

Instruction Kit for Form No. NDH-4
(Form for filing application for declaration as Nidhi Company and
for updation of status by Nidhis)

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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 each webform.

This document is divided into following sections:



Part I – Law(s) governing the webform



Part II– Accessing Form No. NDH-4 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.

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1 PART I – LAW(S) GOVERNING THE WEBFORM

Pursuant to Section [406](#) of the Companies Act 2013 and Rule [3A, 23A and 23B](#) of the Nidhi Rules, 2014

1.1 Purpose of the webform

Form No. NDH-4 aims to simplify the process for filing the application for declaration as Nidhi company and for update of status of Nidhis.

Form No. NDH-4 is filed for declaration as Nidhi Company and for updating of status by Nidhi under the following rules:

- Rule 3A – Declaration of Nidhis: A Nidhi incorporated under the Act on or after the commencement of the Nidhi (Amendment) Rules, 2019 shall file webform NDH-4 within sixty days from the date of expiry of: -

a) one year from the date of its incorporation or

b) the period up to which extension of time has been granted by the Regional Director under sub-rule (3) of rule 5

- Rule 23A - Compliance with rule 3A by certain Nidhis: Every company referred to in clause (b) of rule 2 and every Nidhi incorporated under this Act, before the commencement of Nidhi (Amendment) Rules, 2019, shall get itself declared as Nidhi by filing NDH-4 within a period of one year from the date of its incorporation or within a period of nine months from the commencement of Nidhi (Amendment) Rules, 2019, whichever is later.

- Rule 23B - Companies declared as Nidhis under previous company law: Every Company referred in clause (a) of rule 2 shall file webform NDH-4 for updating its status within a period of nine months from the commencement of Nidhi (Amendment) Rules, 2019.

1.2 Important Check Points while filling up the webform

- ✓ *Please read instructions and guidelines carefully before filling online application webforms.*
- ✓ *Please attach the required mandatory supporting documents in the specified format only.*
- ✓ *Please ensure that applicant is registered as a business user on the MCA portal.*
- ✓ *Please ensure company is registered with MCA and has a valid and approved Corporate Identity Number (CIN).*
- ✓ *Please ensure the signatories shall have an approved DIN or valid PAN / membership number as applicable.*
- ✓ *Please note that the signing authority of the webform has a valid and non-expired/non-revoked DSC.*
- ✓ *Please ensure that the DSC of the signatory is registered on MCA portal against the DIN / PAN / Membership number as provided in the webform.*
- ✓ *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 ensure that the DIN entered is an approved DIN or PAN/Membership number entered is valid.*
- ✓ *Please ensure that DIN/PAN/membership number entered in the signatory field is associated with the CIN under the selected designation. This shall not be applicable for practicing professional.*

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- ✓ Please ensure that DIN is not flagged for disqualification of director.
- ✓ Please ensure that no other webform NDH-4 is pending for payment/processing against the CIN.
- ✓ Please ensure that CIN belongs to a Public limited company and is having share capital.
- ✓ Please ensure that the webform is not signed by a director / Manager / Company Secretary / CEO / CFO of the company in respect of whom webform DIR-12/ 32 filed for cessation is pending for payment/approval.
- ✓ Please ensure that the webform is filed by a company incorporated under Companies Act, 2013 on or after the commencement of Nidhi (Amendment) Rules, 2019 (29 August 2019) post 60 days from the expiry of one year from the date of incorporation.
- ✓ Please ensure that SRN of webform NDH-2/RD-1 in field number 2(f) i.e. “SRN of NDH-2 for application to Regional Director for extension of time” is valid and approved and filed for any of the following reasons:
 - Less than two hundred members
 - Net Owned Funds less than ten lakh rupees
 - Unencumbered term deposits less than ten per cent. of the outstanding deposits
 - Ratio of Net Owned Funds to deposits is more than 1:20
- ✓ Please ensure that the business user is associated with the company or authorised by the company to file on its behalf (applicable to other Business user).
- ✓ Please ensure that the membership number and/or certificate of practice number of the professional certifying the webform is a valid membership/certificate of practice number as existing in the database for that particular category of the professional and further they should not also be debarred.
- ✓ Please note that that membership/ certificate of practice number of the professional corresponds to the ‘Associate’ or ‘Fellow’ member category selected in the webform.
- ✓ Please note that number of members mentioned in the field “Number of members at the end of due date” should be more than or equal to 200.
- ✓ Please ensure that value entered in field number 4(a) i.e. “paid-up equity share capital” should be INR 5 lakhs or above.
- ✓ Please ensure that value entered in field number 4(e) i.e. “Net Owned Funds” should be INR 10 lakhs or above.
- ✓ Please ensure that the percentage in field number 5(c) i.e. “Percentage of (a)/(b)” should not be less than 10%. If it is less than 10%, then SRN of webform NDH-2/RD-1 in field number 5(d) i.e. “SRN of NDH-2/RD-1” is mandatory.
- ✓ Please note that SRN of webform NDH-2/RD-1 in field number 5(d) i.e. “SRN of NDH-2/RD-1” is valid and approved and filed for the reason unencumbered term deposits less than ten per cent of the outstanding deposits.
- ✓ Please ensure that value entered in field number 6 i.e. “Ratio of Net Owned Funds to Deposits” should not be more than 1:20.

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- ✓ Please note branch opening is allowed only after 3 years from the date of incorporation. In case value entered in field number 7(a) i.e. "Number of branches opened by the company" is greater than '0' then ensure webform is not filed before 3 years from date of incorporation of the company.
- ✓ Please note net profit should be greater than '0'. In case value entered in field number 7(a) i.e. "Number of branches opened by the company" is greater than '0' then number entered in field "Net profit after tax" should be greater than '0' (for all 3 financial years).
- ✓ Please ensure that there are not more than three branches within the district, or any branch is opened in a district different from district in which Company is registered, then SRN of webform NDH-2/RD-1 entered in field number 7(b) i.e. "SRN of NDH-2/RD-1 for application to Regional Director" is mandatory.
- ✓ Please ensure that SRN of webform NDH-2/RD-1 in field number 7(b) i.e. "SRN of NDH-2/RD-1 for application to Regional Director" is valid and approved and filed for the reason "To open more than three branches within the district or any branch outside the district".
- ✓ Please ensure if 'Yes' is selected in field number 11(a) i.e. "Has the company acquired another company by purchase of securities or controlled the composition of the Board of Directors of any other company in any manner whatsoever or entered into any arrangement for the change of its management?", then SRN of webform NDH-2/RD-1 in field number 11(b) i.e. "If yes, please enter SRN of NDH-2/RD-1 where such approval is taken" is mandatory.
- ✓ Please ensure SRN of webform NDH-2/RD-1 in field number 11(b) i.e. "If yes, please enter SRN of NDH-2/RD-1 where such approval is taken" is valid and approved and filed for the reason 'Acquire another company'.
- ✓ Please provide Membership Number in the Case certification is done by CA/CWA & COP number in case certification is done by CS in the field "Certificate by Practicing Professional".

2 PART II – ACCESSING FORM NO. NDH-4 APPLICATION

2.1 Application Process for Form No. NDH-4

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: Navigate to the header “Filing by Nidhi companies”

STEP 6: Access “Form for filing application for declaration as Nidhi Company and for updation of status by Nidhis (Form No. NDH-4)”

STEP 7: Enter CIN information²

STEP 8: Search CIN using the search option (optional)³

STEP 9: Select CIN from the dropdown option (optional)⁴

STEP 10: Fill up the application

STEP 11: Save the webform as a draft (optional)⁵

STEP 12: Submit the webform

STEP 13: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA)

STEP 14: Affix the DSC

STEP 15: Upload the DSC affixed pdf document on MCA portal

STEP 16: 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 17: Acknowledgement is generated

STEP 18: Once the webform is processed an intimation mail for approval/rejection of the webform is sent to the registered Email ID of the user along with Certificate of incorporation

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access Form No. NDH-4 through search bar on MCA homepage (website search)⁶

STEP 3: Login to MCA portal with valid credentials

STEP 4: Enter CIN information²

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 for filing application for declaration as Nidhi Company and for updation of status by Nidhis” 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 CINs and corresponding company name for company's 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 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)

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

STEP 15: Once the webform is processed an intimation mail for approval/rejection of the webform is sent to the registered Email ID of the user along with Certificate of incorporation

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 Form No. NDH-4 application with status as 'Resubmission required'

STEP 5: Fill up the application

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

STEP 7: Submit the webform

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 webform 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

STEP 13: Once the webform is processed an intimation mail for approval/rejection of the webform is sent to the registered Email ID of the user along with Certificate of incorporation

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

⁷ For the SRN's that are marked 'Resubmission required', the user is required to update the details in the webform 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 3: Fill up the application

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

STEP 5: Submit the webform

STEP 6: SRN is updated

STEP 7: Affix the DSC

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

STEP 9: Resubmission of webform (In case the user does not complete re-submission of the webform 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

STEP 11: Once the webform is processed an intimation mail for approval/rejection of the webform is sent to the registered Email ID of the user along with Certificate of incorporation

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3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

3.1 Specific Instructions to fill 'Form No. NDH-4' at Field Level

Instructions to fill 'Form No. NDH-4' 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)	Corporate Identity Number (CIN)	i. In case of company users, CIN of company shall be prefilled 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. In all the other cases, the user shall have to manually enter CIN of Nidhi in this field. v. Entered CIN shall be a valid and approved CIN of a Public company
2(b)	Name of the company	These fields shall be <i>prefilled</i> based on the value entered in field number 2(a) i.e. "Corporate Identity Number (CIN)" and cannot be edited by the user.
2(c)	Registered office address	
2(d)	email id	
2(e)	Date of Incorporation	
2(f)	SRN of NDH-2 for application to Regional Director for extension of time	This field shall be displayed and mandatory in case Nidhi is incorporated under Companies Act, 2013 on or after the commencement of Nidhi (Amendment) Rules, 2019 (29 August 2019) and the webform is filed after 60 days from the expiry of one year from the date of incorporation.
5(d)	SRN of NDH-2/RD-1	This field shall be displayed and mandatory in case the value entered in field number 5(c) i.e. "Percentage of (a)/(b)" is less than 10%.
7(a)	Number of branches opened by the company	i. Please note that the user is allowed to enter zero in this field. ii. In case number entered is greater than zero, same number of rows shall be regenerated from field "Name of the branch" to "State/UT".
	Address Line 1	i. This field shall be displayed and mandatory in case value greater than '0' is entered in field number 7(a) i.e. "Number of branches opened by the company". ii. ~, ^ and Non-ASCII values are not be allowed.
	Address Line 2	i. This field shall be displayed and optional in case value greater than '0' is entered in field number 7(a) i.e. "Number of branches opened by the company". ii. ~, ^ and Non-ASCII values are not be allowed.

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Field No.	Field Name	Instructions
	Pin Code/Zip Code	i. This field shall be displayed and mandatory in case value greater than '0' is entered in field number 7(a) i.e. "Number of branches opened by the company". ii. Entered value shall be a valid PIN code as per all India PIN code master, in case 'India' is selected in the field "Country". iii. In all other cases, it will be free text for the user.
	Area/Locality	i. This field shall be displayed and mandatory in case value greater than '0' is entered in field number 7(a) i.e. "Number of branches opened by the company". ii. In case 'India' is selected in the field "Country", list of areas corresponding to the PIN code shall be shown in the dropdown. iii. It will be free text for all other countries.
	City	i. These fields shall be displayed and mandatory in case value greater than '0' is entered in field number 7(a) i.e. "Number of branches opened by the company". ii. In case 'India' is selected in field "Country", this field is prefilled based on the pin code and area/Locality. iii. In all other cases, it will be free text for the user.
	District	
	State/UT	
7(b)	SRN of NDH-2/RD-1 for application to Regional Director	This field shall be displayed and mandatory in case there are more than three branches within the district, or any branch is opened in a district different from district in which Company is registered.
8	Profit during the preceding three financial years	i. This field shall be displayed and mandatory in case value greater than '0' is entered in field number 7(a) i.e. "Number of branches opened by the company". ii. The user will have an option to provide details for last 3 financial years in this field.
11(b)	If yes, please enter SRN of NDH-2/RD-1 where such approval is taken	This field shall be displayed and mandatory in case 'Yes' is selected in field number 11(a) i.e. "Has the company acquired another company by purchase of securities or controlled the composition of the Board of Directors of any other company in any manner whatsoever or entered into any arrangement for the change of its management?".
	Attachments	The user is required to provide the attachments either in pdf or .jpg or excel format. All the attachments shall be up to 2MB.
(a)	Copy of notification through which company was declared Nidhi under the Companies Act, 1956 or previous company law (where applicable)	i. This attachment shall be provided in case purpose selected in field number 1 i.e. "This form is for" is 'Application for updation of status by Nidhis'. ii. The attachment shall be either in pdf or .jpg format.

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Field No.	Field Name	Instructions
(b)	List of all members with PAN, complete residential address and amount of deposit accepted	i. This attachment shall be provided on mandatory basis. ii. The attachment shall be in excel format. iii. Refer Annexure 5 - 'Member Details' for design template.
(c)	Break-up of deposits with bank/P.O name, branch and account number	i. This attachment shall be provided on mandatory basis. ii. The attachment shall be in excel format. iii. Refer Annexure 5 - 'Deposit Details' for design template.
(d)	Certificate signed by two directors regarding the number of members as on date of application (membership should not be less than 200)	i. The user shall upload this attachment on mandatory basis. ii. The attachment shall be either in pdf or .jpg format.
(e)	Optional attachment(s), if any.	i. This field can be used to provide any other information. ii. The attachment shall be either in pdf or .jpg format. iii. Please note that the user has an option to upload up to five optional attachments.
	Declaration I have been authorised by the board of directors' resolution dated..... to sign and submit this application	Enter the date of board resolution authorizing the signatory to sign and submit the webform.
	To be digitally signed by Designation DIN of the director; DIN or Income Tax PAN of the manager or CEO or CFO; or membership number of company secretary	i. Kindly ensure that the webform is digitally signed by Director / Manager / Company Secretary / CEO / CFO of the company. 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 valid income-tax PAN iv. In case the person digitally signing the webform is Company Secretary - Enter valid membership number.
	Certificate by practicing professional To be digitally signed by: Chartered Accountant(in whole-time practice) or Cost Accountant (in whole-time practice) or Company Secretary (in whole-time practice)	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.
	Whether associate or fellow	Select the relevant category of the professional and whether he/ she is an associate or fellow.

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Field No.	Field Name	Instructions
	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.
	Declaration by Auditor To be digitally signed by Name	i. This webform shall also be signed by an auditor. ii. Please provide the name of the auditor signing the webform in this field.
	Designation	Please note that the field “Designation” shall be prefilled as “Chartered Accountant” and the user shall not be allowed to edit it.
	Membership Number/Certificate of Practice Number	User shall enter professional membership number of the Chartered accountant signing the webform.

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3.2 Other instructions to fill ‘Form No. NDH-4’

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. NDH-4. ii. All attachments should be uploaded in pdf or .jpg or excel 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. 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. 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.

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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	Application for declaration as Nidhi Company [Nidhi incorporated under Companies Act, 2013 before the commencement of Nidhi (Amendment) Rules, 2019	The Companies (Registration of Offices and Fees) Rules, 2014 (Refer Table 1 and 2 below)		Date of its incorporation or date of commencement of Nidhi (Amendment) Rules, 2019 (29 August 2019)	One year from the date of incorporation or 9 months from the date of notification whichever is later
2	Application for declaration as Nidhi Company [Nidhi incorporated under Companies Act, 2013 on or after the commencement of Nidhi (Amendment) Rules, 2019	The Companies (Registration of Offices and Fees) Rules, 2014 (Refer Table 1 and 2 below)		One year from the date of incorporation plus 60 days	60 days from the expiry of one year from the date of incorporation
3	Application for updation of status by Nidhis.	The Companies (Registration of Offices and Fees) Rules, 2014 (Refer Table 1 and 2 below)		Nine months from the commencement of Nidhi Amendment Rules, 2019 (29 August 2019)	9 months from the date of notification

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 filing fee

In case of company having share capital

S#	Nominal share capital (INR)	Normal Fee applicable (INR)
1	Less than 1,00,000	200
2	1,00,000 to 4,99,999	300
3	5,00,000 to 24,99,999	400
4	25,00,000 to 99,99,999	500
5	1,00,00,000 or more	600

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Table 2

Additional filing fee

S#	Period of delay	Fee applicable (INR)
1	Up to 30 days	2 times of normal fees
2	More than 30 days and up to 60 days	4 times of normal fees
3	More than 60 days and up to 90 days	6 times of normal fees
4	More than 90 days and up to 180 days	10 times of normal fees
5	More than 180 days	12 times of normal fees

4.2 Processing Type

Form No. NDH-4 shall be processed in non-STP mode.

4.3 Useful links

1. Link to access Form No. NDH-4: <https://www.mca.gov.in/content/mca/global/en/mca/e-filing/company-forms-download.html>
2. FAQ's 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 PART V – ANNEXURE

5.1 Annexure – Member details template



Member details.xlsx

(Please access the attachment icon in the left-hand pane to view the attachment)

5.2 Annexure – Deposit details template



Deposit details.xlsx

(Please access the attachment icon in the left-hand pane to view the attachment)