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## ABOUT THIS DOCUMENT

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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 SPICe+ Part A 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

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

### 1.1 Purpose of the webform

1. **Reservation of name:** A new company seeking to reserve its name shall apply for reservation by filing Form SPICe+ PART A 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 20 days from the date of approval.
2. **Extension of validity of reserved name:** The user will also have an option to extend the reserved name validity beyond 20 days. A separate functionality (not a part of SPICe+ Part A webform) has been provided for the same. *Refer section 2.2 for the process for extension of reserved name validity.*

### 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 SPICe+ Part A 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 ensure that the user ID which is used to apply for name reservation through SPICe+ Part A 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 FORM NO. SPICe+ Part A APPLICATION

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### 2.1 Application Process for Form No. SPICe+ Part A

#### 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<sup>1</sup>

**STEP 3:** Select “MCA services” and further select “Company Services”

**STEP 4:** Access “SPICe + Part A”

**STEP 5:** Fill up the application

**STEP 6:** Search CIN/LLPIN using the search option (optional)<sup>2</sup>

**STEP 7:** Perform Auto Check

**STEP 8:** Save the webform as a draft (optional)<sup>3</sup>

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

**STEP 12:** Acknowledgement email is generated

**STEP 13:** 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 SPICe + Part A through search bar on MCA homepage (website search)<sup>4</sup>

**STEP 3:** Login to MCA portal with valid credentials

**STEP 4:** Fill up the application

**STEP 5:** Search LLPIN using the search option (optional)<sup>2</sup>

**STEP 6:** Perform Auto Check

**STEP 7:** Save the webform as a draft (optional)<sup>3</sup>

**STEP 8:** Submit the webform

**STEP 9:** SRN is generated post 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

<sup>1</sup> 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 “SPICe + Part A” in case the user is not already logged in.

<sup>2</sup> In case value selected in field ‘Type of Company’ is ‘Part I LLP to Company’ or ‘a search option will be provided to the user on the page allowing the user to search for the LLPIN on the basis the name of the LLP.

<sup>3</sup> The option to save the webform as a draft shall be enabled once the user enters “Proposed name of the Company”.

<sup>4</sup> 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 SPICe+ Part A application with status as 'Resubmission required'

**STEP 5:** Fill up the application

**STEP 6:** Search LLPIN using the search option (optional)<sup>2</sup>

**STEP 7:** Perform Auto Check

**STEP 8:** Save the webform as a draft (optional)<sup>3</sup>

**STEP 9:** Submit the webform

**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

#### 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:** Search LLPIN using the search option (optional)<sup>2</sup>

**STEP 5:** Perform Auto Check

**STEP 6:** Save the webform as a draft (optional)<sup>3</sup>

**STEP 7:** Submit the webform

**STEP 8:** Acknowledgement email is generated

**STEP 9:** Once the form is processed an approval/rejection letter is sent to the registered Email ID of the

## 2.2 Process for extension of reserved name validity

### 2.2.1 Option 1

**STEP 1:** Access MCA homepage

**STEP 2:** Login to MCA portal with valid credentials<sup>1</sup>

**STEP 3:** Access application history through user dashboard

**STEP 4:** Access application dashboard by clicking on the applicable SRN/SPICe + application with status as 'SPICe + Part A approved'

**STEP 5:** Click 'Extend' button corresponding to the SPICe+ Part A webform with status as 'Approved' in the application dashboard

**STEP 6:** Select the relevant period of extension from 3 radio buttons<sup>5</sup>

<sup>5</sup>Please note that in case the user wants to extend the validity of the reserved name before expiry of initial period of 20 days for another 20 days or 40 days, then the following 2 radio buttons shall be displayed '20 to 40 days' and '20 to 60 days'. However, if the user had already availed extension of 20 days by selecting option 1 i.e. '20 to 40 days', and wants to further extend the validity, then the following radio button shall be displayed '40 to 60 days'

**STEP 7:** Pay Fees

**STEP 8:** Acknowledgement email is generated

### 2.2.2 Option 2

**STEP 1:** Click on the link provided in the notification email sent (reminder email)

**STEP 2:** Login to MCA portal with valid credentials<sup>1</sup>

**STEP 3:** Access application history through user dashboard

**STEP 4:** Access application dashboard by clicking on the applicable SRN/SPICe + application with status as 'SPICe + Part A approved'

**STEP 5:** Click 'Extend' button corresponding to the SPICe+ Part A webform with status as 'Approved' in the application dashboard

**STEP 6:** Select the relevant period of extension from 3 radio buttons<sup>5</sup>

**STEP 7:** Pay Fee

**STEP 8:** Acknowledgement email is generated

### 3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

#### 3.1 Specific Instructions to fill Form No. SPICe+ Part A at Field Level

*Instructions to fill 'SPICe+ Part A' 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)	Type of Company	<ul style="list-style-type: none"> <li>i. Select the type of proposed company from the dropdown options provided under this field.</li> <li>ii. In case Form No. SPICe+ Part B is filed after name reservation; this field will be pre-filled and shall be non-editable.</li> <li>iii. In case the form is being resubmitted, value will be pre-filled as per original SRN and dropdown option 'Part I Others' shall be disabled.</li> </ul>
	LLPIN	<ul style="list-style-type: none"> <li>i. Enter a valid and active LLPIN.</li> <li>ii. A search option shall also be provided to search the LLPIN basis the name of the LLP. Either the full name of the LLP or partial name can be used to search the LLPIN.</li> <li>iii. This field shall be mandatory in case type of company selected is field number 1 (a) is 'Part I LLP to Company'.</li> </ul>
	Search and select industry sub-class (NIC Codes)	<ul style="list-style-type: none"> <li>i. The user shall have an option to search and select maximum three five-digit NIC Codes from the search window provided.</li> <li>ii. The user shall have an option to search the NIC codes on the basis of both NIC code and NIC code description.</li> <li>iii. The user shall be prompted to select one NIC code as the primary Industrial Classification.</li> </ul>
	Main sub-class of Industrial activity of the company	<ul style="list-style-type: none"> <li>i. This field shall be prefilled as per the NIC code selected through field i.e. "Search and select industry sub-class (NIC Codes)" separated by commas. Refer 'Annexure A' for the NIC 2008 list.</li> <li>ii. In case type of company selected in field number 1 (a) i.e. "Type of Company" is 'IFSC Company', the first two digits of the entered IFSC code shall be 64,65 or 66.</li> </ul>

Field No.	Field Name	Instructions
	Particulars of the proposed or approved name	<ol style="list-style-type: none"> <li>Enter the particulars of the proposed company name. Two names can be proposed. However, it is mandatory to enter atleast one proposed name.</li> <li>Maximum character limit for company name is 75 characters. Refer ‘Annexure B’ for list of special characters to be allowed in company name.</li> <li>No abbreviation ‘PVT’, ‘PVT.’ Or ‘(P)’ shall be allowed after the name of the company. No abbreviation ‘LTD’, ‘LTD.’ ‘ltd’ ‘ltd.’ shall be allowed.</li> <li>Non-ASCII code values are not allowed.</li> <li>The illustrative list of names based on the type of company is as follows: In case of one person company – ABC (OPC) Private Limited. In case of a private limited company (other than producer company) – ABC Private Limited. In case of a private limited company (Producer company) – ABC Producer Company Limited. In case of a public limited company – ABC Limited. In case of an Unlimited liability private company – ABC Private Unlimited. In case of an Unlimited liability pubic company – ABC Unlimited.</li> </ol>
	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	<ol style="list-style-type: none"> <li>This field can be used to provide any other information.</li> <li>Please note that the user has an option to upload up to five optional attachments.</li> </ol>



### 3.2 Other instructions to fill 'Form No. SPICe+ Part A'

Buttons	Particulars
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin-bottom: 10px;">Choose File</div>	<ol style="list-style-type: none"> <li>i. Click the “Choose File” button to browse and select a document that is required to be attached.as a supporting to Form No. SPICe+ Part A.</li> <li>ii. This is an optional field.</li> <li>iii. All the attachments should be uploaded in <i>pdf or .jpg format</i>. The total size of the document being submitted can be <b>up to 10 MB</b>.</li> <li>iv. The user has an option to attach multiple files as attachments within the webform.</li> </ol>
<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: 5px;">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: 10px;">Auto Check</div>	<ol style="list-style-type: none"> <li>i. This is an optional field.</li> <li>ii. This button shall be enabled in case proposed name is entered.</li> <li>iii. Click the Auto-check button after filling up the web form.</li> <li>iv. 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.</li> </ol>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin-bottom: 10px;">Save</div>	<ol style="list-style-type: none"> <li>i. Click on Save button for saving the application in a draft form at any given point in time prior to submitting the webform.</li> <li>ii. The ‘Save’ option will be enabled only after entering the proposed name.</li> <li>iii. This is an optional field.</li> <li>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.</li> <li>v. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.</li> </ol>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin-bottom: 10px;">Submit</div>	<ol style="list-style-type: none"> <li>i. This is a mandatory field.</li> <li>ii. 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.</li> <li>iii. In case at the submission of webform no errors are detected by the system the submission will be successful.</li> </ol>

## 4 PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION

### 4.1 Fee rules

#### Normal filing fees

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

#### Fees for extension of reserved name validity

S#	Purpose	Normal Fee (INR)
1	Reservation of Name for 20 to 40 days (Radio button option 1)	1000
2	Reservation of Name for 20 to 60 days (Radio button option 2)	3000
3	Reservation of Name for 40 to 60 days (Radio button option 3)	2000

### 4.2 Processing Type

Form No. SPICe+ Part A shall be processed in Non-STP mode.

### 4.3 Useful links

1. Link to access SPICe+ Part A : <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

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### 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)”

### 5.2 Annexure B – 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