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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 the webform PAS-7](#)



[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 notification dated 27th October, 2023 in respect of Companies (Prospectus and Allotment of Securities) Rules, 2014 issued under Section 114 of the Companies Act, 1956 and Rule 9 under the Companies (Prospectus and Allotment of Securities) Rules, 2014.

1.1 Purpose of the webform

Every public company which issued share warrants prior to commencement of the Companies Act, 2013 (18 of 2013) and not converted into shares shall within a period of three months of the commencement of the Companies (Prospectus and Allotment of Securities) Second Amendment Rules, 2023 inform the Registrar about the details of such share warrants in Form PAS-7.

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 approved 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.
- ✓ Please note that only upto 10 approvals sought from the Central Government can be filed in one e-form.
- ✓ 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 PAS-7

2.1 Application process for webform PAS-7

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: Access “Compliance Services”

STEP 5: Access “Form No. PAS-7 - Details of pending share warrants”

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 (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 PAS-7 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

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.)

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 “Details of pending share warrants” 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.

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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 PAS-7 at Field Level

Instructions to fill webform PAS-7 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)	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 CIN. v. Company must be incorporated before 28.04.2014 and Class of Company' must be a public company and 'Category of Company' must be 'Company limited by shares'.
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)	Address of the Registered Office of the company	
2(c)	Email ID of the company	
3(i)	Details of pending share warrants issued prior to the commencement of the Companies Act, 2013: Number of approvals sought from the Central Government	i. Please enter the number of approvals sought from the Central Government. ii. Please ensure that the value entered in this field shall be greater than zero. iii. Please ensure that the value entered in this field shall be equal to or less than 10.
3(ii)	Date of approval of the Central Government:(DD/MM/YYYY)	i. Please enter the date of approval of the Central Government. 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 (iii)	Date of issue of share warrants: (DD/MM/YYYY)	i. Please ensure that the date entered in this field shall be equal to or less than the system date. ii. Please ensure that the date entered shall be equal to or greater than the date mentioned in field 3(ii).
3 (iv)	Number of shares against which share warrants issued:	i. Please ensure that the value entered in this field shall be greater than zero.

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Field No.	Field Name	Instructions
		ii. Please ensure that the value entered in this field shall be the sum of number entered in column 3(vi) (e) "Number of shares involved" for all the rows.
3 (v)	Details of persons to whom share warrants issued	i. Please ensure that the value entered in this field shall be greater than zero. ii. Please ensure that the value entered in this field shall be equal to or less than 15.
3 (vi)(a)	Sl. No.	
3 (vi)(b)	Name of the person to whom share warrants issued	i. User is not allowed to enter a single alphabet in this field.
3 (vi)(c)	Certificate number against which share warrants issued	i. Please ensure that the value entered in this field shall not be zero only. ii. Please ensure that the value entered in this field shall be greater than zero.
3 (vi)(d)	Distinctive number of shares against which share warrant issued	i. Please ensure that the value entered in this field shall not be zero only. ii. Please ensure that the value entered in this field shall be greater than zero.
3 (vi)(e)	Number of shares involved	i. Please ensure that the value entered in this field shall be greater than zero.
	Attachments	All the attachments shall be either in PDF or in .jpg format only. The size of each attachment can be up to 2MB.
	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.
	To be digitally signed by	i. Select one of the options from the drop-down list – Director / Managing Director / Manager / Company Secretary / CEO / CFO.
	Designation	ii. In case the person digitally signing the webform is a Director or Managing Director - Enter the approved DIN.
	Director identification number of the director or managing director; OR DIN or PAN of the manager or CEO or CFO or authorized signatory; or membership number of the Company Secretary	iii. In case the person digitally signing the webform is Manager, Chief Executive Officer (CEO) or Chief Financial Officer (CFO)– Enter 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.

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3.2 Other instructions to fill webform PAS-7

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 PAS-7. ii. 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. 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 (Delay Fee)	Logic for Additional Fees	
				Event Date	Time limit (days) for filing
1.	Form for Details of pending share warrants.	As per The Companies (Registration offices and Fees) Rules, 2014 specified below	Additional Fee for form PAS-7 shall be charged after expiry of 3 months from the date of publication of notification in Official Gazette	Date of publication in Official Gazette	Within 3 months of the commencement of the Companies (Prospectus and Allotment of Securities) Second Amendment Rules, 2023

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
2	1,00,000 to 4,99,999	Rupees 300
3	5,00,000 to 24,99,999	Rupees 400
4	25,00,000 to 99,99,999	Rupees 500
5	1,00,00,000 or more	Rupees 600

Table 2

Additional fees (After expiry of 3 months from the date of publication of notification in Official Gazette.)

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

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4.2 Processing Type

Webform PAS-7 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 PAS-7: <https://mca.gov.in/content/mca/global/en/mca/e-filing/complianceServices/PAS-7.html>
2. FAQs related to e-filing: <https://www.mca.gov.in/MinistryV3/efiling.html>
3. Payment and Fee related Services: <https://www.mca.gov.in/MinistryV3/paymentservices.html>