**Procedure for making online payment for claiming balance funds**

Online payment of filing 7 application fees as mentioned below on the site [www.mca.gov.in](http://www.mca.gov.in) and not through Demand Draft. Kindly send the same to enable this office to process your claim.

The path for paying filing fees online is given below for your easy reference:

1 login by creating a user id and password

2 go to the option “pay miscellaneous fees”.

3 Type (individual) option click whichever you want

4 Company or LLP (select Company)

5 name, address, particulars, amount

6 Challan Created

**Fees:** If claim up to Rs. 9,999/- then fees payable to MCA = Rs.200/-

If claim over Rs.10,000/- & above then fees payable to MCA = Rs.300/-