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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:

Click on any section link to refer to the particular section.

1 PART I – LAW(S) GOVERNING THE WEBFORM

Pursuant to notification dated 24th January, 2024 in respect of Section 23(3) of Companies Act, 2013 and rule 4 of the Companies (Listing of Equity Shares in Permissible Jurisdictions) Rules, 2024.

1.1 Purpose of the webform

An unlisted public company, which is not ineligible under rule 5 and which has no partly paid-up shares may issue equity shares for the purposes of listing on a stock exchange in a permissible jurisdiction by filing form LEAP-1-Form for submission of Prospectus with the Registrar. The unlisted public company shall file the Prospectus in e-Form LEAP-1 (Listing of equity shares in permissible jurisdictions-1) within seven days after the same has been finalised and filed in the permitted exchange.

1.2 Important Check Points while filling up the webform

- ✓ *Please read instructions and guidelines carefully before filling online application form.*
- ✓ *Please attach the required mandatory supporting documents in the specified format only.*
- ✓ *Please ensure that applicant of the webform is registered at the 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 and active CIN.*
- ✓ *Please ensure that the DSC attached in the webform is registered on MCA portal against the DIN/ PAN/Membership number as provided in the form.*
- ✓ *Please ensure that DIN shall not be flagged for disqualification.*
- ✓ *Please note that the form shall not be signed by a Director/ Manager/ Company Secretary/ CEO/ CFO of the company in respect of whom Form DIR-12/ 32 is pending for payment/approval.*
- ✓ *Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC and an approved DIN or a valid PAN/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 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 THE WEBFORM LEAP-1

2.1 Application process for webform LEAP-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[1]

STEP 3: Select "MCA services" and further select "Company E-Filing"

STEP 4: Access "Compliance Services"

STEP 5: Access "Form No. LEAP-1 - Form for submission of Prospectus with the Registrar"

STEP 6: Enter CIN information[2]

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 (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation then the SRN will be cancelled)

STEP 15: Acknowledgement is generated

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access webform LEAP-1 through search bar on MCA homepage (website search)[6]

STEP 3: Login to MCA portal with valid credentials

STEP 4: Enter CIN information[2]

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]

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.)

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[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 No. LEAP-1 -Form for submission of Prospectus 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 the CIN basis the name of the company.

[4] In case the user filing the webform is any other business user, a dropdown option containing a list of all the CIN and corresponding company 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 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.

STEP 11: Affix the DSC

STEP 12: Upload the DSC affixed pdf document on MCA portal (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation then the SRN will be cancelled)

STEP 13: Acknowledgement is generated.

3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

3.1 Specific instructions to fill the webform LEAP-1 at Field Level

Instructions to fill webform LEAP-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 (a)	Corporate Identity Number (CIN) of the company	i. In case of Company users, CIN of the company shall be pre-filled based on the user id. ii. In case of professional users, a search option shall be provided to search the CIN basis the company name. Either full name of the company or partial name can be used to search the company. iii. In case of other business users, a dropdown option is provided containing the list of CIN with which the user is associated. iv. Please ensure that the CIN entered shall be in correct format and a valid and active CIN of Public Company.
2(a)	Name of the company	These fields shall be pre-filled based on the CIN entered by the user in field number 1(a) i.e., "Corporate Identity Number (CIN) of the Company" and shall be non-editable.
2(b)	Address of the Registered Office of the company	
2(c)	E-mail Id of the company	
3	Purpose of application	i. "Filing of prospectus" shall auto selected radio button.
3(a)	Date of approval of Securities regulator/ stock exchange (DD/MM/YYYY)	i. Please enter the date of approval of Securities regulator/ stock exchange. ii. Please ensure that the date entered shall be equal to or less than the system date. iii. Please ensure that the date entered shall be equal to or greater than the date of Incorporation of the Company.
3 (b)	Date of submission of prospectus with Securities regulator/ stock exchange (DD/MM/YYYY)	i. Please enter the date of submission of prospectus with Securities regulator/ stock exchange. ii. Please ensure that the date entered shall be equal to or less than the system date. iii. Please ensure that the date entered shall be equal to or greater than the date of Incorporation of the Company.
4	**Information with regard to pending inspection, investigation or inquiry:**	i. Please select any of the radio button as applicable to the company; • Yes • No
4(a)	Whether an inspection has been ordered against the company under the Companies Act, 2013	

Field No.	Field Name	Instructions
4(b)	Whether an investigation has been ordered against the company under the Companies Act, 2013	ii. Please select any of the radio button as applicable to the company; • Yes • No
4(c)	Whether an Inquiry has been ordered against the company under the Companies Act, 2013	iii. Please select any of the radio button as applicable to the company; • Yes • No
	Attachments	All the attachments shall be in PDF format only. The size of each attachment can be up to 2MB.
	Copy of the approval of securities regulator/stock exchange	i. This attachment shall be mandatory to attach.
	Copy of acknowledgement of filing of prospectus	i. This attachment shall be mandatory to attach.
	Copy of the prospectus	i. This attachment shall be mandatory to attach.
	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 subject to the maximum 10MB and each of 2MB only.
	To be digitally signed by Designation 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. Select one of the options from the drop-down list – Director / Manager / Company Secretary / CEO / CFO. ii. In case the person digitally signing the webform is a Director - Enter valid and approved DIN. iii. In case the person digitally signing the webform is a Manager, Chief Executive Officer (CEO) or Chief Financial Officer (CFO)– Enter valid and approved DIN or a valid Income-Tax PAN. iv. In case the person digitally signing the webform is a Company Secretary – Enter a valid membership number. v. Disqualified director shall not be able to sign the form.

3.2 Other instructions to fill webform LEAP-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 webform LEAP-1. ii. All the attachments should be uploaded in ***PDF 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.
Download	The user has an option to download the attached file(s) upon clicking on attachment(s).
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. This is an optional field and the "Save" option will be enabled only after entering the ***CIN***. iii. 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. iv. 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 all 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. No	Purpose of webform	Normal Fee	Additional Fee (Delay Fee)	Logic for Additional Fees	
				Event Date	Time limit (days) for filing
1.	Form for submission of Prospectus with the Registrar	As per The Companies (Registration of offices and Fees) Rules, 2014 specified below		Date of submission of Prospectus with Securities regulator/ stock exchange	Within 7 days [T+7 days]

Fee payable are 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	Rupees 200 per document
2	1,00,000 to 4,99,999	Rupees 300 per document
3	5,00,000 to 24,99,999	Rupees 400 per document
4	25,00,000 to 99,99,999	Rupees 500 per document
5	1,00,00,000 or more	Rupees 600 per document

In case of company not having share capital

Fee applicable
Rupees 200

Table 2

Additional fees

Period of delays	Fee applicable
Up to 30 days	2 times of normal fees
More than 30 days and up to 60 days	4 times of normal fees
More than 60 days and up to 90 days	6 times of normal fees
More than 90 days and up to 180 days	10 times of normal fees
More than 180 days	12 times of normal fees

4.2 Processing Type

Webform LEAP-1 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 webform LEAP-1: *https://www.mca.gov.in/content/mca/global/en/mca/e-filing/complianceServices/leap-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*