

Company e-Filing Form CHG- 4

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- The module aims to simplify the process of intimation regarding the payment or satisfaction (in full) of any charge relating to the company.
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- The objective of Company e-Filing Form CHG-4:
- To make particulars for satisfaction of charge process simplified.
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- Laws Governing the Company Form CHG-4
- The Company Form CHG-4 is pursuant to Section 82(1) of Companies Act, 2013 and Rule 8(1) of the Companies (Registration of Charges) Rules 2014.
- The e-Filing Form CHG-4 simplify the process of intimation by the company or the charge holder to the concerned Registrar of Companies (RoC) vide form CHG-4 of the payment or satisfaction (in full) of any charge relating to the company.
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- Steps to access CHG-4 Form
- Go to the MCA Services menu of the menu navigation bar
- Go to Company e-Filing
- Go to Charge Related Filings
- Go to Intimation of satisfaction of charge
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- Login to access Company Form CHG-4
- The top navigation bar contains a Sign In/Sign Up tab for user's registration and login to the website.
- Once a user logs in to the MCA website, they can access MCA services such as uploading E-Forms, make payments, and annual E-Filing using My Workspace.
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- e-Filing Form CHG-4
- Enter Entity CIN/FCRN or Company Name to find the CIN.
- Enter Date of satisfaction of charge.
- Select "Yes" if beyond 30 days but within 300 days from the date of satisfaction.
- Select type of applicant.
- Enter Charge creation identification (ID) number.
- Enter the Name of charge holder, Address and Email ID.
- Enter the Charge creation and subsequent modifications.
- Click on Next button.
- Enter up to 5 Optional attachment(s) if any.

- Enter Declaration, Resolution number and Date.
- Enter the authorized representative digital signature.
- Enter the authorized representative designation and DIN/PAN/Membership number.
- Select Declaration.
- Enter the Digital signature of authorized representative.
- Enter Charge Holder or ARC or assignee.
- Enter PAN, Email ID, and Designation.
- Enter the Practicing Professional digital signature.
- Select the Practicing Professional Chartered Accountant/Cost Accountant/Company Secretary.
- Enter Membership /Certificate of practice number of the professional corresponds to the 'Associate' or 'Fellow'.
- Click on Next to proceed.
- CHG-4 form is submitted against SRN.
- Click on OK to proceed.
- Form is successfully submitted, and SRN is generated.
- Upload the DSC affixed pdf document.
- Click on Proceed to Payment button.
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Payment

- Fee of ₹600 specified in The Companies (Registration of offices and Fees) Rules, 2014 is charged.
- Click on Make Payment button.
- Select payment mode, either Online or Offline and then click on Submit button.

Online Payment Mode

- Select online payment mode and click on Submit button.
- Verify depositor's details.
- Click on Confirm button.
- Select a payment gateway.
- Select a payment mode.
- Click on View User Charge button
- A popup window with User Bank Charges appears.
- Enter Captcha text.
- Check the acknowledgement and agree to the terms and conditions.
- Click Pay button to proceed.
- Select a payment option either Cards or Net banking.
- Enter credit/debit card details.
- Click on PROCEED button to proceed
- Enter OTP.
- Click on PAY button.

- Transaction for payment is successful.
- Successful payment receipt is generated.
- User can download the receipt in PDF format.

Offline Payment Mode

- Select Offline payment mode and click on Submit button.
- Click on Proceed for E-Challan through NEFT.
- Verify depositor's details.
- Click to Confirm.
- Click on Download Deposit Slip.
- An acknowledgement email is sent for Reference Deposit slip.
- E-Challan in PDF format to pay in offline mode.
- An acknowledgement email sent about successful transaction.

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