to e-filing: <https://www.mca.gov.in/MinistryV2/efiling.html>
2. Payment and Fee related Services: <https://www.mca.gov.in/MinistryV2/payment-services.html>

#### 4.4 Rejection codes

Noting Code	Description
1	Furnish affidavit on-non judicial stamp paper
2	Furnish notarized affidavit for rectification of charges
3	Furnish consent/confirmation of charge holder for filing omission/rectification
4	Furnish certified true copy of instrument creating charge/modifying/satisfaction the charge on the basis of which rectification/condonation is filed
5	Elaborate the reasons for condonation of delay
6	Elaborate the reasons for omission or mis-statement of any particular
7	Clarify the details for particulars of property or assets charged including complete address and location of the property
8	Others