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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 each webform.

This document is divided into following sections:



Part I – Law(s) governing the webform



Part II– Accessing Form 66 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 [383A](#) of the Companies Act, 1956 and Rule [3\(2\)](#) of the Companies (Compliance Certificate) Rules, 2001

1.1 Purpose of the webform

Form 66 aims to simplify the process for submitting compliance certificate by the company with the Registrar. The purpose is to file the compliance certificate within the prescribed time after the annual general meeting is held.

1.2 Important Check Points while filling up the webform

- ✓ Please read instructions and guidelines carefully before filling online application webforms.
- ✓ Please attach the required mandatory supporting documents in the specified format only.
- ✓ Please ensure that applicant is registered as a business user on the MCA portal.
- ✓ Please ensure that company is registered with MCA and has a valid CIN.
- ✓ Please note that the signing authority of the webform has a valid and non-expired/non-revoked DSC.
- ✓ Please ensure that the DSC of the signatory is registered on MCA portal against the DIN / Membership number as provided in the webform.
- ✓ Please ensure the signatories shall have an approved DIN or valid membership number as applicable.
- ✓ 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 ensure that DIN/PAN/Membership Number entered in the signatory field is associated with the CIN under the selected designation.
- ✓ Please ensure that the authorised capital should be greater than zero.
- ✓ Please note if any other annual filing webform (Form 20B / 21A / 23AC / 23AC-XBRL) has been validated but not filed, and user decides to proceed with filing of the webform, then the validation of other webforms shall be nullified and the system shall accept latest annual filing webform.
- ✓ Please note that the date of AGM, due date of AGM and extended due date of AGM (if any) are same as specified in other annual filing webforms 20B / 21A / 23AC or webform 23AC-XBRL. For this purpose, latest webform 20B / 21A / 23AC / 23AC-XBRL filed for the same financial year end date is considered which should not have been marked as defective.
- ✓ Please ensure that the dates entered in webform (except the date entered in field number 4(d)) i.e. “If yes, due date of AGM after grant of extension (DD/MM/YYYY)” should be less than or equal to the system date.

2 PART II – ACCESSING FORM 66 APPLICATION

2.1 Application Process for Form 66

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 “Companies Act 1956 Forms”

STEP 5: Access “Form-66-Submission of compliance certificate with the Registrar”

STEP 6: Enter CIN 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 is generated.

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access Form 66 through search bar on MCA homepage (website search)⁶

STEP 3: Login to MCA portal with valid credentials

STEP 4: Enter CIN 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 “Form for submission of compliance certificate with the Registrar” 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 CINs and corresponding company name for company's 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 is generated.

3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

3.1 Specific Instructions to fill 'Form 66' at Field Level

Instructions to fill 'Form 66' 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
	Authorised capital of the company (in Rs.)	i. Please note that Authorised capital of the company as on date shall be pre-filled.
1(a)	Corporate identity number (CIN) of company	ii. In case of company users, CIN of company shall be pre-filled based on the user id. iii. 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. iv. In case of other business users, a dropdown option is provided containing the list of CIN with which the user is associated. v. Please note that CIN entered in this field shall be a valid CIN.
2(a)	Name of the company	The value in these fields shall be prefilled based on the CIN as entered in field number 1(a) i.e. "Corporate identity number (CIN) of company" and shall be non-editable.
2(b)	Address of the registered office of the company	
2(c)	e-mail ID	
3(a)	Compliance details: Financial year to which the compliance certificate relates From (DD/MM/YYYY)	Value entered in this field should be less than 1st April 2014.
(b)	To (DD/MM/YYYY)	i. Value entered in this field should be greater than or equal to the date entered in field number 3(a) i.e. "Financial year to which the compliance certificate relates From (DD/MM/YYYY)". ii. The date entered by the user shall be of same financial year.
4(a)	If yes, date of AGM (DD/MM/YYYY)	i. This field shall be displayed and mandatory if user selects 'Yes' in field number 4 i.e. "Whether annual general meeting (AGM) held". ii. The user shall enter a date equal to or greater than the financial year end date.
4(b)	Due date of AGM (DD/MM/YYYY)	i. The user shall enter a date greater than or equal to the due date of AGM and financial year end date.

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Field No.	Field Name	Instructions
4(d)	If yes, due date of AGM after grant of extension (DD/MM/YYYY)	i. This field shall be displayed and mandatory if the user selects 'Yes' in field number 4(c) i.e. "Whether any extension for financial year or AGM granted". ii. The user shall enter a date greater than or equal to the due date of AGM and financial year end date.
	Attachments	The user is required to provide the attachments either in pdf or .jpg format. All the attachments shall be up to 2MB.
(1)	Compliance certificate pursuant to Rule 3 of the Companies (Compliance Certificate) Rules, 2001	The user shall upload this attachment on mandatory basis.
(2)	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 10MB).
	To be digitally signed by (Managing director or director or manager or secretary of the company)	The webform shall be certified by a Managing Director or Director or Manager or Secretary of the company.
	Designation	Select the required designation from the dropdown
	Director identification number of the director or membership number of the secretary	i. This field shall be displayed and mandatory if 'Managing director' or 'director' or 'secretary' is selected in field "Designation". ii. If 'Director' or 'Managing director' is selected, DIN shall be entered. iii. If 'company secretary' is selected, membership number shall be entered.

3.2 Other instructions to fill 'Form 66'

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 66. ii. All attachments should be uploaded in pdf or .jpg format. The total size of the document being submitted can be up to 10 MB. iii. 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	Compliance certificate	The Companies (Registration of Offices and Fees) Rules, 2014 (Refer Table 1 and Table 2 below)		AGM date or latest calculated due date of AGM whichever is earlier	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 The Companies (Registration offices and Fees) Rules, 2014

Table 1

Normal filing fee

In case of company having share capital

S#	Contribution Amount (INR)	Normal 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

Fee applicable (INR)

200

Table 2

Additional filing fees

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

4.2 Processing Type

Form 66 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 Form 66: <https://www.mca.gov.in/content/mca/global/en/mca/e-filing/companies-act-1956-forms/form-66.html>
2. FAQ's 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>