

ONLINE REGISTRATION

बाबत जाहीर सूचना

१. ऑनलाईन FORM create केलेला USER-ID आणि PASSWORD firm dissolved होईपर्यंत लक्षात ठेवणे गरजेचे आहे .
२. अभ्यागतांनी ऑनलाईन Status आपल्या USER-ID आणि PASSWORD वर CHECK करावे .
ACKNOWLEDGED – प्रकरण SUBMIT झाले .
VERIFIED - प्रकरण PROCESS मध्ये आहे .
OBJECTION - प्रकरण मध्ये QUERY आहे .
REJECTED - प्रकरण मध्ये OBJECTION आहे .
APPROVED - प्रकरण PASS झाले .
३. Objection असेल तर site var print काढावी . A form मध्ये objection असेल तर A form modify करून सर्व पानांच्या print काढून प्रत्येक पानावर भागीदार यांनी सह्या कराव्या व form नोटरी करून कार्यालयात दाखल करावे . इतर बाबी बाबत objection असेल तर त्या नुसार पुर्तता करण्यात यावी व modify मध्ये जाऊन फक्त submit button click करावे व documents कार्यालयात येऊन दाखल करावे .
४. प्रकरण पास झाले असल्यास ORIGINAL ACKNOWLEDGED COPY आणि RECEIPT घेऊन चौकशीसाठी कार्यालयात संपर्क साधावा .

When you register a firm online by uploading Form A and then submit the said documents manually, the process of registration takes its own time. Really speaking the online submission should facilitate speedy registration process and the registration certificate should be ready in short span of time if the documents are in order. However, due to the reasons mentioned in Preface, there is a time lag and the registration process takes few months. At present if you file Form A online for registration and before registration there are changes which require filing of other Forms- B, C, D, E, F as the case may be, then under each category maximum two such forms can be uploaded without receiving registration number.

e.g. – If the firm has filed online application for registration w.e.f. 1-4-2015 and there is a change in constitution on 1-7-2015, 1-8-2015 and again on 1-9-2015, only two E Forms can be uploaded i.e. for changes dated 1-7-2015 and 1-8-2015. You are required to submit a request letter to register the firm and update these two E forms. Please follow up these recordings as changes dated 1-9-2015 need to be filed within 90 days of the change which is possible only after recording earlier submissions. The same is applicable in case of other forms in each category in case of frequent successive changes which need to be recorded in time.

After payment of penalty or after answering objection raised for which required reply is given and the same is accepted, you are required to check the status of forms filed online and accordingly press ENTER button on SUBMIT menu on the screen which appears only after updating the position.

The whole process requires concentration, proper uploading of data without spelling mistakes duly compared with the Deeds etc. **User ID/password need to be remembered till the firm is in existence.** Care is to be taken in updating the **Marathi** data on Form A which is mandatory. Use proper Marathi with correct spellings as per Marathi grammar. Otherwise erroneous recording may lead to objection. Therefore, Marathi translation of the Deed as required at the time of Registration needs to be done carefully. Prior to online registration,

while filing Form A there was no condition of putting information in Marathi on any form. That time in case of mismatch, correction was required only in Marathi translation. **Now if such mismatch is noticed, you are required to file corrected Form A again duly notarised resulting repetition of process.**

To conclude any firm which is required to be registered now, only online submission is possible. Even if documents for registration are filed earlier pending registration for some reasons and registration number is not allotted the whole process of online registration is to be followed including payment of fees. It is to be noted that credit for fees paid earlier at the time of manual submission of forms etc. cannot be netted off with the fees payable at the time of online registration. There is no provision in system to allow such credit. Hence set off of payment of filing fees paid earlier is not possible. There is a need to modify the programme appropriately to give such credit of genuine payments made earlier where proper receipts are available for claim. The only relief given in this case is that online registration is granted on priority basis for which the proof of earlier payment is sufficient.

Other important points to be noted in case of Online Registration and uploading of forms

1. In case of Company, LLP, Trust as partners, name of the organisation as partner shall appear at the place where signature is to be taken. After taking print out of the form, write the name of the signatory by hand– Director/Partner/Trustee or authorised signatory as the case may be. Confirm that the same name has been conveyed earlier through Copy of Resolution and submitted to ROF. Such name of the signatory is not to be uploaded as the same is subject to change.

2. After uploading the form there is no time limit prescribed for manual submission of the documents. This means, data on server of ROF is not deleted *suo moto* either in system or manually as of date.

3. It is to be noted that if the deed etc. are executed in English then in all the forms details in English as well as in Marathi are required. However, if the deed is in Marathi then there is no need to translate the required information in English. Information only in Marathi is acceptable. Please ensure that drafting in Marathi is done properly.