



# ಕರ್ನಾಟಕ ರಾಜ್ಯ ಹಣಕಾಸು ಸಂಸ್ಥೆ

1951ರ ರಾಜ್ಯ ಹಣಕಾಸು ಸಂಸ್ಥೆಗಳ ಕಾಯಿದೆ ಅನ್ವಯ ಸ್ಥಾಪಿತ

**KARNATAKA STATE FINANCIAL CORPORATION**

Established under the State Financial Corporations' Act, 1951



ಸಂಖ್ಯೆ : ಕ.ರಾ.ಹ.ಸಂ./ಪ್ರ.ಕ./

Ref. No. KSFC/H.O./ Legal - 80/832/2014-15/C-1909

ದಿನಾಂಕ :

Date: 27-8-2014

## Inter Office Note

### Sub : Registration of Digital Signature Certificate of Legal Officers with MCA.

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In all the Loan Accounts where the borrower is a Public Limited Company, the creation and satisfaction of charges on the immovable assets is done by the Legal Officers of the Corporation, using their Digital Signature (DSC). This practice is in existence since 2006. Recently, the Ministry of Company Affairs (MCA) has made some changes in the procedure regarding creation and satisfaction of charges. Now, it is mandatory to register the DSC of every Legal Officer with MCA. Unless this is done, it is not possible to record any transaction in connection with Company cases. To register DSC, the Legal Officer is required have an account with MCA. Accordingly, every Legal Officer has to follow the steps mentioned below to get an MCA Account.

1. A request should be sent by Email to Sri. Ramesh V, Senior Manager Technical-PP, IT Department, HO (Nodal Officer for MCA) in the format given in the Annexure, to his Email ID [ramesh@ksfc.in](mailto:ramesh@ksfc.in). Requests sent by hardcopy (letters) are not acceptable as the same will be rejected by MCA. Legal Officers can use their personal Email IDs to send Emails.
2. The request received will be forwarded to MCA by the Nodal Officer.
3. The Login Credentials will be sent directly to the Legal Officers by Email from MCA.
4. On receipt of the same the Legal Officer can login to his MCA Account at the Web Address, [www.mca.gov.in/MCA21](http://www.mca.gov.in/MCA21). Under, User Category, he should choose "Bank Official".
5. After first Login, Legal Officer will be asked register his DSC to proceed further. Once the DSC is registered, he will be asked to login again. This is one time procedure. For future Logins, he just needs to enter his Login ID and check the option "Use Certificate"

ಪ್ರಧಾನ ಕಛೇರಿ : ಕೆ.ಎಸ್.ಎಫ್.ಸಿ. ಭವನ, ನಂ. 1/1, ತಿಮ್ಮಯ್ಯ ರಸ್ತೆ, ಕಂಟೋನ್‌ಮೆಂಟ್ ರೈಲ್ವೆ ನಿಲ್ದಾಣದ ಹತ್ತಿರ, ಬೆಂಗಳೂರು-560 052

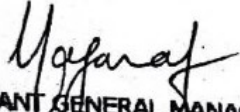
ದೂರವಾಣಿ ಸಂಖ್ಯೆ ಸಾಮಾನ್ಯ : 22263322 ಫ್ಯಾಕ್ಸ್ : 080-22250126 ಇ-ಮೇಲ್ : [info@ksfc.in](mailto:info@ksfc.in) ವೆಬ್ : [www.ksfc.in](http://www.ksfc.in)

HEAD OFFICE : KSFC Bhavan, No. 1/1, Thimmaiah Road, Near Cantonment Railway Station, Bangalore-560 052.

Telephone : Gen : 22263322, Fax : 080-22250126, e-mail : [info@ksfc.in](mailto:info@ksfc.in) Website : [www.ksfc.in](http://www.ksfc.in)



6. A softcopy containing 13 pages of detailed procedure involved in registering the DSC and logging in, will be mailed to every Legal Officer after receiving Email from them.
7. **It is very important to remember that the User ID will be known only to the Legal Officer. If he loses it, the Nodal Officer can not help to retrieve it.** However, forgotten Password can be reset using the User ID by the Legal Officer himself.
8. To use the services with DSC on MCA21 Portal, it is required to have Windows XP (SP3)/Windows Vista/Windows 7/Windows 8. **Most importantly on the Computer Java Runtime Environment 6 update 30(JRE 6u30) should be installed without fail.** With either lower or higher version of JRE, the DSC will not work. JRE 6u30 can be downloaded from <http://www.oracle.com/technetwork/java/javase/downloads/java-archive-downloads-javase6-419409.html#jre-6u30-oth-JPR>. It is recommended to use Internet Explorer 9 or higher.
9. For any assistance/clarification, Legal Officers may contact Sri. Ramesh V or Sri. Ravishankar M N on 22261489.

  
ASSISTANT GENERAL MANAGER  
(LEGAL)

All the BMs/AGMs  
DGMs, Audit Cells,  
HODs in Head Office  
General Managers - for kind information  
Executive Directors - for kind information  
O/o CMD

## ANNEXURE

### Format for the Details to be sent by Legal Officers

Employee Number	
Name	
Department/BO	
Designation	
Office Address <u>with PIN</u>	
Office Telephone Number	
Mobile Number	
Email ID	