



National Single Window System

User Guide:

Fill Common Registration Form (CRF)

Updated on 04 May 2022

Agenda

#	Topics covered :
1.	Select the option suited for your business entity
2.	CRF for entities incorporated in India under Companies Act/ Limited Liability Partnership Act
3.	CRF for Sole Proprietorship/ Partnership
4.	CRF to apply for Incorporation as Company/ LLP



Select the option best suited for your business entity

Select the option best suited for your business entity

Common Registration Form filling and submission is mandatory requirement before applying for any approval on NSWS portal

The screenshot shows the 'Common Registration Form' page on the NSWS portal. The page title is 'Common Registration Form' and it includes a sub-header 'Entity Identification Number'. Below this, there is a dropdown menu with the following options: 'Incorporated in India under Companies Act', 'Incorporated in India under Limited Liability Act', 'Sole Proprietorship / Partnership', and 'Apply for incorporation as Company/LLP'. A callout box points to the 'Common Registration Form' button, stating that filling and submission is mandatory. Another callout box explains that users should select the best-suited option from the four provided. A third callout box advises selecting the first two options if the user already has an incorporated company or LLP. A fourth callout box points to the 'Sole Proprietorship / Partnership' option, stating it should be selected if the user is a sole proprietor or has a partnership firm. A fifth callout box points to the 'Apply for incorporation as Company/LLP' option, stating it should be selected if the entity is not registered.



CRF for entities incorporated in India under Companies Act/ Limited Liability Partnership Act

CRF for entities incorporated in India under Companies Act/ Limited Liability Partnership Act

#	Sections in CRF	Reference slide
2.1	Entity Identification Number	2
2.2	Company Registration Details	5
2.3	Postal Address Details	6
2.4	Authorised Signatory Details	7-8
2.5	Factory/ Site Location	9
2.6	Product/ Services Offered	10
2.7	Investment Details	11
2.8	Financial Turnover	12



The screenshot shows the 'Common Registration Form' on the National Single Window System. The page header includes the Department for Promotion of Industry and Internal Trade, Invest India logo, and the text 'National Single Window System beta' and 'Submit Your Applications'. A navigation bar contains 'MY DASHBOARD', a notification bell, and a user profile icon. The main content area is titled 'Common Registration Form' and includes a sub-header 'Entity Identification Number'. Below this, there is a prompt: 'Please select the option best suited for your business entity'. A dropdown menu is open, showing four options: 'Incorporated in India under Companies Act', 'Incorporated in India under Limited Liability Act', 'Sole Proprietorship / Partnership', and 'Apply for incorporation as Company/LLP'. A callout box with an arrow points to the first two options, containing the text: 'Select the first two options if the user already have an incorporated Company/ LLP'.

Enter Company Identification Number (CIN)/ Limited Liability Partnership Identification Number (LLPIN) based on your selection if your business entity is already incorporated/ registered and click on 'Validate'

Common Registration Form

The information provided below may be used for processing any a

Entity Identification Number

Please select the option best suited for your business entity ⓘ

Incorporated in India under Companies Act

Enter CIN Number

Validate

1. Corporate Identification Number (CIN) is a unique 21-digit alphanumeric number provided that is assigned by the Registrar of Companies (ROC) under the Ministry of Corporate Affairs to all One Person Company, Private Limited Company, Section 8 Company, Limited Company, Producer Company, and Nidhi Company registered in India. For ex. - L21091KA20190PC141331
2. LLPIN allotted to the LLP to track all the aspects of the Limited Liability Partnership. For more details, refer to Ministry of Corporate Affairs - mca.gov.in. For ex.- AAB-4321

Fill the Common Registration Form

Once CIN/ LLPIN is validated, the user can proceed with the Common Registration Form by expanding all the sections by clicking on '+'

Common Registration Form

Company Registration Details

Company Incorporation Number (CIN)/Limited Liability Partnership Identification Number (LLPIN) * ⓘ
U74120HR2010PTC040271

Business Entity Name *
P & G CORPORATE SERVICES PRIVATE LIMITED

Company Status *
Active

Organisation Email Address *
gp5678@gmail.com

Incorporation Date *
22/03/2010

RoC Code
RoC-Delhi

GSTIN * ⓘ

Udyam Registration Number ⓘ

Permanent Account Number (PAN) of Company * ⓘ

IE-Code ⓘ

Primary Business Activity *
 Manufacturing Service

Business entities need to register under GST and obtain a unique 15-digit Goods and Services Tax Identification Number (GSTIN). For ex.- 07BBHPS6235C1ZO

Udyam Registration is a 19 digit Unique Identification Number provided by the Ministry of Micro, Small and Medium Enterprises, Government of India for small and medium enterprises. For ex.- UDYAM-UP-00-0123456

PAN is a 10-digit unique identification alphanumeric number (containing both alphabets and numbers) assigned to individuals/entities. PAN enables the department to identify/ link all transactions of the PAN holder with the department. For ex.- BMJPPQ2322K

The Importer -Exporter Code (IEC) is a 10 digit key business identification number which is mandatory for Exports or Imports

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Common Registration Form

Postal Address Details

Registered Address

Address 1 *

Address 2

Country *

State *

District *

Pin Code *

Correspondence Address

Same as Registered Address

Address 1 *

Address 2

Country *

State *

District *

Pin Code *

Enter the Registered Address and Correspondence Address details. If the Correspondence Address is same as Registered Address then click on 'Same as Registered Address'



Authorised Signatory Details

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Common Registration Form

Authorised Signatory Details

First Name *	Middle Name
<input type="text"/>	<input type="text"/>
Last Name	Designation/Title *
<input type="text"/>	Managing Director
Date of Birth *	
01/03/2004	
Director Identification Number (DIN) ⓘ	PAN (Director/Proprietor/other) *
<input type="text"/>	<input type="text"/>
Email Address *	
<input type="text"/>	
Mobile No. *	Telephone No.
+91 Mobile Number	XXXX Landline Number

Enter the details of the Authorised Signatory

Director Identification Number (DIN) is a unique Identification Number allotted to an individual who is appointed as a director of a company, upon making an application in form DIR-3 pursuant to section 153 & 154 of the Companies Act, 2013

Authorised Signatory Details

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Common Registration Form

Enter the address of the authorised signatory. If the address is same as Registered Address in section 'Postal Address Details' then click on 'Same as Registered Address'

Authorised Signatory Address

Same as Registered Address

Address 1 * Address 2

Country * State *

District * Pin Code *

 **Add Digital Signature Certificate**
A digital signature is a way to identify yourself online.

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Common Registration Form

Factory / Site Location

Address of Site/Workshop/Factory/Facility

Same as Registered Address

Address 1 * Address 2

Country * State *

District * Pin Code *

Site is Currently Used For (Land Use) *

+ Add Section

Enter the address of the Site/Workshop/Factory/Facility. If the address is same as Registered Address in section 'Postal Address Details' then click on 'Same as Registered Address'

Click on 'Add Section' if the user wants to add the address of more than One Site/Workshop/Factory/Facility



HSN stands for “Harmonized System of Nomenclature”, used for product identification for the trade. The HSN codes help all the taxpayers, to know about GST rates against a particular product. For ex. - 0401

Product / Services Offered

Item Description *

NIC Code ⓘ

HSN Code ⓘ

+ Add Section

The National Industrial Classification Code (NIC Code) is a statistical standard for developing and maintaining a comparable data base for various economic activities. This code has been developed with an intent to ascertain and analyse as to how each economic activity is contributing towards national wealth

Click on 'Add Section' if the user wants to add the details of more than One product or service



Enter the Investment details of the business

A Greenfield Investment is a type of foreign direct investment (FDI) in which a parent company creates a subsidiary in a different country, building its operations from the ground up

A Brownfield Investment is when a company or government entity purchases or leases existing production facilities to launch a new production activity

Investment details

1. Greenfield Investment: Type of FDI in which a parent company creates a subsidiary in a different country, building its operations from the ground up. 2. Brownfield Investment: Type of FDI when a company purchases or leases existing production facilities to launch a new production activity.

Greenfield Investment (A)

Domestic Sources of Investment (in INR)	Foreign Sources of Investment (in INR)
<input type="text"/>	<input type="text"/>

Brownfield Investment (B)

Domestic Sources of Investment (INR)	Foreign Sources of Investment (INR)
<input type="text"/>	<input type="text"/>

Total Investment

Total A+B (in INR)

Investment Horizon

Start Date

End date

Total Investment is the summation of Greenfield Investment and Brownfield Investment and will be auto calculated on entering the data for the above fields



The Financial Turnover details will be automatically fetched from the CIN

Users can click on 'Add Section' to enter the data for than One financial year turnover

Financial Turnover -

Financial Year	Annual Turnover (INR)
2020	1457947.00

+ Add Section

Review & Submit Save as Draft

Click on 'Review & Submit' to submit the Common Registration Form

CRF for Sole Proprietorship/ Partnership

CRF for Sole Proprietorship/ Partnership

#	Sections in CRF	Reference slide
3.1	Company Registration Details	14
3.2	Postal Address Details	15
3.3	Authorised Signatory Details	16-17
3.4	Factory/ Site Location	18
3.5	Product/ Services Offered	19



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Common Registration Form

+ Expand All

The information provided below may be used for processing any approval that you may wish to apply on NSWS.

Entity Identification Number

Please select the option best suited for your business entity ⓘ

Sole Proprietorship / Partnership

Select this option if the user is a sole proprietor or has a partnership firm

Company Registration Details

+

Postal Address Details

+

Authorised Signatory Details

+

Factory / Site Location

+

Product / Services Offered

+

Review & Submit Save as Draft

If the user selects 'Sole Proprietorship/ Partnership' then the following sections need to be filled by clicking on '+'

The screenshot shows the 'Common Registration Form' on the National Single Window System. The form includes the following fields and sections:

- Entity Identification Number:** -
- Company Registration Details:** -
- Business Entity Name ***: [Empty text box]
- Organisation Email Address ***: [Empty text box]
- GSTIN ⓘ**: [Empty text box]
- IE-Code ⓘ**: [Empty text box]
- Udyam Registration Number ⓘ**: [Empty text box]
- Primary Business Activity ***: Manufacturing Service

Callouts provide additional information:

- Business entities need to register under GST and obtain a unique 15-digit Goods and Services Tax Identification Number (GSTIN). For ex. - 07BBHPS6235C1ZO** (Arrow points to the GSTIN field)
- Udyam Registration is a 19 digit Unique Identification Number provided by the Ministry of Micro, Small and Medium Enterprises, Government of India for small and medium enterprises. For ex.- UDYAM-UP-00-0123456** (Arrow points to the Udyam Registration Number field)
- The Importer -Exporter Code (IEC) is a 10 digit key business identification number which is mandatory for Exports or Imports** (Arrow points to the IE-Code field)

Enter the Registered Address and Correspondence Address details. If the Correspondence Address is same as Registered Address then click on 'Same as Registered Address'

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Postal Address Details

Common Registration Form

Registered Address

Address 1 * Address 2

Country * State *

-Select- -Select-

District * Pin Code *

-Select-

Correspondence Address

Same as Registered Address

Address 1 * Address 2

Country * State *

-Select- -Select-

District * Pin Code *

-Select-

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Enter the details of the Authorised Signatory

Common Registration Form

Application To RcgM To Carry Out Research And Development...

Permanent Account Number (PAN) is a 10-digit unique identification alphanumeric number (containing both alphabets and numbers) assigned to individuals/entities. PAN enables the department to identify/ link all transactions of the PAN holder with the department. For ex.- BMJPQ2322K

Authorised Signatory Details

First Name *	Middle Name
<input type="text"/>	<input type="text"/>
Last Name *	Designation/Title *
<input type="text"/>	<input type="text"/>
Date of Birth *	
<input type="text" value="DD/MM/YYYY"/>	
PAN (Director/Proprietor/other) *	
<input type="text"/>	
Email Address *	
<input type="text"/>	
Mobile No. *	Telephone No.
<input type="text" value="+91"/> Mobile Number	<input type="text" value="XXXX"/> Landline Number



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Submit Your Applications

MY DASHBOARD

Application To Regm To Carry Out Research And Development...

Enter the address of the authorised signatory. If the address is same as Registered Address in the section 'Postal Address Details' then click on 'Same as Registered Address'

Authorised Signatory Address

Same as Registered Address

Address 1 *

Address 2

Country *

State *

District *

Pin Code *

 **Add Digital Signature Certificate**
A digital signature is a way to identify yourself online.

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Common Registration Form

Enter the address of the Site/Workshop/Factory/Facility. If the address is same as Registered Address in section 'Postal Address Details' then click on 'Same as Registered Address'

Click on 'Add Section' if the user wants to add the address of more than One Site/Workshop/Factory/Facility

Factory / Site Location

Address of Site/Workshop/Factory/Facility

Same as Registered Address

Address 1 * Address 2

Country * State *

--Select-- --Select--

District * Pin Code *

--Select--

Site is Currently Used For (Land Use) *

+ Add Section



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Product / Services Offered

Item Description *

NIC Code

HSN Code

+ Add Section

Review & Submit Save as Draft

HSN stands for "Harmonized System of Nomenclature", used for product identification for the trade. The HSN codes help all the taxpayers, to know about GST rates against a particular product. For ex. - 0401

The National Industrial Classification Code (NIC Code) is a statistical standard for developing and maintaining a comparable data base for various economic activities. This code has been developed with an intent to ascertain and analyse as to how each economic activity is contributing towards national wealth

Click on 'Review & Submit' to submit the Common Registration Form

CRF to apply for Incorporation as Company/ LLP

Apply for Incorporation as Company/ LLP

#	Sections in CRF	Reference slide
4.1	Company Incorporation Details	20



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Common Registration Form

+ Expand All

The information provided below may be used for processing any approval that you may wish to apply on NSWS.

Entity Identification Number

Please select the option best suited for your business entity ⓘ

Apply for incorporation as Company/LLP

Select this option if the Entity is not registered, hence the user can apply for Incorporation of a Company/LLP

Company Incorporation Details

Proceed to company Registration Save as Draft

If the user selects 'Apply for incorporation as Company/LLP' then the following section need to be filled by clicking on '+'

Company Incorporation Details

Fill all the details to proceed with incorporating your company

To know further about the process of incorporating a company, users can refer to our presentation- 'NSWS User Guide- How to Incorporate a Company'

Click on 'Proceed to Company Registration' to submit the application



Company Incorporation Details

First Name * Middle Name

Last Name *

Date of Birth *

Gender * Male Female

Address

Pin Code *

Address 1 * Address 2

Address 3 Country *

State * City *

Enter Telephone - Office Landline Number

Enter Telephone - Residence Landline Number

Enter Fax Number

Enter Mobile Number Mobile Number

Enter Email Address *

Have any further questions?
Please submit your queries and feedback on:

<https://www.nsws.gov.in/contact-us>

Email: contactus-nsws@investindia.org.in

Ph: 1800 102 5841

(Monday - Saturday, 9am - 6pm)