

Instruction Kit for Form No. RD-1  
(RD approval form for Conversion / Direction for change in  
name of existing company / Other matters)

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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 Form No. RD-1 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 [2\(41\)](#), [18](#) and [16](#) of Companies Act, 2013 read with Rule [33A](#), [40](#) and [41](#) of the Companies (Incorporation) Rules, 2014.

### 1.1 Purpose of the webform

A company is required to file application to the concerned Regional Director (RD) for seeking approval order in case of Rectification of Name, change in financial year, Conversion of Public company into a private company and other purposes under the Companies Act, 2013.

### 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 business user is associated with the company or authorised by the company to e-file on its behalf (applicable to other business user).
- ✓ Please ensure that the signatories have an approved DIN or valid PAN or valid Membership number.
- ✓ Please ensure that DIN of the director signing the webform is not flagged for 'disqualification'.
- ✓ Please ensure that the no other RD-1 shall be pending for processing at BO for the same purpose selected in field number 3 i.e. "Please indicate the purpose of the application" of the RD-1 form. This rule shall not be applicable in case 'Others' is selected in field number 3 i.e. "Please indicate the purpose of the application" of the RD-1 webform.
- ✓ Please ensure that no other webform RD-1 shall be pending or approved against the SRN of form MGT-14.
- ✓ 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 SRN of webform MGT-14 provided in the webform for the purpose 'Conversion of Public company into a private company' is valid, approved and also associated with CIN.
- ✓ Please note that in case of resubmission, application of RD-1 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.
- ✓ 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 FORM NO. RD-1 APPLICATION

### 2.1 Application Process for Form No. RD-1

#### 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”

**STEP 5:** Access “Form No. RD-1 (RD approval form for Conversion / Direction for change in name of existing company / Other matters)”

**STEP 6:** Enter Company Information<sup>2</sup>

**STEP 7:** Search CIN using the search option (optional)<sup>3</sup>

**STEP 8:** Select CIN from the dropdown option (optional)<sup>4</sup>

**STEP 9:** Fill up the application

**STEP 10:** Save the webform as a draft (optional)<sup>5</sup>

**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

**STEP 17:** Once the webform is processed an intimation mail along with the Approval/Rejection order is sent to the registered Email ID of the user

##### 2.1.1.2 Option 2

**STEP 1:** Access MCA homepage

**STEP 2:** Access RD-1 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>

<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 form for Conversion / Direction for change in name of existing company / Other matters” 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's 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 webform + 2 days, whichever is earlier, the SRN will be cancelled.)
- STEP 14:** Acknowledgement email is generated
- STEP 15:** Once the webform is processed an intimation mail along with the Approval/Rejection order 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 RD-1 application with status as 'Resubmission required'
- STEP 5:** Fill up the application
- STEP 6:** Save the webform as a draft (optional)<sup>3</sup>
- STEP 7:** Submit the webform
- STEP 8:** SRN is updated
- STEP 9:** Affixing of 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 email is generated
- STEP 13:** Once the webform is processed an intimation mail along with the Approval/Rejection order is sent to the registered Email ID of the user

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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 webform 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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**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:** Affixing of DSC

**STEP 8:** Upload the DSC affixed pdf document on MCA portal<sup>7</sup>

**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 email is generated

**STEP 11:** Once the webform is processed an intimation mail along with the Approval/Rejection order 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 ‘Form No. RD-1’ at Field Level

*Instructions to fill ‘Form No. RD-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         | Corporate Identity Number (CIN)                                                      | <ul style="list-style-type: none"> <li>i. In case of company users, CIN of company shall be pre-filled based on the user id.</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> </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)” and shall be non-editable.                                                                                                                                                                                                                                                                                                                                        |
| 2 (b)     | Email ID of the company                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2 (c)     | Address of the registered office of the company                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 3         | Please indicate the purpose of the application                                       | <ul style="list-style-type: none"> <li>i. Select the purpose of filing the webform from the radio buttons.</li> <li>ii. Please ensure that class of company associated with the CIN must be 'Public' in case the purpose of the webform is selected as ‘Conversion of Public company into a Private company’.</li> </ul>                                                                                                                                                                          |
| 4 (a)     | Specify the details of purpose (In case ‘Others’ is selected above)                  | This field shall be displayed and mandatory only if 'Others' is selected in field number 3 i.e. “Please indicate the purpose of the application”.                                                                                                                                                                                                                                                                                                                                                 |
| 4 (b)     | Section of The Companies Act, 2013 under which application is made                   | <ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory only if 'Others' is selected in field number 3 i.e. “Please indicate the purpose of the application”.</li> <li>ii. Select the relevant section from the dropdown list.</li> </ul>                                                                                                                                                                                                                           |
| 5 (a)     | CIN of company against which the application for rectification of name is being made | <ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory only if ‘Rectification of name’ is selected in field number 3 i.e. “Please indicate the purpose of the application”.</li> <li>ii. Please ensure that CIN entered shall be a valid CIN and is different from the CIN entered in field number 1 i.e. “Corporate Identity Number (CIN)”.</li> <li>iii. Please ensure that CIN entered in this field should be either ‘Active’ or ‘Dormant u/s 455’.</li> </ul> |

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| Field No. | Field Name                                                                     | Instructions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 (b)     | Name of the company against which the application is made                      | <ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory only if 'Rectification of name' is selected in field number 3 i.e. "Please indicate the purpose of the application".</li> <li>ii. Name of the company shall be <b>pre-filled</b> based on the CIN entered in field number 5 (a) i.e. "CIN of company against which the application for rectification of name is being made".</li> </ul>                                                                                                                                                                                                                                       |
| 6 (a)     | Please mention the new financial year beginning and end date<br>Beginning Date | <ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory only if 'Change in financial year' is selected in field number 3 i.e. "Please indicate the purpose of the application".</li> <li>ii. Please ensure that the beginning date of the proposed financial year shall not be same as the beginning date associated with CIN currently.</li> </ul>                                                                                                                                                                                                                                                                                   |
| 6 (b)     | End Date                                                                       | <ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory only if 'Change in financial year' is selected in field number 3 i.e. "Please indicate the purpose of the application".</li> <li>ii. Please ensure that the end date of the proposed financial year shall not be same as the end date associated with CIN currently.</li> </ul>                                                                                                                                                                                                                                                                                               |
| 7         | Details as to whether a company registered under Section 8 of the Act          | <ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory only if 'Conversion of Public company into a Private company' is selected in field number 3 i.e. "Please indicate the purpose of the application".</li> <li>ii. This field shall be pre-filled as 'Yes' and shall be non-editable in case CIN mentioned is of a Section 8 Company in field number 1 i.e. "Corporate Identity Number (CIN)".</li> <li>iii. This field shall be pre-filled as 'No' and shall be non-editable in case CIN mentioned is of a company which is other than a Section 8 Company in field number 1 i.e. "Corporate Identity Number (CIN)".</li> </ul> |
| 9 (a)     | Service request number of Form MGT-14                                          | <ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory only if 'Conversion of Public company into a Private company' is selected in field number 3 i.e. "Please indicate the purpose of the application".</li> <li>ii. SRN of form MGT-14 entered in this field shall be valid SRN of MGT-14 associated with the CIN entered in field number 1 i.e. "Corporate Identity Number (CIN)".</li> </ul>                                                                                                                                                                                                                                    |
| 12        | Particulars of Creditors and Debenture Holders                                 | <ul style="list-style-type: none"> <li>i. This label shall be displayed and mandatory only if 'Conversion of Public company into a Private company' is selected in field number 3 i.e. "Please indicate the purpose of the application".</li> <li>ii. The information shall be provided in tabular format.</li> </ul>                                                                                                                                                                                                                                                                                                                                               |

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| Field No. | Field Name                                                                                                                                                                                                                       | Instructions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>iii. User will have an option to add more rows in the table by clicking on action button 'Add row'.</li> <li>iv. User will have an option to delete selected rows from the table by clicking on action button 'Delete row'.</li> <li>v. User will have an option to download the excel template by clicking on action button 'Download template'.</li> <li>vi. User will have an option to import data from excel template by clicking on action button 'Import'. The users may either import the data from the excel or enter the data directly. File imported shall be in .XLS format.</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)       | Copy of board resolution                                                                                                                                                                                                         | This attachment shall be mandatory to attach in case 'Change in financial year' is selected in field number 3 i.e. "Please indicate the purpose of the application".                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| (b)       | Copy of special resolution                                                                                                                                                                                                       | This attachment shall be mandatory to attach in case 'Conversion of Public company into a Private company' is selected in field number 3 i.e. "Please indicate the purpose of the application".                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| (c)       | Copy of advertisement                                                                                                                                                                                                            | This attachment shall be mandatory to attach in case 'Conversion of Public company into a Private company' is selected in field number 3 i.e. "Please indicate the purpose of the application".                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| (d)       | Optional attachment(s) - 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</b>                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|           | I am authorised by the Board of Directors of the company vide resolution number.....                                                                                                                                             | Enter the serial number of the resolution, authorising the director to sign and submit the application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|           | dated .....to sign this form and declare that all the requirements of the Companies Act 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been complied with. | <ul style="list-style-type: none"> <li>i. Date entered in this field shall be equal to or greater than the date of incorporation of company; and Date entered in this field shall be less than or equal to system date.</li> <li>ii. The date of authorisation of filing shall not be preceded beyond 30 days before the date of filing of this application.</li> </ul>                                                                                                                                                                                                                                                                    |
|           | To be digitally signed by Designation                                                                                                                                                                                            | Select the relevant option from the dropdown list - Director/ Manager/ Company Secretary/ CEO/ CFO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| Field No. | Field Name                                                                                                                                      | Instructions                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | Director identification number of the director; or<br>DIN or PAN of the manager or CEO or CFO; or<br>Membership number of the Company Secretary | <ul style="list-style-type: none"> <li>i. In case the person digitally signing the webform is a Director - Enter the approved DIN.</li> <li>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.</li> <li>iii. In case the person digitally signing the webform is Company Secretary – Enter membership number.</li> </ul> |

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**3.2 Other instructions to fill ‘Form No. RD-1’**

| Buttons     | Particulars                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Choose File | <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. RD-1’.</li> <li>ii. This is an optional field.</li> <li>iii. All the attachments should be uploaded in <b>pdf or .jpg format</b>. The total size of the document being submitted can be <b>up to 10 MB</b>.</li> <li>iv. The user has an option to attach multiple files as attachments within the webform.</li> </ul>                                                                                                                  |
| 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"> <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 ‘<b>CIN</b>’.</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> |
| Submit      | <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. Incase 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 |                              |
|----|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------|---------------------------|------------------------------|
|    |                                                                                                    |                                                                                 |                        | Event Date                | Time limit (days) for filing |
| 1  | RD approval form for Conversion / Direction for change in name of existing company / Other matters | The Companies (Registration offices and Fees) Rules, 2014 (Refer Table 1 below) | 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 Companies (Registration offices and Fees) Rules, 2014

Table 1

Fees to be charged in case company is having share capital

| S# | Nominal Share Capital (INR)                  | Other than OPC & Small company (INR) | OPC & Small company (INR) |
|----|----------------------------------------------|--------------------------------------|---------------------------|
| 1  | Up to 25,00,000                              | 2000                                 | 1000                      |
| 2  | Above 25,00,000 but up to 50,00,000          | 5000                                 | 2500                      |
| 3  | Above 50,00,000 but up to 5,00,00,000        | 10000                                | 10000                     |
| 4  | Above 5,00,00,000 but up to 10 crore or more | 15000                                | 15000                     |
| 5  | Above 10 crore                               | 20000                                | 20000                     |

Fixed fee of Rupees (INR) 2000 to be charged in case of ‘company limited by guarantee but not having a share capital’ and by a ‘company having a valid license issued under section 8 of the Act (Section 8 Company)’.

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

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#### 4.2 Processing Type

RD-1 webform shall be processed in Non-STP mode.

#### 4.3 Useful links

1. Link to access RD-1: <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/paymentservices.html>