

## **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.

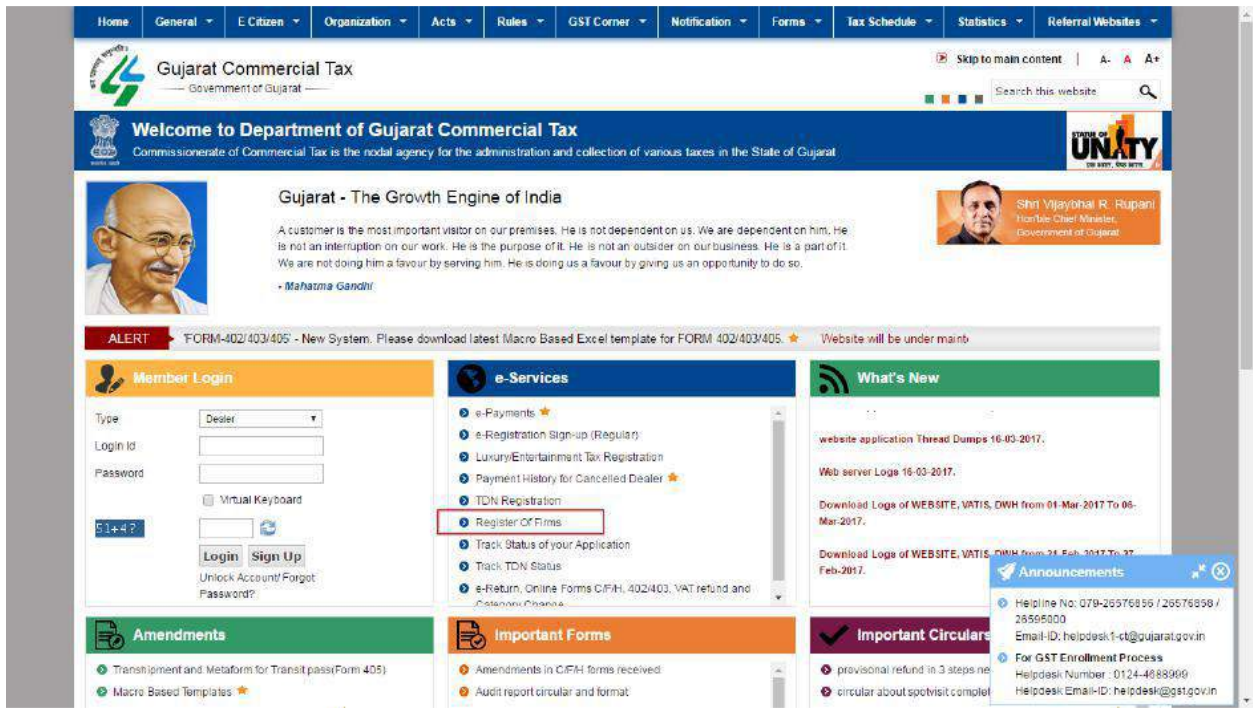
In this screen enter the necessary details. Enter the amount of Rs. 30/- in the registration fees/Other fees. After that click on the confirm button and submit the same. Dealers will be directed to cyber treasury website. Dealers are required to enter details regarding e-Payment and generate the challan.

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.

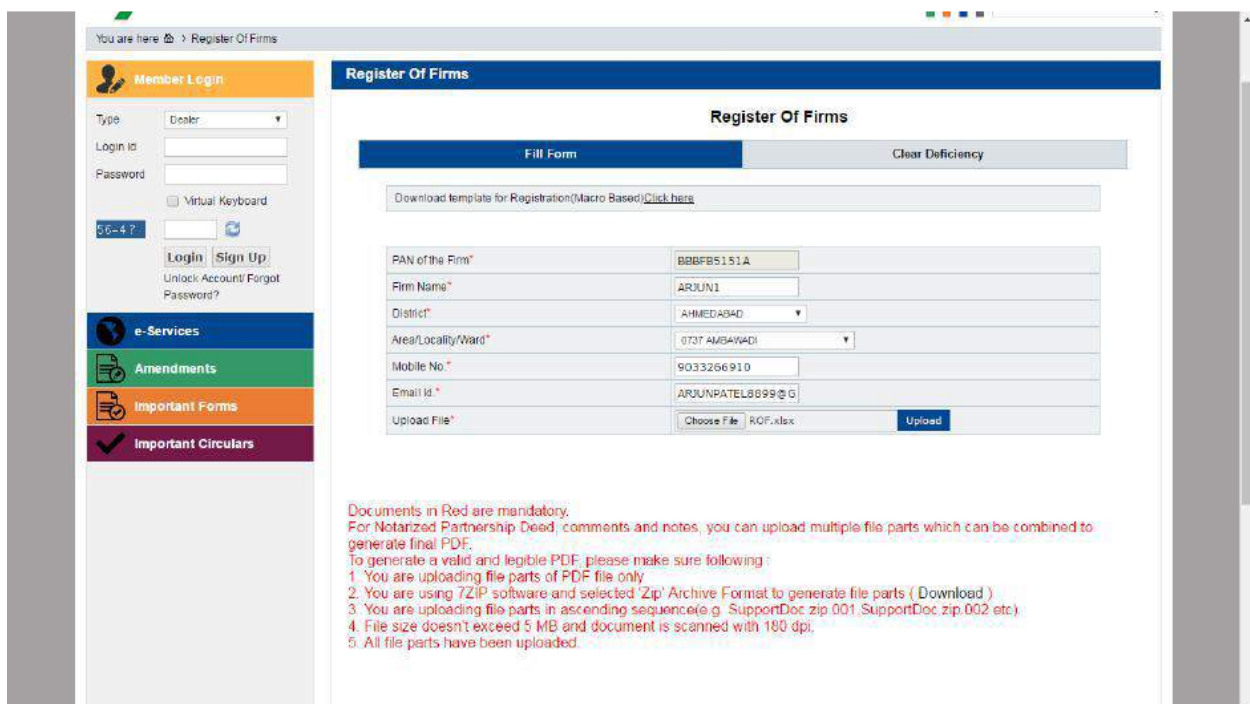
Sr. No.	Document Details
1	Address Proof of Firm
2	Address Proof of Partners
3	Authority Letter to approve any person to apply for Registration
4	Notarized Partnership Deed
5	Notarized Photos of Partners
6	PAN Card of Firms
7	PAN of Partners
8	Professional Tax Payment Receipt

# ROF New Amendment Flow

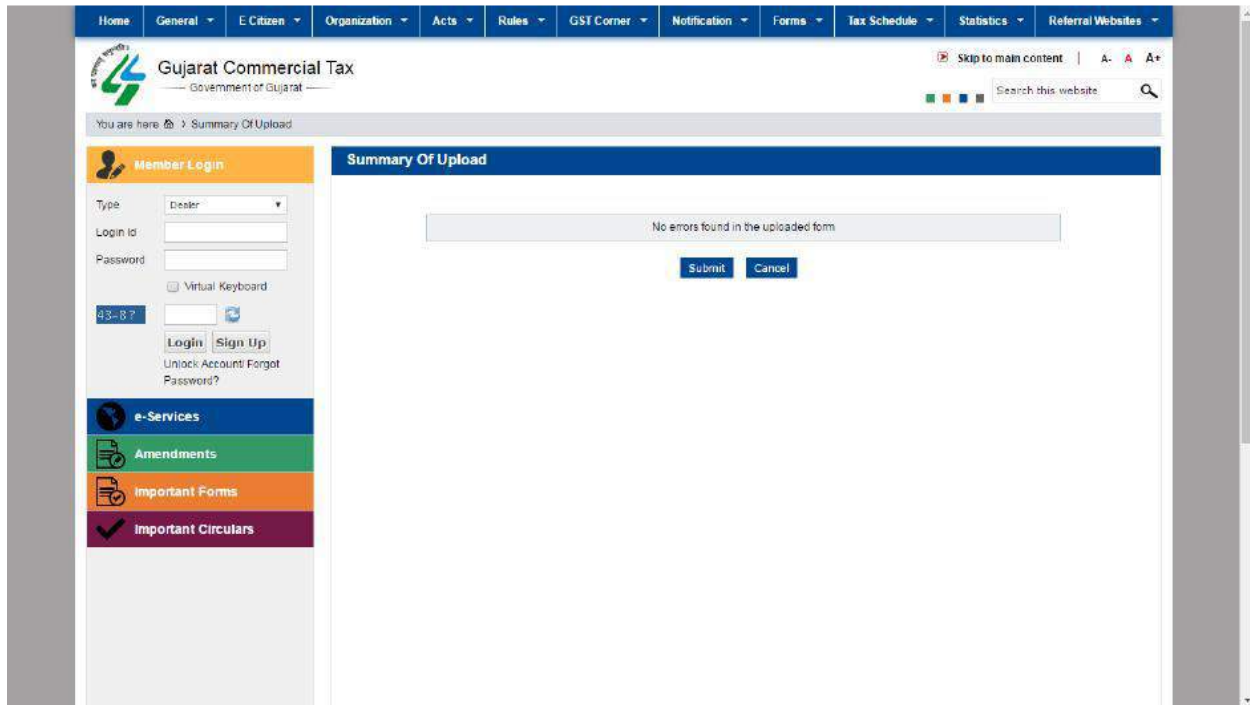
1. Go to commercial Tax Home page → E-services → Register of Firms



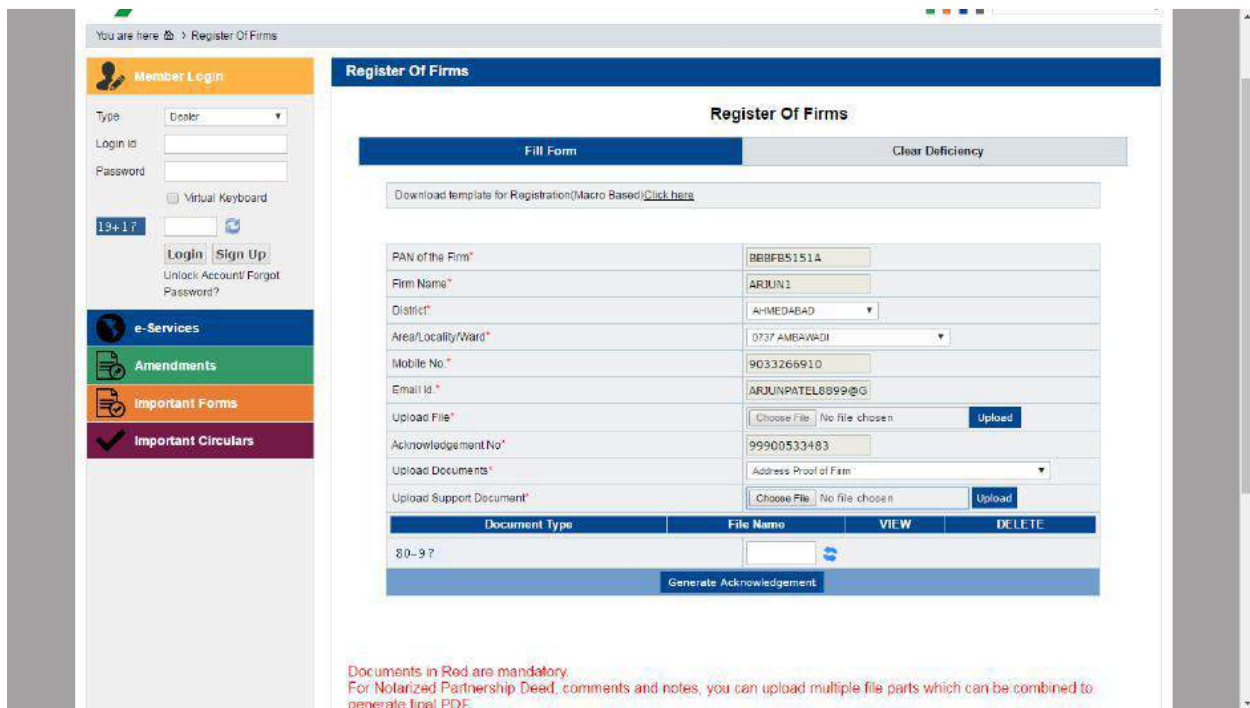
2. Enter All the require details and upload ROF sheet.



3. Click On upload button and submit details.



4. File upload successfully and dealer get acknowledgement.



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

**Register Of Firms**

**Fill Form** **Clear Deficiency**

Acknowledgement No:

[Download template for Registration\(Macro Based\)Click here](#)

PAN of the Firm: BBFBS151A

Firm Name: ARJUNI

District: AHMEDABAD

Area/Locality/Ward: 0737 AMBAVAQI

Mobile No: 9033266910

Email Id: ARJUNPATEL8899@G

Upload File:  No file chosen

Acknowledgement No: 99900533493

Upload Documents: PAN of Partners

Upload Support Document:  48930XXXXXX-2016.PDF

Document Type	File Name	VIEW	DELETE
Address Proof of Firm	4893XXXXXXXXXX57_05-11-2016 (1).PDF	<a href="#">View</a>	<a href="#">Delete</a>
Address Proof of Partners	4893XXXXXXXXXX57_05-12-2016.PDF	<a href="#">View</a>	<a href="#">Delete</a>
Authority Letter to approve any person to apply for Registration	4893XXXXXXXXXX57_05-12-2016.PDF	<a href="#">View</a>	<a href="#">Delete</a>
Notarized Photos of Partners	4893XXXXXXXXXX57_05-12-2016.PDF	<a href="#">View</a>	<a href="#">Delete</a>
PAN Card of Firm	4893XXXXXXXXXX57_05-12-2016.PDF	<a href="#">View</a>	<a href="#">Delete</a>
PAN of Partners	4893XXXXXXXXXX57_05-12-2016.PDF	<a href="#">View</a>	<a href="#">Delete</a>

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6. Click on Generate Acknowledgement button.

**Register Of Firms**

**Fill Form** **Clear Deficiency**

Acknowledgement No:

[Download template for Registration\(Macro Based\)Click here](#)

PAN of the Firm: BBFBS151A

Firm Name: ARJUNI

District: AHMEDABAD

Area/Locality/Ward: 0737 AMBAVAQI

Mobile No: 9033266910

Email Id: ARJUNPATEL8899@G

Upload File:  No file chosen

Acknowledgement No: 99900533493

Upload Documents: Notarized Partnership Deed

Upload Documents:  405\_M.zip

Total file parts:

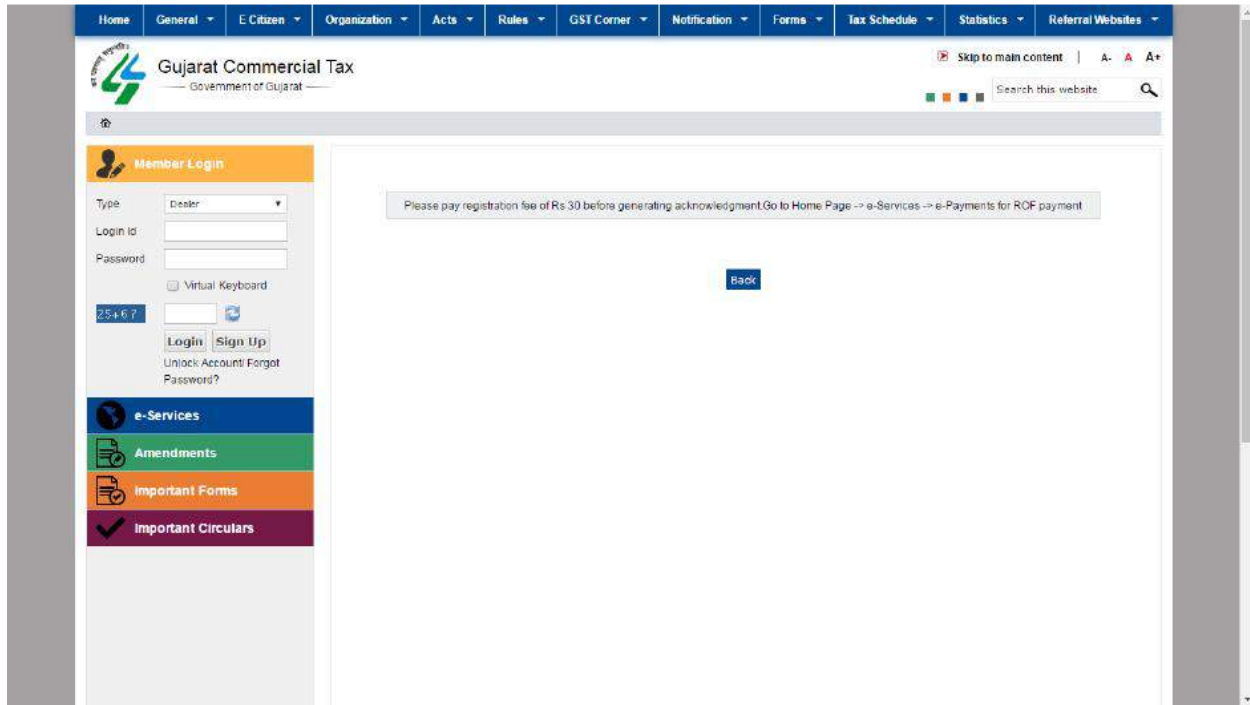
Uploaded:

Document Type	File Name	VIEW	DELETE
Address Proof of Firm	4893XXXXXXXXXX57_05-11-2016 (1).PDF	<a href="#">View</a>	<a href="#">Delete</a>
Address Proof of Partners	4893XXXXXXXXXX57_05-12-2016.PDF	<a href="#">View</a>	<a href="#">Delete</a>
Authority Letter to approve any person to apply for Registration	4893XXXXXXXXXX57_05-12-2016.PDF	<a href="#">View</a>	<a href="#">Delete</a>
Notarized Partnership Deed	405_M.pdf	<a href="#">View</a>	<a href="#">Delete</a>
Notarized Photos of Partners	4893XXXXXXXXXX57_05-12-2016.PDF	<a href="#">View</a>	<a href="#">Delete</a>
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PAN of Partners	4893XXXXXXXXXX57_05-12-2016.PDF	<a href="#">View</a>	<a href="#">Delete</a>

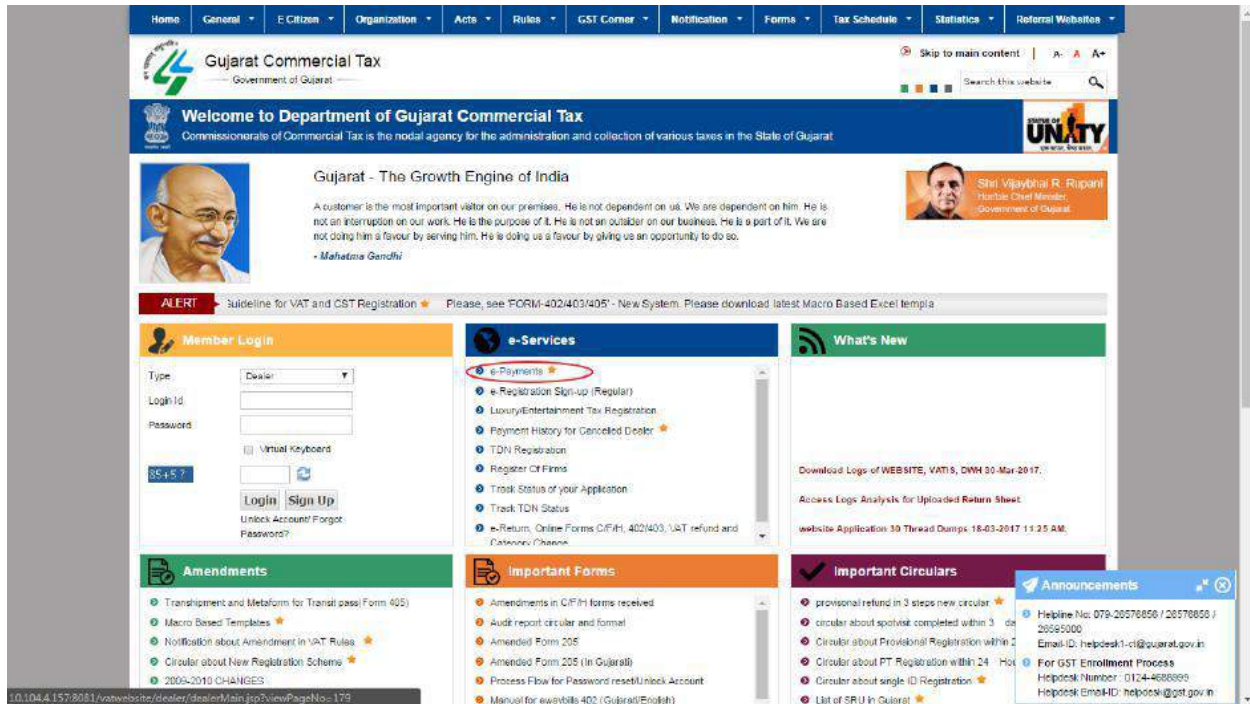
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7. If dealer not pay respective fee for ROF it will not able to generate acknowledgement receipt  
Go through respective payment link.



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



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

The screenshot shows the 'e-Payments' section of the Gujarat Commercial Tax portal. The 'Tax Type' dropdown menu is open, displaying the following options: VAT, VAT, CST, MOD, Entry Tax, Professional Tax, and ROF. The 'TIN / Ack No.' field is populated with '99900533483'. The left sidebar contains navigation options for Member Login, e-Services, Amendments, Important Forms, and Important Circulars.

10. Enter all the details of payment.

The screenshot shows the 'E-Payment for Returns' page. The form is filled with the following details:

E-Challan Details			
Registration No	99900533483	Firm Name*	ARJUN1
Tax Type*	ROF	Office Name*	Ghatak 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		
Dealer Type*	Quarterly		
Mobile*	9033266910	Tax Period from*	06/04/2017
Email(For getting receipt)*	ARJUNPATEL8899@G	Tax Period to*	06/04/2017
Challan will be submitted to the following treasury and sub treasury (for refund)			
District	Gandhinagar	Treasury / Sub Treasury	Gandhinagar Treasury Office
Head and Purpose Details			
Description	Purpose	Amount (Rs.)*	
<input checked="" type="checkbox"/> Registration Fees/Other Fees	1475-00-200-01	30	
Total Amount (Rs.)		30	
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The bottom of the form has buttons for 'Confirm', 'Back', and 'Submit'.

10. Verify Acknowledgement number and click on OK button.

The screenshot shows the 'E-Challan Details' form. A pop-up window titled 'Please confirm your Payment Details' is overlaid on the form. The pop-up contains the following information:

- TIN / ID: 99900533483
- Buttons: ok, cancel

The background form includes the following details:

- E-Challan Details:** Registration No: 99900533483, Firm Name: ARJUN1, Tax Type: RPF, Office Name: Ghatak 9 (ABD)
- Address of Place And Other Details:**
  - Flat / Block Number: 123, Name of the premises/Building Name: Dashon Plaza
  - Road/Street Name: Ambvadi Road, District: AHMEDABAD
  - Area/Locality: AMBAWADI, State/UT: Gujarat
  - Pincode: 390009
  - Dealer Type: Quarterly
  - Mobile: 9033266910, Tax Period from: 26/04/2017
- and sub treasury (for refund):** District: Gandhinagar, Treasury: Gandhinagar Treasury Office
- Payment Details Table:**

Purpose	Amount (Rs.)
1475-00-200-01	30
	30

At the bottom of the form, there are buttons for 'Confirm', 'Back', and 'Submit'.

11. You will redirect on cyber Treasury.

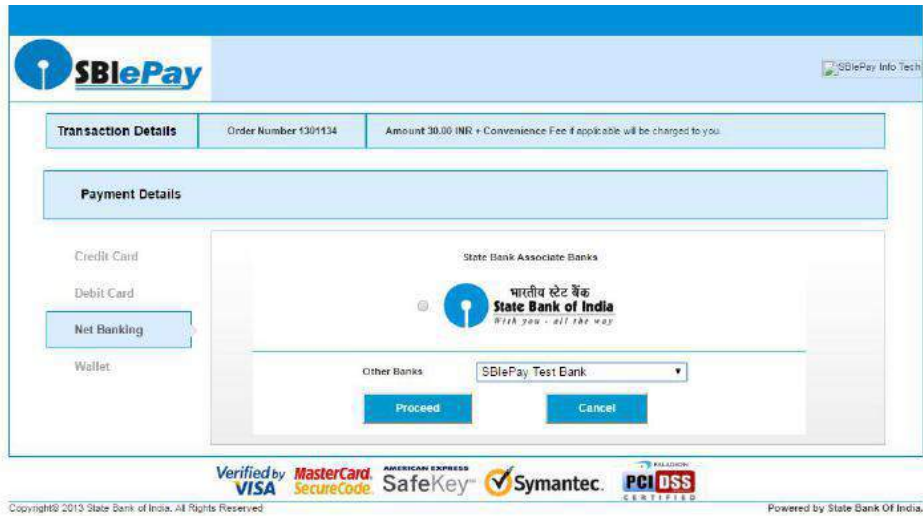
The screenshot shows the 'Cyber Treasury' portal. The header includes the 'Cyber Treasury' logo and the 'Finance Department Government of Gujarat' logo. The user is logged in as ARJUN1, with a last login on 6 Apr 2017 at 12:00 AM (IST).

The main content area displays the following information:

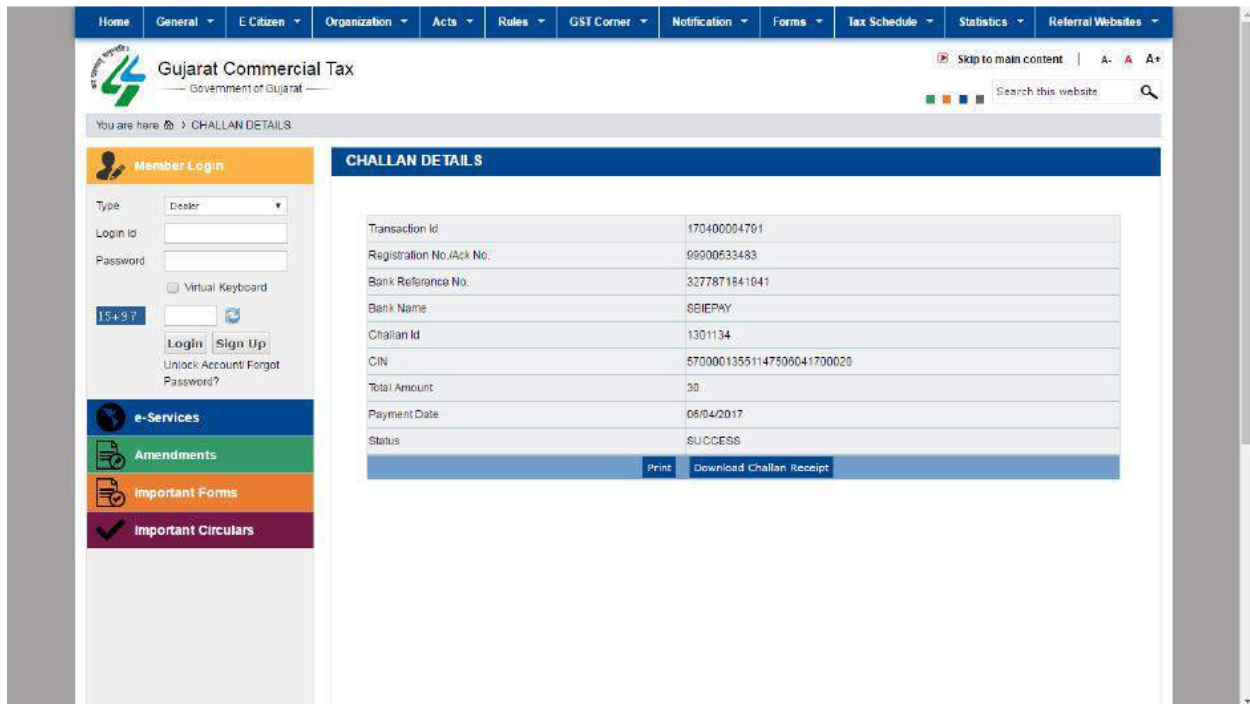
- Welcome ARJUN1** (Last Login: 6 Apr 2017, Thursday 12:00 AM (IST))
- ??PROF???**
- Email Id:** ARJUNPATEL8899@GMAIL.COM
- From:** 05/04/2017, **To:** 06/04/2017
- Select payment method:**
  - Net Banking
  - Payment Gateway **Chargeable** (SBIEPAY)
- If your Bank is not present in Net Banking it may be available in Payment Gateway**
- Challan will be submitted to the GANDHINAGAR Treasury Office.**
- Payment Details Table:**

Purpose	Purpose Code	Amount
<input checked="" type="checkbox"/> Taxes on Registration Fees/Other Fees	1475-00-200-01	30
- Total Amount (Rs.):** 30.00
- Amount in words (Rs.):** Thirty Rupees Only
- Buttons: Confirm, Back, Submit





12. You can download challan click on Print button.



**Gujarat Commercial Tax**

**Fees for Registrar of firms**

Challan identification No: 57000013551147506041700020  
 Payable at Treasury/Sub Treasury: Gandhinagar Treasury Office  
 Name:  
 Bank Branch Name and Code: SBIEPAY  
 Tax Reference Number: 1301134

**Paid on Behalf of**

Payee Name: ARJUN1  
 Office Name: Ghatak 9 (ABD)  
 Address: 123, Dashan Plaza, AMBAWADI, Ambvadi Road, AHMEDABAD, Gujarat 390009  
 Registration No: 99900533483  
 From Date: 06/04/2017 To Date: 06/04/2017

Purpose of Payment	Head of Account	Amount
Registration Fees/Other Fees	1475-00-200-01	30
<b>Total Paid Amount</b>		<b>30</b>

Rupees in Words: Thirty Rupee only  
 Payment Date: 06/04/2017

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.

**Fill Form** Clear Deficiency

Download template for Registration (Macro Based) [Click here](#)

PAN of the Firm\*: BBBFB5151A  
 Firm Name\*: ARJUN1  
 District\*: AHMEDABAD  
 Area/Locality/Ward\*: 0737 AMBAWADI  
 Mobile No.\*: 9033266910  
 Email Id.\*: ARJUNPATEL8899@G  
 Upload File\*: Choose File No file chosen Upload  
 Acknowledgement No\*: 99900533483  
 Upload Documents\*: Select

Document Type	File Name	VIEW	DELETE
Address Proof of Firm	4893XXXXXXXXXX57_05-11-2016 (1).PDF	<a href="#">View</a>	<a href="#">Delete</a>
Address Proof of Partners	4893XXXXXXXXXX57_05-12-2016.PDF	<a href="#">View</a>	<a href="#">Delete</a>
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PAN of Partners	4893XXXXXXXXXX57_05-12-2016.PDF	<a href="#">View</a>	<a href="#">Delete</a>

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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 : 4893XXXXXXXXXX057\_05-12-2016.PDF
- 2) PAN Card of Firm : 4893XXXXXXXXXX057\_05-12-2016.PDF
- 3) Address Proof of Firm : 4893XXXXXXXXXX057\_05-11-2016 (1).PDF
- 4) Address Proof of Partners : 4893XXXXXXXXXX057\_05-12-2016.PDF
- 5) Notarized Photos of Partners : 4893XXXXXXXXXX057\_05-12-2016.PDF
- 6) Authority Letter to approve any person to apply for Registration : 4893XXXXXXXXXX057\_05-12-2016.PDF
- 7) Notarized Partnership Deed : 405\_M.pdf