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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. FC-1 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 [380\(1\)\(h\)](#) of the Companies Act, 2013 read with Rule [3\(3\)](#) of the Companies (Registration of Foreign Companies) Rules, 2014

1.1 Purpose of the webform


Every foreign company shall file the particulars of the principal place of business within 30 days of establishment of place of business in India along with the required documents in Form No. FC-1.

This form is required to be filed at Delhi RoC and a copy is routed to concerned RoC by the system. The RoC of the corresponding State shall have access to these documents filed with the Delhi RoC.

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 ensure that applicant of the webform is registered at MCA portal before filing the webform.*
- ✓ *Please note that the Foreign Company shall have a valid email address.*
- ✓ *Please ensure that the business user is associated with the company or authorised by the company to e-file on its behalf (applicable to other business user).*
- ✓ *Please ensure that DSC of the authorised signatories should have been registered on MCA portal against the DIN/ PAN/ Membership number mentioned in the webform.*
- ✓ *Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC and an approved DIN or valid PAN/Membership Number, as applicable.*
- ✓ *Please ensure that DIN/PAN/Membership number entered in the signatory field shall be associated with the FCRN under the selected designation.*
- ✓ *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. This shall not to be applicable in case of advocates.*
- ✓ *Please ensure that no other FCRN is active against the name of the foreign company with the ISO country code entered in this webform.*
- ✓ *Please ensure that the date(s) entered in the form are greater than or equal to the date of establishment of principal place of business in India. Except in case of Date of Birth.*
- ✓ *Please ensure that the DIN shall not be flagged for disqualification of director.*
- ✓ *Please note that in case of resubmission, original application of the FC-1 (along with the linked forms, if applicable) 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.*

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- ✓ 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
- ✓ Please note that the button  shall be enabled on integration of MCA with the Digilocker

2 PART II – ACCESSING THE FORM NO. FC-1 APPLICATION

2.1 Application Process for Form No. FC-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 credentials¹

STEP 3: Select “MCA services” and further select “E-Filing”

STEP 4: Select “Company Forms Download”

STEP 5: Navigate to the header “Filing by Foreign companies”

STEP 6: Access “Information to be filed by foreign company (FC-1)”

STEP 7: Fill up the application

STEP 8: Save the webform as a draft (optional)²

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 form + 2 days, whichever is earlier, the SRN will be cancelled.)

STEP 14: Acknowledgement is generated

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access FC-1 through search bar on MCA homepage (website search)³

STEP 3: Login to MCA portal with valid credentials

STEP 4: Fill up the application

STEP 5: Save the webform as a draft (optional)²

STEP 6: Submit the webform

STEP 7: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

¹In case Option 1 is selected, the user will have an option to either login immediately after accessing the MCA homepage, or login after selecting “Information to be filed by foreign company (FC-1)” in case the user is not already logged in.

²The option to save the webform as a draft shall be enabled once the user enters the FCRN.

³In case Option 2 is selected, the user will have an option to either login immediately

STEP 8: Affix the DSC

STEP 9: Upload the DSC affixed pdf document on MCA portal

STEP 10: 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 11: 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 FC-1 application with status as 'Resubmission required'

STEP 5: Fill up the application

STEP 6: Save the webform as a draft (optional)²

STEP 7: Submit the webform

STEP 8: SRN is updated

STEP 9: Affixing of DSC

STEP 10: Upload the DSC affixed pdf document on MCA portal⁴

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 as a draft (optional)²

STEP 5: Submit the webform

STEP 6: SRN is updated

STEP 7: Affixing of 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 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

⁴For 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.

3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

3.1 Specific Instructions to fill the Form No. FC-1 at Field Level

Instructions to fill FC-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)	Name of the foreign company	i. Enter name of the foreign company.
2 (a)	Full address of the registered or principal office of foreign company	i. Please do not enter special characters (~,^) and Non ASCII values in fields “Address Line 1” and “Address Line 2”. ii. <i>Please note that the instruction for this field will remain the same in subsequent sections of the web form where the field is appearing.</i>
3	Principal place of business in India	
	Search and select industry sub-class (NIC Codes)	i. The user shall have an option to search and select the five-digit NIC Code from the search window provided. ii. The user shall have an option to search the NIC codes on the basis of both NIC code and NIC code description. iii. Maximum three NIC codes can be selected. iv. The user shall be prompted to select one NIC code as the primary Industrial Classification.
3 (d)	Main division of business activity to be carried out in India (based on relevant sub class and description given in NIC-2008)	This field shall be pre-filled as per the NIC code selected in field “Search and select industry sub-class (NIC Codes)”. Refer ‘Annexure A’ for the NIC 2008 list.
3 (e)	Description of the main division	This field shall be pre-filled based as per the corresponding description of the NIC code selected in in field “Search and select industry sub-class (NIC Codes)”.
4	Details of other places of business established in India (if any)	
4 (c)	Date of establishment	i. The date entered in this field shall not be greater than the system date ii. The date entered in this field shall be equal to or greater than the entered in field number 3 (a) i.e. "Date of establishment of Principal place of business in India (DD/MM/YYYY)"
5	Particulars of place(s) of business in India established on any earlier occasion(s) other than above (if any)	
5 (f)	Date of closure of such place of business	i. The date entered in this field shall not be less than the date of establishment of place of business entered in field number 5 (c) i.e. “Date of establishment (DD/MM/YYYY)” ii. The date entered shall not greater than the system date.

6	Details of the one or more person(s) resident in India and authorised to accept on behalf of the foreign company service of process and any notices or other documents required to be served on the foreign company	
6 (b)	Do you have Director Identification Number (DIN)?	Select the relevant option.
6 (b) (i)	If Yes, please enter the DIN details	<ul style="list-style-type: none"> i. Please enter DIN details in case ‘Yes’ is selected in field number 6 (b) i.e. “Do you have Director Identification Number (DIN)?” ii. Please ensure that DIN entered of all authorized representative shall be unique in case the number of authorized representative is greater than 1.
6 (c)	Do you want to fetch the details from digilocker?	<ul style="list-style-type: none"> i. Click on “Fetch from digilocker” button to easily fetch the important information in case DIN of authorized representative is not readily available. ii. This field shall not be enabled in case DIN has been entered in field number 6 (b) (i) i.e. “If Yes, please enter the DIN details”.
6 (q)	Income tax Permanent Account number (Income-tax PAN)	<ul style="list-style-type: none"> i. This field shall be pre-filled in case ‘Yes’ is selected in field number 6 (b) i.e. “Do you have Director Identification Number (DIN)?” ii. Please ensure that the PAN provided in this field is not already mapped to DIN, in case ‘No’ is selected in field number 6 (b) i.e. “Do you have Director Identification Number (DIN)?”. iii. PAN is not allowed to be left blank for Indian Nationals. iv. Please ensure that PAN entered of all authorized representative shall be unique in case the number of authorized representatives is greater than 1.
	Verify PAN	<ul style="list-style-type: none"> i. Please note that it shall be mandatory to click “Verify PAN” button in case where PAN is entered in field number 6 (q) i.e. “Income tax Permanent Account number (Income-tax PAN)”. ii. Please note that upon clicking “Verify PAN” action button, applicant’s name, father’s name and date of birth shall be verified from the PAN database. iii. <i>Please note that the instruction for this field will remain the same in subsequent sections of the web form where the field is appearing.</i>
8 (f)	Submit the proof of identity and proof of address	<ul style="list-style-type: none"> i. This field shall be enabled and mandatory if DIN is not provided in field number 6 (b) (i) i.e. “If Yes, please enter the DIN details”. ii. The attachment shall be either in pdf or .jpg format. The size of each individual attachment can be up to 2MB.

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		iii. <i>Please note that the instruction for this field will remain the same in subsequent sections of the web form where the field is appearing.</i>
8 (f) (i)	Proof of identity	i. Attach a supporting document for the identity proof selected in field number 8 (b) i.e. Identity Proof.
8 (f) (ii)	Residential proof	i. Attach a supporting document for the residential proof selected in field number 8 (d) i.e. Residential Proof.
25	Particulars of payment of stamp duty	
25 (b)	Whether stamp duty is to be paid electronically through MCA21 system	<ul style="list-style-type: none"> i. Amount of stamp duty is Rs 100.00 in case of Delhi and Rs 50.00 in case of other states. The state wise stamp rules are also available on MCA website. ii. Select whether stamp duty is to be paid electronically through MCA portal. Now Stamp duty payment is to be done online through MCA portal for all the states. iii. 'Yes' shall be selected for the states and union territories where stamp duty is mandatory to be paid electronically through MCA portal and where amount of stamp duty to be paid electronically is greater than zero. iv. 'No' shall not be allowed to be selected in this field in case of those state or union territory for which eStamp duty payment process is mandatory. However, in case any existing web form filed with option 'No' is resubmitted after electronic stamp duty is made mandatory for that state/UT then in that case, 'No' shall continue to be allowed even if eStamp is mandatory in respect of that state/UT. v. In case payment of stamp duty is not applicable (i.e. any person authorized is not appointed through power of attorney), select 'Not applicable'.
25 (c) (i)	Amount of stamp duty to be paid	<ul style="list-style-type: none"> i. This field shall be displayed and mandatory if 'No' is selected in field number 25 (b) i.e. "Whether stamp duty is to be paid electronically through MCA21 system". ii. The amount entered shall be greater than or equal to 50.
	Place of payment of stamp duty	<ul style="list-style-type: none"> i. Enter the place of payment of stamp duty. ii. This field shall be mandatory in case 'Manual' is selected in field "Mode of payment of stamp duty".
	Attachments	All attachment shall be either in pdf or.jpg format. The size of each individual attachment can be up to 2MB.
(a)	Certified copy of the charter, statutes, or memorandum and articles of the company or other instrument constituting or defining the constitution of the company	These attachments are mandatory.

(b)	Power of attorney or board resolution in favour of the authorised representative(s)	
(c)	Copy of approval / intimation filed with requisite Authority(s)/Regulator(s)	
(d)	Copy of PAN/ Passport for authorised Representative	
(e)	Optional attachment(s) - if any	
	Declaration	<ul style="list-style-type: none"> 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	
	Name of the authorised representative	
	Income Tax PAN of the authorised representative	<ul style="list-style-type: none"> i. The webform shall be digitally signed by the authorized representative of the foreign company. ii. Enter the Income Tax PAN of the authorized representative signing the webform.

3.2 Other instructions to fill Form No. FC-1

Buttons	Particulars
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin-bottom: 20px;">Choose File</div>	<ol style="list-style-type: none"> i. Click the “Choose File” button to browse and select a document that is required to be attached as a supporting to Form No. FC-1. ii. This is an optional field. iii. All the attachments should be uploaded in <i>pdf or jpg format</i>. The total size of the document being submitted can be up to 10 MB. iv. The user has an option to attach multiple files as attachments within the webform.
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin-bottom: 5px;">Remove</div>	<p>The user has an option to remove files from the attachment section using the “Remove” option provided against each attachment.</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin-bottom: 20px;">Download</div>	<p>The user has an option to download the attached file(s) using the “Download” option provided against each attachment.</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin-bottom: 20px;">Save</div>	<ol style="list-style-type: none"> 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 <i>FCRN</i>. 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.
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin-bottom: 20px;">Submit</div>	<ol style="list-style-type: none"> 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

Fee Calculation Logic:

S#	Purpose of webform	Normal Fee (INR)	Additional (Delay Fee)	Logic for Additional Fees	
				Event Date	Time limit (days) for filing
1	Information to be filled by Foreign company	6,000	Companies (Registration offices and Fees) Rules, 2014. Refer Table 1 below	Date of establishment of registered/ principle place of business in India.	30 days

4.1.1 Companies (Registration offices and Fees) Rules, 2014

Table 1

Additional Fees in case of delay in filing of webform

S#	Period of delay	Additional 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. FC-1 shall be processed in Non-STP mode.

4.3 Useful Links

1. Link to access Form No. FC-1: <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)