



Step 1

Register the DSC (Digital Signature Certificate) of the authorized signatory with MCA

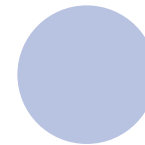
- i. If the authorized signatory is a Director of any company, please use DIN else PAN for verification while filling the form online.
- ii. Download & install Emsigner from the MCA portal to facilitate the registration of the DSC.



Step 2

Download CSR 1 and fill it electronically (<http://mca.gov.in/MinistryV2/homepage.html>)

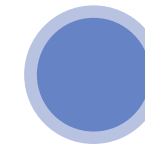
- i. Fill in the details of the Trust / Society.
- ii. Max of 10 Trustees / Members details to be filled
- iii. Fill in details of practicing CA/ Cost accountant / Company Secretary who would be verifying the form and submitting it digitally.
- iv. The form will need to be digitally signed with the DSC of the authorized person.



Step 3

Verification and submission of CSR 1 by practicing CA/ Cost accountant / Company Secretary

- i. The following documents need to be sent to the practicing CA/ Cost accountant / Company Secretary:
 - ii. CSR 1 duly filled and DSC.
 - iii. Board resolution approving the registration with MCA for CSR on the letter head of organization.
 - iii. List of Trustee / Members with PAN duly certified on the letter head of organization.
 - iv. Upon verification – the practicing CA/ Cost accountant / Company Secretary will certify DSC and submit to MCA.
 - v. OTP will be received on the email submitted by the registering organization.
 - vi. This is to be submitted by the practicing CA/ Cost accountant / Company Secretary on the MCA portal.



Step 4

Certificate of Registration

- i. Certificate will be received on the email submitted by the registering organization with unique



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