

Form 8**INSTRUCTIONS FOR FILLING OF EFORM – 8**

(Particulars for creation or modification of charge (other than those related to debentures) including particulars of modification of charge by asset reconstruction companies in terms of Securitisation and Reconstruction of Financial Assets and Enforcement of Securities Interest Act, 2002 (SARFASI))

S. No.		Detailed Instructions
		<p>Note:</p> <ol style="list-style-type: none"> 1) Instructions are not provided for the fields which are self explanatory. 2) 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 eForm.
		Refer the relevant provisions of the Companies Act, 1956 and rules made there under with respect to the matter dealt in this eForm.
1	(a)	<p>In case of an Indian company, enter the 'Corporate Identity Number' (CIN). In case of a Foreign company, enter the 'Foreign Company Registration Number' (FCRN).</p> <ul style="list-style-type: none"> You may find CIN/ FCRN by entering existing registration number or name of the company in the 'Find CIN/GLN' service at the MCA21 portal
2	(a) to (c)	<p>Click the 'Pre-fill' button. System will automatically display the name, registered office address (in case of Indian company) or name and address of principal place of business in India (in case of foreign company) and email ID of the company. In case there is any change in the email ID, enter the new valid email ID.</p>
3		Select the purpose of the form i.e. whether eForm is being filed for creation of charge or for modification of charge.
4		<p>In case the eForm is to be filed for modification of charge, enter the charge identification number allotted at the time of registration of the charge</p> <p>Please note that approval of this eForm shall not be allowed in case any other eForm filed earlier is pending for payment of fee or is under processing in respect of the charge ID entered in the form.</p>
6	(a), (b)	<p>Select one or more option for the type of charge. If option 'Others' is selected, then specify the details for the same.</p>
7	(a) to (c)	<p>Select whether consortium finance (i.e. If there are more than one charge holders) is applicable or not. Select whether joint charge is applicable or not. Enter the total number of charge holders.</p>
8		<p>Enter details of the charge holder. In case charge is modified in favour of ARC or assignee, enter details of ARC or assignee.</p> <p>In case of consortium finance and/ or joint charge, enter details of the lead charge holder only and provide the details of the other charge holder(s) as an attachment.</p> <p>Select the category of the charge holder.</p> <p>If the charge holder is an Indian company, enter the CIN of the company.</p> <ul style="list-style-type: none"> You may find CIN by entering existing registration number or name of the company in the 'Find CIN/GLN' service at the MCA21 portal <p>Click the "Pre-fill" button.</p> <p>System will automatically display the name, registered office address and email ID of the charge holder. Please enter the complete address in case the displayed address is incomplete. Further, in case the displayed address is not correct or address other than the registered office address of the charge holder is to be entered, then you can edit the address as displayed on pre-fill.</p> <p>If the charge holder is other than an Indian company, enter its name, address and email</p>

S. No.		Detailed Instructions
		ID (CIN is not a mandatory field)
10		In case of creation of charge, enter the date of creation of charge In case of modification of charge, enter the date of modification of charge
12	(a) to (c)	Enter the total amount secured by the charge. In case of modification of charge, enter the total amount secured by the charge after such modification. If there is no modification in the charge amount, then enter the amount secured by the charge prior to such modification. In case the amount is in foreign currency, enter its rupee equivalent and mention details of the foreign currency. Based on the amount entered, system shall automatically display the amount in words.
13	(a) to (e)	Enter the details of creation or modification of the charge. In case of modification of charge, enter the particulars as applicable after such modification.
17		Enter the date of last modification prior to the present modification. This field is applicable only in case of modification of charge.
18		Enter the particulars of the present modification. This field is applicable only in case of modification of charge. Ensure that correct particulars are entered as the same shall be displayed in the certificate of modification.
Attachments		<ul style="list-style-type: none"> Instrument(s) of creation or modification of charge is a mandatory attachment. In case of acquisition of property, already subjected to charge; instrument evidencing creation or modification of charge is a mandatory attachment. In case of joint charge and consortium finance; particulars of other charge holders should be attached Any other information can be provided as an optional attachment.
Verification		Enter the serial number and date of board resolution authorising the signatory to sign & submit the eForm. This is mandatory for Indian company in following cases – <ul style="list-style-type: none"> Creation of charge No is selected in field 'Whether charge is modified in favour of ARC or assignee' No is selected in field 'Whether charge holder is authorised to assign the charge...'
Digital Signature		<p>The eForm should be digitally signed by the charge holder and by the following –</p> <p><u>In case of an Indian company</u></p> <ul style="list-style-type: none"> By the Managing director or director or manager or secretary of the company authorised by the Board of directors <p><u>In case of a foreign company</u></p> <ul style="list-style-type: none"> By an authorised representative. <p>In case the charge is modified in favour of the asset reconstruction company (ARC) or assignee then; the eForm should also be digitally signed by such ARC or assignee. In such case, the digital signature of the company representative is optional.</p>
Designation		<p>In case of company representative, select the designation of the person digitally signing the eForm.</p> <p>Enter the DIN in case the person digitally signing the eForm is a director or managing director.</p> <p>Enter income-tax PAN in case the person signing the eForm is a manager or authorised representative.</p> <p>Enter membership number or income-tax PAN in case the person digitally signing the eForm is a secretary.</p> <p>In case of charge holder, ARC or assignee; enter the designation of the person digitally signing the eForm.</p>

Common Instruction Kit

Buttons	Particulars
Pre-fill	<p>When you click the pre-fill button after entering the corporate identity number in eForm, the name and address is displayed by the system.</p> <p>This button may appear more than once in an eForm, and shall be required to be clicked for displaying the data pertaining to that field.</p> <p>You are required to be connected to the internet for pre-filling.</p>
Attach	<p>You have to click the attach button corresponding to the document you are making an attachment. In case you wish to attach any other document, please click the optional attach button. (Through Optional attachment, you can attach maximum five optional attachments).</p>
Remove attachment	<p>You can view the attachments added to eForm in the rectangle box provided next to the list of attachment. If you want to remove or delete any attachment, select the attachment to be removed and press the "Remove attachment" button.</p>
Check Form	<p>Once the form is filled up, you are required to press the Check Form button. When this button is pressed, form level validation is done such as, Whether all the mandatory fields are filled up or not. If an error is displayed after pressing the button, you are required to correct the mistake and again press the "Check Form" button. When all the form level validation is done, a message is displayed that "Form level pre scrutiny is successful". The Check Form is done without being connected to the internet.</p>
Modify	<p>"Modify" button gets enabled after the check form is done. By pressing this button you can make the changes in the filled in form. If you make any change in the form, you are again required to press the "Check Form" button.</p>
Pre scrutiny	<p>Once form is filled, you are required to get it pre scrutinised.</p> <p>You are required to be login to MCA21 portal for pre scrutiny</p> <p>On pre-scrutiny the system level check is performed and if there are any errors, it is displayed to the user</p> <p>After correcting the pre scrutiny error, attach the digital signature on the eForm on the signature field.</p>
Submit	<p>Once the eForm is pre scrutinised, filled and signed, it is ready for uploading on the MCA portal. Login to the MCA21 portal with your user ID and password for uploading the eForm.</p> <p>Alternatively, you can directly upload the eForm instead of first prescrutiny and then upload.</p>
Country code	<p>The list of country code required to be mentioned in the eForm are as follows:</p>

Note: User is advised to refer to eForm specific instruction kit.

List of ISO Country Code

Country Name	Country Code	Country Name	Country Code
AFGHANISTAN	AF	LIBERIA	LR
ÅLAND ISLANDS	AX	LIBYAN ARAB JAMAHIRIYA	LY
ALBANIA	AL	LIECHTENSTEIN	LI
ALGERIA	DZ	LITHUANIA	LT
AMERICAN SAMOA	AS	LUXEMBOURG	LU
ANDORRA	AD	MACAO	MO
ANGOLA	AO	MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF	MK
ANGUILLA	AI	MADAGASCAR	MG
ANTARCTICA	AQ	MALAWI	MW
ANTIGUA AND BARBUDA	AG	MALAYSIA	MY

Country Name	Country Code	Country Name	Country Code
ARGENTINA	AR	MALDIVES	MV
ARMENIA	AM	MALI	ML
ARUBA	AW	MALTA	MT
AUSTRALIA	AU	MARSHALL ISLANDS	MH
AUSTRIA	AT	MARTINIQUE	MQ
AZERBAIJAN	AZ	MAURITANIA	MR
BAHAMAS	BS	MAURITIUS	MU
BAHRAIN	BH	MAYOTTE	YT
BANGLADESH	BD	MEXICO	MX
BARBADOS	BB	MICRONESIA, FEDERATED STATES OF	FM
BELARUS	BY	MOLDOVA, REPUBLIC OF	MD
BELGIUM	BE	MONACO	MC
BELIZE	BZ	MONGOLIA	MN
BENIN	BJ	MONTENEGRO	ME
BERMUDA	BM	MONTSERRAT	MS
BHUTAN	BT	MOROCCO	MA
BOLIVIA	BO	MOZAMBIQUE	MZ
BOSNIA AND HERZEGOVINA	BA	MYANMAR	MM
BOTSWANA	BW	NAMIBIA	NA
BOUVET ISLAND	BV	NAURU	NR
BRAZIL	BR	NEPAL	NP
BRITISH INDIAN OCEAN TERRITORY	IO	NETHERLANDS	NL
BRUNEI DARUSSALAM	BN	NETHERLANDS ANTILLES	AN
BULGARIA	BG	NEW CALEDONIA	NC
BURKINA FASO	BF	NEW ZEALAND	NZ
BURUNDI	BI	NICARAGUA	NI
CAMBODIA	KH	NIGER	NE
CAMEROON	CM	NIGERIA	NG
CANADA	CA	NIUE	NU
CAPE VERDE	CV	NORFOLK ISLAND	NF
CAYMAN ISLANDS	KY	NORTHERN MARIANA ISLANDS	MP
CENTRAL AFRICAN REPUBLIC	CF	NORWAY	NO
CHAD	TD	OMAN	OM
CHILE	CL	PAKISTAN	PK
CHINA	CN	PALAU	PW
CHRISTMAS ISLAND	CX	PALESTINIAN TERRITORY, OCCUPIED	PS
COCOS (KEELING) ISLANDS	CC	PANAMA	PA
COLOMBIA	CO	PAPUA NEW GUINEA	PG
COMOROS	KM	PARAGUAY	PY
CONGO	CG	PERU	PE
CONGO, THE DEMOCRATIC REPUBLIC OF THE	CD	PHILIPPINES	PH
COOK ISLANDS	CK	PITCAIRN	PN
COSTA RICA	CR	POLAND	PL
COTE D'IVOIRE	CI	PORTUGAL	PT
CROATIA	HR	PUERTO RICO	PR

Country Name	Country Code	Country Name	Country Code
CUBA	CU	QATAR	QA
CYPRUS	CY	REUNION	RE
CZECH REPUBLIC	CZ	ROMANIA	RO
DENMARK	DK	RUSSIAN FEDERATION	RU
DJIBOUTI	DJ	RWANDA	RW
DOMINICA	DM	SAINT BARTHELEMY	BL
DOMINICAN REPUBLIC	DO	SAINT HELENA	SH
ECUADOR	EC	SAINT KITTS AND NEVIS	KN
EGYPT	EG	SAINT LUCIA	LC
EL SALVADOR	SV	SAINT MARTIN	MF
EQUATORIAL GUINEA	GQ	SAINT PIERRE AND MIQUELON	PM
ERITREA	ER	SAINT VINCENT AND THE GRENADINES	VC
ESTONIA	EE	SAMOA	WS
ETHIOPIA	ET	SAN MARINO	SM
FALKLAND ISLANDS (MALVINAS)	FK	SAO TOME AND PRINCIPE	ST
FAROE ISLANDS	FO	SAUDI ARABIA	SA
FIJI	FJ	SENEGAL	SN
FINLAND	FI	SERBIA	RS
FRANCE	FR	SEYCHELLES	SC
FRENCH GUIANA	GF	SIERRA LEONE	SL
FRENCH POLYNESIA	PF	SINGAPORE	SG
FRENCH SOUTHERN TERRITORIES	TF	SLOVAKIA	SK
GABON	GA	SLOVENIA	SI
GAMBIA	GM	SOLOMON ISLANDS	SB
GEORGIA	GE	SOMALIA	SO
GERMANY	DE	SOUTH AFRICA	ZA
GHANA	GH	SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS	GS
GIBRALTAR	GI	SPAIN	ES
GREECE	GR	SRI LANKA	LK
GREENLAND	GL	SUDAN	SD
GRENADA	GD	SURINAME	SR
GUADELOUPE	GP	SVALBARD AND JAN MAYEN	SJ
GUAM	GU	SWAZILAND	SZ
GUATEMALA	GT	SWEDEN	SE
GUERNSEY	GG	SWITZERLAND	CH
GUINEA	GN	SYRIAN ARAB REPUBLIC	SY
GUINEA-BISSAU	GW	TAIWAN, PROVINCE OF CHINA	TW
GUYANA	GY	TAJIKISTAN	TJ
HAITI	HT	TANZANIA, UNITED REPUBLIC OF	TZ
HEARD ISLAND AND MCDONALD ISLANDS	HM	THAILAND	TH
HOLY SEE (VATICAN CITY STATE)	VA	TIMOR-LESTE	TL
HONDURAS	HN	TOGO	TG
HONG KONG	HK	TOKELAU	TK
HUNGARY	HU	TONGA	TO
ICELAND	IS	TRINIDAD AND TOBAGO	TT

Country Name	Country Code	Country Name	Country Code
INDIA	IN	TUNISIA	TN
INDONESIA	ID	TURKEY	TR
IRAN, ISLAMIC REPUBLIC OF	IR	TURKMENISTAN	TM
IRAQ	IQ	TURKS AND CAICOS ISLANDS	TC
IRELAND	IE	TUVALU	TV
ISLE OF MAN	IM	UGANDA	UG
ISRAEL	IL	UKRAINE	UA
ITALY	IT	UNITED ARAB EMIRATES	AE
JAMAICA	JM	UNITED KINGDOM	GB
JAPAN	JP	UNITED STATES	US
JERSEY	JE	UNITED STATES MINOR OUTLYING ISLANDS	UM
JORDAN	JO	URUGUAY	UY
KAZAKHSTAN	KZ	UZBEKISTAN	UZ
KENYA	KE	VANUATU	VU
KIRIBATI	KI	VENEZUELA, BOLIVARIAN REPUBLIC OF	VE
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	KP	VIET NAM	VN
KOREA, REPUBLIC OF	KR	VIRGIN ISLANDS, BRITISH	VG
KUWAIT	KW	VIRGIN ISLANDS, U.S.	VI
KYRGYZSTAN	KG	WALLIS AND FUTUNA	WF
LAO PEOPLE'S DEMOCRATIC REPUBLIC	LA	WESTERN SAHARA	EH
LATVIA	LV	YEMEN	YE
LEBANON	LB	ZAMBIA	ZM
LESOTHO	LS	ZIMBABWE	ZW