

Table of Contents

1	PART I – LAW(S) GOVERNING THE WEBFORM.....	3
1.1	Purpose of the webform	3
1.2	Important Check Points while filling up the webform	3
2	PART II – ACCESSING THE RUN COMPANY APPLICATION.....	4
2.1	Application Process for RUN Company.....	4
3	PART III – INSTRUCTIONS TO FILL THE WEBFORM.....	6
3.1	Specific Instructions to fill RUN Company at Field Level	6
3.2	Other instructions to fill RUN.....	7
4	PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION.....	8
4.1	Fee rules	8
4.2	Processing Type	8
4.3	Useful links	8
4.4	Rejection codes	8
5	ANNEXURES	9
5.1	Annexure A – List of Special Characters	9

ABOUT THIS DOCUMENT

This Instruction Kit is designed as a step by step guide to assist the user in filling up the web form. This document provides references to law(s) governing the web form, guidelines to access the application, instructions to fill the web form at field level and important check points while filling up the web form along with other instructions to fill the web form.

User is advised to refer to the respective instruction kit for filing of web form.

This document is divided into following sections:



Part I – Law(s) governing the webform



Part II – Accessing the RUN Company application



Part III – Instructions to fill the web form



Part IV – Key points for successful submission

Click on any section link to refer to the particular section.

1 PART I – LAW(S) GOVERNING THE WEBFORM

Pursuant to Section [4](#) and [13](#) of The Companies Act, 2013 read with Rule [8](#) and [9](#) of Companies (Incorporation) Rules, 2014.

1.1 Purpose of the webform

An existing company seeking to change its name shall apply for reservation by filing Form RUN with Central Registration Centre (CRC). The proposed name applied should not be undesirable as per the relevant provisions of the Act and rules dealt with in this matter. The Central Registration Centre (CRC) may on the basis of information and documents provided, reserve the name for 60 days from the date of approval

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 in case of resubmission, application of RUN 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 user id which is used for name reservation through RUN application, is the same user ID which is used to resubmit the SRN.*
- ✓ *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 RUN COMPANY APPLICATION

2.1 Application Process for RUN Company

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 “Company Services”

STEP 4: Access “RUN Company”

STEP 5: Fill up the application

STEP 6: Perform Auto Check

STEP 7: Save the webform as a draft (optional)²

STEP 8: Submit the webform

STEP 9: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA)

STEP 10: Pay Fees (In case the user does not complete the payment within 7 days of SRN generation, the SRN will be cancelled)

STEP 11: Acknowledgement email is generated

STEP 12: Once the form is processed an approval/rejection letter is sent to the registered Email ID of the user

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access RUN 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: Perform Auto Check

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

STEP 7: Submit the webform

STEP 8: SRN is generated post submission of webform (The SRN can be used by the user for any future correspondence with MCA)

STEP 9: Pay Fees (In case the user does not complete the payment within 7 days of SRN generation, the SRN will be cancelled)

STEP 10: Acknowledgement email is generated

STEP 11: Once the form is processed an approval/rejection letter is sent to the registered Email ID of the user

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 “Reserve Unique Name Company” in case the user is not already logged in.

² The option to save the webform as a draft shall be enabled once the user enters “Proposed name of the Company”.

³ 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.

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 RUN Company application with status as 'Resubmission required'

STEP 5: Fill up the application

STEP 6: Perform Auto Check

STEP 7: Save the webform as a draft (optional)²

STEP 8: Submit the webform

STEP 9: Acknowledgement email is generated

STEP 10: Once the form is processed an approval/rejection letter is sent to the registered Email ID of the user

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: Perform Auto Check

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

STEP 6: Submit the webform

STEP 7: Acknowledgement email is generated

STEP 8: Once the form is processed an approval/rejection letter is sent to the registered Email ID of the user

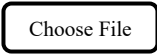


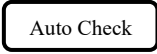
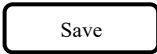
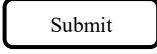
3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

3.1 Specific Instructions to fill RUN Company at Field Level

Instructions to fill 'RUN Company' 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	Corporate Identity Number	<ul style="list-style-type: none"> i. Enter a valid and active CIN. ii. This field shall be pre-filled as per original SRN and shall be non-editable in case 'Resubmission application' is selected in field number 1 i.e. "Type of application".
3	Proposed Name 1	<ul style="list-style-type: none"> i. Enter the particulars of the proposed name. ii. This is a mandatory field. iii. Maximum character limit for company name is 75 characters. Refer 'Annexure A' for list of special characters to be allowed in company name. iv. No abbreviation "PVT", "PVT." Or "(P)" shall be allowed after the name of the company. No abbreviation "LTD", "LTD." "ltd" "ltd." shall be allowed. v. Non-ASCII code values are not allowed.
4	Proposed Name 2	<ul style="list-style-type: none"> i. Enter the particulars of the proposed name. ii. This is an optional field. iii. Maximum character limit for company name is 75 characters. Refer 'Annexure A' for list of special characters to be allowed in company name. iv. No abbreviation "PVT", "PVT." Or "(P)" shall be allowed after the name of the company. No abbreviation "LTD", "LTD." "ltd" "ltd." shall be allowed. v. Non-ASCII code values are not allowed. vi. Please ensure that the name entered in this field shall not match with the name entered in field number 3 i.e. "Proposed Name 1"
	Attachments:	All the attachments shall be either in pdf or .jpg format. The size of each individual attachment can be up to 6 MB.
	Optional attachment(s) - if any	<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.

3.2 Other instructions to fill RUN

Buttons	Particulars
	<ol style="list-style-type: none"> Click the “Choose File” button to browse and select a document that is required to be attached as a supporting to RUN Company application. This is an optional field. 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. The user has an option to attach multiple files as attachments within the webform.
	<p>The user has an option to remove files from the attachment section using the “Remove” option provided against each attachment.</p>
	<p>The user has an option to download the attached file(s) using the “Download” option provided against each attachment.</p>
	<ol style="list-style-type: none"> This is an optional field. This button shall be enabled in case proposed name is entered in field number 3 i.e. “Proposed Name 1”. Click the Auto-check button after filling up the web form. On clicking ‘Auto-check’ button the system verifies the application based on the auto check rules and relevant alerts and error messages are displayed to the user.
	<ol style="list-style-type: none"> Click on Save button for saving the application in a draft form at any given point in time prior to submitting the webform. The ‘Save’ option will be enabled only after entering the <i>CIN</i> This is an optional field. 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. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.
	<ol style="list-style-type: none"> This is a mandatory field. When the user clicks on the submit button all ‘Auto check’ rules will be performed again. In case errors are detected the user will be taken back to webform and all the relevant error messages shall be displayed. In case at the submission of webform no errors are detected by the system the submission will be successful.

4 PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION

4.1 Fee rules

S#	Purpose of webform	Normal Fee (INR)	Additional (Delay Fee)	Logic for Additional Fees	
				Event Date	Time limit (days) for filing
1	Reservation of Name	1000	NA	NA	NA

4.2 Processing Type

Form No. RUN Company shall be processed in Non-STP mode.

4.3 Useful links

1. Link to access RUN Company : <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>

4.4 Rejection codes



Rejection codes.xlsx

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

5 ANNEXURES

5.1 Annexure A – List of Special Characters

S#	Special Characters
1	,
2	@
3	#
4	\$
5	%
6	&
7	*
8	(
9)
10	-
11	_
12	=
13	+
14	[
15	{
16	}
17]
18	
19	\
20	;
21	:
22	"
23	
24	,
25	<
26	.
27	>
28	/
29	?
30	~
31	!
32	space