

## BRIEF PROCESS FOR GENERATION OF REPORT

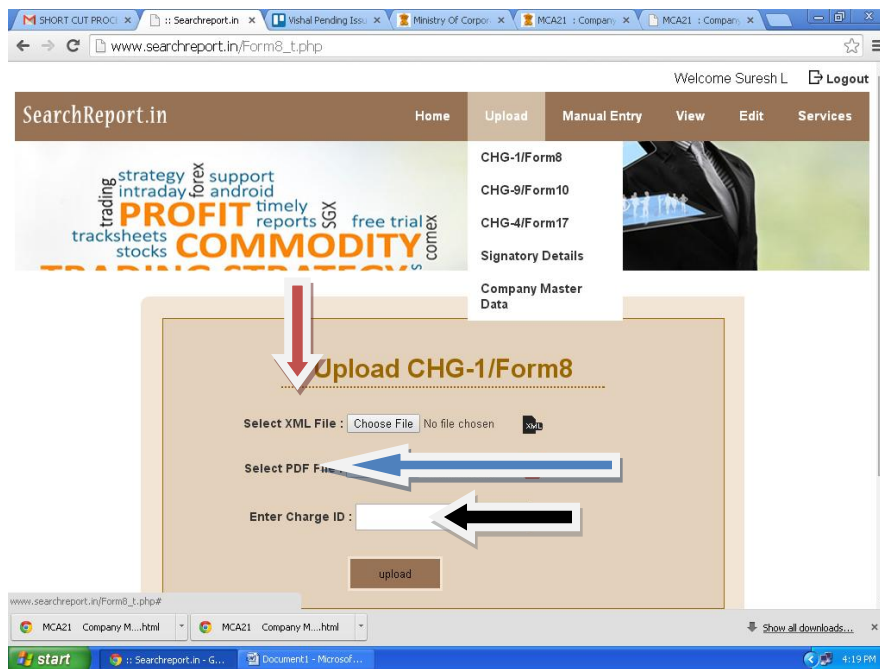
The process of generation of Search report is a simple 3 step process as mentioned below:

1. Upload
2. View Report
3. Download Report

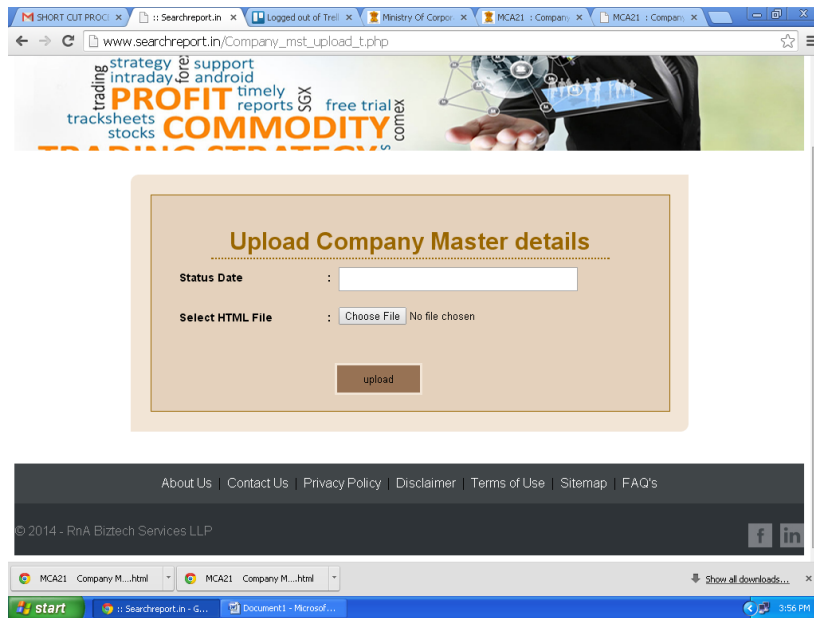
### Upload:

#### Step 1: Upload Tab → Upload forms relating to charges-Chg-1/Form 8, Chg-9/Form 10, Chg-4/Form 17

- Select the form to be uploaded
- Open the form in Adobe reader Version 8
- Export the file in Xml format and save the file without changing the name of the file
- The XML file and the PDF (downloaded from mca portal) have to be uploaded into the software along with the charge ID in case of creation.
- Once both the files are uploaded successfully in the software, the process is complete and the system pops up 'successfully uploaded'



**Step -2 : Upload tab → Upload the html files of ‘Company Master Data’ and ‘View Signatory details’ and feed the status date to generate general information and signatory details in the report.**



After uploading the company master details in HTML format, a screen will pop up saying “Successfully uploaded”.

**STEP – 3: Services tab → View and download report.**

**Notes:**

1. The forms which are not in the digitalized version (i.e. prior to 2006) have to be manually fed in the software. However on filling the complete information the details will be reflected at an appropriate place.
2. You also have an option to view the details of information uploaded and edit some of it.

**Procedure to Export is displayed in the following screen shot and is indicated by redcoloured arrow**

The option of export appears only in version 8 /8.1 and does not appear in version 9/9.5, hence the user has to ensure adobe reader version 8 exist in his system, before he begins to download form 8 from MCA site)

The screenshot shows the Adobe Acrobat 3D interface. The 'Export' option is highlighted in the toolbar with a red arrow. The main content area displays a form titled 'FORM NO. CHG-1' with the following details:

**FORM NO. CHG-1**  
[Pursuant to sections 77,78 and 79 and pursuant to Section 384 read with 77,78 and 79 of the Companies Act, 2013 and Rule 3(1) of the Companies (Registration of Charges) Rules 2014]

Application for registration of creation, modification of charge (other than those related to debentures) including particulars of modification of charge by Asset Reconstruction Company in terms of Securitization and Reconstruction of Financial Assets and Enforcement of Securities interest Act, 2002 (SARFAESI)

Form language:  English  Hindi

Refer the instruction kit for filing the form.

1. (a) \*Corporate identity number (CIN) or foreign company registration number (FCRN) of the company

(b) Global location number (GLN) of company

2. (a) Name of the company

(b) Address of the registered office or the principal place of business in India of the company

(c) email id of the company

3. (a) \* This form is for registration of

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