


INSTRUCTIONS FOR FILING ONLINE APPLICATION

STEP-BY-STEP USER INSTRUCTIONS ARE AS FOLLOWS:

TABS	INSTRUCTIONS
CA Firms/LLPs Details	<ol style="list-style-type: none">Enter name as per valid ID proof.Legible documents evidencing sign and seal shall be uploaded in PDF format (PDF file maximum size 20 MB).The fields marked with * are mandatory.
Contact Information	The address submitted by the CA Firms/LLPs shall be as per valid ID/ address proof.
Experience Details	Applicants shall ensure that the documents uploaded in support of experience are in PDF only.

1. Start the application process by [clicking here](#)

 Application Form for Empanelment of Chartered Accountant Firms/LLPs for SFIO

[Home](#) [Login/Sign In](#) [Create New User/Sign Up](#) [Forgot Password](#) [Instructions](#) [Download Application Format](#)

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Last date and time for submission of online application

Apply online

2. Sign Up/ Create New User account

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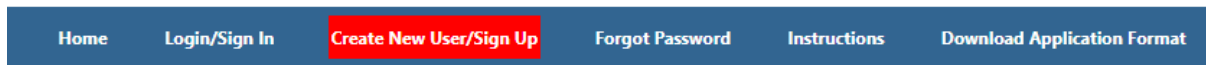
Last date and time for submission of online application

Apply online

3. Enter details and submit them for registration.



Application Form for Empanelment of Chartered Accountant Firms/LLPs for SFIO



Create New User / Sign Up

* Marked fields are Mandatory to input data

Email Address: *

Password: *

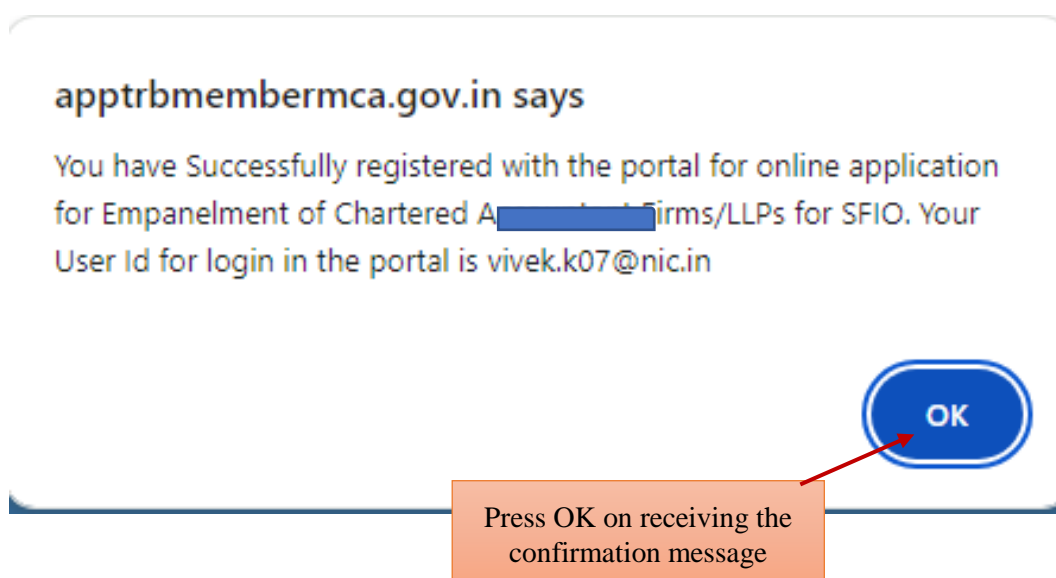
Confirm Password: *

Security Code: * 6FbP7w

Submit Cancel

Fill personal details and click on the submit button

4. Confirm submission by clicking on OK



5. Once successfully registered, return to the home page to login/ Sign in.

Click on the Login/ Sign in tab and enter the registered Email ID, password and security code.

Click on the submit button after filing the details.

6. After login, fill the application form as shown below.

Click on the application form tab

7. Click on the option “application form for Empanelment of Chartered Accountant Firms/ LLPs” then press submit

Click here to select the option then press submit.

8. Fill all the mandatory fields then press on **Save/ Update Details** to successfully save the information entered.

Application Form for Empanelment of Chartered Accountant Firms/LLPs for SFIO

Logged - In: [User Name] Logout

Home Application form View/ Print Form Change Password Instructions Download Application Format

Name of the Firm/ LLP: * VK & Co

FRN/LLP Number: * A2552265652

ADD APPLICATION

Selected file

18MB.PDF

Save / Update Details

<< Back Next >>

Add application form in pdf format ONLY and make sure that the file size does not exceed 20 MB.

Fill all the mandatory fields by entering the correct information.

Click on save/ update details option before moving ahead.

9. Click on the **Next** button for advancing further

Application Form for Empanelment of Chartered Accountant Firms/LLPs for SFIO

Logged - In: [User Name] Logout

Home Application form View/ Print Form Change Password Instructions Download Application Format

Name of the Firm/ LLP: * Enter Name of the Firm/ LLP

FRN/LLP Number: * Enter FRN/LLP Number

ADD APPLICATION

DRAG AND DROP A FILE OR SELECT ADD IMAGE

Save / Update Details

S.No	Name of the Firm/ LLP:	FRN/LLP Number:	Uploaded Application Form	Delete
1	VK & Co	A2552265652	View	Delete

<< Back Next >>

Click on the Next button

10. After checking the final preview click on the **Final Submit** button OR go **Back** to make any corrections.

(*Remember once submitted no corrections can be made in the application form so review it carefully before submitting.)

Application Form for Empanelment of Chartered Accountant Firms/LLPs for SFIO

Logged - In [User Name] Logout

Home Application form View/ Print Form Change Password Instructions Download Application Format

PREVIEW

S.No	Name of the Firm/ LLP:	FRN/LLP Number:	Uploaded Application Form
1	VK & Co	A2552265652	View

Date: *
27/12/2023

<< Back Final Submit

Best view in browser Internet explorer version 9.0 and above, Mozilla Firefox version 54.0 above, Chrome version 55.0 above

Click on Back if any corrections need to be made.

Click on Final Submit to submit the application form.

11. A confirmation message would be sent on your registered Email ID after the successful submission of the application form.

TO RESET PASSWORD

1. Click the **forgot password** tab on the home screen.

Application Form for Empanelment of Chartered Accountant Firms/LLPs for SFIO

Home Login/Sign In Create New User/Sign Up **Forgot Password** Instructions Download Application Format

Forgot Password

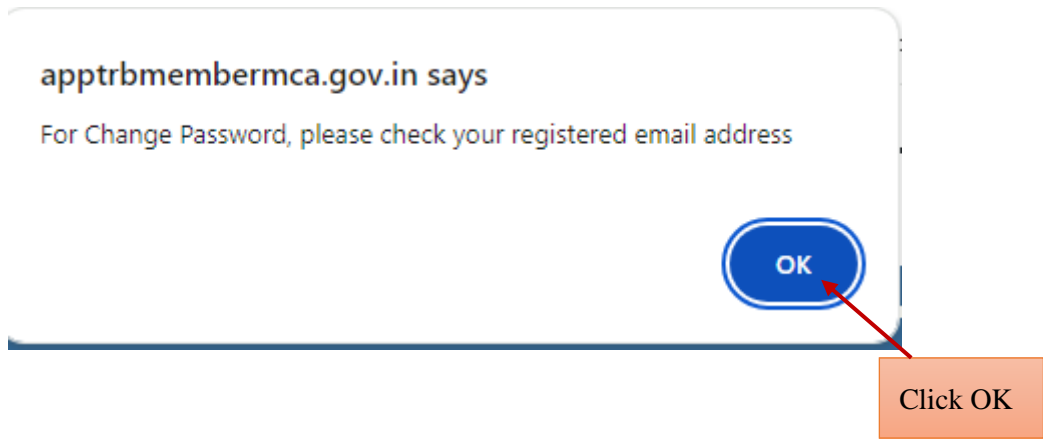
Email Address: *
example@gmail.com

Security Code: * 70kJ 4t

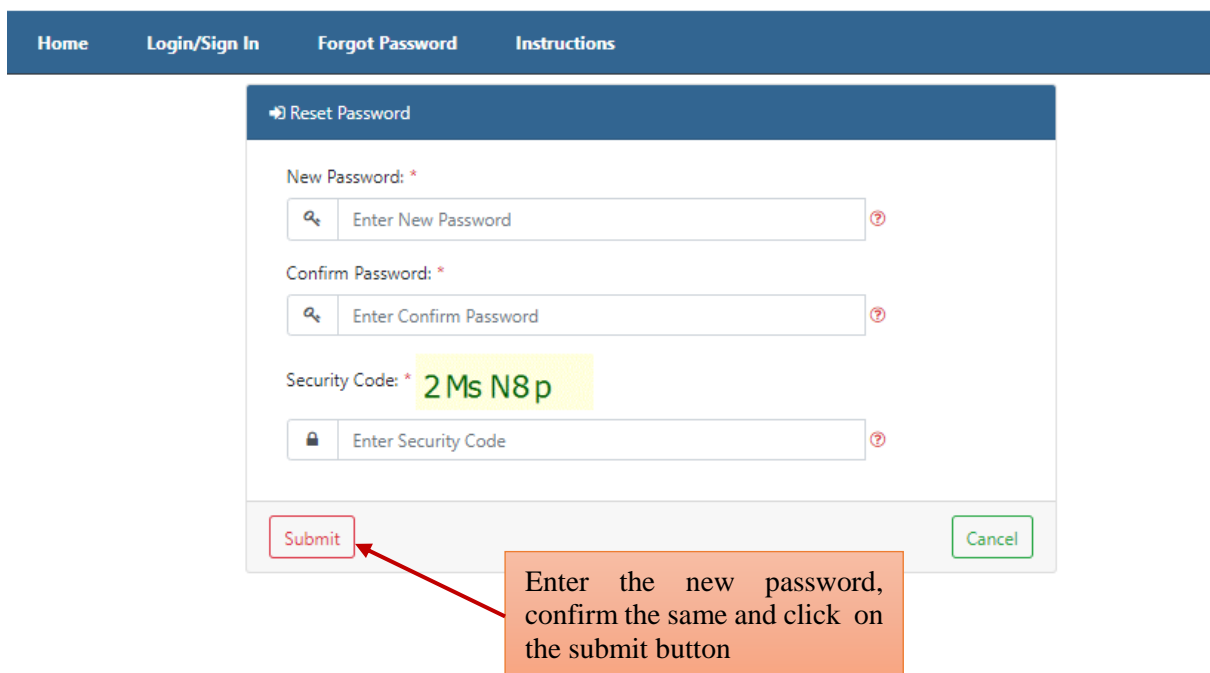
Enter Security Code

Submit

Click Here on Forgot Password



2. After that a link will be sent to your registered Email Id. You can reset your password by clicking on that link.



For any queries dial 011-24369242 (Extn-388)

***** End*****