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Instruction Kit for Form No. CSR-1
(Registration of Entities for undertaking CSR activities)

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. CSR-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.

1 PART I – LAW(S) GOVERNING THE WEBFORM

Pursuant to Section [135](#) of Companies Act, 2013 read with Rule [4\(1\)](#) and [4\(2\)](#) of Companies (Corporate Social Responsibility Policy) Rules, 2014

1.1 Purpose of the webform

Corporate Social Responsibility (CSR) is a means by which company seeks to give back to the society and integrate social and environmental concerns in their business operations and interactions with their stakeholders. In accordance with the Companies (Corporate Social Responsibility Policy) Amendment Rules, 2020, company can undertake CSR activities either itself or through entities defined under Rule 4 sub rule (1).

These companies/entities are required to mandatorily register themselves with the central government for undertaking any CSR activity by filing the webform CSR-1 with the Registrar of Companies (ROC).

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 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 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 the entity filing the form should have valid PAN.
- ✓ Please ensure that CIN if entered, should belong to a Section 8/ Part I Section 8 company and should be valid and 'Active'.
- ✓ Please note that the Membership number and certificate of practice number of the professional certifying the form is a valid membership and certificate of practice number.
- ✓ Please ensure that the CSR registration number has not already been provided against the PAN of the entity entered in the form.
- ✓ Please ensure that the entity filing the form should have valid registration number.
- ✓ 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. CSR-1 APPLICATION

2.1 Application Process for Form No. CSR-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 credentials¹

STEP 3: Select “MCA services” and further select “Company e-Filing”

STEP 4: Select “Compliance Services”

STEP 5: Access “Form No. CSR-1 (Registration of Entities for undertaking CSR activities)”

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, and CSR Registration letter containing CSR Registration number will also be sent to the registered e-mail id of the user.

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access Form No. CSR-1 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 “Registration of Entities for undertaking CSR activities” 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, and CSR Registration letter containing CSR Registration number will also be sent to the registered e-mail id of the user.

3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

3.1 Specific Instructions to fill ‘Form No. CSR-1’ at Field Level

Instructions to fill ‘Form No. CSR-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
2 (a)	Whether the Entity is established by any company or group of companies	i. This field shall be displayed and mandatory only in case wherein either of the options ('a' or 'b' or 'c' or 'd' or 'e' or 'f') ‘Company established under Section 8, exempted under sub-clauses (iv), (v), (vi) or (via) of clause (23C) of Section 10 and approved under Section 80G of the Income Tax Act, 1961’ or ‘Company established under Section 8, registered under Section 12A and approved under Section 80G of the Income Tax Act, 1961’ or ‘Registered public trust, exempted under sub-clauses (iv), (v), (vi) or (via) of clause (23C) of Section 10 and approved under Section 80G of the Income Tax Act, 1961’ or ‘Registered public trust, registered under Section 12A and approved under Section 80G of the Income Tax Act, 1961’ or ‘Registered society, exempted under sub-clauses (iv), (v), (vi) or (via) of clause (23C) of Section 10 and approved under Section 80G of the Income Tax Act, 1961’ or ‘Registered society, registered under Section 12A and approved under Section 80G of the Income Tax Act, 1961’ is selected by user in field number 1 i.e. “Nature of the Entity”. ii. Kindly select ‘Yes’ or ‘No’ from the radio buttons.
2 (b)(i)	If yes, then provide the details of such company (s) CIN of company	i. This label along with subsequent fields shall be displayed and mandatory in case “Yes” is selected in field number 2 (a) i.e. “Whether the Entity is established by any company or group of companies”. i. Please ensure that CIN entered in this field shall be a valid and Active CIN.
	Name of Company	i. This field shall be displayed and mandatory in case ‘Yes’ selected in field number 2 (a) i.e. ‘Whether the Entity is established by any company or group of companies’. ii. This field shall be prefilled based on CIN entered in field “CIN of company”. iii. Kindly note that in case more than 1 company details are required to be entered, please click on ‘Add’ action button to add more rows.
2 (b) (ii)	If no, whether the entity has an established track record of three years in undertaking similar activities	i. This field shall be displayed and mandatory only in case wherein either of the options ('a' or 'b' or 'c' or 'd' or 'e' or 'f') ‘Company established under Section 8 of the Companies Act, 2013 with Section 12A and Section 80G registrations

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Field No.	Field Name	Instructions
		under the Income Tax Act, 1961' or 'Registered Public Trust with Section 12A and Section 80G registrations under the Income Tax Act, 1961' or 'Registered Society with Section 12A and Section 80G registrations under the Income Tax Act, 1961' is selected by user in field number 1 i.e. "Nature of the Entity". ii. In case either of the options as mentioned above is selected in field number 2 (a) i.e. "Whether the Entity is established by any company or group of companies", 'Yes' shall be selected in any of the fields 2 (a) i.e. "Whether the Entity is established by any company or group of companies" or 2(b)(ii) i.e. "If no, whether the entity has an established track record of three years in undertaking similar activities".
3(a)	Type of Existing entity	i. Please note that this field shall be pre-filled and non-editable. ii. In case of radio button (a) or b) selected in field 1- Section 8 Company / Part I Section 8 Company shall be pre-filled. iii. In case of radio button (c) or (d) selected in field 1- Trust shall be pre-filled. iv. In case of radio button (e) or (f) selected in field 1-Society shall be pre-filled. v. In case of radio button (g) or (h) selected in field 1-Others shall be pre-filled.
3 (b)	CIN/ Registration Number (In case of a Section 8 company/Part I Section 8, enter CIN. Else, enter registration number)	i. In case option selected in field number 1 i.e. "Nature of the Entity" is 'Company established under Section 8 of the Companies Act, 2013 with Section 12A and Section 80G registrations under the Income Tax Act, 1961', CIN shall be required to enter. ii. Please note that in case type of company is 'Section 8/ Part I Section 8 company' then the user shall enter valid and active CIN. iii. In case Type of Existing entity is other than 'Section 8/ Part I Section 8 company', the user shall enter valid registration number.
3 (c)	Name of the entity	These fields shall be prefilled based on CIN entered by user in field number 3 (b) i.e. "CIN/ Registration Number (In case of a Section 8 company/Part I Section 8, enter CIN. Else, enter registration number)" else in other cases, it shall be manually entered by user.
3 (d)	Date of incorporation of the entity (DD/MM/YYYY)	
3 (e)	Address of the entity	
3 (f)	E-mail ID of the entity	

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Field No.	Field Name	Instructions
	Send OTP	i. Kindly note that the user shall be able to generate OTP by clicking on “Send OTP” button. ii. Upon clicking “Send OTP“, an email shall be sent on entity's registered email ID for OTP verification. iii. Kindly note that this OTP shall be valid for a span of 2 hours.
	Verify OTP	i. Kindly note that the user shall be able to verify OTP received on the registered e-mail id entered in field 3(f). ii. Please enter a valid OTP only to verify it in this field.
3 (h)	PAN of the entity	i. This field shall be prefilled based on CIN entered by user in field number 3 (b) i.e. “CIN/ Registration Number (In case of a Section 8 company/Part I Section 8, enter CIN. Else, enter registration number)”, else this shall be manually entered by user. ii. Kindly enter valid PAN of the entity. iii. PAN entered shall be 10-digit alphanumeric number where first five characters are alphabet, the next four characters are numbers, and the last character is also a alphabet. iv. Please note that the PAN entered in this field shall not be already registered against any CSR Registration number.
4	Details of Directors/ Board of Trustees/ Chairman/ CEO/ Secretary/ Authorized Representatives of the entity: DIN/ PAN/ Membership Number	i. Enter the Name, Designation (Director, Trustee, Chairperson, CEO, Company Secretary, Authorized Representative), DIN/ PAN/ Membership Number and email ID of the Directors/ Board of Trustees/ Chairman/ CEO/Company Secretary/Authorized Representatives of the entity. ii. Please note that in case type of entity is ‘Section 8/ Part I Section 8 company’, enter valid and approved DIN or Membership number. iii. In case type of entity is other than ‘Section 8/ Part I Section 8 company’, enter valid PAN. iv. PAN entered shall be 10-digit alphanumeric number where first five characters are alphabet, the next four characters are numbers, and the last character is also an alphabet. v. Please note that maximum 10 rows shall be allowed to the user to enter the details.
	Attachments	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 Certificate of Registration	These attachments are mandatory for the user to attach.
(b)	Copy of PAN of entity	
	Declaration	

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Field No.	Field Name	Instructions
	To be digitally signed by Designation DIN of the director; or DIN or PAN of the Trustee or CEO or Chairperson or authorized representative of the Entity; or Membership number of the company secretary	i. Kindly ensure that the webform is digitally signed by Director/Trustee/CEO/Chairperson/Company Secretary or Authorized Representative. ii. In case the person digitally signing the form is a Director of section 8 / Part I Section 8 company – Please ensure to enter the approved DIN. iii. In case of other entities -Please ensure to enter the valid DIN or PAN. iv. In case the person digitally signing the form is Company Secretary – Please ensure to enter valid membership number. v. Please note that PAN entered shall be 10-digit alphanumeric number where first five characters are alphabet, the next four characters are numbers, and the last character is also a alphabet.
	Certificate by practicing professional To be digitally signed by:	i. The webform shall be certified by a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice) or company secretary (in whole-time practice) by digitally signing the webform. ii. Select the relevant category of the professional and whether he/ she is an associate or fellow.
	Chartered Accountant (in whole-time practice) or Cost Accountant (in whole-time practice) or Company Secretary (in whole-time practice)	
	Whether associate or fellow	
	Membership Number	In case the professional is a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice), enter the membership number.
	Certificate of practice number	In case the practicing professional is a company secretary (in whole-time practice), enter the certificate of practice number.

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3.2 Other instructions to fill 'Form No. CSR-1'

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. CSR-1’. 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	Registration of Entities for undertaking CSR activities	NA	NA	NA	NA

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

4.2 Processing Type

CSR-1 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 CSR-1: <https://www.mca.gov.in/content/mca/global/en/mca/e-filing/complianceServices/CSR-1.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>