## Operating Procedure for **MCA (Ministry of Company Affairs):**

**Step 1:**
Payments for MCA can be made online through internet banking service. The user has to choose **Indian Bank** in the MCA website.

### Step 1: Login screen:

Once the user opts for the Indian Bank Internet Banking site to make online payment, Indian bank Internet Banking login screen is displayed. The user has to enter the user id and password in the login screen and click '**Login**'. Once '**Login**' button is clicked MCA input screen is displayed.

### Step 3: Input screen:

All the details for payment are displayed in the input screen. The details include **customer name, merchant code, merchant name, currency, date, reference number, transaction amount, service charge, account head, DDO code and the remitter name**. The user has to select the debit account from the drop down box and enter the transaction password. Upon clicking **submit** or for any change **clear** or **cancel** button, the system would revert back to the MCA website.

### Step 4: Confirmation screen:

When the user clicks submit button, the payment details along with the debit account selected by the user are displayed in the confirmation page. The user can confirm the payment by clicking '**Confirm**' or go back to input page by clicking '**Back**', or cancel the payment by clicking '**Cancel**'. Once payment is confirmed, the acknowledgement screen is displayed.

### Step 5: Acknowledgement screen:

When the user clicks the confirm button, the acknowledgement screen is displayed, it serves as a cyber receipt to user. The user can take a print out of the receipt by clicking '**Print**'. Once '**OK**' is clicked, the control is returned back to the MCA website.

### Disclaimer

**Indian Bank** is not liable for non-availability of services due to reasons beyond the controls of the bank.