

User Manual

Creation of

Organisation/Business

Entity Profile on

GoaOnline.gov.in

Prerequisites:

1. The user willing to register their organisation must be a registered user on goaonline.gov.in and should be authorised to carry out transactions towards the organisation.
2. The user should be logged in goaonline.gov.in to proceed with the organisation/business entity registration

Step by step process to register organisation/business entity:

Visit <https://goaonline.gov.in> and click on Login button

In case the user is not registered, register by clicking Register button

On login screen enter login id, password and the captcha image text and click on login button.

Use Forgot Password link to recover password.

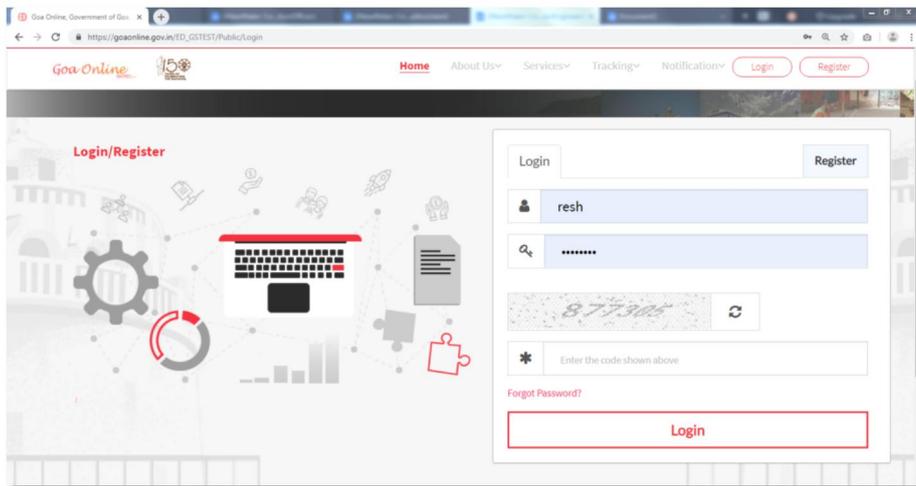


Fig 1

After logging in the user home page will be shown. Click on the **Profile** option in the menu and select **Organisation Profile** as depicted in **Fig 2**. The same link will take to the list of linked business units in case already added (refer Fig 15)

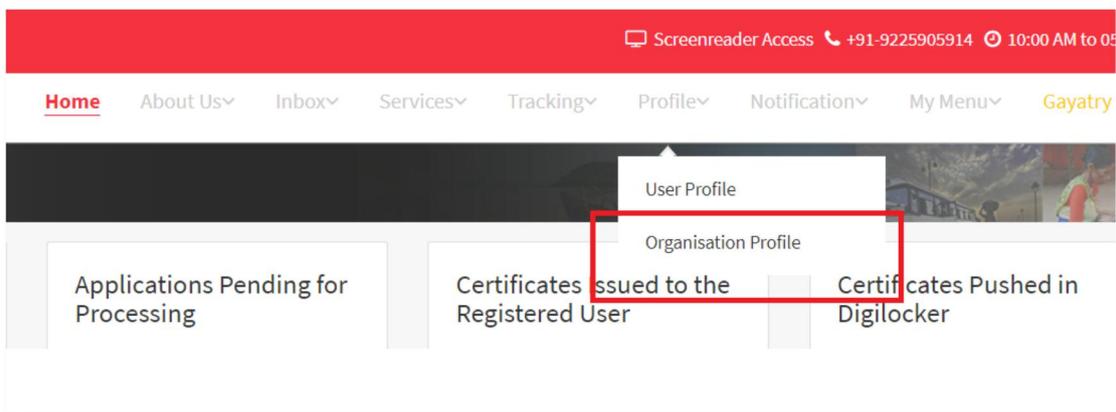


Fig 2

Add Business Profile:

The user will be navigated to the Business Entity Profile as depicted in the **Fig 3** below

Business Entity Profile [Company/Organization details]

Business Entity Profile

Legal name of Business entity* [Please enter name as per your registration certificate]

Enter legal name of the business entity/company/organization

Business Constitution*

Choose one

Have you registered with [Registrar of companies/shops and establishment/Factories and Boilers/Registrar of co-operative societies/Stamps]*

Yes No

Scale/Category*

Choose one

CIN/LLPIN of the company*

Incorporation Date*

Company PAN*

Website

Next

Fig 3

Enter all the relevant fields towards the business entity. After verifying the entered details click on **Next** button

On click of Next button the user will be asked to enter the details of the registered unit/office in Goa. (refer fig 4 below)

[For users registered with Investment Promotion Board an additional option will be available to provide the address of Head-quarter located within India]

Add registered name of the unit (this will get displayed while availing services subsequently). Choose line of activity, mention products or services and provide complete address details along with GSTIN/ESIC/PF no etc.

Registered Unit/Facility/Office in Goa with registration details

Registered Goa Unit/Facility/Office Name* [This name will get printed towards the service you avail in GoaOnline]

texttext

Line of Activity*

Choose one

Product/Services*

Goa State PCB Classification*

Choose one

State*

Goa

Complete Address*

Bldg/plot no/area/locality

Taluka*

Choose one

City/Village*

Choose one

Pincode*

Landline*

Fax

Email

Located in Industrial Estate*

Choose one

Registered with*

Choose one

Registration Number*

Registration Date*

Date of Commercial Operation*

Type*

Choose one

GSTIN (if any)

Company ESIC No. (if any)

PF No. (if any)

[Please provide GSTIN/VAN/Company ESIC/PF No. etc. to get automated reminders towards various services.]

Save & Next

Fig 4

Click on **Save & Next** button to save the unit details. After saving the unit details the user will be shown option to add the list of authorised persons towards the organisation. All the authorised persons (except contact person role) will have provision to act on behalf of organisation.

Manage Authorised Representatives:

The user who registers the organisation profile will be automatically added as an Authorised Representative along with his/her user profile. If any details of authorized person are found missing it will be indicated with the tag “Incomplete Profile” as shown in the **Fig 5** and the organisation won't be allowed to save until authorized person details are entered.



Fig 5

The user can add more Authorised Representative by clicking on **ADD MORE** button(refer Fig 6).

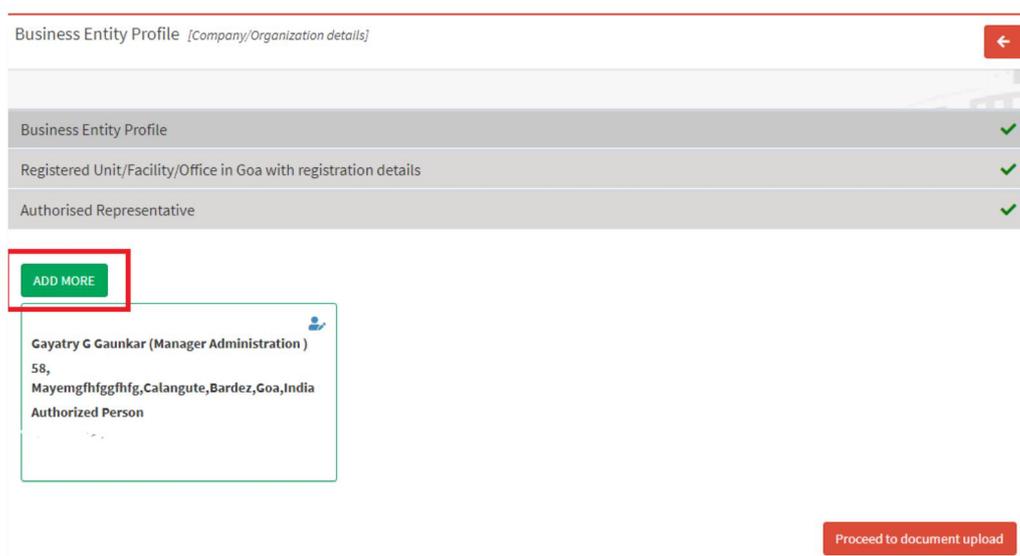


Fig 6

Enter any additional Authorised Representative details towards the fields mentioned in **Fig 7** and click on **Save person details**. For every authorised representative added in this section the system is going to send an automated email to the person to validate the

email id. Once the request is accepted the person is treated as an Authorised representative. The status of activation will be shown towards person as shown in **Fig 8**.

(Kindly note: If not validated only the new person wont get to manage the organisation profile only.)

Registered Unit/Facility/Office in Goa with registration details ✓

Authorised Representative ✓

First Name* asdxss Middle Name Last Name

Role* Founder Designation* aasx Share%(if any) %

Country* India State* Goa

Complete Address* asde sdfcsd sdvcfs

Taluka* Bicholim City/Village* Maulinguem North Pincode* 403504

Mobile* 2222222222222222 Email* as1111sa@gmail.com

AadhaarNo./Virtual ID PAN Voter ID

Save person details

*Kindly note: On addition of an authorized representative, activation link will be emailed to the email id of the newly entered representative; Please enter correct details as these details will not be allowed to change later

Fig 7

Business Entity Profile ✓

Registered Unit/Facility/Office in Goa with registration details ✓

Authorised Representative ✓

ADD MORE

Gayatry G Gaunkar (Manager Administration)
58, Mayemgfhggfhhfg, Calangute, Bardez, Goa, India
Authorized Person

asdxss (aasx)
asde sdfcsd sdvcfs, Maulinguem North, Bicholim, Goa, India
Founder
2222222222222222
Pending for Acceptance

Proceed to document upload

Fig 8

Edit Authorised Representative Details:

The details of the Authorised Representative can be edited by clicking on the **edit** icon (refer Fig 9).

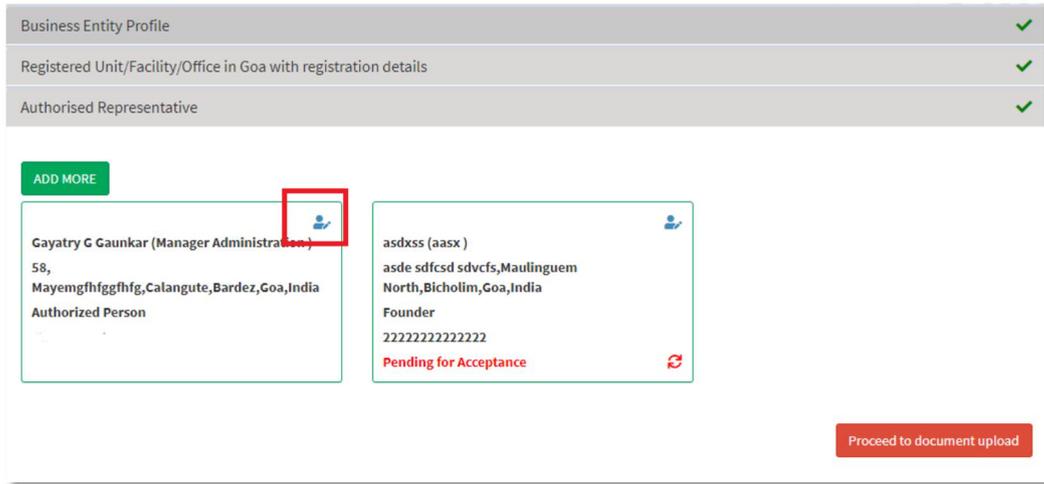


Fig 9

On clicking on **edit** the details of the Authorised Representative will be available for editing. The email id, role and mobile number will be in disabled mode and cannot be updated. After editing the details click on **Save person details** to update the details.

Delete Authorised Representative:

If there is only one Authorised Representative, the details cannot be deleted. If there are more than one Authorised Representative user can delete the other Authorised Representatives on clicking the **DELETE** button as shown in **Fig 10**.

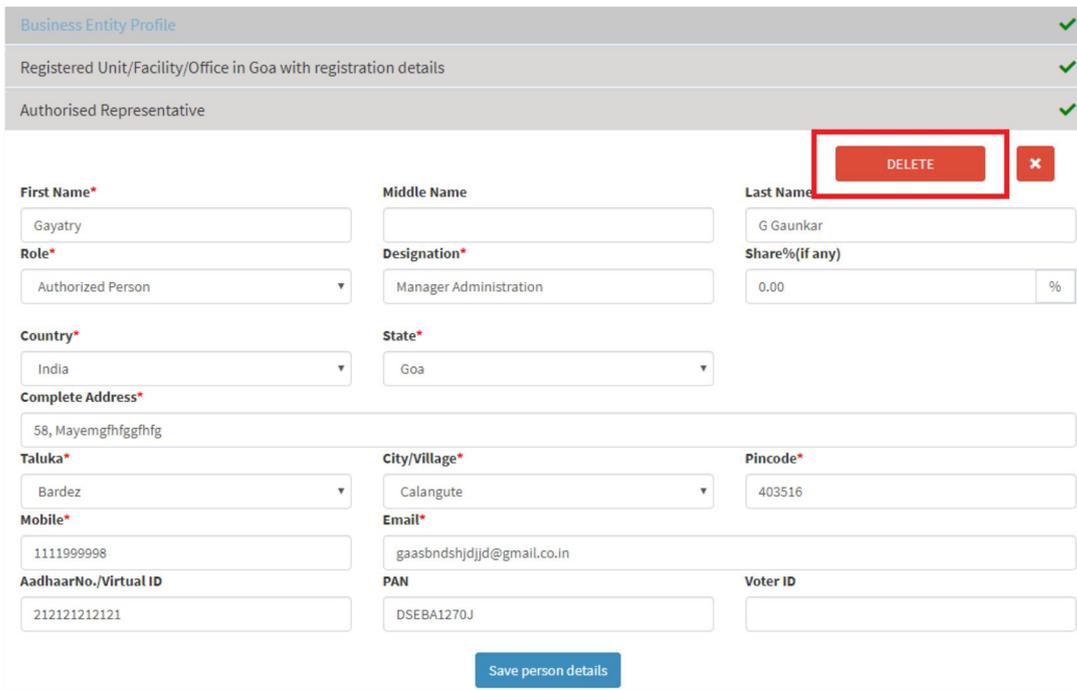


Fig 10

A pop up will be shown when the **DELETE** button is clicked asking for confirmation for deletion as the user will no longer be able to access the respective organisation profile

as shown in **Fig 11**. On click of Yes button the authorised representative will be deleted from the organisation.



Fig 11

Document upload:

Once all the authorised representatives are added the user will have option to proceed to upload documents by clicking the button as highlighted in **Fig 12**.

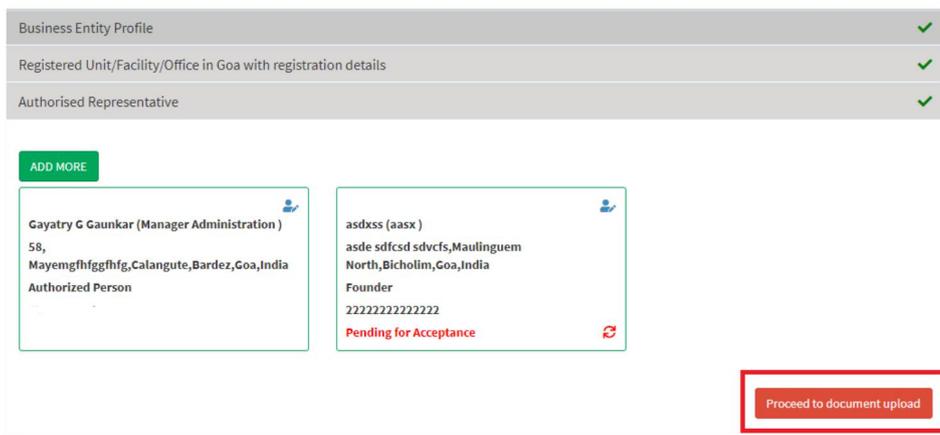


Fig 12

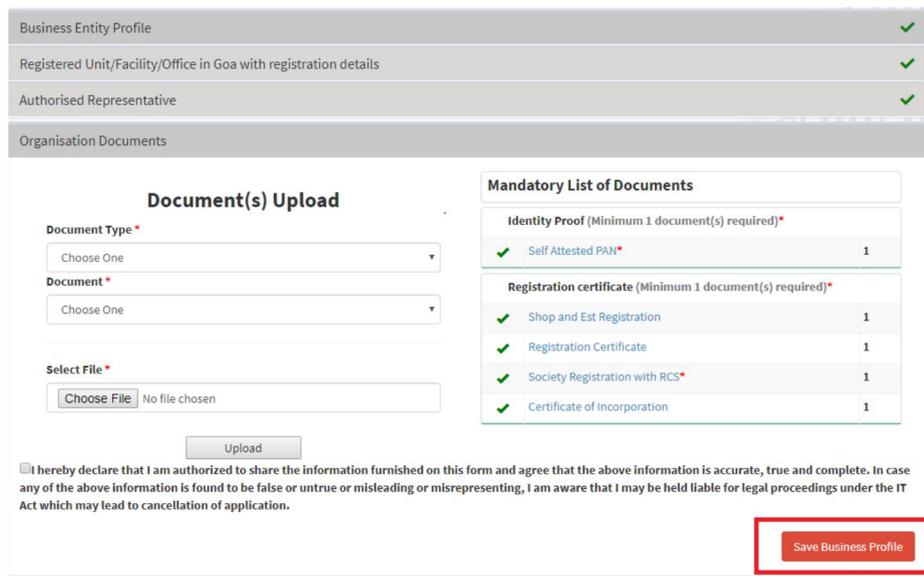


Fig 13

The authorised representative will have to compulsorily upload the authority letter and copy of the other documents as listed in the required documents listed in the right pane as depicted in **Fig 13**.

Each of the document to be uploaded will list the allowed file types and maximum file size. Once all the documents are uploaded the user will have option to save business profile details. On clicking **Save Business Profile** a dialog box will appear asking for the confirmation. On click of Yes the business profile details will be saved.

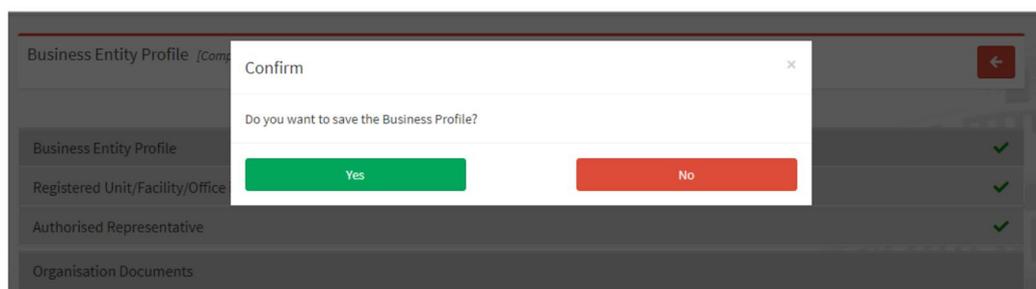


Fig 14

Manage Business Profile & Units:

All the company and unit details will list as shown in **Fig 15** on the below mentioned link on click of business profile link in the menu as depicted in **Fig 2**.

Add new unit: Use this link to add the linked units towards the same company which are uniquely identified by UAN/GSTIN/PAN etc.

Edit/View unit Details: Use this link to edit or view already added unit.

The screen also has a provision to add any other independent company details.

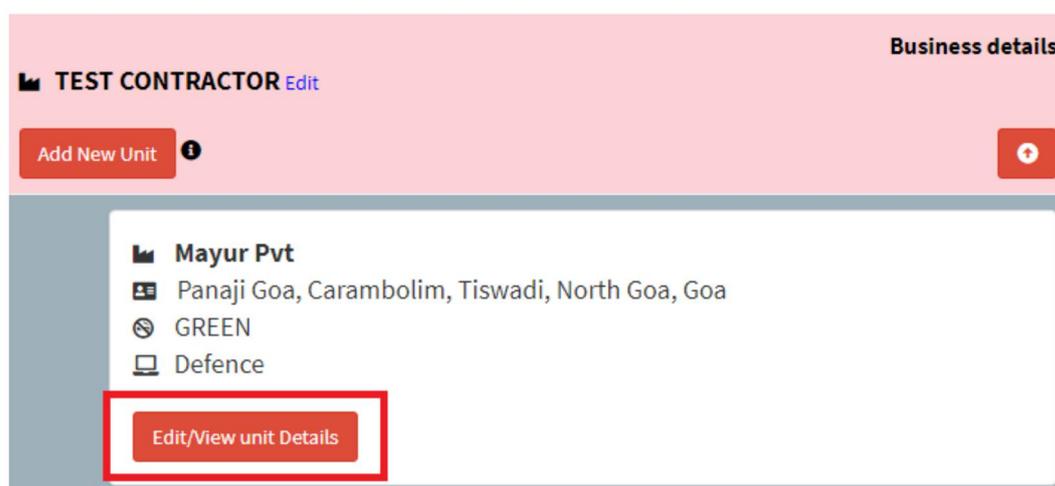


Fig 15

Additional Provisions for companies registered with Investment Promotion Board(IPB):

If the company has global head-quarter click on the check box a link **Add/View details link** will appear.

GOA INVESTMENT PROMOTION & FACILITATION BOARD

Business Entity Profile [Company/Organization details]

Business Entity Profile

Registered Head Office Address in India

Tick if the company has global headquarter [Add/View Details](#)

Tick if the unit name is same as Business entity name

India Unit/Branch/Office Name*

Line of Activity* Product/Services*

Fig 16

Once clicked on the link **Add/View details** the following window will be shown as in **Fig 17**. Fill in the Global Head-quarter Details and click on **ADD**.

Global Headquarter Details

Company Name* Country*
Choose one

Address*

Landline* Fax Email

Add Close

Fig 17

Fill in details of the Registered Head Office Address in India and click on **Save & Next**.

The screenshot shows a web form titled "Business Entity Profile" with a sub-section "Registered Head Office Address in India". The form contains several fields and checkboxes:

- Checkboxes: Tick if the company has global headquarter (with a link "Add/View Details"), and Tick if the unit name is same as Business entity name.
- Text field: "India Unit/Branch/Office Name*" with the value "saxdas".
- Dropdowns: "Line of Activity*" (Automobile and auto components), "Goa State PCB Classification*" (ORANGE), "Product/Services*" (assasa), and "State*" (Goa).
- Text field: "Complete Address*" with the value "asds gfgvfrse dsdxcd".
- Dropdowns: "Taluka*" (Pernem), "City/Village*" (Keri), and "Pincode*" (403524).
- Text field: "Landline*" with the value "2111111121" and a call icon.
- Text field: "Fax*" (empty).
- Text field: "Email" (empty).
- Form groups: "Total facilities/operating units in india*" and "Total facilities/operating units in Goa*" both with a value of "10" and a "Nos" label.
- Buttons: "Save & Next" (highlighted with a red box) and "Skip" (highlighted with a red box).

Fig 18

Add Equity & Stock Exchange listing references:

This section is an optional section wherein the details of the share holders can be added by the clicking **ADD** button.

The same section allows adding/editing of the stock exchange listing details.

Both these details are optional and user can skip these by clicking Skip button as shown in **Fig 19**.

The screenshot shows a form titled "Stock Exchange/Share holder/Partner Share Details(if any)". It features two buttons at the top: "Add/Edit Equity Detail" (green) and "Add/Edit Stock Exchange Details" (blue). Below these is a form with two input fields: "Share Holder Name*" and "Equity*" (with a "%" symbol). An "ADD" button (highlighted with a red box) is positioned to the right of the "Equity" field. At the bottom right of the form, there is a "Skip" button (highlighted with a red box).

Fig 19