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

National Single Window System (https://www.nsws.gov.in/)
Select the option best suited for your business entity from the given four options. Based on the option selected, the complete form will open up.

- Common Registration Form filling and submission is mandatory requirement before applying for any approval on NSWS portal
- Select one of the first two options if the users already have an incorporated Company/ LLP as applicable
- Select this option if the user is a sole proprietor or has a partnership firm
- Select this option if the Entity is not registered, hence the user can apply for Incorporation of a Company

National Single Window System (https://www.nsws.gov.in/)
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

<table>
<thead>
<tr>
<th>#</th>
<th>Sections in CRF</th>
<th>Reference slide</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Entity Identification Number</td>
<td>2</td>
</tr>
<tr>
<td>2.2</td>
<td>Company Registration Details</td>
<td>5</td>
</tr>
<tr>
<td>2.3</td>
<td>Postal Address Details</td>
<td>6</td>
</tr>
<tr>
<td>2.4</td>
<td>Authorised Signatory Details</td>
<td>7-8</td>
</tr>
<tr>
<td>2.5</td>
<td>Factory/ Site Location</td>
<td>9</td>
</tr>
<tr>
<td>2.6</td>
<td>Product/ Services Offered</td>
<td>10</td>
</tr>
<tr>
<td>2.7</td>
<td>Investment Details</td>
<td>11</td>
</tr>
<tr>
<td>2.8</td>
<td>Financial Turnover</td>
<td>12</td>
</tr>
</tbody>
</table>
Select the first two options if the user already have an incorporated Company/ LLP.
Enter CIN/LLPIN Number

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. - L21091KA2019OPC141331

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 ‘+’.
Company Registration Details

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

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

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

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

National Single Window System (https://www.nsws.gov.in/)
Postal Address Details

Enter the Registered Address and Correspondence Address details. If the Correspondence Address is same as Registered Address then click on ‘Same as Registered Address’.
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.
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’
Factory/ Site Location

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

National Single Window System (https://www.nsws.gov.in/)
Product/ Services Offered

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.

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

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.

<table>
<thead>
<tr>
<th>Investment Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Greenfield Investment</strong> (A)</td>
<td></td>
</tr>
<tr>
<td>Domestic Sources of Investment (in INR)</td>
<td>Foreign Sources of Investment (in INR)</td>
</tr>
<tr>
<td><strong>Brownfield Investment</strong> (B)</td>
<td></td>
</tr>
<tr>
<td>Domestic Sources of Investment (INR)</td>
<td>Foreign Sources of Investment (INR)</td>
</tr>
<tr>
<td><strong>Total Investment</strong></td>
<td></td>
</tr>
<tr>
<td>Total A+B (in INR)</td>
<td></td>
</tr>
<tr>
<td><strong>Investment Horizon</strong></td>
<td></td>
</tr>
<tr>
<td>Start Date</td>
<td>End Date</td>
</tr>
</tbody>
</table>

Total Investment is the summation of Greenfield Investment and Brownfield Investment and will be automatically 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.

Click on ‘Review & Submit’ to submit the Common Registration Form.

Financial Turnover

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Annual Turnover (INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>1457947.00</td>
</tr>
</tbody>
</table>

National Single Window System (https://www.nsws.gov.in/)
CRF for Sole Proprietorship/Partnership
## CRF for Sole Proprietorship/ Partnership

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<tr>
<td>3.1</td>
<td>Company Registration Details</td>
<td>14</td>
</tr>
<tr>
<td>3.2</td>
<td>Postal Address Details</td>
<td>15</td>
</tr>
<tr>
<td>3.3</td>
<td>Authorised Signatory Details</td>
<td>16-17</td>
</tr>
<tr>
<td>3.4</td>
<td>Factory/ Site Location</td>
<td>18</td>
</tr>
<tr>
<td>3.5</td>
<td>Product/ Services Offered</td>
<td>19</td>
</tr>
</tbody>
</table>
If the user selects ‘Sole Proprietorship/ Partnership then the following sections need to be filled by clicking on’+’

Select this option if the user is a sole proprietor or has a partnership firm
Business entities need to register under GST and obtain a unique 15-digit Goods and Services Tax Identification Number (GSTIN). For ex. - 07BBHP56235C1ZO

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

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Postal Address Details

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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.- BMJPO2322K
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Click on ‘Review & Submit’ to submit the Common Registration Form.
CRF to apply for Incorporation as Company/LLP
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</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Company Incorporation Details</td>
<td>20</td>
</tr>
</tbody>
</table>
CRF to apply for Incorporation as Company/ LLP

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

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

National Single Window System (https://www.nsws.gov.in/)
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)