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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 Form No. MGT-15 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

Pursuant to Section [121\(1\)](#) of Companies Act, 2013 read with Rule [31\(2\)](#) of the Companies (Management and Administration) Rules, 2014.

1.1 Purpose of the webform

A listed public company is required to prepare a report on each annual general meeting including the confirmation to the effect that the meeting was convened, held and conducted as per the provisions of the Act and the rules made thereunder. The copy of said report is required to be filed with the Registrar of Companies (ROC) within thirty days of the conclusion of the annual general meeting in Form No. MGT-15.

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 date of AGM entered in this webform shall be same date as specified in other annual filing webform(s) AOC-4/ AOC-4-XBRL/ AOC-4 NBFC (IND AS)/ MGT-7, as the case maybe, if already approved for the same financial year end date.
- ✓ 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.
- ✓ Please ensure that no other webform MGT-15 has been filed with the same date of AGM and Financial Year as entered in the current form which is not marked as 'Defective'.
- ✓ Please note that in case the status of the company is "Under CIRP" or "Under Liquidation", only Interim Resolution Professional (IRP)/Resolution Professional (RP)/Liquidator can sign the form by affixing his/her 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 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 FORM NO. MGT-15 APPLICATION

2.1 Application Process for Form No. MGT-15

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 “Annual Filings”

STEP 5: Access “Form No. MGT-15 (Form for filing Report on Annual General Meeting)”

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 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

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 Form No. MGT-15 through search bar 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

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

STEP 7: Fill up the application

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 “Form for filing Report on Annual General Meeting” 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 filling 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.

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

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 ‘Form No. MGT-15’ at Field Level

Instructions to fill ‘Form No. MGT-15’ 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)	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. iv. Please note that Cin entered in this field shall be a valid and active CIN.
2 (a)	Name of the company	These fields shall be pre-filled and non-editable based on the CIN entered in field number 1 i.e. “Corporate Identity Number (CIN)”.
2 (b)	Registered office address	
2 (c)	E-mail id	
	AGM Details:	
3	Details of the meeting	
3 (i)	Financial Year to which the AGM relates: Start date of the financial year	i. Please ensure that the date entered in this field shall be equal to or greater than the date of incorporation. ii. Please ensure that the date entered in this field shall be equal to or less than the system date.
	End date of the financial year	i. Please ensure that the date entered in this form shall be less than or equal to the system date. ii. Please ensure that the date entered in this form shall be greater than the date entered in field “Start date of the financial year”. iii. Please ensure that the difference between the above date in data field 'Financial year for which the annual return is being filed (From date)' and this date should not be greater than 15 months and 1 day.

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Field No.	Field Name	Instructions
	Date of Annual General Meeting	i. Please ensure that the date entered in this field shall be greater than the 'End date of the Financial Year' date. ii. Please ensure that the date entered in this field shall be equal to or less than the system date.
3 (v)	Venue of the Annual General Meeting	iii. Enter the details of the address at which the Annual General Meeting was convened. iv. In the fields "Address Line 1" and "Address Line 2", user cannot enter special characters like ~, ^ and Non-ASCII values.
	Attachments	All the attachments shall be either in pdf or.jpg 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 of 2MB each (maximum upto 10 MB).
	Declaration	
	To be digitally signed by the Chairman	i. This is an optional field. ii. Affix DSC of the Chairman.
	To be digitally signed by Designation	i. This field shall be displayed and mandatory only if DSC of chairman is not affixed above. ii. Select the relevant option from the dropdown list - Director/ Managing Director/ Liquidator/ Interim Resolution Professional (IRP)/ Resolution Professional (RP). iii. In case no managing director is active in the company, only then director can be selected. iv. In case the status of the company is "Under CIRP" or "Under Liquidation", only Interim Resolution Professional (IRP)/ Resolution Professional (RP)/ Liquidator can be selected. In other cases (IRP)/Resolution Professional (RP)/Liquidator cannot be selected.
	DIN of the Director/Managing Director; or PAN of the Interim Resolution Professional (IRP) or Resolution Professional (RP) or Liquidator	i. This field shall be displayed and mandatory only if DSC of chairman is not affixed above. ii. In case the person digitally signing the webform is a Director/ Managing Director - Enter the approved DIN. iii. In case the person digitally signing the webform is IRP/ RP/ Liquidator- Enter valid PAN.

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3.2 Other instructions to fill 'Form No. MGT-15'

Buttons	Particulars
Choose File	i. Click the “Choose File” button to browse and select a document that is required to be attached as a supporting to ‘Form No. MGT-15’. ii. This is an optional field. iii. All the attachments should be uploaded in pdf or .jpg format. 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.
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	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 ‘CIN’. 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.
Submit	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.

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	Form for filing Report on Annual General Meeting	The Companies (Registration offices and Fees) Rules, 2014 (Refer Table 1 below)	Refer Table 2 below	Date of Annual General Meeting	Within 30 days of the AGM

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

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

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4.2 Processing Type

MGT-15 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 MGT-15: <https://www.mca.gov.in/content/mca/global/en/mca/e-filing/annual-filings/form-mgt15.html>
2. FAQs related to e-filing: <https://www.mca.gov.in/content/mca/global/en/help-faq/faqs/e-filing2/steps-for-e-filing.html>
3. Payment and Fee related Services: <https://www.mca.gov.in/content/mca/global/en/help-faq/faqs/payment2/payment.html>