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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-9 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.*

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

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Pursuant to Section 71(3), 77, 78 and 79 and pursuant to Section 384 read with 71(3), 77, 78 and 79 of Companies Act, 2013 and Rule 3 and Rule 13 of the Companies (Registration of Charges) Rules 2014.

### 1.1 Purpose of the webform

The webform CHG-9 aims to simplify the process of filing an application by the company to the concerned Registrar of Companies (RoC) in form CHG-9 stating the particulars of Creation or Modification of charge for debentures or rectification of particulars filed in respect of creation or modification of charge for debentures. In case of foreign company, the concerned ROC shall be Delhi ROC.

As per section 2(16) of the Companies Act, 2013, 'Charge' means an interest or lien created on the property or assets of a company or any of its undertakings or both as a security and includes a mortgage. As per the requirements of the act, details of such charge created by the company shall be registered with the concerned ROC. Further, in case a company acquires property, which is subjected to charge already, the company will have to furnish the details relating to the existing charge on such acquired property. A company can have multiple charges at a given point of time on same asset, if charge holder (person/ entity in whose favor the charge is created) gives the consent.

### 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-9 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 as Business User 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 approved SRN of relevant webform CHG-9 / Old form 10 / CHG-8 shall be available with the applicant in case the form is filed for the purpose of rectification of charge.
- ✓ 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.

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- ✓ *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 FORM NO. CHG-9 APPLICATION

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### 2.1 Application Process for Form No. CHG-9

#### 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 “Application for registration of creation or modification of charge for debentures or rectification of particulars filed in respect of creation or modification of charge for debentures (Form CHG-9)”

**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

##### 2.1.1.2 Option 2

**STEP 1:** Access MCA homepage

**STEP 2:** Access Company Form CHG-9 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>

**STEP 5:** Search CIN using the search option (optional)<sup>3</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 “Application for registration of creation or modification of charge for debentures or rectification of particulars filed in respect of creation or modification of charge for debentures” 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 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.

## 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-9 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

### 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>

**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<sup>7</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 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

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

#### 3.1 Specific Instructions to fill webform ‘CHG-9’ at Field Level

*Instructions to fill the webform CHG-9 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-9” 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 office or the principal place of business in India of the company	
2 (c)	e-mail id of the company	
3 (b)	Rectification to be made in regard to	<ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory only in case 'Rectification of charge' is selected in field number 3 (a) i.e., “This form is for”.</li> <li>ii. At least one out of the provided options should be selected.</li> </ul>
3 (c)	Type of debentures	This field shall be displayed and mandatory in case 'Creation' or 'modification' is selected in field number 3 (a) i.e., “This form is for” or if 'rectification' is selected in field number 3 (a) i.e., “This form is for” and 'Type of debenture' selected in field number 3 (b) i.e., “Rectification to be made in regard to”
3 (d)	SRN of the form for which rectification is being filed	<ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory in case of 'Rectification of charge' selected in field 3 (a) i.e. “This form is for”.</li> <li>ii. SRN entered in this field shall be valid, approved and associated with the CIN / FCRN provided in field number 1 i.e., “Corporate identity number (CIN) or foreign company registration number (FCRN)”.</li> </ul>
3 (e)	Charge ID of the charge to be modified or rectified	<ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory in case 'Modification of charge' or 'Rectification of charge' is selected in field 3 (a) i.e., “This form is for”.</li> </ul>



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Field No	Field Name	Instructions
		<ul style="list-style-type: none"> <li>ii. In case SRN is provided in field number 3 (d) i.e., “SRN of the form for which rectification is being filed”, then, it shall be prefilled based on the charge ID associated with the SRN.</li> <li>iii. Enter a valid Charge ID associated with the CIN of the company (In case of Modification of charge).</li> <li>iv. In case the field is prefilled, the user shall not be allowed to edit this field.</li> </ul>
3 (f)	SRN of form CHG-8	<ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory in case of 'Rectification of charge' selected in field number 3 (a) i.e., “This form is for”.</li> <li>ii. SRN entered in this field shall be valid, approved and associated with the CIN/FCRN provided in field 1 i.e., “Corporate identity number (CIN) or foreign company registration number (FCRN)”.</li> </ul>
5 (a)	Date of the instrument creating or modifying the charge (DD/MM/YYYY)	<ul style="list-style-type: none"> <li>i. This field shall be displayed and Mandatory, in case 'Creation' or 'Modification of charge' is selected in field number 3 (a) i.e., “This form is for”.</li> <li>ii. Please note that filing by Charge holder or Trustee of debenture holders shall not be allowed before expiry of 30 day period of the date of creation / modification of charge.</li> <li>iii. Registration of &lt;creation / modification&gt; of charge shall not be allowed beyond 120 days of the date of creation / modification of charge.</li> <li>iv. Please enter a date greater than or equal to the date of creation of charge / the last modification (if any) for the Charge ID.</li> <li>v. Date entered in this field shall be less than or equal to the system date.</li> </ul>
7 (a)	Description of the property charged indicating whether it is a charge on	The user shall be required to select at least one option from the checkbox provided under this field to continue.
8	Number of trustee(s) of debenture holders or charge holder(s)	<ul style="list-style-type: none"> <li>i. This field shall be displayed in case 'Rectification' is selected in field number 3 (a) i.e. “This form is for” and “Number of trustees or debenture holders” is selected in field number 3 (b) i.e., “Rectification to be made in regard to”.</li> <li>ii. Please enter a number equal to or greater than one.</li> </ul>
9	CIN, if applicable	CIN entered in this field shall be a valid CIN and shall be different from CIN entered in field number 1.
9	Name	This field shall be prefilled on the basis of name available in the company master associated with the CIN provided in field 'CIN, if applicable'.

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Field No	Field Name	Instructions
9	Whether charge holder or trustee of debenture holder is having a valid Income Tax PAN	'Yes' shall be selected automatically and user shall not be allowed to edit it in case the country selected is India in above field 'Country'.
9	Income Tax- Permanent Account Number (PAN)	<ul style="list-style-type: none"> <li>i. This field shall be enabled and mandatory in case 'Yes' is selected in field 'Whether charge holder or trustee of debenture holder is having a valid Income Tax PAN'.</li> <li>ii. Enter a valid PAN of charge holder or trustee of debenture holder.</li> </ul>
10 (c)(i)	If yes, the total amount secured by the whole series (in INR)	<ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory in case "Yes" is selected in field number 10 (b) i.e. "Whether the series of debentures are registered with the Registrar of Companies (RoC)".</li> <li>ii. Value entered in this field shall be greater than 0.</li> </ul>
10 (c)(ii)	Date of registration of series (DD/MM/YYYY)	<ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory in case "Yes" is selected in field number 10 (b) i.e. "Whether the series of debentures are registered with the Registrar of Companies (RoC)".</li> <li>ii. Date entered in this field shall be less than or equal to the system date.</li> </ul>
10 (d)	Date of present issue of series (DD/MM/YYYY)	<ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory in case 'Creation' is selected in field number 3 (a) i.e. 'This form is for' or 'Rectification' is selected in field number 3 (a) and 'particulars related to present issue of series' is selected in field number 3 (b) i.e., "Rectification to be made in regard to".</li> <li>ii. Date entered in this field shall be less than or equal to the system date.</li> </ul>
10 (e)	Maximum amount of present issue of series (amount secured by the charge) (in Rs.) (In case of modification of charge, enter the amount secured by the charge after such modification)	<ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory in case of following conditions: <ul style="list-style-type: none"> <li>(1) 'Creation' or 'Modification' is selected in field number 3 (a) i.e. 'This form is for'</li> <li>(2) "Rectification" is selected in field number 3(a) i.e. 'This form is for' and 'particulars related to present issue of series' is selected in field number 3 (b) i.e., "Rectification to be made in regard to".</li> </ul> </li> <li>ii. Amount entered in this field Should be a positive integer and shall be less than / equal to the amount entered in field number 10 (c) (i) i.e. "If yes, the total amount secured by the whole series (in INR)".</li> </ul>
11 (a)	SRN of MGT-14	<ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory in case "Yes" is selected in field number 11 i.e. "Whether</li> </ul>

Instruction Kit for webform CHG-9

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Field No	Field Name	Instructions
		resolution authorizing the issue of series has been filed in MGT-14”.
		ii. SRN entered in this field shall be a valid SRN of MGT-14 associated with the CIN entered in field number 1.
11 (b)	Date of resolution authorising the issue of the series (DD/MM/YYYY)	<p>i. This field shall be prefilled on the basis of date entered as date of resolution in MGT-14, SRN of which is provided in field number 11 (a) i.e., ‘SRN of MGT-14’.</p> <p>ii. Please note that date entered in this field cannot exceed the date of registration of series.</p> <p>iii. In case the date is prefilled in this field the user shall not be allowed to edit it.</p> <p>iv. Date entered in this field shall be less than the current date.</p>
12 (a)	Date of Creating Security Interest by actual/ constructive deposit of title deeds within bank/ housing finance company (DD/MM/YYYY)	The date entered in this field shall be less than / equal to the current date.
14	Number of title documents deposited by customer	Please note that only positive integer values up to 10 are allowed in this field. Basis the number entered, fields from ‘Document Type’ to ‘State/UT’ shall be regenerated.
	<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(s) of creation or modification of charge	This attachment is mandatory.
(b)	Copy of the resolution authorising the issue of the debenture series	This attachment shall be mandatory to attach in case 'Yes' is selected in field number 3 (a) i.e. ‘This form is for’ and 'Creation' is selected in field number 3 (b) i.e., “Rectification to be made in regard to” and 'No' is selected in field number 11 i.e., “Whether resolution authorizing the issue of series has been filed in MGT-14”.
(c)	Optional attachments, if any	<p>i. This field can be used to provide any other information.</p> <p>ii. Please note that the user has an option to upload up to five optional attachments.</p>
	<b>Declaration</b>	
	I am authorized by the Board of Directors of the Company vide resolution number.....	Enter the serial number of the resolution, authorizing the signatory to submit the application.
	dated.....to sign this form and declare that all the requirements of Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and	<p>i. In case CIN is provided in field number 1 i.e., “Corporate identity number (CIN) or foreign company registration number (FCRN)” then the date entered should be greater than or equal to the date of incorporation of the company.</p>

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Field No	Field Name	Instructions
	matters incidental thereto have been complied with.	<ul style="list-style-type: none"> <li>ii. In case FCRN is provided in field number 1 i.e., “Corporate identity number (CIN) or foreign company registration number (FCRN)” then date entered should be greater than or equal to the date of establishment of place of business in India as per the master associated with the FCRN.</li> <li>iii. Date entered cannot succeed the system date.</li> </ul>
	I further declare that:	<p>This check box shall be displayed and mandatory in following cases:</p> <ul style="list-style-type: none"> <li>(a) In case there is delay in filing the webform beyond 30 days and webform is filed by the company.</li> <li>(b) If 'Trustee' is selected in field number 4 i.e., “Whether the applicant is” and the above declaration is selected.</li> </ul>
	<b>To be digitally signed by</b>	
	Director or manager or secretary or CEO or CFO or IRP/RP/Liquidator (In case of an Indian company) or an authorised representative (In case of a foreign company)	<ul style="list-style-type: none"> <li>i. This shall be mandatory in case the applicant is ‘Company’.</li> <li>ii. Director/manager/Company secretary/CEO/CFO can be selected only in case of Indian company (if CIN is provided in field number 1).</li> <li>iii. Authorised representative can be selected only in case of foreign company (if FCRN is provided in field number 1).</li> <li>iv. In case IRP/ RP/ Liquidator" is selected as Signatory, the status of the company should be "Under CIRP" OR "Under Liquidation".</li> <li>v. Dropdown 'IRP/ RP/ Liquidator' shall be enabled only if 'Rectification' / 'Modification' is selected in field number 3 (a) i.e., “This form is for”</li> </ul>
	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. In case Director is selected in field “Designation” then DIN shall be enquired.</li> <li>ii. In case 'Manager', 'CFO', 'CEO' or 'IRP/RP/Liquidator' is selected in field “Designation” then DIN or PAN shall be enquired.</li> <li>iii. In case “Secretary” is selected in field “Designation” membership number shall be enquired.</li> </ul>
	<b>To be digitally signed by</b>	
	PAN of the charge holder	<ul style="list-style-type: none"> <li>i. This field shall be enabled and mandatory if check box for 2nd declaration above “I/we am/are a multilateral/International financial institution who has/have been exempted from payment of income tax in India under the UN Privileges and Immunities Act.” is not selected.</li> <li>ii. Ensure the webform is digitally signed by the charge holder or trustee in case applicant is charge holder or trustee as the case may be.</li> </ul>

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Field No	Field Name	Instructions
		iii. Enter a valid income tax PAN of the trustee of debenture holder or charge holder.
	<b>To be digitally signed by</b> ARC or Assignee	This field shall be displayed and mandatory if 'Yes' is selected in field 6 (a) i.e. "Whether charge is modified in favour of asset reconstruction company (ARC) or assignee".
	PAN of the ARC or assignee	Enter a valid income tax PAN of ARC or assignee.
	<b>To be digitally signed by</b> DSC Designation PAN	<ul style="list-style-type: none"> <li>i. In case of rectification of charges, webform may be digitally signed by any person.</li> <li>ii. It is mandatory to enter designation if webform is signed by any other person.</li> <li>iii. Enter a valid income tax PAN of any other person.</li> </ul>
	<b>Certificate by practicing professional</b>	These fields pertaining to Certificate by practicing professional shall be optional in case CIN provided in field 1 is associated with OPC / Small company else shall be mandatory.
	To be digitally signed by Chartered accountant (in whole-time practice) or Cost accountant (in whole-time practice) or Company secretary (in whole-time practice)	The webform shall be certified by a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice) or company secretary (in whole-time practice) by digitally signing the webform.
	Whether an associate or fellow	Select the relevant category of the professional and whether he/she is an associate or fellow.
	Membership Number Certificate of Practice Number	<ul style="list-style-type: none"> <li>i. In case the professional is a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice), enter the membership number.</li> <li>ii. In case the professional is a company secretary (in whole-time practice), enter the certificate of practice number.</li> <li>iii. Please ensure that the membership/ certificate of practice number of the professional corresponds to the 'Associate' or 'Fellow' member category selected in the webform.</li> </ul>

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3.2 Other instructions to fill Form No. CHG-9

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-9.</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>

#### 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		Logic for Ad-valorem fees	
				Event Date	Time limit (days) for filing	Event Date	Time limit (days) for filing
1	Creation of new charge /Modification of charge	The Companies (Registration of offices and Fee) Rules, 2014 (Please refer table 1 and table 2 below)		Date of Creation/ Modification of Charge	30 Days (Refer table 2 below)	Date of Creation/ Modification of Charge	60 days (Refer table 2 below)
2	Rectification of existing charge	The Companies (Registration of offices and Fee) Rules, 2014 (Please refer Table 1 below)	NA	NA	NA	NA	NA

*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)

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

<b>Fees (In case of Indian company not having share capital)</b>	-	INR 200
<b>Fees (In case of Foreign company)</b>	-	INR 6000

Table 2 – Additional Fee

**Additional fee rules**

Period of delay	Small Companies and One Person Company	Other than Small Companies and One Person Company
Up to 30 days	Three times normal fee	Six times normal fee
More than 30 days and up to 90 days	In addition to a) and b), an ad valorem fee of 0.025 percent of the amount secured by the charge, subject to the maximum of INR One lakh.	In addition to a) and b), an ad valorem fee of 0.05 percent of the amount secured by the charge, subject to the maximum of INR Five lakhs.

Refer section 2(85) of Companies Act, 2013 for definition of Small Company.

#### 4.2 Processing Type

CHG-9 form shall be processed in Non-STP mode.

#### 4.3 Useful links

1. Link to access Form No. CHG-9: <https://www.mca.gov.in/content/mca/global/en/mca/e-filing/company-forms-download.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/paymentervices.html>



## 5 ANNEXURES

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### 5.1 Annexure A – PIN Code Master

Please refer the below link to view the Pin Codes:

<https://data.gov.in/catalog/all-india-pincode-directory/>

*File name in the link: All India Pin code Directory*

### 5.2 Annexure B – List of Charge holders

Please refer the embedded document to view the list of charge holders:



List of Charge  
Holders.XLS

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