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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. INC-4 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 [3\(1\)](#) of Companies Act, 2013 read with Rule [4\(4\)](#), [4\(5\)](#) and [4\(6\)](#) of the Companies (Incorporation) Rules, 2014.

1.1 Purpose of the webform

A company is required to file intimation to Registrar of Companies (RoC), if there is any change in the nominee of the One Person Company by personal withdrawal of consent by the nominee himself, or change in the nominee by the member, or in case of cessation of member due to various reasons by filing INC-4 webform.

1.2 Important Check Points while filling up the webform

- ✓ Please read instructions and guidelines carefully before filling online application forms.
- ✓ Please attach the required mandatory supporting documents in the specified format only.
- ✓ Please ensure that applicant of the webform is registered at MCA portal before filing the webform.
- ✓ Please note that the One Person Company for which the webform is being filed shall be registered with MCA and shall have a valid CIN.
- ✓ Please ensure that the signatories have an approved DIN or valid PAN or valid Membership number.
- ✓ Please ensure that DIN of the director is not flagged for 'disqualification'.
- ✓ Please ensure that the business user is associated with the company or authorized by the company to e-file on its behalf (applicable to other Business user).
- ✓ Please ensure that the DSC attached in the webform is registered on MCA portal against the DIN/PAN/Membership number as provided in the webform.
- ✓ Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC.
- ✓ Please ensure that no other webform INC-4 or INC-6 shall be pending for approval.
- ✓ Please ensure that person being appointed as new member shall not be a member in any other One Person Company.
- ✓ Please ensure that person being appointed as new nominee shall not be a nominee in any other One Person Company. However, the same shall be allowed if 'Death or incapacity to contract' is selected as reason.
- ✓ Please ensure that the form shall not be signed by a signatory of the company in respect of whom any webform DIR-12/32 filed for cessation is pending for approval.
- ✓ Please ensure that the date entered in this webform shall not be less than the last date of appointment of the member and nominee.
- ✓ 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.
- ✓ Please note that the button  shall be enabled on integration of MCA with the Digilocker

2 PART II – ACCESSING FORM NO. INC-4 APPLICATION

2.1 Application Process for Form No. INC-4

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 “E-Filing”

STEP 4: Select “Company Forms Download”

STEP 5: Access “Form No. INC-4 (One Person Company- Change in Member/Nominee)”

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. INC-4 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

STEP 8: Save the webform as a draft (optional)⁵

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 “One Person Company- Change in Member/Nominee” in case the user is not already logged in.

² In case the user filling the webform is a Company user then, CIN and Company name will be auto- populated based on the user id from which the user logs in.

³ In case the user filling the webform is a Professional user, a search option will be provided on the page allowing the user to search for CIN basis name of Company.

⁴ In case the user filing the webform is any other business user, a dropdown option containing a list of all the CIN's and corresponding Company name for Companies where the user is associated shall be displayed.

⁵ The option to save the webform as a draft shall be enabled once the user enters the “CIN”.

⁶ In case Option 2 is selected, the user will have an option to either login immediately after accessing the MCA homepage or login after performing the website search.

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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

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3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

3.1 Specific Instructions to fill 'Form No. INC-4' at Field Level

Instructions to fill 'Form No. INC-4' 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	This form is for	Select the purpose of filing of this form from the radio buttons.
2	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.
3 (a)	Name of the one- person Company	These fields shall be pre-filled based on the CIN entered in field number 1 i.e. "Corporate Identity Number (CIN)".
3 (b)	Registered office address	
3 (c)	Email -ID of the company	
4	Notice is hereby given that	i. This field shall be displayed and mandatory only if 'Notice of withdrawal of consent by the nominee of OPC' is selected in field number 1 i.e. "This form is for". ii. This field shall be prefilled based on name of old nominee available in the database associated with the CIN number provided in field number 2 i.e. "Corporate Identity Number (CIN)" and shall be non-editable.
4	was nominated as the nominee of	i. This field shall be displayed and mandatory only if 'Notice of withdrawal of consent by the nominee of OPC' is selected in field number 1 i.e. "This form is for". ii. This field shall be prefilled based on name of member of OPC available in the company master associated with the CIN number provided in field number 2 i.e. "Corporate identity number (CIN)" and shall be non-editable.
4	has withdrawn his/her consent vide his/her notice dated, a copy of which is attached herewith.	i. This field shall be displayed and mandatory only if 'Notice of withdrawal of consent by the nominee of OPC' is selected in field number 1 i.e. "This form is for".

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Field No.	Field Name	Instructions
		ii. Please ensure that the date entered in this form shall be less than or equal to the system date. iii. Please ensure that the date entered in this form shall be greater than incorporation date of company.
5	Notice is hereby given that.....	i. This field shall be displayed and mandatory only if 'Intimation about change in the name of the nominee of OPC' is selected in field number 1 i.e. "This form is for". ii. This field shall be prefilled based on name of member available in the database associated with the CIN number provided in field number 2 i.e. "Corporate Identity Number (CIN)" and shall be non-editable.
5	member of	i. This field shall be displayed and mandatory only if 'Intimation about change in the name of the nominee of OPC' is selected in field number 1 i.e. "This form is for". ii. The name of the OPC shall be prefilled based on the CIN number provided in field number 2 i.e. "Corporate Identity Number (CIN)" and shall be non-editable.
5	vide intimation dated.....as his/her nominee	i. This field shall be displayed and mandatory only if 'Intimation about change in the name of the nominee of OPC' is selected in field number 1 i.e. "This form is for". ii. Please ensure that the date entered in this form shall be less than or equal to the system date. iii. Please ensure that the date entered in this form shall be greater than incorporation date of company.
5	in place of who shall become the member of the company in the event of his/her death or his/her incapacity to contract.	i. This field shall be displayed and mandatory only if 'Intimation about change in the name of the nominee of OPC' is selected in field number 1 i.e. "This form is for". ii. This field shall be prefilled based on name of old nominee available in the database associated with the CIN number provided in field number 2 i.e. "Corporate Identity Number (CIN)" and shall be non-editable.
6 (a)	Intimation is hereby given that.....	i. This field shall be displayed and mandatory only if 'Intimation of Cessation' is selected in field number 1 i.e. "This form is for". ii. This field shall be prefilled based on name of member of OPC available in the company master associated with the CIN number provided in field number 2 i.e. "Corporate identity number (CIN)" and shall be non-editable.
6 (a)	has ceased to be member of	i. This field shall be displayed and mandatory only if 'Intimation of Cessation' is selected in field number 1 i.e. "This form is for". ii. The name of the OPC shall be prefilled based on the CIN number provided in field number 2 i.e. "Corporate Identity Number (CIN)" and shall be non-editable.

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Field No.	Field Name	Instructions
6 (a)	w.e.f.	i. This field shall be displayed and mandatory only if 'Intimation of Cessation' is selected in field number 1 i.e. "This form is for". ii. Please ensure that the date entered in this form shall be less than or equal to the system date. iii. Please ensure that the date entered in this form shall be greater than incorporation date of company.
6 (a)	due to	i. This field shall be displayed and mandatory only if 'Intimation of Cessation' is selected in field number 1 i.e. "This form is for". ii. Select the reason for cessation from the dropdown.
6 (a)	 has become the sole member of the above-mentioned company	i. This field shall be displayed and mandatory only if 'Intimation of Cessation' is selected in field number 1 i.e. "This form is for". ii. In case option 'Death of the member'/'Incapacity of member to contract' is selected in field number 6 i.e. "due to....." then option 'his/her nominee' from dropdown shall be auto-selected. iii. In case option 'change in ownership' is selected in field number 6 i.e. "due to....." then option 'the transferee' from dropdown shall be auto selected.
6 (b)	Whether the nominee is same (in case of change in ownership)	i. This field shall be displayed and mandatory only if 'Intimation of Cessation' is selected in field number 1 i.e. "This form is for" and 'Change in ownership' is selected in field number 6 (a) "due to". ii. Select 'Yes' or 'No' from the radio buttons. iii. In case 'Yes' is selected in this field, field section 9 i.e. 'Particulars of Member' shall be displayed and mandatory. iv. In case 'No' is selected in this field, field section 8 i.e. 'Particulars of Nominee' and field section 9 i.e. 'Particular of the Member' shall be displayed and mandatory.
7	Further notice is given that.....	i. This field shall be displayed and mandatory only if either 'Notice of withdrawal of consent by the nominee of OPC' or 'Intimation of Cessation' is selected in field number 1 i.e. "This form is for". ii. In case 'Notice of withdrawal of consent by the nominee of OPC' is selected in field number 1 i.e. "This form is for", the name of member shall be prefilled based on the CIN provided in field number 2 "Corporate Identity Number (CIN)". iii. In case 'Intimation of Cessation' is selected in field number 1 i.e. "This form is for" and 'Change in ownership' is selected in field number 6 (a) i.e. "due to

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Field No.	Field Name	Instructions
		”, the name of new member provided in field section 6 shall be prefilled. iv. In case ‘Intimation of Cessation’ is selected in field number 1 i.e. “This form is for” and ‘Death of the member’ or ‘incapacity of member to contract’ is selected in field number 6 (a) “due to”, the name of existing nominee associated with the CIN number provided in field number 2 i.e. “Corporate Identity Number (CIN)” shall be pre-filled.
7	 of	i. This field shall be displayed and mandatory only if either ‘Notice of withdrawal of consent by the nominee of OPC’ or ‘Intimation of Cessation’ is selected in field number 1 i.e. “This form is for”. ii. In case ‘Notice of withdrawal of consent by the nominee of OPC’ is selected in field number 1 i.e. “This form is for”, ‘Member’ shall be auto- selected and shall be non-editable. iii. In case ‘Intimation of Cessation’ is selected in field number 1 i.e. “This form is for”, ‘New member’ shall be auto-selected and shall be non-editable.
8	Particulars of the nominee	i. This field shall be displayed and mandatory in all the cases except in case ‘Yes’ is selected in field number 6 (b) i.e. “Whether the nominee is same (in case of change in ownership)”. ii. Enter the details of new nominee. iii. Option to fetch the details from digilocker is also provided to the user wherein he/she can easily fetch the important information in case information is not readily available. On selecting this option, the basic details of nominee will get pre-filled.
8	Income Tax PAN	i. This field shall be displayed and mandatory in all the cases except in case ‘Yes’ is selected in field number 6 (b) i.e. “Whether the nominee is same (in case of change in ownership)”. ii. This field shall not be enabled in case DIN is provided by the user. In case DIN is not provided by the user, this field shall be mandatory. iii. Option to fetch the details from digilocker is also provided to the user. In case digilocker option is selected, information shall be fetched from the digilocker. Else, it shall be manually entered. iv. Please ensure that the PAN entered in this field should not match with PAN associated with any DIN in the existing MCA database. v. Please ensure that the PAN entered in this field should be unique and does not match with the PAN of new member as

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Field No.	Field Name	Instructions
		provided in field number 9 i.e. “Particulars of the new member”.
	Verify income-tax PAN	- Please note that it shall be mandatory to click 'Verify income-tax PAN' button in case where Income Tax PAN is entered. - Please note that upon clicking 'Verify income-tax PAN' action button, users name, father's name and date of birth shall be verified from the PAN database
8	Declaration by Nominee To be digitally signed by Nominee	- This declaration shall be displayed and mandatory in all the cases except in case ‘Yes’ is selected in field number 6 (b) i.e. “Whether the nominee is same (in case of change in ownership)”. - The new nominee is required to affix DSC in this field once the form gets converted to pdf. - This shall not be applicable in case of foreign company.
9	Particulars of the new member	- This field shall be displayed and mandatory only if ‘Intimation of Cessation’ is selected in field number 1 i.e. “This form is for” and ‘Change in ownership’ is selected in field number 6 (a) i.e. “due to”. - Enter the details of new member. - Option to fetch the details from digilocker is also provided to the user wherein he/she can easily fetch the important information in case information is not readily available. On selecting this option, the basic details of member will get pre-filled. - Please note that Nationality of new member can be India only.
9	Income Tax PAN	- This field shall be displayed and mandatory only if ‘Intimation of Cessation’ is selected in field number 1 i.e. “This form is for” and ‘Change in ownership’ is selected in field number 6 (a) i.e. “due to”. - This field shall not be enabled in case DIN is provided by the user. In case DIN is not provided by the user, this field shall be mandatory. - Option to fetch the details from digilocker is also provided to the user. In case digilocker option is selected, information shall be fetched from the digilocker. Else, it shall be manually entered. - Please ensure that the PAN entered in this field should not match with PAN associated with any DIN in the existing MCA database. - Please ensure that the PAN entered in this field should be unique and does not match with the PAN of new nominee as provided in field number 8 i.e. “Particulars of the nominee”.

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Field No.	Field Name	Instructions
		vi. Please note that PAN entered in this field shall be same PAN of the old/existing nominee available in the MCA database, in case either 'Death of the member' or 'Incapacity of member to contract' is selected in field number 6 (a) i.e. "due to".
	Verify income-tax PAN	i. Please note that it shall be mandatory to click 'Verify income-tax PAN' button in case where Income Tax PAN is entered. ii. Please note that upon clicking 'Verify income-tax PAN' action button, users name, father's name and date of birth shall be verified from the PAN database
	Attachments	All the attachments shall be either in pdf or.jpg format. The size of each individual attachment can be up to 2MB.
(a)	Notice of withdrawal of consent filed by the nominee	This attachment shall be displayed and mandatory only if 'Notice of withdrawal of consent by the nominee of OPC' is selected in field number 1 i.e. "This form is for".
(b)	Copy of intimation given by member for change in nominee	This attachment shall be displayed and mandatory only if 'Intimation about change in the name of the nominee of OPC' is selected in field number 1 i.e. "This form is for".
(c)	Proof of Cessation of member	This attachment shall be displayed and mandatory only if 'Intimation of Cessation' is selected in field number 1 i.e. "This form is for".
(d)	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.
	Declaration	
	To be digitally signed by member Income-tax PAN or Director identification number (DIN) of the member	i. This webform is required to be digitally signed by member. ii. Enter valid Income-tax PAN or Director identification number (DIN), as applicable.
	To be digitally signed by Designation	Select the relevant option from the dropdown list - Director/ Manager/ / Company Secretary/ CEO/ CFO.
	Director identification number of the director; or DIN or PAN of the manager or CEO or CFO; or Membership number of the Company Secretary	i. In case the person digitally signing the webform is a Director - Enter the approved DIN. ii. In case the person digitally signing the webform is Manager, Chief Executive Officer (CEO) or Chief Financial Officer (CFO) - Enter approved DIN or valid income-tax PAN. iii. In case the person digitally signing the webform is Company Secretary – Enter membership number.

Instruction Kit for Form No. INC-4 (One Person Company- Change in Member/Nominee)

3.2 Other instructions to fill 'Form No. INC-4'

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. INC-4’. 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. Incase 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	One Person Company- Change in Member/Nominee	The Companies (Registration offices and Fees) Rules, 2014 (Refer Table 1 below)	Refer Table 2 below	Notice of withdrawal of consent/change in nominee/cessation of member	30 days

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

4.1.1 Companies (Registration offices and Fees) Rules, 2014

Table 1

Normal filing fee

In case of company having share capital

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

In case of company not having share capital

Normal Fee applicable (INR)

200

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

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

4.2 Processing Type

INC-4 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 INC-4: <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>