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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 Section 2(87) of the Companies Act, 2013 read with Rule 2(4)(i) of the Companies (Restriction on number of layers) rules, 2017.

1.1 Purpose of the webform

Every company other than certain exempted class of companies, which has number of layers of subsidiaries in excess of the layers specified in the Companies Act, 2013 shall file a return in webform CRL-1 with the Registrar within a period of 150 days from the date of publication of these rules in the Official Gazette.

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/DPIN/PAN/Membership number as provided in the form.*
- ✓ *Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC and an approved DIN/DPIN 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 CRL-1

2.1 Application process for webform CRL-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 "Informational and investor services"
STEP 5: Access "Return regarding number of layers (CRL-1)"
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
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 webform CRL-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

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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 "Return regarding number of layers (CRL-1)" 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 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 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 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 the webform CRL-1 at Field Level

Instructions to fill webform CRL-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	Corporate Identity Number (CIN)	i. In case of company users, CIN of 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 note that CIN entered in this field shall be active and incorporated on or before 20th September, 2017.
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)	E-mail Id of the company	
3	Number of layers of subsidiaries as on the date of commencement of these rules	i. Enter the number of layers of subsidiaries as on the date of commencement of these rules and accordingly, fields shall be regenerated. ii. Details of maximum 99 layers of subsidiaries as on the date of commencement of these rules can be provided in the webform. iii. Please note that the number entered in this field should be greater than zero.
4	Number of subsidiaries in each layer	Blocks for layers shall be generated and displayed based on the number of layers entered in field number 3 i.e., “Number of layers of subsidiaries as on the date of commencement of these rules”.
	Layer 1	i. Enter the number of subsidiaries in each layer. ii. Please note that the number entered in this field should be greater than zero. iii. Please note that the number entered in this field should be equal to or less than 100.
	Total	i. Sum of all the number of subsidiaries in each layer shall be auto calculated, prefilled and non-editable. ii. Blocks for field number 5 i.e., “Subsidiary Company Details” shall be regenerated based on the total number subsidiaries in each layer. iii. Please note that details of maximum 100 subsidiaries can be provided in the webform.

Field No.	Field Name	Instructions
5	**Subsidiaries Company Details:** Select type of registration Enter the registration number Name of Subsidiary Select type of registration **Holding Company details:** Enter the registration number Name of Holding % of share held by Holding company	i. Enter the details of subsidiary company along with the details of the respective holding company. ii. Select one of the options from the drop-down list – 'CIN'/ 'FCRN'/ 'Other Regn. No.'. iii. In case 'CIN'/ 'FCRN' is selected then enter a valid CIN/FCRN respectively. iv. Enter a valid and active CIN/FCRN. v. Enter a unique CIN/FCRN/Other Reg. No. in each regenerated block. vi. Please note that CIN entered in this field shall not be the CIN entered in field 1. vii. Please note that the CIN/FCRN/ Other Regn. No. of Subsidiary and Holding Company entered in single row of any layer shall not be the same in any case. viii. Please note that the shareholding percentage shall not exceed 100.
	Attachments	All the attachments shall be either in PDF or .jpg format. The size of each individual 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 of 2MB each (maximum up to 10MB).
	I am authorized by the Board of Directors of the Company vide resolution number …… Dated (DD/MM/YYYY) …….. to sign this form and declare that all the requirements of the Companies Act, 2013 and the rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been compiled with. I further declare that the information of the subsidiaries and the layers as contained in the form is true, correct and complete and no information has been suppressed or concealed.	i. Enter the board resolution number and date of the board resolution via which the signatory of this form is authorised. ii. Date entered in this field should be less than or equal to system date and equal to or greater than incorporation date.
	To be digitally signed by Designation	i. Select one of the options from the drop-down list – Director / Manager / Company Secretary / CEO / CFO.

Field No.	Field Name	Instructions
	Director identification number of the director; or DIN or PAN of the Manager/CEO/CFO; or Membership number of the Company Secretary	ii. In case the person digitally signing the webform is a Director - Enter the approved DIN. 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 of a section 8 company – Enter a valid membership number or a valid income tax PAN. v. In case the person digitally signing the webform is a Company Secretary of company other than section 8 company – Enter a valid membership number.

3.2 Other instructions to fill webform CRL-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 CRL-1. 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.
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. 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, 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.

PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION

3.3 Fee rules

S#	Purpose of webform	Normal Fee	Additional (Delay Fee)	Logic for Additional Fees	
				Event Date	Time limit (days) for filing
1	Information to the Registrar by company regarding the number of layers of subsidiaries	The Companies (Registration Offices and Fees) Rules, 2014	The Companies (Registration Offices and Fees) Rules, 2014	Date of publication in Official Gazette	150 days from the date of publication in the Official Gazette

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

3.3.1 The Companies (Registration Offices and Fees) Rules, 2014

Table 1

Normal fee

In case of company having share capital

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

In case company not having share capital

Fee applicable
Rupees 200

Additional fees

Period of delays	Fee applicable
Up to 15 days	1 time of normal fees
More than 15 days and 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

3.4 Processing Type

Webform CRL-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.

3.5 Useful links

1. Link to access webform CRL-1: *https://www.mca.gov.in/content/mca/global/en/mca/e-filing/Informational-and-Investor-services/CRL-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*