

# Online CA Empanelment Process – Department of Cooperation, GoMP

## User Guide

### Introduction

Department of Cooperation, O/o Registrar Cooperative Societies, GoMP invites online application from chartered accountant to empanel for carry out audit of cooperative societies for FY2021-22. The online process follow below steps:-

### Type of Firm:

1. Partnership Firm
2. Proprietary Firm
3. Individual Practising FCA

### Class of Firm- (Eligibility Criteria)

#### 1. Partnership Firm

Category	P*	R1+R2	R1	T	X
A	≥10 YEARS	≥5	≥2	YES	YES
B	≥7 YEARS	≥3	≥1	YES	YES
C	≥3 YEARS	≥2	≥1	YES	YES

\*Number of Year is calculated by system from date of Registration to 01/04/2021

#### 2. Proprietary Firm

Category	P*	R5	T	X	W
C	≥5 YEARS	≥1	YES	YES	YES

\*Number of Year is calculated by system from date of Registration to 01/04/2021

#### 3. Individual Practising FCA

Category	P*	T	X	W
C	≥5 YEARS	YES	YES	YES

\*Number of Year is calculated by system from date of Registration to 01/04/2021

**\*\* Individual practising FCA, please mentioned any random number in FRN to successfully submit the application.**

Here,

- P : Date of Registration in Institute of Chartered Accountant.  
R1 : Number of partner CA with FCA.  
R2 : Number of partner CA with ACA.  
R5 : Number of Full Time CA Employees.

S	:	Number of Articles.
T	:	Knowledge of Hindi?
U	:	Number of CA having DISA/CISA Certificate.
V	:	Experience (In year) of statutory audit of Commercial Banks.
X	:	Is Applicant's Headquarter located in Madhya Pradesh?
W	:	Is the Applicant an FCA?

## Steps:

### 1. For New Applicant

- Click on new Applicant link and submit
- Choose the type of firm
- Fill the all the detail of first page and click on save and next button
- Fill the detail related to Challan paid, Branch detail if any, FRN, FCC document, Firm Name, Contact person detail etc. on second page
- After clicking on Save & Continue Button the system will give you Unique ID and registration Number.
- Next fill the detail of each page given separately where it is mandatory and Save and Continue in each form.
- Finally, View the Application, check all the detail filled by you and click on “Final Submit” button to submit the application finally.
- Once the application is finally submitted, you are not allowed to change the application detail.
- Click on Print Acknowledge Button, enter the Unique ID and registration Number to get the acknowledge receipt of your application.
- You can also download the entire filled application from outside “Download Complete Application” link where you need to enter Unique ID and registration Number

### 2. For Partial Insert\*\*

Due to some reason, if you are not able to complete the application, you are requested to please go to “Partial Insert” link where you need to enter the Unique ID and Registration Number allotted to you from the system after filling up the second page as mentioned above.

If Unique ID and Registration Number is not allotted to you from the system i.e. while filling up first form, you please start the application as “New Applicant”.

### 3. Approved Candidate of FY2020-21\*\*\*

- If you are approved CA of FY2020-21, you are requested to click on Approved Candidate of 2020-21\*\*\*, enter your last year Unique ID & Registration Number in the system.
- You are re-directed to the information filled in last year, where you may change the detail if required any.

- Approved CA of 2020-21 need not to pay the application fees. Here the tagging is “Already Paid”.
- Approved CA of 2020-21 may change their FCA/ACA detail. Accordingly there class will be defined from the system.
- Approved CA will get the new Registration Number and Unique ID for this year, once they submit the second form regarding contact detail, Branch detail.
- Approved CA has to fill the detail of all the form one by one and click on Save and Continue Button to save each detail.
- Finally, View the Application, check all the detail filled by you and click on “Final Submit” button to submit the application finally.
- Once the application is finally submitted, you are not allowed to change the application detail.
- Click on Print Acknowledge Button, enter the Unique ID and registration Number to get the acknowledge receipt of your application.
- You can also download the entire filled application from outside “Download Complete Application” link where you need to enter Unique ID and registration Number

**Form Detail:-**

**1. Number of Partner CA with FCA (R1)**

- While filling this form detail, you are allowed only that number of entry which you have mentioned as Exclusive and Non-Exclusive Number of Partner in very first form.
- Fill the detail- i.e. Name, DoB, Membership Number, Membership Date, Date of Association, Date of Becoming FCA, CISA/DISA qualification, % of Share in Firm, State where practising, District where practising, Upload Member card, DoB Proof, CISA/DISA if any.
- Click on Save and Next Button once the all entry done.

**2. Number of Partner CA with ACS (R2)**

- While filling this form detail, you are allowed only that number of entry which you have mentioned as Exclusive and Non-Exclusive Number of Partner in very first form.
- Fill the detail- i.e. Name, DoB, Membership Number, Membership Date, Date of Association, Date of Becoming FCA, CISA/DISA qualification, % of Share in Firm, State where practising, District where practising, Upload Member card, DoB Proof, CISA/DISA if any.
- Click on Save and Next Button once the all entry done.

### **3. Number of full time Employee (R5)**

- While filling this form detail, you are allowed only that number of entry which you have mentioned in very first form.
- Fill the detail- i.e. Name, DoB, Membership Number, Membership Date, Date of Association, Date of Becoming FCA, CISA/DISA qualification, % of Share in Firm, State where practising, District where practising, Upload Member card, DoB Proof, CISA/DISA if any.
- Click on Save and Next Button once the all entry done.

### **4. Experience of Commercial Bank/RRBs/ Apex Institutions/Urban Bank (V)**

- This form is only visible if you have mentioned “Do you have experience of statutory audit in Commercial Bank/RRBs/Apex Institution/Urban Bank” as YES in first form.
- You can do numbers of entry in this form. There is no restriction
- Entry the Bank Name, Mentioned the type (Commercial Bank/RRB/Apex Institution (i.e. Markfed, ConsumerFed, Minor Forest Cooperative Institution etc.) Statutory audit (HO/Branch/Both), Financial Year, Fees in Rs. And upload Payment Order.
- Note that please do not mentioned the experience of Concurrent Audit.
- Note that you are allowed only single entry for particular financial Year.
- Click on Save and Next Button once the all entry done.

### **5. Experience of Cooperative Bank**

- It is default form which is available in any type of firm.
- You can do numbers of entry in this form. There is no restriction.
- Select the Type of Cooperative Bank, Select the name of Cooperative Bank, Financial Year, and upload Payment Order.
- Click on Save and Next Button once the all entry done.

**At last before Final Submission, please check the entire application by click on View Application Detail. After fully satisfaction, you please click on Final Submit button given at the end of View Application form. Once the application is finally submitted, you are not allowed to change any detail.**