Release Date: 26 April 2021

1. Purpose of this document

E-Consultation module aims to provide an online platform, wherein public suggestions can be invited from various stakeholders in the form of comments and suggestions on the proposed amendments and/or draft legislations. The purpose of this instruction kit document is to help the stakeholders submit public suggestion with ease.

This document also includes important recommendations and tips to be noted for successful submission.

2. Confidentiality

  a. **Public comments -** Comments posted by one user will not be available for view by other users. It shall be viewed only by the MCA backend users.

  b. **User Profile Information -** The user profile information (name, contact details, etc.) provided by users while submitting a comment shall be kept confidential and will only be available to the MCA backend users.

3. Accessing the E-Consultation Module

To access the E-Consultation module, user needs to navigate to MCA 21 homepage and select "E-consultation module" from the homepage. Comments can be submitted by any of the following 2 methods: -

- Guest Access (non-registered user) without Login
- Registered user can login and access the module

A detailed step by step guide on E-Consultation module is available on the homepage as an Introduction video. Please [click here](#) to access the video.

4. Accessing the documents for providing consultation comments/suggestions

  a. All the documents open for consultation shall be available with "Date of posting" and "Comments due date" on the home screen of E-Consultation page.

  b. One can also use the search bar within E-Consultation module to perform keyword searches within the module in order to search for a particular document/document(s). Upon performing the keyword search, list of documents matching the search criteria shall be displayed.

i. The user can refine the search based on exact phrase, words, with at least one of the words or without these word(s).

ii. Filter search results option either on the basis of posting date, document type or applicable act.

iii. Sort search results option basis the document posting date or comment due date.

c. In case the registered user has subscribed to the alerts and updates, they can access the consultation document directly through the link provided in information email (once the document is uploaded).

5. **Instructions for submitting a public comment**

a. Once the relevant document is identified, select the document to comment on. A new page with respective consultation will open.

b. Post selecting the requisite document, the user has an option to provide their comments at document level, chapter level or section level.

i. *At the document level* - A text box for entering comments/suggestions is provided, which will be Optional.

ii. *At the chapter/section level* – Select one out of the three dropdown options.

- In agreement
- Suggest removal of the chapter/section
- Suggest modification in the chapter/section

In case "Suggest modification in the chapter/section" or "Suggest removal of the chapter/section" is selected, a text box for entering comments/suggestion is provided, which shall be Mandatory.

Comment box is accessible in a separate pane on the right side of the screen. Comments can be brief or in-depth and well researched.

It is suggested that users provide their detailed comments against each section and chapter and only provide summary/high level comments at the document level.

c. The user can save their comments by clicking on the "Save" button at any given point of time. *Please note – For guest users, the comments will be saved only for the particular session. In case the session is refreshed for any reason, the comments*

provided will be lost. Registered users will be able to access their saved comments at a later point of time as well.

    d. After the user has completed providing their comments, they shall click on "Submit" option to submit comments to MCA. Before submission, a pop-up window for providing optional supporting attachment shall appear. *Please note - Attachment should not exceed the maximum size limit of 25 MB and the acceptable formats are PDF, DOC, PNG or JPEG.*

6. <u>**User Profile Information and OTP Verification**</u>

    a. **User Profile Information** - Once the comments are submitted, user profile information, such as Name, E-mail ID, Address, Name of the organization, Industry of operation etc. either in personal capacity, or professional capacity need to be provided.

    In case the user has logged in through their Registered login id on MCA portal, such user profile details shall be pre-filled and non-editable. In case the user is not registered on MCA portal/not logged in, the user will be required to provide the user profile information, before the consultation comments can be submitted.

    b. **OTP Verification -** In case of Guest user, then validation of the email ID and mobile number shall be done through OTP. *Please note – It is mandatory for the guest user to provide user profile information and then proceed for OTP verification, otherwise the consultation comments will not be recorded.*

7. <u>**Modifying previously provided comments**</u>

Users can modify their comments on the document any number of times, till the consultation is open on a particular document. In case the user decides to modify their comments, the previous comments will be overwritten, and new comments shall be proceeded with.

    a. **Registered users** will be able to see their previously submitted comments on the E-Consultation page, post logging in. They can modify their comments by accessing the relevant document. However, it will be mandatory to Submit the new comments by clicking on the "Submit" action button, before the same is recorded.

    b. **Guest users:** Guest users (users who are not registered on MCA portal or users who did not login using their Registered login id while providing comments earlier) will also be able to modify their comments using the following steps:

i. Proceed to provide comments on the document.

ii. Once they have finished providing their updated comments on the document, they are required to provide the same PAN/Aadhar/CIN/FCRN/LLPIN/FLLPIN that was used while providing the initial comments.

iii. A confirmation will be asked to overwrite the previously submitted comments. Once the user selects "Yes", previous comments will be over-written.

8. **Providing Feedback (optional)**

   a. Feedback on a scale from 1-5 can be provided. (where "5" represents completely satisfied and "1" not at all satisfied).

   b. In case a rating between 1 to 4 is selected, optional text box to provide suggestions on improvement is available.

9. **Other Features**

   a. **Download** - The "download" feature will allow downloading the proposed amendments/draft legislations in PDF format. If comments are provided, then proposed amendments/draft legislations, along with comments shall be downloaded.

   b. **Print** - The "print" feature will allow printing the proposed amendments/draft legislations. If comments on any section are provided, then proposed amendments/draft legislations, along with the comments shall be printed.

   c. **Bookmark** - In case of registered user, additional facility to bookmark any section for providing comments later is provided.

   d. **Update** - In case of registered user, additional facility of updating the comments/suggestions provided in the consultation before the due date is provided.

10. **Tips and Recommendations for successful submission**

These tips and recommendations are meant to help the user submit comments that are impactful and help improve rules and regulations.

   a. Read and understand the regulatory document you are commenting on.

   b. Use specific examples to illustrate concerns.

c. The comment process is not a vote – one well supported comment is often more influential than thousand form of letters.

d. State clearly what you support, as well as what you disagree with.

e. Phrase your comments as statements, not questions, and use respectful language.

f. Be concise but support your claims.

g. You can add only one attachment. In case you have multiple documents to attach, please combine them into one and then attach.

h. If you have access to any facts or articles that were not included in the document, consider providing a copy.

11. **Glossary**

Sr. No.	Acronym	Description
1.	CIN	Corporate Identification Number
2.	FCRN	Foreign Company Registration Number
3.	FLLPIN	Foreign Limited Liability Partnership Identification Number
4.	LLPIN	Limited Liability Partnership Identification Number
5.	MCA	Ministry of Corporate Affairs
6.	OTP	One-Time Password
7.	PAN	Permanent Account Number

Note: Stakeholders to ensure that relevant comments are provided against their selected Actions. It is mandatory to Save every