



# National Single Window System

## User Guide:

### Fill Common Registration Form (CRF)

*Updated on 04 May 2022*

# Agenda

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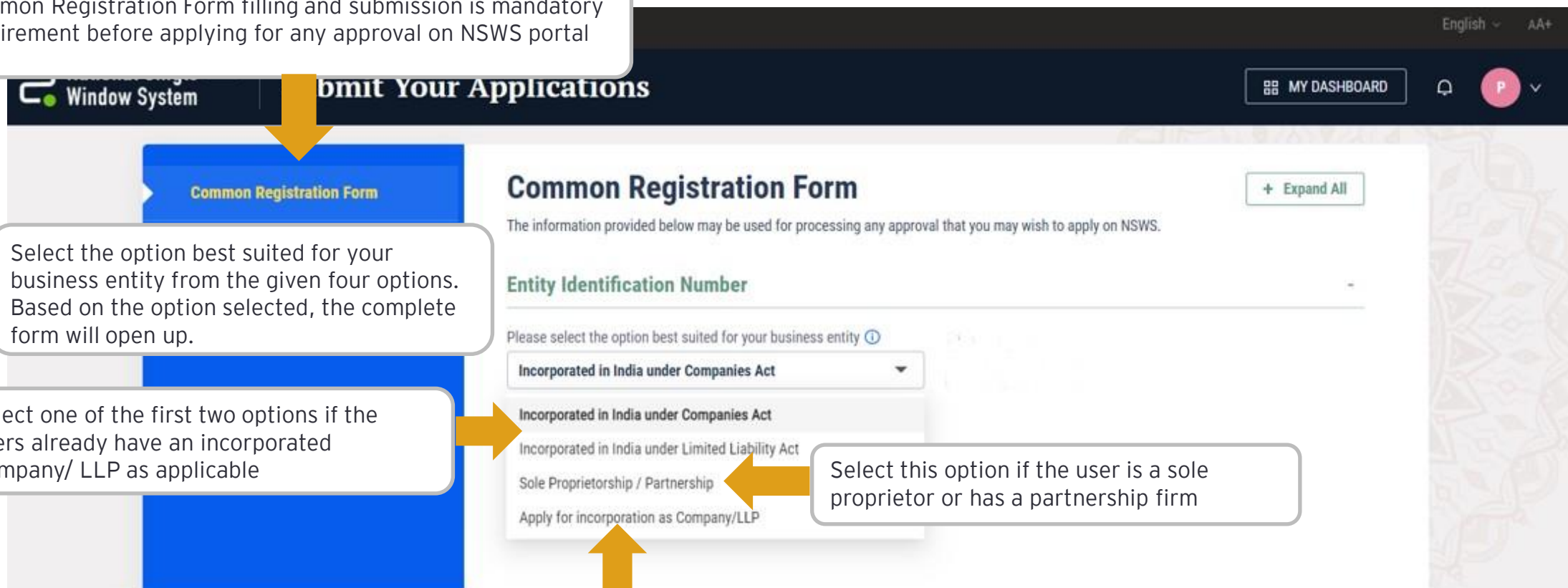
#	Topics covered :
1.	<a href="#">Select the option suited for your business entity</a>
2.	<a href="#">CRF for entities incorporated in India under Companies Act/ Limited Liability Partnership Act</a>
3.	<a href="#">CRF for Sole Proprietorship/ Partnership</a>
4.	<a href="#">CRF to apply for Incorporation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



# 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



# 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	<a href="#">2</a>
2.2	Company Registration Details	<a href="#">5</a>
2.3	Postal Address Details	<a href="#">6</a>
2.4	Authorised Signatory Details	<a href="#">7-8</a>
2.5	Factory/ Site Location	<a href="#">9</a>
2.6	Product/ Services Offered	<a href="#">10</a>
2.7	Investment Details	<a href="#">11</a>
2.8	Financial Turnover	<a href="#">12</a>



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 Submit Your Applications'. A 'MY DASHBOARD' button and a user profile icon are visible in the top right. The main content area is titled 'Common Registration Form' and contains the text: 'The information provided below may be used for processing any approval that you may wish to apply on NSWS.' Below this is the 'Entity Identification Number' section, which asks the user to '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 yellow 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'

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

The screenshot shows the 'Common Registration Form' page in the National Single Window System. The page header includes the Department for Promotion of Industry and Internal Trade logo, 'INVEST INDIA' logo, and navigation options like 'English' and 'AA+'. The main title is 'Submit Your Applications'. A sidebar on the left highlights 'Common Registration Form'. The main content area lists several sections, each with a '+' icon to expand it: Entity Identification Number, Company Registration Details, Postal Address Details, Authorised Signatory Details, Factory / Site Location, Product / Services Offered, Investment details, and Financial Turnover. At the bottom, there are 'Review & Submit' and 'Save as Draft' buttons. A callout box on the left explains that once CIN/LLPIN is validated, users can proceed by clicking the '+' icons.

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 \* ⓘ

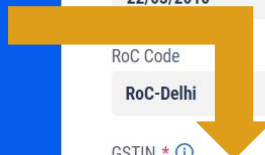
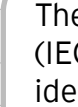
IE-Code ⓘ

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.- BMJPG2322K



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Common Registration Form

### Postal Address Details

Registered Address

Address 1 \* Address 2

Country \* State \*

India Delhi

District \* Pin Code \*

Central Delhi

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

**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	<a href="#">14</a>
3.2	Postal Address Details	<a href="#">15</a>
3.3	Authorised Signatory Details	<a href="#">16-17</a>
3.4	Factory/ Site Location	<a href="#">18</a>
3.5	Product/ Services Offered	<a href="#">19</a>



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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 fields for 'Entity Identification Number', 'Company Registration Details', 'Business Entity Name', 'Organisation Email Address', 'GSTIN', 'Udyam Registration Number', 'IE-Code', and 'Primary Business Activity'. Three callout boxes provide additional information: 1) GSTIN: Business entities need to register under GST and obtain a unique 15-digit Goods and Services Tax Identification Number (GSTIN). For ex. - 07BBHPS6235C1ZO. 2) Udyam Registration Number: 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. 3) IE-Code: The Importer -Exporter Code (IEC) is a 10 digit key business identification number which is mandatory for Exports or Imports.

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

**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.

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'



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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	<a href="#">20</a>



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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 '+'

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

Enter Telephone - Residence

Enter Fax Number

Enter 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](mailto:contactus-nsws@investindia.org.in)

Ph: 1800 102 5841

(Monday - Saturday, 9am - 6pm)