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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 Form No. INC-20 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 [4](#), [5](#) and [8](#) of Companies Act, 2013 read with Rule [22](#) and [23](#) of Companies (Incorporation Rules), 2014.

1.1 Purpose of the webform

The webform INC-20 aims to simplify the process of filing of application by company to Registrar of Companies (RoC) for conversion of its status from Section 8 to any other kind of company and change of name.

License granted to a company registered under section 8 can be revoked by the Central Government or upon the suo motto request by the company to surrender the license. In case of suo motto request for revocation of such license, the companies shall be required to apply for such revocation with Regional Director (RD) vide INC-18 form.

The order for revocation either by RD or Central Government is required to be registered with ROC through INC-20 form. Once the form is registered at ROC, a fresh COI (Certificate of Incorporation) is generated and the company is converted from Section 8 company to any other kind.

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 note that in case of resubmission, application of INC-20 shall be available in the application history of the user and T+15 days (where T is the date of marking the application as 'Resubmission Required') should not have elapsed.
- ✓ Please note that the company for which the webform is being filed shall be registered with MCA as Section 8 company and shall have a valid and approved CIN.
- ✓ Please ensure that the DSC attached in the webform, eMOA and eAOA forms is registered on MCA portal against the DIN/PAN/Membership number as provided in the form.
- ✓ Please ensure that applicant of the webform is registered at the MCA portal before filing the webform.
- ✓ Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC.
- ✓ Please ensure that the authorized signatories shall have an approved DIN or valid PAN or valid Membership number as applicable.
- ✓ Please ensure that in case of voluntary application for revocation of license, the user shall have a valid SRN of form INC-18 associated with the CIN of the company.
- ✓ Please ensure that no other INC-20 form is pending for approval against the CIN.
- ✓ Please ensure that the company filing the eform is not defaulting in filing annual returns and financial statements for any year.
- ✓ Please ensure that no other eform (other than Refund form) shall be pending for approval against the company / CIN.

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(Revocation/Surrender of License granted under Section 8)

- ✓ *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 FORM NO. INC-20 APPLICATION

2.1 Application Process for Form No. INC-20

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” module

STEP 5: Access “Revocation/Surrender of License granted under Section 8 (INC-20)”

STEP 6: Enter the 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, eMOA and eAOA webforms.

STEP 10: Save the webform(s) as a draft (optional)⁵

STEP 11: Submit the webform(s)

STEP 12: SRN is generated upon submission of webform(s) (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 form + 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 Company Form INC-20 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, eMOA and eAOA webforms.

STEP 8: Save the webform(s) 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 “Revocation/Surrender of License granted under Section 8” 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 filling the webform is any other business user, a dropdown option containing a list of all the CIN 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(s)

STEP 10: SRN is generated upon submission of webform(s) (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 form + 2 days, whichever is earlier, the SRN will be cancelled)

STEP 14: Acknowledgement is generated

2.1.2 Resubmission

2.1.2.1 Option 1

STEP 1: Access MCA homepage

STEP 2: Login to MCA portal with valid credentials

STEP 3: Access application history through user dashboard

STEP 4: Select INC-20 application with status as 'Resubmission required'

STEP 5: Fill up the application

STEP 6: Save the webform(s) as a draft (optional)⁵

STEP 7: Submit the webform(s)

STEP 8: SRN is updated

STEP 9: Affix the DSC

STEP 10: Upload the DSC affixed pdf document on MCA portal⁷

STEP 11: Resubmission of webform (In case the user does not complete re-submission of the form and upload the DSC affixed pdf document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 15 days OR till the time this is submitted, whichever is earlier)

STEP 12: Acknowledgement is generated

2.1.2.2 Option 2

STEP 1: Click on the link provided in the notification email sent (received for resubmission)

STEP 2: Login to MCA portal with valid credentials

STEP 3: Fill up the application

STEP 4: Save the webform(s) as a draft (optional)⁵

STEP 5: Submit the webform(s)

STEP 6: SRN is updated

STEP 7: Affix the DSC

STEP 8: Upload the DSC affixed pdf document on MCA portal⁷

⁷ For the SRN's that are marked 'Resubmission required', the user is required to update the details in the web-form and complete submission (including the upload of DSC affixed pdf) within 15 days from the date the BO user has sent the SRN back for resubmission.

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STEP 9: Resubmission of webform (In case the user does not complete re-submission of the form and upload the DSC affixed pdf document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 15 days OR till the time this is submitted, whichever is earlier)

STEP 10: Acknowledgement is generated

3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

3.1 Specific Instructions to fill webform 'INC-20' at Field Level

Instructions to fill the webform INC-20 are tabulated below at field level. Only important fields that require detailed instructions to be filled in the form are explained. Self-explanatory fields are not discussed.

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 company information entered by the user post accessing the “INC-20” webform. 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. CIN entered in this field shall be valid and shall be the CIN of a section 8 company. v. CIN entered should not be a CIN associated with a 'Private (OPC)' 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)” and shall be non-editable.
2 (b)	Address of the registered office of the company	
2 (c)	Type of company	
2 (d)	email ID of company	i. Email ID of the company shall be pre-filled based on CIN provided in field number 1 (a) i.e., “Corporate identity number (CIN)”. ii. The user shall not be allowed to edit this field.
3 (a)	License number issued under section 8	i. This field shall be prefilled based on license number issued under section 8 available in the Company master associated with the CIN number provided in field number 1 (a) i.e., “Corporate identity number (CIN)”. ii. The user shall not be allowed to edit this field.
5 (a)	Date of issue of order (DD/MM/YYYY)	Date entered in this field shall not be greater than the system date (current date).
5 (b)	Due date for filing the order (DD/MM/YYYY)	Date entered in this field shall not be less than the date of issue of order.

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Field No.	Field Name	Instructions
5 (c)	SRN of form INC-18	i. This field shall be displayed and mandatory in case option 'Voluntarily' is selected in field number 4 i.e. "Whether application for revocation of license is made" ii. Enter a valid SRN of form INC-18 associated with CIN in this field. iii. No other Form INC-20 having the said SRN of INC-18 should have been filed in the system.
6	Mention the name of the company in view of the order of revocation of license under section 8 ((The word(s) Private limited, Limited may be added ... Thereupon the status of company will be changed accordingly.)	i. This field shall be prefilled as the <Name of the company> as provided in field 2 (a)> + <'Private limited' if type of company (field 2 (c)) is private OR 'limited' in case type of company (field 2 (c)) is public or the subcategory as per company master is 'Union government company' or 'State government company'>
	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 order of Central Government	The attachment shall be enabled and mandatory if 'on directions of the central government' is selected in field number 4 i.e., "Whether application for revocation of license is made"
(b)	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.
	To be digitally signed by	
	Designation	Kindly ensure that the webform is digitally signed by Director / Manager / Company Secretary / CEO / CFO of the company.
	DIN 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 eForm is a Director - Enter the approved DIN ii. In case the person digitally signing the eForm 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 eForm is Company Secretary - Enter valid membership number.

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3.2 Other instructions to fill Form No. INC-20

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-20. 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 form.
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	Voluntarily surrender of license	The Companies (Registration of offices and fees) Rules, 2014 – Please refer Table 1 below	NA	NA	NA
2	Revocation of license by Central Government	The Companies (Registration of offices and fees) Rules, 2014 – Refer the table 1 and table 2 below		Date of issue of order as provided in the Form INC-20	Within 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 Fee

Fees (In case company having share capital)

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

Fee (in case of company not having share capital) - INR 200

Table 2 – Additional Fee

Additional fee rules

Period of delays	Additional Fees
Up to 30 days	2 times of normal fees
More than 30 days and up to 60 days	4 times of normal fees

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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

INC-20 form shall be processed in Non-STP mode.

4.3 Useful links

1. Link to access Form No. INC-20: <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>

5 ANNEXURES

5.1 Annexure A – List of Activity Codes – NIC 2008

Please refer the below link to view the list of activity codes:

[“https://www.ncs.gov.in/Documents/NIC_Sector.pdf”](https://www.ncs.gov.in/Documents/NIC_Sector.pdf)