

## **Guideline on Registrar of Firms**

To register under ROF, dealers are required to visit department's website [www.commercialtax.gujarat.gov.in](http://www.commercialtax.gujarat.gov.in). 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 [click here](#)) 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 [www.commercialtax.gujarat.gov.in](http://www.commercialtax.gujarat.gov.in) 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 [www.commercialtax.gujarat.gov.in](http://www.commercialtax.gujarat.gov.in) 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 → E-services → Register of Firms

The screenshot shows the Gujarat Commercial Tax website. At the top, there is a navigation bar with links like Home, General, E Citizen, Organization, Acts, Rules, GST Comer, Notification, Forms, Tax Schedule, Statistics, and Referral Websites. Below the navigation bar is the Gujarat Commercial Tax logo and the text "Welcome to Department of Gujarat Commercial Tax". A banner features a portrait of Mahatma Gandhi with the quote "A customer is the most important visitor on our premises. He is not dependent on us. We are dependent on him. He is not an interruption on our work. He is the purpose of it. He is not an outsider on our business. He is a part of it. We are not doing him a favour by serving him. He is doing us a favour by giving us an opportunity to do so." Below this is another banner with a portrait of Shri Vijay Rupani, Hon'ble Chief Minister of Gujarat, with the text "Gujarat - The Growth Engine of India". The main content area has a section titled "e-Services" which includes a list of services, with "Register Of Firms" highlighted. Other sections include "Amendments" and "Important Forms". On the right side, there is a "What's New" section with recent updates and an "Announcements" section with contact information for helpdesk.

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

The screenshot shows the "Register Of Firms" form page. The left sidebar contains a "Member Login" section with fields for Type (Dealer), Login Id, Password, and a "Virtual Keyboard" checkbox. It also includes "e-Services", "Amendments", "Important Forms", and "Important Circulars" sections. The main content area has a title "Register Of Firms" and a "Fill Form" tab. The "Fill Form" tab displays a form with fields for PAN of the Firm (BBBFBS151A), Firm Name (ARJUNI), District (AHMEDABAD), Area/Locality/Ward (0737 AMBAWADI), Mobile No. (9033266910), Email Id (ARJUNPATEL8099@G), and an "Upload File" field containing "ROF.xlsx". Below the form, there is a note about mandatory documents and instructions for generating a valid PDF.

Documents in Red are mandatory.  
For Notarized Partnership Deed, comments and notes, you can upload multiple file parts which can be combined to generate final PDF.  
To generate a valid and legible PDF, please make sure following:  
1. You are uploading file parts of PDF file only  
2. You are using 7ZIP software and selected 'Zip' Archive Format to generate file parts ( Download )  
3. You are uploading file parts in ascending sequence(e.g. SupportDoc.zip.001, SupportDoc.zip.002 etc)  
4. File size doesn't exceed 5 MB and document is scanned with 180 dpi.  
5. All file parts have been uploaded.

3. Click On upload button and submit details.

The screenshot shows the 'Summary Of Upload' page of the Gujarat Commercial Tax website. The top navigation bar includes links for Home, General, E Citizen, Organization, Acts, Rules, GST Corner, Notification, Forms, Tax Schedule, Statistics, and Referral Websites. A search bar and a skip link are also present. The main content area displays a message: 'No errors found in the uploaded form'. Below this are 'Submit' and 'Cancel' buttons. On the left, there is a 'Member Login' sidebar with fields for Type (Dealer), Login Id, Password, and a 'Virtual Keyboard' option. Below the login form is a CAPTCHA field with the code '43-8?'. There are 'Login' and 'Sign Up' buttons, along with links for 'Unlock Account', 'Forgot Password?', and 'Forgot Password?'. A sidebar menu on the left lists 'e-Services', 'Amendments', 'Important Forms', and 'Important Circulars', with 'Important Circulars' being the selected item.

4. File upload successfully and dealer get acknowledgement.

The screenshot shows the 'Register Of Firms' page of the Gujarat Commercial Tax website. The top navigation bar and search bar are identical to the previous page. The main content area is titled 'Register Of Firms' and contains a 'Fill Form' button and a 'Clear Deficiency' button. A link to download a registration template is provided. The form fields include: PAN of the Firm (BBBFBS5151A), Firm Name (ARJUN1), District (AHMEDABAD), Area/Locality/Ward (0737 AMBAWADI), Mobile No. (9033266910), Email Id (ARJUNPATEL8899@G), and an Upload File field (Choose File: No file chosen, Upload button). Other fields include Acknowledgement No. (99900533483) and Upload Documents (Address Proof of Firm). A note at the bottom states: 'Documents in Red are mandatory. For Notarized Partnership Deed, comments and notes, you can upload multiple file parts which can be combined to generate final PDF.' Below the form is a table for managing documents, with columns for Document Type, File Name, VIEW, and DELETE. A 'Generate Acknowledgement' button is located at the bottom of the table.

5. After that dealer upload documents against type drop down.

The screenshot shows the 'Register Of Firms' page. On the left, there is a sidebar with 'e-Services', 'Amendments', 'Important Forms', and 'Important Circulars'. The main form area has fields for 'Acknowledgement No.' (containing '99900533493') and 'Upload Documents' (with a dropdown menu showing 'PAN of Partners'). Below these are tables for uploaded files and documents. The 'Document Type' table includes rows for 'Address Proof of Firm', 'Address Proof of Partners', 'Authority Letter to approve any person to apply for Registration', 'Notarized Photos of Partners', 'PAN Card of Firm', and 'PAN of Partners'. The 'File Name' column lists file names like '4893XXXXXX57\_05-11-2016(1).PDF' and '4893XXXXXX57\_05-12-2016.PDF'. The 'VIEW' and 'DELETE' buttons are present for each row. At the bottom right of the main form area is a blue button labeled 'Generate Acknowledgement'.

6. Click on Generate Acknowledgement button.

This screenshot shows the same 'Register Of Firms' page after the 'Generate Acknowledgement' button was clicked. The 'Upload Documents' field now contains 'Notarized Partnership Deed'. The 'File Name' dropdown still shows '405\_M.pdf'. The rest of the page, including the document list and the 'Generate Acknowledgement' button, remains the same as in the previous screenshot.

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

8. For ROF payment click on E-payment link.

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

The screenshot shows the Gujarat Commercial Tax website's e-Payments section. On the left, there is a 'Member Login' form with fields for Type (Dealer), Login Id, Password, and a CAPTCHA field (102-57). Below the login form is a sidebar with links for e-Services, Amendments, Important Forms, and Important Circulars. The main area is titled 'e-Payments' and contains a form for selecting a TIN/Adm No. (99900533483) and a dropdown menu for 'Tax Type'. The 'Tax Type' dropdown is open, showing options: VAT, CGST, TDS, Entry Tax, Professional Tax, and ROF. The 'ROF' option is highlighted with a blue background.

10. Enter all the details of payment.

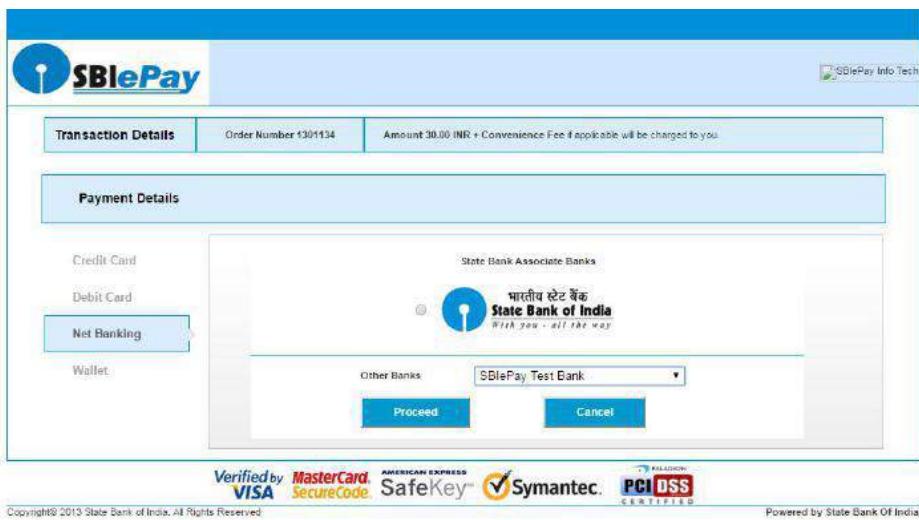
The screenshot shows the 'E-Payment for Returns' section of the website. It includes a 'Member Login' form on the left and a detailed payment form on the right. The payment form has sections for 'Payment Guidelines' (with two red notes about tax period and TIN number), 'E-Challan Details' (Registration No: 99900533483, Firm Name: ARJUN1, Tax Type: ROF, Office Name: Ghatalk 9 (ABD)), 'Address of Place And Other Details' (Flat/BLOCK Number: 123, Name of the premises/Building Name: Dashan Plaza, Road/Street Name: Ambvadi Road, District: AHMEDABAD, Area/Locality: AMBAWADI, State/UT: Gujarat, Pincode: 390009), and 'Challan will be submitted to the following treasury and sub treasury (for refund)' (District: Gandhinagar, Treasury/Sub Treasury: Gandhinagar Treasury Office). At the bottom, there is a 'Head and Purpose Details' table with a single row for 'Registration Fee/Other Fees' (Description: Registration Fee/Other Fees, Purpose: 1475-00-200-01, Amount (Rs.): 30). A note below the table says 'Total Amount(Rs.)' followed by a field containing '59'. At the very bottom are 'Confirm', 'Back', and 'Submit' buttons.

10. Verify Acknowledgement number and click on OK button.

The screenshot shows the 'e-Challan Details' section of a tax filing system. It includes fields for Registration No (99900533483), Firm Name (ARJUN1), Tax Type (ROF), Office Name (Ghatak 9 (ABD)), and various address details like Flat/Block Number (123), Road/Street Name (Ambvadi Road), Area/Locality (AMBAWADE), Pincode (390009), Dealer Type (Quarterly), and Mobile (9033266910). A modal window titled 'Please confirm your Payment Details' displays TIN / ID (99900533483) and payment information for Gandhinagar Treasury Office, amounting to 30. Buttons for 'OK' and 'cancel' are visible. At the bottom, there are links for Home, Sitemap, ACTS, RULES, FORMS, and the Finance Department logo.

11. You will redirect on cyber Treasury.

The screenshot shows the 'Cyber Treasury' payment gateway. It displays a message 'Welcome ARJUN1' and 'Last Login: 6 Apr 2017, Thursday 12:00 AM (IST)'. A red box highlights '???ROF???' above the payment form. The form includes fields for Email Id (ARJUNPATEL0899@GMAIL.COM), From (05/04/2017), To (06/04/2017), and a 'Select payment method' dropdown. The 'Payment GateWay' option is selected. A note below states: 'If your Bank is not present in Net Banking it may be available in Payment Gateway'. Below this, a table shows a single row for 'Taxes on Registration Fees/Other Fees' with Purpose (1475-00-200-01) and Amount (30). At the bottom, it shows Total Amount (Rs.) 30.00 and Amount in words (Rs.) Thirty Rupees Only. Buttons for 'Confirm', 'Back', and 'Submit' are at the bottom.



12. You can download challan click on Print button.

CHALLAN DETAILS	
Transaction Id	170400004781
Registration No./Ack No.	09900633483
Bank Reference No.	3277871841941
Bank Name	SBIEPAY
Challan Id	1301134
CIN	57000013551147506041700020
Total Amount	30
Payment Date	06/04/2017
Status	SUCCESS
<a href="#">Print</a> <a href="#">Download Challan Receipt</a>	

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



99900533483



**Government Of Gujarat**  
Commercial Tax Department

**Acknowledgement Receipt for ROF e-Registration**

Firm Name: ARJUN1  
Application Receipt No.: 99900533483  
Receipt Date: 06/04/2017  
Unit: Ghatak 9 (ABD)  
Division: AHMEDABAD

[Print](#) [Back](#)

[Click here to view ROF Form-A](#)

**List of all attachments**

- 1) PAN of Partners : 4893XXXXXXX000X57\_05-12-2016.PDF
- 2) PAN Card of Firm : 4893XXXXXXX0000X57\_05-12-2016.PDF
- 3) Address Proof of Firm : 4893XXXXXXX000X57\_05-11-2016 (1).PDF
- 4) Address Proof of Partners : 4893XXXXXXX000X57\_05-12-2016.PDF
- 5) Notarized Photos of Partners : 4893XXXXXXX000X57\_05-12-2016.PDF
- 6) Authority Letter to approve any person to apply for Registration : 4893XXXXXXX000X57\_05-12-2016.PDF
- 7) Notarized Partnership Deed : 405\_M.pdf