## **Guideline on Registrar of Firms**

To register under ROF, dealers are required to visit department's website <u>www.commercialtax.gujarat.gov.in</u>. After that, in the e-service menu select the Registrar of Firms link and open the same by clicking.

In the opened link you will be shown below screen, in which mentioning of PAN number is mandatory.

- ➢ Firm Name
- > District
- Area/Locality/Ward
- ➢ Mobile Number
- ≻ E-mail ID

You are required to fill above details, after that you need to fill the details in the Form –A which was downloaded to apply for the ROF.

After successful uploading the application, you will get below message.

"Your Application uploaded successfully. Acknowledgement Number is \_\_\_\_\_\_ Please save for further reference. Please click back. Upload the mandatory documents to generate the acknowledgement receipt.

The above acknowledgement number will be sent to dealers email IDs and mobile numbers. Which require to be kept safe.

To upload the document, dealers are required to visit ROF screen again. By entering the acknowledgement number dealers will be able to see list of documents to be uploaded from the dropdown list. In this list, documents mentioned with red characters are mandatory to upload. If the file memory is more than 5 MB, dealers will be able to upload the same through 7 ZIP Software. After that dealers are required to make e-payment as per the guideline. (to view payment guideline <u>click here</u>) Dealers will be shown message as below.

"Please Pay Registration fee of Rs. 30 before generating acknowledgement. Go to Home Page > e-Services> e-Payments for ROF Payment." Now to make e-payment, visit the <u>www.commercialtax.gujarat.gov.in</u> website. In the website select the e-Service menu and click on the e-payment. In this menu dealers are required to give below details.

- ➤ TIN No./Ack No. :-
- ➤ Tax Type :- Select the ROF.

After submitting e-Payment screen will be opened.

In this screen enter the necessary details. Enter the amount of Rs. 30/- in the registration fees/Other fees. After that click on the confirm button and submit the same. Dealers will be directed to cyber treasury website. Dealers are required to enter details regarding e-Payment and generate the challan.

Dealers will have to visit <u>www.commercialtax.gujarat.gov.in</u> website, and click on the e-service < ROF link. In this screen by entering the PAN number, dealer's data will be auto populated. In which dealers will have to generate acknowledgement by entering the acknowledgement number. This can be downloaded or viewed. For this below documents are required to be uploaded.

Sr. No.	Document Details
1	Address Proof of Firm
2	Address Proof of Partners
3	Authority Letter to approve any person to apply for Registration
4	Notarized Partnership Deed
5	Notarized Photos of Partners
6	PAN Card of Firms
7	PAN of Partners
8	Professional Tax Payment Receipt

## **ROF New Amendment Flow**

1. Go to commercial Tax Home page  $\rightarrow$  E-services  $\rightarrow$  Register of Firms



2. Enter All the require details and upload ROF sheet.

🎝 Member	Login	Register Of Firms		
Type Dea	aler 🔻		Register Of F	irms
Login Id		Fill Form		Clear Deficiency
Password	Virtual Keyboard	Download template for Registration()	Macro Based) <u>Click here</u>	
56-47	8			
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Unio Pass	ock Account/Forgot sword?	Firm Name*	ARJUN1	
<u>a</u>		District*	AHMEDABAD Y	
e-Service	es	Area/Locality/Ward*	0737 AMBAWADI	•
Amendm	nents	Mobile No.*	9033266910	
	NI Come	Email Id *	ARJUNPATEL8899@G	
	in r volta	Upload File*	Choose File ROF.xlsx	Upload
Importan	in circulars	Documents in Red are mandatory. For Notarized Partnership Deed, co generate final PDF. To generate a valid and legible PDF 1 You are uploading file parts of PD 2. You are uploading file parts in as 4. File size doesn't exceed 5 MB an 5. All file parts have been uploaded	mments and notes, you can upload r please make sure following : Fille only selected 'Zip' Archive Format to gene rending sequence(e.g. SupportDoc z d document is scanned with 180 dpi.	nultiple file parts which can be combined to erate file parts ( Download ) ip 001, SupportDec.zip.002 etc)

3. Click On upload button and submit details.

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Password					Submit	Cancel	
43-87		uoard					
	Login Sigr Unlock Account Password?	n Up 1 Forgot					
<b>6</b> e-5	ervices						
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4. File upload successfully and dealer get acknowledgement.

Type Dealer •		Register Of Firms
Login Id	Fill Form	Clear Deficiency
Password	2 CENTRON	Clobe Deticiently
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19+17		
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	Upload Documents*	Address Proof of Fam
	Upload Support Document*	Choose File No file chosen Upload
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		Generate Acknowledgement
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5. After that dealer upload documents against type drop down.

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19+17	Download temptate for Registration(Macro Based)Click here			
Login Sign Up				
Unlock Account/ Forgot	FAN of the Firm*	BBBFB5151A		
Possword?	Firm Name*	ARJUN1		
e-Services	Denst	AHMEDABAD Y		
	Area/Locality/Ward'	0737. AMBA WADI		
EØ Ponentiments	Mobile No.*	9033266910		
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	Upload Support Document*	Choose File 4893XXXXXX2016.PDF	sd	
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	80-97	73 😂		
		knowledgement		

6. Click on Generate Acknowledgement button.

Logicio	Fill Form		Clear Defici	ency	
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	80-97	71	4		
		Generate Ack	nowledgement		

7. If dealer not pay respective fee for ROF it will not able to generate acknowledgement receipt Go through respective payment link.

	mber Login						
Туре	Dealer •	Please pay reg	istration fee of Rs 30 before gen	arating acknowledgment.Go to	Home Page -> e-Services ->	e-Payments for ROF payment	
Password							
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8. For ROF payment click on E-payment link.

Home General * E Citizen * Organizatio	• * Acts * Rules * GST Corner * Notification *	Forms * Tax Schedule * Statistics * Referral Websites *
Gujarat Commercial Tax		<ul> <li>Skip to main content   p. A A*</li> <li>Search this website</li> </ul>
Welcome to Department of Generation Commissionerate of Commercial Tax is the nor	ujarat Commercial Tax al agency for the administration and collection of various taxes in the S	State of Gujarat
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e-Services Amendments Important Circulars			

9. Enter ROF Acknowledgement and select tax type as ROF.

10.Enter all the details of payment.

<b>2</b> 9 Mer	nber Login	E-Payment for Returns						,
Туре	Dealer •	Payment Guidelines:						
Login Id		1 Please Ensure Tax Period a	nd payment period before proceedin	g to payment				
Password		2 Please Ensure TIN Number	before proceeding to payment					
	Minual Keyboard		E.	Challan Details				
105+6?	3	Registration No	99900533483	Firm Name"		ARJUI	NI	
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		Dealer Type*	Quartedy •					
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		Email(For getting receipt)*	ARJUNPATEL8899@G	Tax Period to*		06/04	\$/2017	
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		Pincode	390009				
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10. Verify Acknowledgement number and click on OK button.

11. You will redirect on cyber Treasury.

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???ROF??	??						
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	If your Bank	is not present in Net Ba	inking it may	be available in Paym	ent Gateway		
	If your Bank	is not present in Net Ba	inking it may	be available in Paym	ent Gateway		
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12. You can download challan click on Print button.

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🥞 Gujara	t Commercial	Tax				
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	Bank Branch Nan	ne and Code:	SBIEPAY			
	Tax Reference Nu	imber:	1301134			
		Paid on Be	ehalf of			
Payee Name:		ARJUNI				
Office Name:		Ghatak 9 (AB	D)			
Address:		123, Dashan P Gujarat 39000	laza, AMBAWADI, 9	, Ambvadi Road, A	HMEDABAD,	
Registration No:		99900533483	ta:	4		
From Date:		06/04/2017	To Date :	06/04/2017		
Purpose of Payment		Head of Acco	unt	Amount 30		
Registration Fees/Othe	r Fees	1475-00-200-0	01			
		1	Fotal Paid Amount	al Paid Amount 30		
Rupees in Words:	Thirty Rupee onl	y				
Payment Date: 06/04/2017						

13. For the same process go to **e-services**  $\rightarrow$  **ROF** link Enter PAN number other details automatically display on screen and click on Generate Acknowledgement receipt.

assword		Fill Form	Clear Deficiency						
	Mrtual Keyboard	Download template for Registration Macro Based Click here							
37-27	8								
	Login Sign Up	PAN of the Firm*	BBBFB5151	A					
	Unlock Account/ Forgot Password?	Firm Name*	ARJUN1						
~		District	AHMEDABAD	•					
e-se	rvices	Area/Locality/Ward*	0737 AMBAWA	4D1					
Ame	ndments	Mobile No *	903326691	0					
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	#1	Upload Documents*	Select						
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## 99900533483

Firm Name Application Receipt No.: Receipt Date Unit: Division: Government Of Gujarat Commercial Tax Department

Acknowledgement Receipt for ROF e-Registration

ARJUN1 99900533483 06/04/2017 Ghatak 9 (ABD) AHMEDABAD

## Print Back

Click here to view ROF Form-A

List of all attachments

1) PAN of Partners : 4893X0000000057\_05-12-2016.PDF 2) PAN Card of Firm : 4893X0000000057\_05-12-2016.PDF 3) Address Proof of Firm : 4893X0000000057\_05-12-2016 (1).PDF 4) Address Proof of Partners : 4893X0000000057\_05-12-2016.PDF 5) Notarized Photos of Partners : 4893X000000000000057\_05-12-2016.PDF 6) Authorly Letter to approve any person to apply for Registration : 4893X00000000057\_05-12-2016.PDF 7) Notarized Partnership Deed : 405\_M.pdf