User Registration

NFRA-1 Form landing page

Step 1: Enter the URL (*eformnfra.nic.in*). You will land on below screen **(Screenshot-1),** consisting of following options and information for the user

• **Home-** This option will facilitate the user to return to Screenshot-1

• **New user registration/signup –** In order to proceed with the form submission, user needs to register on the portal, using this option. Details of which are explained in subsequent sections

• **Sign In-** This option will enable the user to log into the application for submission of form using credentials, created during signup process

• **Pre-requisites for submission of NFRA-1 form**

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⟳ Pre-requisites for submission of NFRA-1 form

During the process of submitting form, user needs to have following details/documents before proceeding with form filling.

In case of Indian Body Corporate:

1. PAN of Indian authorized individual

2. PAN of body corporate

3. DIN of Director/Membership No. of CS/PAN of Manager or CEO or CFO

4. Income tax PAN of auditor/audit firm

5. Membership number of auditor/auditor firm registration number

6. In case the auditor is appointed due to casual vacancy, then membership no. of auditor or registration no. of audit firm who/which vacated the office needs to be provided in the form.

7. Copy of written consent given by auditor & Copy of resolution passed by the body corporate

8. Digital Signature (DSC) of User (Director/Manager/CEO/CFO/Company Secretary)

In case of Foreign Body Corporate

1. Passport Number of foreign authorized individual

2. Registration number of foreign body corporate and name of provider of registration number

In case the organization providing DSC is different from below providers, drop a mail at helpdesk@nfra.gov.in with the details of DSC provider.

New User Registration

Step 2: Click on New User Registration/Signup for registration on the portal. You will land on below screen.**(Screenshot-2).** User needs to enter the official email address (body corporate email ID) and mobile number for receiving OTPs and verifying the same. required You can hover on "?" to get the necessary help while entering information.
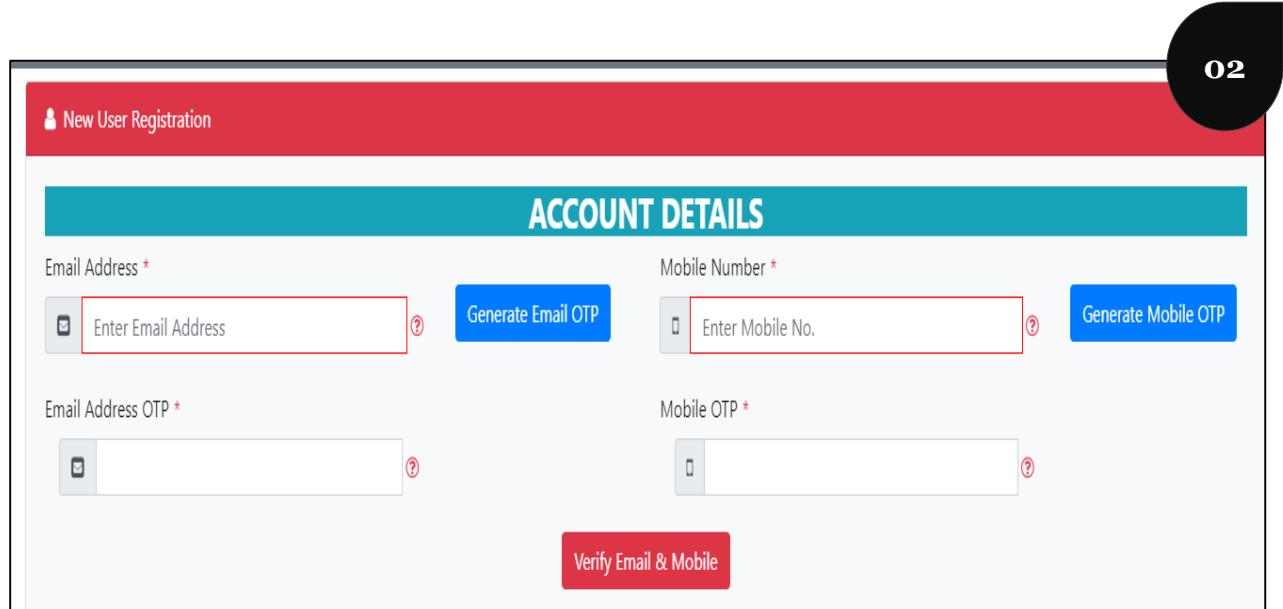

Step 3: Enter the official Email Address and click on "Generate Email OTP" for receiving OTP on given email address. User will view following message. Refer **Screenshot-3.**
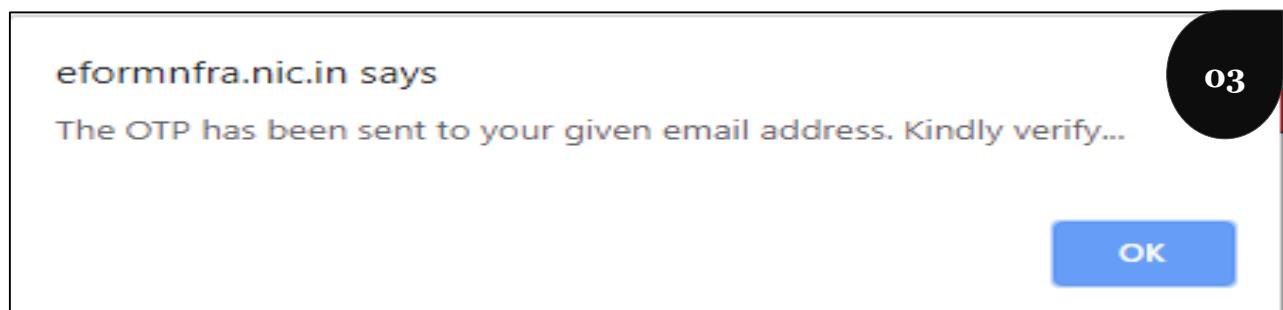
Step 4: Enter official Mobile Number and click on "Generate Mobile OTP" for receiving OTP on given mobile number. User will view following message**. Refer Screenshot-4.**
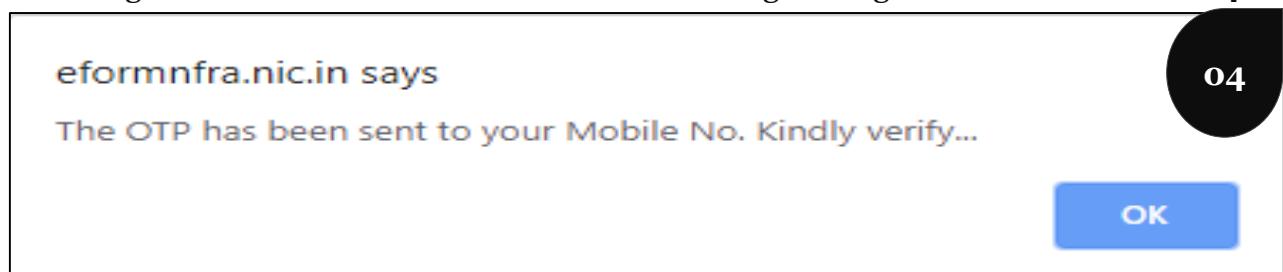
Step 5: Post entering OTPs for both Email and Mobile , click on Verify Email and Mobile for registering Email Address and Mobile Number. User will view following message. Refer **screenshot-5.**

New User Registration

eformnfra.nic.in says

Sucessfully Verified

OK

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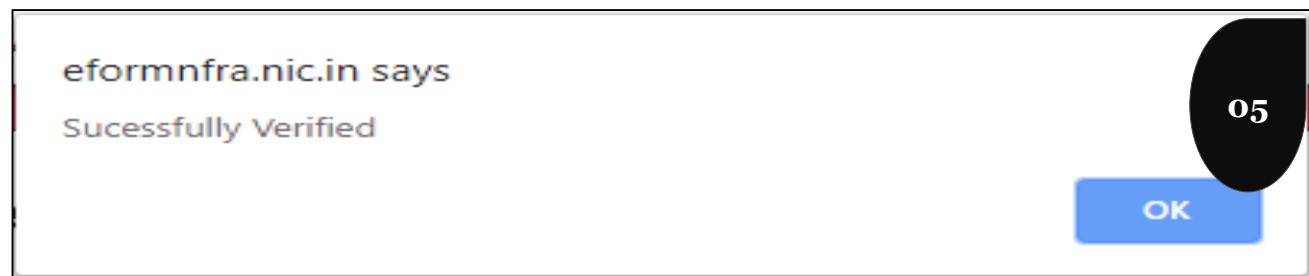
Step 6: Once user clicks on "Ok" depicted in screenshot-5, user will view fields for entering personal and body corporate information. **Refer screenshot-6**
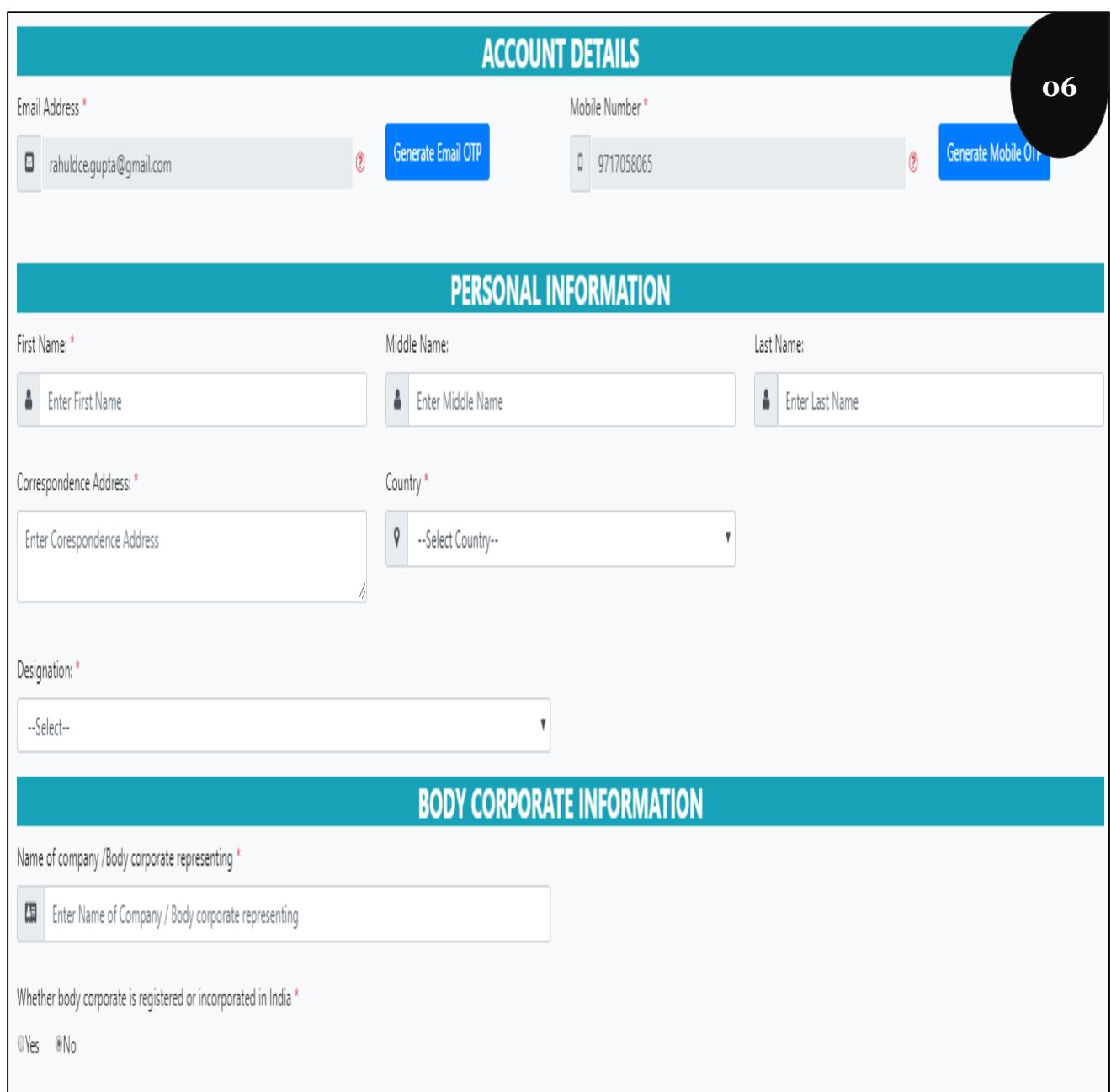
ACCOUNT DETAILS

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Email Address *

rahuldce.gupta@gmail.com   Generate Email OTP

Mobile Number *

9717058065   Generate Mobile OTP

PERSONAL INFORMATION

First Name: *

Enter First Name

Middle Name:

Enter Middle Name

Last Name:

Enter Last Name

Correspondence Address: *

Enter Corespondence Address

Country *

--Select Country--

Designation: *

--Select--

BODY CORPORATE INFORMATION

Name of company /Body corporate representing *

Enter Name of Company / Body corporate representing

Whether body corporate is registered or incorporated in India *

○Yes ●No

New User Registration – Personal Information

Step 7: In case the country selected is India, then user needs to select State & District from the list of values and enter PIN and PAN. Refer **screenshot-7**

PERSONAL INFORMATION

First Name: *
Enter First Name

Middle Name:
Enter Middle Name

Last Name:
Enter Last Name

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Correspondence Address: *
Enter Corespondence Address

Country *
India

State: *
--Select State--

District: *

Pin: *
Enter Pincode

Permanent Account Number (PAN)*
Enter PAN No

Designation: *
--Select--

Step 8: In case the country selected is not India, then user needs select whether he/she has PAN or not. In case of Yes, user needs to PAN number. Refer **screenshot-8**

PERSONAL INFORMATION

First Name: *
Enter First Name

Middle Name:
Enter Middle Name

Last Name:
Enter Last Name

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Correspondence Address: *
Enter Corespondence Address

Country *
Egypt

City *
Enter

Do you have PAN *

◉Yes ○No

Permanent Account Number (PAN)*
Enter PAN No

New User Registration – Personal Information

Step 9: In case the user selects No for PAN number, then user needs to enter Passport No.. Refer **screenshot-9**
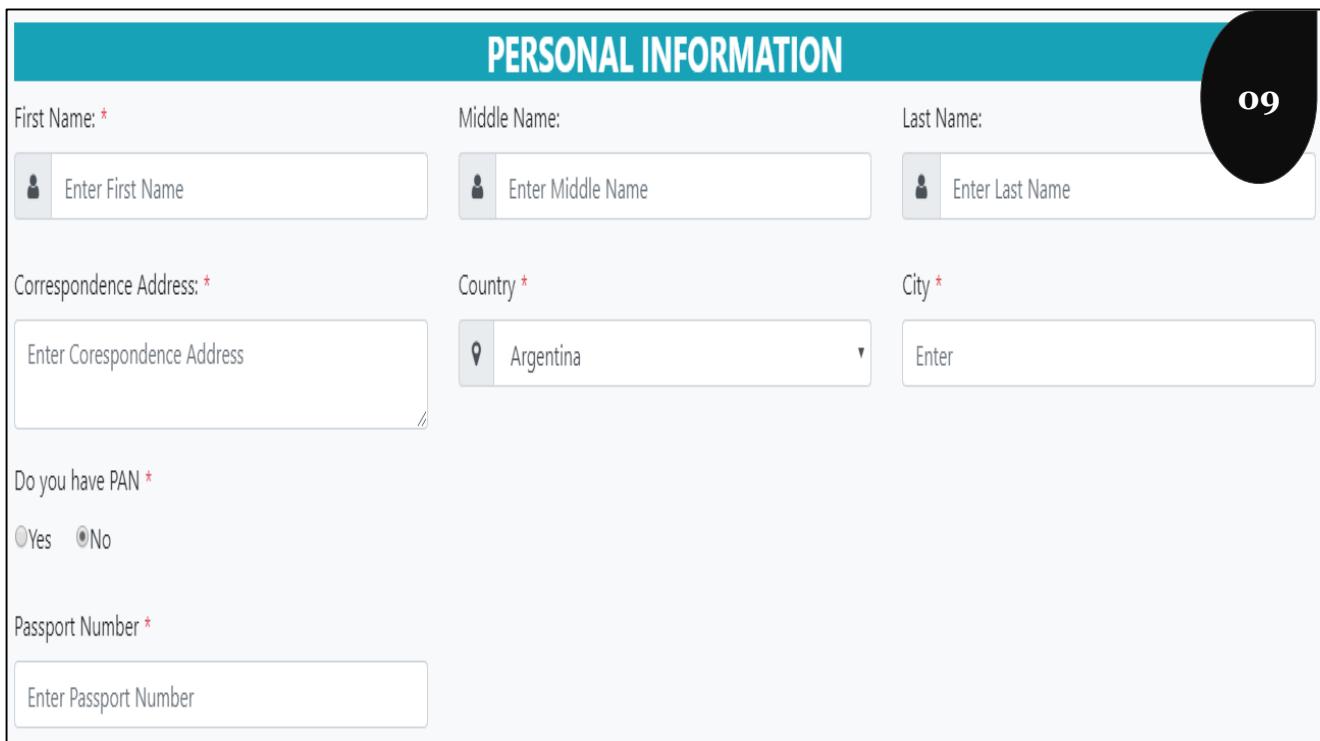
PERSONAL INFORMATION

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First Name: *

👤 Enter First Name

Middle Name:

👤 Enter Middle Name

Last Name:

👤 Enter Last Name

Correspondence Address: *

Enter Corespondence Address

Country *

📍 Argentina ▾

City *

Enter

Do you have PAN *

◯ Yes   ◉ No

Passport Number *

Enter Passport Number

Step 10: Under Designation field, user needs to select whether he/she is Director/Chief Executive Officer/Chief Financial Officer/ Manager/Company Secretary. Refer **screenshot-10**

Designation: *

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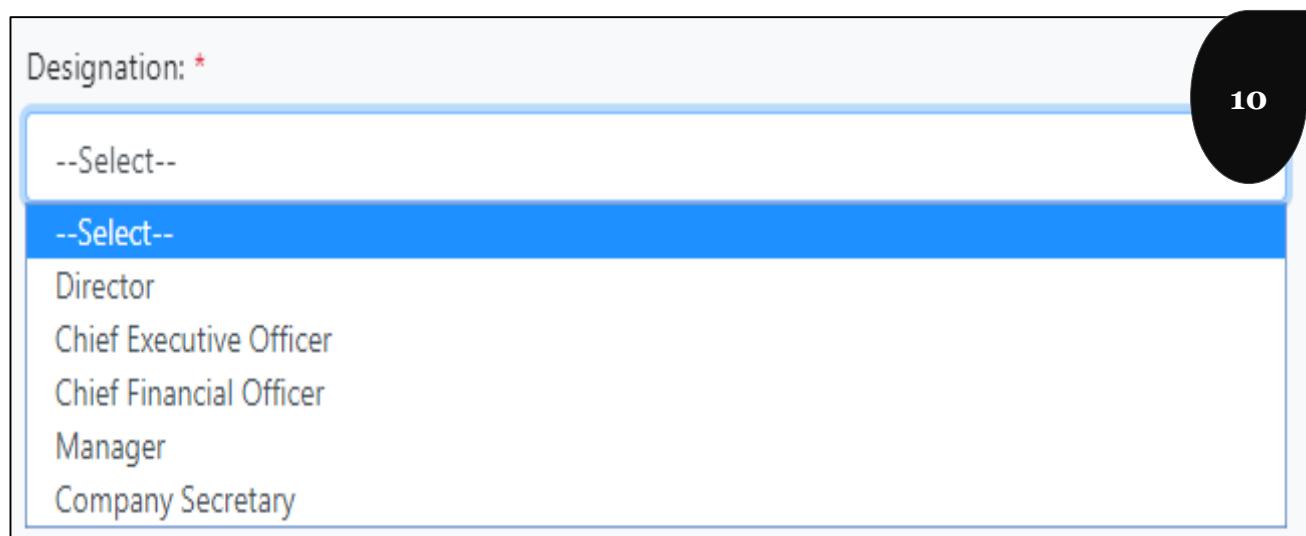
--Select--

--Select--
Director
Chief Executive Officer
Chief Financial Officer
Manager
Company Secretary

New User Registration – Personal Information

Step 11: In case Director is selected, you need to enter DIN number. Refer **screenshot-11**
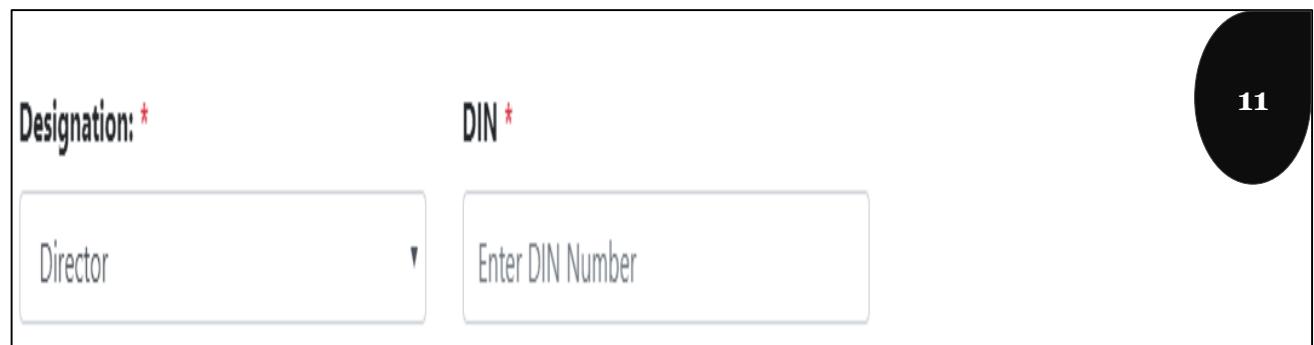
Step 12: In case Company Secretary is selected, you need to enter Membership number. Refer **screenshot-12**
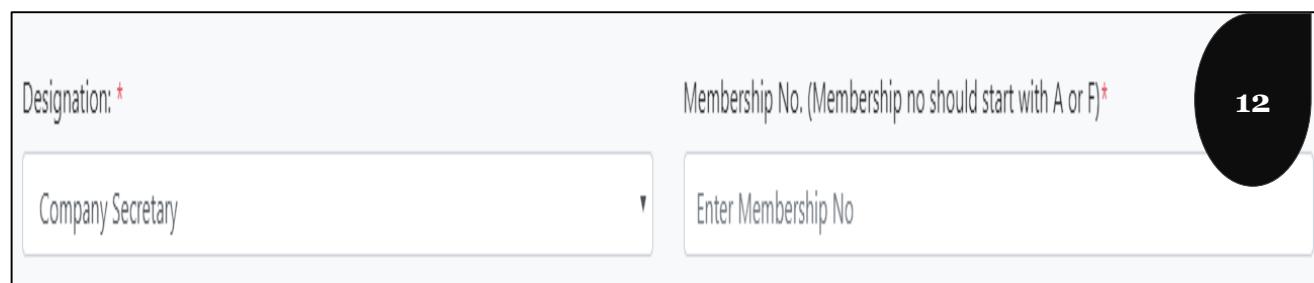
New User Registration – Body Corporate Information

Step 13: Under Body Corporate information, user needs to select the rule under which body corporate falls, select whether body corporate is registered in India or not. If yes then user needs to enter PAN of body corporate. Refer **screenshot-13**

Step 14: If body corporate is not registered in India, then user will be asked to enter name of the Indian associate firm and corresponding CIN and whether he/she has PAN of body corporate for conducting operations in India. Refer **screenshot-14**

Step 15: In case user selects yes for PAN option, then user needs to enter PAN. Refer **screenshot-15**

New User Registration – Body Corporate Information

Step 16: If user selects no, then user needs to enter registration number and authority name that issued the registration number to the body corporate. Refer **screenshot-16**
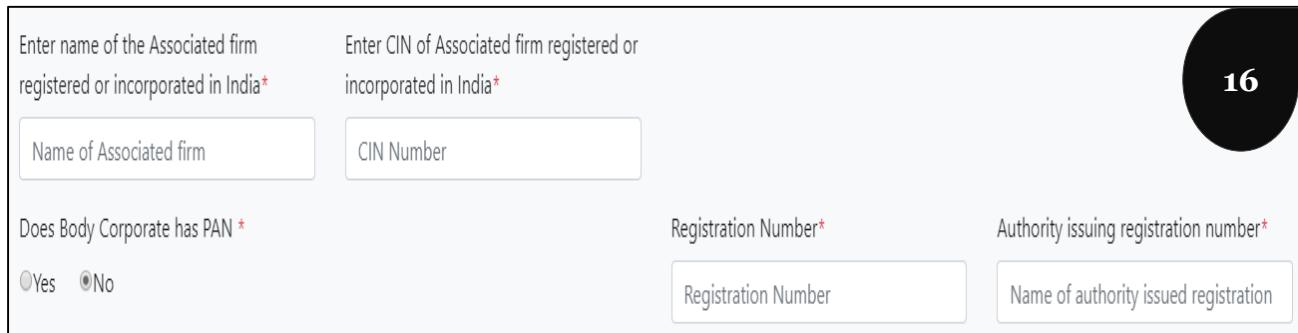
Enter name of the Associated firm registered or incorporated in India*

Name of Associated firm

Enter CIN of Associated firm registered or incorporated in India*

CIN Number

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Does Body Corporate has PAN *

○Yes ●No

Registration Number*

Registration Number

Authority issuing registration number*

Name of authority issued registration

Step 17: User then needs to upload the authorization letter, which authorizes the user for submitting NFRA-1. The letter needs to be physically signed by key managerial person on the body corporate letter head and uploaded in PDF format. User needs to download the sample authorization letter for the required format. Refer **screenshot-17**
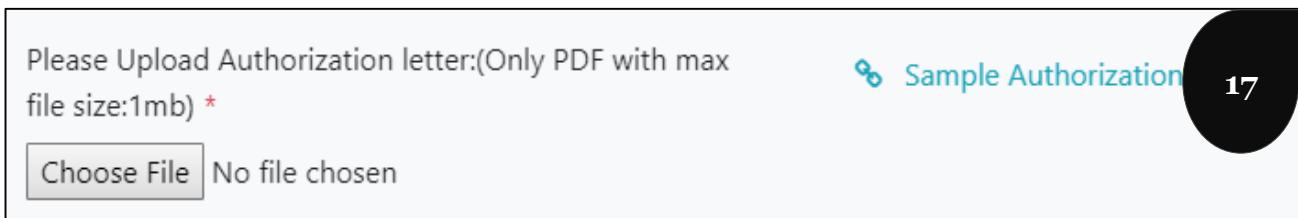
Please Upload Authorization letter:(Only PDF with max file size:1mb) *

🔗 Sample Authorization

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Choose File | No file chosen
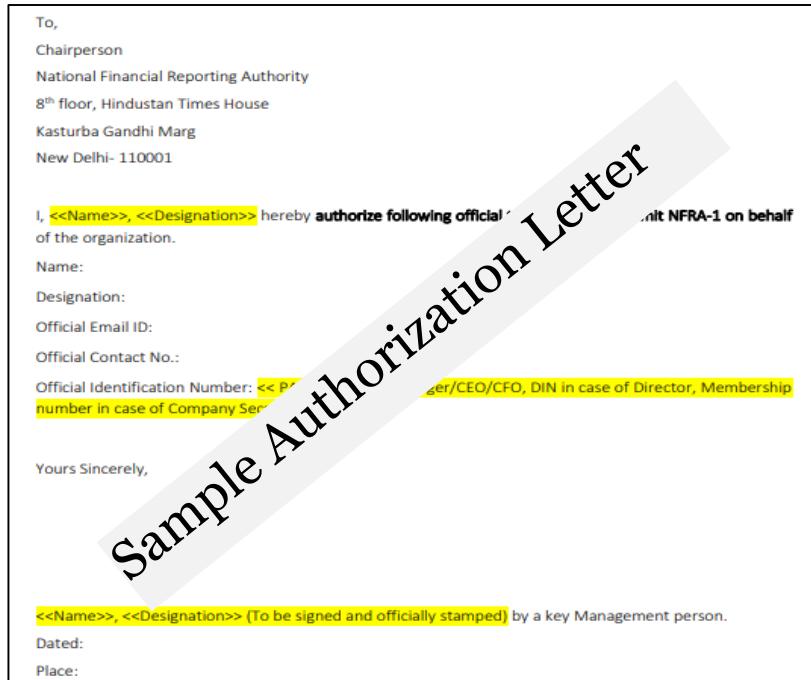
To,

Chairperson

National Financial Reporting Authority

8th floor, Hindustan Times House

Kasturba Gandhi Marg

New Delhi- 110001

I, <<Name>>, <<Designation>> hereby **authorize following official** _____ mit NFRA-1 on behalf of the organization.

Name:

Designation:

Official Email ID:

Official Contact No.:

Official Identification Number: << P____ ____er/CEO/CFO, DIN in case of Director, Membership number in case of Company Sec____

Yours Sincerely,

Sample Authorization Letter

<<Name>>, <<Designation>> (To be signed and officially stamped) by a key Management person.

Dated:

Place:

New User Registration

Step 18: Once signed and converted to PDF, user needs to upload the letter by clicking on "Choose File" and selecting the pdf version of the letter.

Step 19: Post uploading the acknowledgement letter, user needs to enter the desired password and re-enter the same password for confirmation. Then, he/she needs to enter the security code before clicking on "Register my account". **Refer screenshot-18**
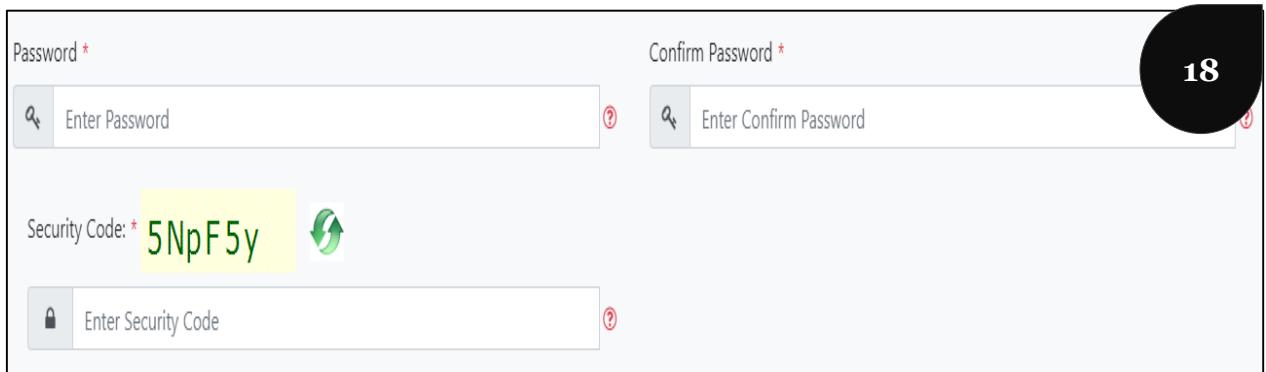
Step 20: Once user clicks on "Register my account" after filling all the necessary information, the application will be sent to administrator for approval/rejection. A message will be shown. Email and SMS intimation will also be made to user. **Refer Screenshot-19.**
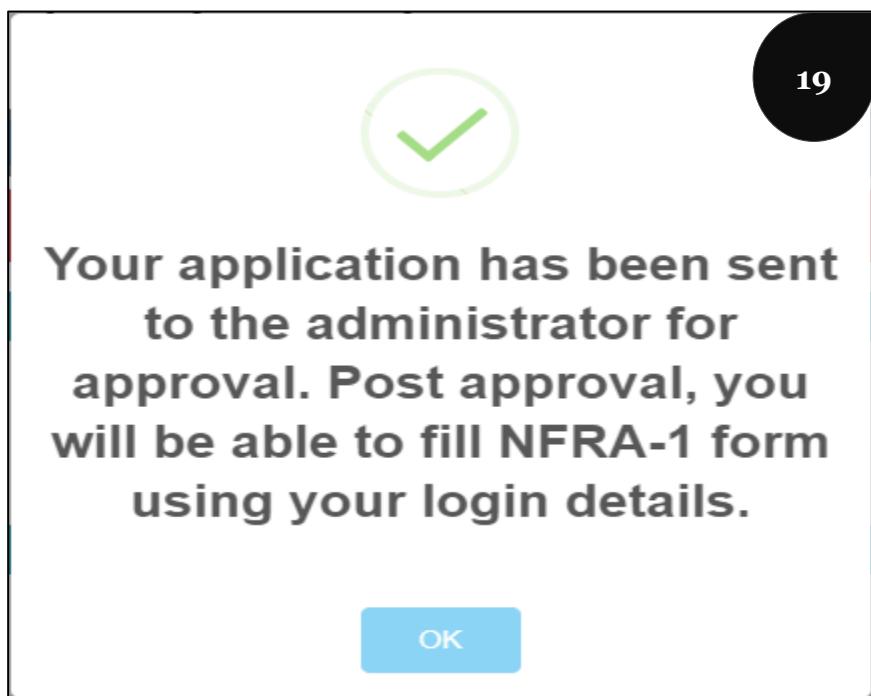
Step 21: If approved, user needs to proceed with DSC registration, required for successful form submission. In case of rejection, user will receive the reason of rejection and needs to rectify the same for successful registration.

New User Registration – Rejection of Application

Step 22: If the application gets rejected, then user will see the following message. User will be informed via SMS and Email as well. Refer **screenshot-20.** User needs to click on Update to incorporate the suggestions

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Your application has been rejected. Signature/stamp from the Authorizer is missing Click on update to rectify

S.no	Registration No	Applicant Name	Address	Email	Mobile	Authorization Letter	Application Status	Click to Update
1						View	✖Rejected	Update

Step 23: On clicking update, user will see the application submitted, in editable form. User needs to do the corrections and re-submit the application by clicking on "Update my account".

Step 24: Once user clicks on "Update my account", user will view the message that application has been sent to the administrator for approval. Refer **screenshot-21.**

Home

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Your application has been sent to the administrator for approval. Post approval, you will be able to fill NFRA-1 form using your login detail