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Instruction Kit for webform INC-6
(One Person Company and Private Company - Application for
Conversion)

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-6 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 18, 4 and 5 of the Companies Act, 2013 read with Rule 6 and 7 of Companies (Incorporation Rules), 2014.

1.1   Purpose of the webform

The webform INC-6 aims to simplify the process of filing application by company to Registrar of Companies (RoC) for Conversion of OPC into Public / Private Company or Conversion of Private Company into OPC. A One Person company willing to convert itself into a Private or Public company can do so by filing the application vide Form INC-6 with the Registrar. Similarly, a private company can also make application for conversion into One Person Company by filing Form INC-6.

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-6 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 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 as Business User 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 Form MGT-14 must have been filed and approved before filing this webform.*
- ✓ *Please ensure that the authorized signatories of the company shall have an approved DIN or valid PAN or valid membership number as applicable.*
- ✓ *Please ensure that no other INC-6 form is pending for approval against the CIN.*
- ✓ *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.*

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2   PART II – ACCESSING THE FORM NO. INC-6 APPLICATION

2.1   Application Process for Form No. INC-6

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 "E-Filling"

STEP 4: Select "Company Forms Download" module

STEP 5: Navigate to the header "Change in type from / to OPC (INC-6)"

STEP 6: Access "One Person Company and Private Company - Application for Conversion"

STEP 7: Enter the Company Information[2]

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, eMOA and eAOA webforms.

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

STEP 12: Submit the webform(s)

STEP 13: SRN is generated upon submission of webform(s) (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 form + 2 days, whichever is earlier, the SRN will be cancelled)

STEP 17: Acknowledgement is generated.

2.1.1.2   Option 2

STEP 1: Access MCA homepage

STEP 2: Access Company Form INC-6 through search bar on MCA homepage (website search)[6]

STEP 3: Login to MCA portal with valid credentials

STEP 4: Enter Company Information[2]

STEP 5: Search CIN using the search option (optional)[3]

STEP 6: Select CIN from the dropdown option (optional)[4]

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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 "One Person Company and Private Company - Application for Conversion" 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.

STEP 7: Fill up the application, eMOA and eAOA webforms.

STEP 8: Save the webform(s) as a draft (optional)[5]

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 'Form No. INC-6' 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 portal[7]

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 portal[7]

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[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

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3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

3.1 Specific Instructions to fill webform 'INC-6' at Field Level

Instructions to fill the webform INC-6 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
2 (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-6" 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.
3 (a)	Name of the company	i. Name of the company shall be pre-filled based on name of the company available in the master associated with the CIN provided in field number 2 (a) i.e., "Corporate identity number (CIN)". ii. The user shall not be allowed to edit this field.
3 (b)	Category	i. This field shall be prefilled based on the category of the company as per the company master associated with the CIN entered in field number 2 (a) i.e., "Corporate identity number (CIN)". iii. User shall not be allowed to edit this field.
3 (c)	Sub Category	i. This field shall be prefilled based on the subcategory of the company as per the company master associated with the CIN entered in field number 2 (a) i.e., "Corporate identity number (CIN)". iv. User shall not be allowed to edit this field.
3 (d)	Address of the registered office of the company	i. Address of the company shall be pre-filled based on Registered Address available in the master associated with the CIN provided in field number 2 (a) i.e., "Corporate identity number (CIN)". ii. The user shall not be allowed to edit this field.
3 (e)	Date of incorporation of the company (DD/MM/YYYY)	i. This field shall be prefilled based on CIN provided in field number 2 (a) i.e., "Corporate identity number (CIN)". ii. It shall the be the Incorporation Date as per the company master associated with the CIN provided above. iii. The user shall not be allowed to edit this field.

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Field No.	Field Name	Instructions
3 (f)	email ID of the company	i. Email ID of the company shall be pre-filled based on email id available in the master associated with the CIN provided in field number 2 (a) i.e., "Corporate identity number (CIN)". ii. The user shall not be allowed to edit this field.
3 (g)	Whether company is having share capital or not	i. This field shall be prefilled as per the company master associated with the CIN provided in field number 2 (a) i.e., "Corporate identity number (CIN)". ii. The user shall not be allowed to edit this field.
4	Name of the company at the time of incorporation (to be displayed in the certificate)	i. This field shall be prefilled basis the original name of company issued at the time of incorporation based on CIN/UCIN/GUID (if available).
5	Existing number of directors in the company (Number of directors shall be minimum 2 in case of conversion into private company or 3 in case of conversion into public company)	ii. This field shall be prefilled with the number of directors who are associated with the CIN provided in field number 2 (a) i.e., "Corporate identity number (CIN)" as on system date. iii. The user shall not be allowed to edit this field.
6 (a)	SRN of Form MGT-14	SRN entered in this field shall be a valid SRN and shall be associated with the CIN of the company.
7 (a)	Total Authorized Share capital (in INR)	i. This field shall be displayed and mandatory only if 'Have share capital' is pre-filled in field number 3 (g) i.e. "Whether company is having share capital or not". ii. This field shall be prefilled on the basis of authorized capital available in company master against the CIN provided in field number 2 (a). iii. Please note that the sum total of classified share capital and unclassified share capital must match with the value of authorized share capital available in the system. iv. The user shall not be allowed to edit this field.
	Total Classified Authorized Share capital (in INR)	i. This field shall be displayed and mandatory only if 'Have share capital' is pre-filled in field 3 (g) i.e. "Whether company is having share capital or not". ii. This field shall be prefilled as the sum total of Column 'Authorized Share Capital' - Total amount (in INR)' for all classes of equity shares and preference shares. iii. The user shall not be allowed to edit this field.
	Total Unclassified Authorized Share capital (in INR)	i. This field shall be displayed and mandatory only if 'Have share capital' is pre-filled in field 3 (g) i.e. "Whether company is having share capital or not". ii. The user shall not be allowed to enter negative or non-integer values.

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Field No.	Field Name	Instructions
	Total paid up Share capital (in INR)	iii. This field shall be displayed and mandatory only if 'Have share capital' is pre-filled in field 3 (g) i.e. "Whether company is having share capital or not". iv. This field shall be prefilled as the sum total of Column 'Paid up share Capital' - Total amount (in INR)' for all classes of equity shares and preference shares. v. The amount entered in this field cannot be less than or equal to zero. vi. Value entered in this field shall be less than or equal to Authorized Share Capital. vii. Please note that in case of conversion of OPC Company to Private Company / Private Company to OPC Company, the paid up share capital shall be equal to / greater than INR 2 and in case of conversion of OPC Company to Public Company, the Paid up Share capital shall be greater than / equal to INR 7. viii. The user shall not be allowed to edit this field.
	Equity Share Capital Number of classes	i. Kindly ensure that the 'Number of classes' in at least one of the sections 7 (I) (b) or 7 (I) (C) is greater than zero ii. Details of equity share and / or preference shares must be entered. iii. The user shall be able to enter the maximum value as 10.
	Number of equity shares	Please ensure that : ▪ Number of paid up capital shares cannot exceed number of shares authorized in each class. ▪ Number of authorized equity shares in each class shall be greater than zero. ▪ Number of paid up equity shares shall be greater than zero in at least one class of equity shares.
	Nominal amount per share (in INR)	i. Value entered in this field shall be greater than zero ii. Value entered in column 'Authorized share capital' and 'Paid up share capital' shall be same.
	Preference Share Capital Number of classes	i. Kindly ensure that the 'Number of classes' in at least one of the sections 7 (I) (b) or 7 (I) (C) is greater than zero. ii. Details of equity share and / or preference shares must be entered. iv. The user shall be able to enter the maximum value as 10.
	Number of preference shares	Please ensure that : ▪ Number of paid up capital shares cannot exceed number of shares authorized in each class. ▪ Number of authorized preference shares in each class shall be greater than zero.

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Field No.	Field Name	Instructions
		▪ Number of paid up preference shares shall be greater than zero in at least one class of preference shares.
	Nominal amount per share (in INR)	i. Value entered in this field shall be greater than zero ii. Value entered in column 'Authorized share capital' and 'Paid up share capital' shall be same.
7 II (a)	**Number of members (in case not having share capital)** Maximum number of members	i. Block II shall be displayed and mandatory if 'Not having share capital' is pre-filled in field number 3 (g) i.e. "Whether company is having share capital or not". and option 1 i.e., "Conversion of OPC into private company" or option 2 i.e., 'Conversion of OPC into public company' is selected in field number 1 i.e., "Application for". ii. This field shall be prefilled based on master data associated with CIN number entered in field number 2 (a) i.e., "Corporate identity number (CIN)". iii. Shall be at least 2 in case option 1 i.e., "Conversion of OPC into private company" is selected in field number 1 i.e., "Application for" and shall be at least 7 in case option 2 i.e., 'Conversion of OPC into public company' selected in field number 1 "Application for".
7 II (b)	Maximum number of members excluding proposed employees	i. This field shall be prefilled based on master data associated with CIN number entered in field number 2 (a) i.e., "Corporate identity number (CIN)". ii. Shall be at least 2 and maximum 200 in case option 1 i.e., "Conversion of OPC into private company" selected in field 1 i.e., "Application for". iii. In case it is prefilled as greater than 200, user needs to update it with a number less than 200. iv. Shall be at least 7 in case option 2 'Conversion of OPC into public company' selected in field number 1 "Application for". v. Shall not be more than number entered in field "Maximum number of members".
7 II (c)	Number of members	i. Shall be at least 2 in case option 1 i.e., "Conversion of OPC into private company" selected in field 1 i.e., "Application for". ii. Shall be at least 7 in case option 2 'Conversion of OPC into public company' selected in field number 1 "Application for". iii. Shall not be more than number prefilled in field "Maximum number of members".

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Field No.	Field Name	Instructions
7 II (d)	Number of members excluding proposed employee(s)	i. Shall be at least 2 in case option 1 i.e., "Conversion of OPC into private company" selected in field 1 i.e., "Application for". ii. Shall be at least 7 in case option 2 'Conversion of OPC into public company' selected in field number 1 "Application for". iii. Shall not be more than number prefilled in field "Maximum number of members excluding proposed employees".
8	**Particulars of the person who will be sole member of the OPC subsequent upon conversion** Director Identification number (DIN)	The user should provide a valid DIN.
	First Name Middle Name Surname	i. These fields shall be prefilled in case DIN is entered in the above field "Director Identification number (DIN)" ii. The fields shall be verified through PAN in case DIN is not provided. iii. The user shall enter a valid and complete first name or surname. Single alphabet shall not be allowed.
	Father's First name Father's Middle name Father's Surname	i. These fields shall not be displayed/enabled in case DIN is provided in the above field "Director Identification number (DIN)" ii. The fields shall be verified through PAN in case DIN is not provided. iii. The user shall enter a valid and complete first name or surname. Single alphabet shall not be allowed.
	Date of Birth (DD/MM/YYYY)	i. This field shall not be displayed/enabled in case DIN is provided in the above field "Director Identification number (DIN)" ii. If date is entered, it should be less than the system date. iii. Difference between this date and system date should be greater than or equal to eighteen years.
	Income-tax permanent account number (PAN)	i. This field shall not be displayed/enabled in case DIN is provided in the above field "Director Identification number (DIN)" ii. PAN entered should be unique and not match with the PAN of the nominee.
	Verify income-tax PAN	Please note that if PAN is provided by the user in above field, it shall be mandatory to click on 'Verify Income Tax PAN' action button and upon such a prompt, applicant's Name, Father's name

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Field No.	Field Name	Instructions
		and date of birth shall be verified from the PAN database and in case details do not match, then error message shall appear.
	Identity Proof	i. This field shall not be displayed/enabled in case DIN is provided in the above field "Director Identification number (DIN)" ii. It shall be mandatory for the user to select one option from the dropdown button.
	Residential Proof	i. This field shall not be displayed/enabled in case DIN is provided in the above field "Director Identification number (DIN)" ii. It shall be mandatory for the user to select one option from the dropdown button.
	Identity Proof No.	i. This field shall not be displayed/enabled in case DIN is provided in the above field "Director Identification number (DIN)" ii. User shall enter the identity proof number of the document selected in the 'identity proof' dropdown. iii. Identity proof number shall be unique and shall not match with the ID proof number of the nominee whose details are provided in section 10 of INC-6 form.
	Residential Proof No.	User shall enter the residential proof number of the document selected in the 'residential proof' dropdown.
	Submit the proof of identity and proof of address Proof of Identity	i. These attachments shall be disabled and not visible in case DIN is provided in the above field "Director Identification number (DIN)" ii. The attachments shall be either in pdf or .jpg format.
	Residential Proof	iii. The size of each individual attachment can be up to 2MB.
10	**Particulars of the person who will be nominee of the sole member subsequent upon conversion** Director Identification number (DIN)	The user should provide a valid DIN.
	First Name	i. These fields shall be prefilled in case DIN is entered in the above field "Director Identification number (DIN)" ii. The fields shall be verified through PAN in case DIN is not provided.
	Middle Name	
	Surname	iii. The user shall enter a valid and complete first name or surname. Single alphabet shall not be allowed. iv. If provided, 'First Name', 'Middle Name 'and 'Surname' shall match with the 'First Name', 'Middle

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Field No.	Field Name	Instructions
		Name 'and 'Last Name' provided in section 9 of the form.
	Father's First name Father's Middle name Father's Surname	i. These fields shall not be displayed/enabled in case DIN is provided in the above field "Director Identification number (DIN)" ii. The fields shall be verified through PAN in case DIN is not provided. iii. The user shall enter a valid and complete first name or surname. Single alphabet shall not be allowed.
	Date of Birth (DD/MM/YYYY)	i. This field shall not be displayed/enabled in case DIN is provided in the above field "Director Identification number (DIN)" ii. If date is entered, it should be less than the system date. iii. Difference between this date and system date should be greater than or equal to eighteen years.
	Income-tax permanent account number (PAN)	i. This field shall not be displayed/enabled in case DIN is provided in the above field "Director Identification number (DIN)" ii. PAN entered should be unique and not match with the PAN of the member whose details have been provided in section 8 of the form.
	Verify income-tax PAN	Please note that if PAN is provided by the user in above field, it shall be mandatory to click on 'Verify Income Tax PAN' action button and upon such a prompt, applicant's Name, Father's name and date of birth shall be verified from the PAN database and in case details do not match, then error message shall appear.
	Identity Proof	i. This field shall not be displayed/enabled in case DIN is provided in the above field "Director Identification number (DIN)" ii. It shall be mandatory for the user to select one option from the dropdown button.
	Residential Proof	i. This field shall not be displayed/enabled in case DIN is provided in the above field "Director Identification number (DIN)" ii. It shall be mandatory for the user to select one option from the dropdown button.
	Identity Proof No.	i. This field shall not be displayed/enabled in case DIN is provided in the above field "Director Identification number (DIN)" ii. User shall enter the identity proof number of the document selected in the 'identity proof' dropdown.

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Field No.	Field Name	Instructions
		iii. Identity proof number shall be unique and shall not match with the ID proof number of the member whose details are provided in section 8 of INC-6 form.
	Residential Proof No.	i. User shall enter the residential proof number of the document selected in the 'residential proof' dropdown.
	Submit the proof of identity and proof of address Proof of Identity Residential Proof	i. These attachments shall be disabled and not visible in case DIN is provided in the above field "Director Identification number (DIN)" ii. The attachments shall be either in pdf or .jpg format. The size of each individual attachment can be up to 2MB.
12A	**Details of creditors and members** List of Creditors	i. This field shall be displayed and mandatory in case option 3 i.e., "Conversion of Private company into OPC" is selected in field 1 i.e., "Application for" ii. Following fields shall be available for user input in separate columns of a table a. S. No. b. Name of the creditor c. Address d. Amount Due e. Remarks (Nature of Debt / Claim / Liability) iii. User shall be provided with 'Add row' and 'Delete row' action buttons for input or deletion of data. iv. User can also provide the details by downloading the excel template (using 'Download excel' action button), filling information and thereafter importing data from excel template (using 'Import' action button).
	List of Members	i. This field shall be displayed and mandatory in case option 3 i.e., "Conversion of Private company into OPC" is selected in field 1 i.e., "Application for" ii. Following fields shall be available for user input in separate columns of a table a. S. No. b. Name of the member c. Address iii. User shall be provided with 'Add row' and 'Delete row' action buttons for input or deletion of data. iv. User can also provide the details by downloading the excel template (using 'Download excel' action button), filling information and thereafter importing data from excel template (using 'Import' action button).

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Field No.	Field Name	Instructions
	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 NOC of every creditor with the application for Conversion;	These attachments shall be displayed and mandatory in case option 3 i.e., "Conversion of Private company into OPC" is selected in field number 1 i.e., "Application for".
(b)	Affidavit confirming that all the members of the company have given their consent for conversion.	
(c)	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.
	Declaration by Director To be digitally signed by	
	Designation	eForm should be digitally signed by the following: Director or manager or CEO/CFO or secretary of the company authorized by the board of directors. Select the designation of the person digitally signing the eForm.
	Director identification number of the director; or DIN or PAN of the manager/CEO/CFO; or Membership number of the Company Secretary	Enter the DIN in case the person digitally signing the eForm is a director. Enter DIN or income-tax PAN in case the person signing the eForm is a manager/CEO/CFO. Enter membership number in case the person digitally signing the eForm is a company secretary.
	To be digitally signed by	
	Member (In case of conversion of OPC)	This field shall be enabled and mandatory in case option 1 or 2 i.e., "Conversion of OPC into private company" or 'Conversion of OPC into public company' is selected in field 1 i.e., "Application for" of the form. DSC shall be enabled once the form is downloaded.
	PAN or DIN of member	DIN / PAN as available for the member associated with the OPC whose CIN is entered in field number 2 (a), shall be prefilled by the system. User shall not be allowed to edit PAN/DIN of member.

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3.2 Other instructions to fill Form INC-6

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-6. 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. 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	Voluntarily Conversion	The Companies (Registration Offices and Fees) Rules, 2014 (Refer the table 1 and table 2 below)		Date of passing special resolution.*	30 days

Date of passing the special resolution shall be derived on the basis of field 6b of the INC-6 form.

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

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
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

Compliance Calendar LLP

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4.2   Processing Type

INC-6 form shall be processed in Non-STP mode.

4.3   Useful links

1. Link to access Form No. INC-6: *https://www.mca.gov.in/MinistryV2/companyformsdownload.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*

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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*"

5.2 Annexure B – Pin Code Master

Please refer the below link to view the Pin Codes:

https://data.gov.in/catalog/all-india-pincode-directory/

File name in the link: All India Pincode Directory