

# CSPO Registration Process

Industries

Commissioner Block No. 1, 2<sup>nd</sup>

Floor, Udhyog Bhavan,

Sector 10, Gandhinagar

# How to apply CSPO Registration on IFP

Centralized system to monitor applications with the minimum of paperwork

New Investor Registration Login

About Us One Stop Information Single Window Guide Central Inspection System Dashboard Grievance Redressal & Query Handling Contact Us Important Information English

Welcome to Gujarat

"Gujarat Industrial Policy 2020"

An Investment in Knowledge pays the Best Interest

Shri. Narendra Modi, Hon'ble Prime Minister, India

YOU PORTAL GUJARAT LAND BANK MSME UNIT INTENT FEEDBACK FORM LEVIES IMPOSED BY INVESTOR LOGIN INVESTMENT INTENTION STRATEGIC PLAN

- Website : [www.ifp.gujarat.gov.in](http://www.ifp.gujarat.gov.in)

# How to apply CSPO Registration on IFP

The screenshot displays the IFP portal's login interface. At the top, the URL is <https://ifp.gujarat.gov.in/DIGIGOV/login.jsp>. The header includes the IFP logo, a toll-free help line number (1800 233 1847), and buttons for 'New Investor Registration' and 'Login'. A navigation menu contains links for 'About Us', 'One Stop Information', 'Single Window Guide', 'Central Inspection Agency', 'Grievance Redressal', 'Media', and 'Contact Us'. The central 'Login' form is highlighted with a red border and contains the following elements:

- User Name \***: A text input field containing 'plastic@gmail.com'.
- Password \***: A password input field with a masked character '•'.
- Captcha \***: A text input field containing '37747' and a captcha image showing the number '37747'.
- Login Now**: A blue button.
- Reset**: An orange button.
- Forgot Username / Password**: A purple link.

The footer contains the copyright notice: 'Copyright © 2018. Industrial Extension Bureau (iNDEXTb) All Rights Reserved.' and links for 'About Us', 'Disclaimer', 'Payment Refund Policy', and 'Privacy Policy'.

- Login in the portal using the username and password

# How to apply CSPO Registration on IFP

The screenshot displays the Investor Facilitation Portal (IFP) interface. The header includes the IFP logo and the text 'Investor Facilitation Portal'. The user is logged in as 'Rajesh Pandya'. The left sidebar contains a menu with the following items: Dashboard, Create Project, Track Applications, My Payment History, Partnership firm / Society Registration, Land application / conversion, Renewals, and Other Approvals. The 'Other Approvals' menu item is highlighted with a red box. The main content area shows the 'Other Approvals' section with a dropdown menu labeled 'List of Other Approvals' and 'Please Select'. A 'Submit' button is located below the dropdown menu.

- Navigate to Other Approvals and Search for **CSPO Registration** in List of Other Approvals

# How to apply CSPO Registration on IFP

The screenshot displays the Investor Facilitation Portal (IFP) interface. The header includes the IFP logo and the text "Investor Facilitation Portal". The user is logged in as "Rajesh Pandya". The left sidebar contains a menu with the following items: Dashboard, Create Project, Track Applications, My Payment History, Partnership firm / Society Registration, Land application / conversion, Renewals, Other Approvals, and Other Request List. The "Other Approvals" menu item is highlighted with a red box. The main content area shows the "List of Other Approvals" page, which includes a dropdown menu with the following options: Manufacturer Licence, Stamping Of Weight and Measures, Assessment of Land Requirement for Industrial Purpose, Registration Under Gujarat Garment & Apparel Policy 2017, Molasses NOC Application, IC Rent Assistance Application, Lubricating Manufacturing/Processing Licence, Application Under Scheme For Incentive To Industries (3) Final Eligibility Certificate (FEC), Third party certification for Boilers / Economisers during use u/s 34(3) of the Boilers Act,1923 by authorizing Boiler Operation Engineer for the State of Gujarat, and Application for Lubricating Trading License. The "CSPO Registration" option at the bottom of the dropdown is highlighted with a red box.

- Click on **CSPO Registration** Press the Submit Button.

# How to apply CSPO Registration on IFP

Reference Id - 1000194052

S No.	Application Name	Department Name	You may like to apply for
1	CSPO Registration	Industries & Mines Department	<a href="#">APPLY</a>

- Click on **Apply button** to open the Registration form.

# How to apply CSPO Registration on IFP

STEP-1: FORM

## Details Of Applicant Firm

Application Type  New  Renewal

Name Of Applicant Firm

United Pvt Ltd

Mobile Number

9913770165

Web Address

ifp.gujarat.gov.in

E-mail

investorfacilitationcell@gmail.com

Constitutional Details of Firm

1. The Indian Companies Act

## Head Office / Registered Office Address

Address Line 1

Sector 10

Address Line 2

GH4

Country

INDIA

State

Gujarat

District

Gandhinagar

Taluka

Gandhinagar

Village

Gandhinagar

Pincode

382010

Save As Draft

- Fill the firm details and head office address. Applicant can also use Save as Draft functionality to save the form details

# How to apply CSPO Registration on IFP

### Correspondence Address

Same Address As Of Above

Address Line 1	Address Line 2
Sector 10	GH4
Country	State
INDIA	Gujarat
District	Taluka
Gandhinagar	Gandhinagar
Village	Pincode
Gandhinagar	382010

### Manufacturing Unit Address

Address Line 1	Address Line 2
Address Line 1	Address Line 2
Country	State
INDIA	Gujarat
District	Taluka
Gandhinagar	Select
Village	Pincode
Select	Pincode

Address Line 1	Address Line 2	Country	State	District	Taluka	Village	Pincode	Actions
Sector 25	GIDC	INDIA	Gujarat	Gandhinagar	Gandhinagar	Gandhinagar	382024	<a href="#">View / Edit / Delete</a>
Sector 28	GH7	INDIA	Gujarat	Gandhinagar	Gandhinagar	Gandhinagar	382028	<a href="#">View / Edit / Delete</a>

- Fill the correspondence address. Applicant can only select single district, multiple taluka and village in Manufacturing Unit Address.



# How to apply CSPO Registration on IFP

**Location Of Manufacturing Plant**

Exact Location Of The Manufacturing Plant

Select

Add Reset

Exact Location Of The Manufacturing Plant	Actions
Sector 25,GIDC, INDIA,Gujarat,Gandhinagar,Gandhinagar,Gandhinagar,382024	<a href="#">View / Edit / Delete</a>
Sector 28,GH7, INDIA,Gujarat,Gandhinagar,Gandhinagar,Gandhinagar,382028	<a href="#">View / Edit / Delete</a>

**Registration Details Of Manufacturer**

Registered as a

4. Large

Registration No

SIA/1234/201819/QAZw

NSIC Registration No

3234324324243

GST No

AZS4564565FSDFS

Type Of Registration  Udh yog Aadhar  EM-II  SIA

Registration Date

04/04/2018

DD/MM/YYYY

NSIC Registration Date

01/06/2018

DD/MM/YYYY

GST Date

05/10/2017

DD/MM/YYYY

Save As Draft

- Applicant has to select the exact location of Mfg. Plant in case of multiple unit address and registration details of the manufacturer.

# How to apply CSPO Registration on IFP

**Registration With Any Other Government Authority**

Name Of Authority  
Select

Registration No  
Registration No

Any Other Detail  
Any Other Detail

Registration Date  
Registration Date  
DD/MM/YYYY

Add Reset

Name Of Authority	Any Other Detail	Registration No	Registration Date	Actions
The Shops and Establishments Act	Registration with GMC	GMC/2154/201819/QA	06/06/2017	<a href="#">View</a> / <a href="#">Edit</a> / <a href="#">Delete</a>

**Manufacturing Details**

Group Of Item Manufactured  
Group 131 Spinning and weaving and finishing of textiles

Production Capacity Of Each Item Per Year On Single Shift Basis  
500

Average Stock Of Items Manufactured  
250

Name Of Item Manufactured  
Woven Sacs

Unit  
Meter

Unit  
Meter

Add Reset Save As Draft

- Applicant can also enter registration details with other Govt. Authorities like FDCA, Shops & Establishment etc. Applicant has to enter Mfg. details (Multiple Mfg. details can be added)

# How to apply CSPO Registration on IFP

**Production and Sales figures of last two years. (For New unit, Provide last one year details)**

Name Of Item Manufactured	Financial Year
Select	Select
Production (Qty)	Production (Unit)
Production (Qty)	Select
Sales (Qty)	Sales (Unit)
Sales (Qty)	Select
Production (Rs)	Sales (Rs.)
Production (Rs)	Sales (Rs.)

[Add](#) [Reset](#)

Name Of Item Manufactured	Financial Year	Production (Qty)	Production (Unit)	Production (Rs)	Sales (Qty)	Sales (Unit)	Sales (Rs.)	Actions
Woven Sacs	2018-19	450	Meter	5000	375	Meter	3550	<a href="#">View / Edit / Delete</a>

**Details Of Machinery/Equipment Installed In Factory With Original Purchase Value**

Name Of Machinery and Tools	Name Of Supplier
Name Of Machinery and Tools	Name Of Supplier
Bill Number	Date Of Purchase
Bill Number	Date Of Purchase
Original Purchase Value(in Rs)	DD/MM/YYYY
Original Purchase Value(in Rs)	

[Add](#) [Reset](#) [Save As Draft](#)

Name Of Machinery and Tools	Name Of Supplier	Bill Number	Date Of Purchase	Original Purchase Value(in Rs)	Actions
Machine 1	Alpha Pvt Ltd	215451/AZSX	01/06/2017	10000	<a href="#">View / Edit / Delete</a>

- Enter the Production and Sales figures as well as machinery details with original purchase value.

# How to apply CSPO Registration on IFP

**Other Details**

Number Of Total Employees  
50

Stock Of Raw Materials/Components  
Stock Of Raw Materials/Components

Quantity  
Quantity

Whether Imported Or Indigenous  
Select

Unit  
Select

Add Reset

Stock Of Raw Materials/Components	Whether Imported Or Indigenous	Quantity	Unit	Actions
Woven Sacs	Indigenous	450	Meter	<a href="#">View / Edit / Delete</a>

**Stock Of Finished Store Details**

Name Of Item Manufactured  
Select

Quantity  
Quantity

Stock Of Finished Store  
Stock Of Finished Store

Unit  
Select

Add Reset Save As Draft

Name Of Item Manufactured	Stock Of Finished Store	Quantity	Unit	Actions
Woven Sacs	Stock	500	Meter	<a href="#">View / Edit / Delete</a>

- Applicant can also enter other details like stock of raw materials and details of finished store.

# How to apply CSPO Registration on IFP

**Bank Details**

Bank Name

Branch Name

**Branch Address**

Address Line 1

Address Line 2

Country

State

District

Taluka

Village

Pincode

Type Of A/C  Saving Account  Current Account

A/C No

IFSC Code

Branch Code

- Bank details would also be required for the bank opinion letter

# How to apply CSPO Registration on IFP

**Bank Details**

Bank Name:

Branch Name:

**Branch Address**

Address Line 1	Address Line 2
<input type="text" value="Sector 16"/>	<input type="text" value="GH5"/>
Country	State
<input type="text" value="INDIA"/>	<input type="text" value="Gujarat"/>
District	Taluka
<input type="text" value="Gandhinagar"/>	<input type="text" value="Gandhinagar"/>
Village	Pincode
<input type="text" value="Gandhinagar"/>	<input type="text" value="382016"/>

Type Of A/C  Saving Account  Current Account

A/C No:

IFSC Code:

Branch Code:

- Bank details would also be required for the bank opinion letter

# How to apply CSPO Registration on IFP

## Details Of Supply To Government Departments

Year	*	Department/Office	*
Select	▼	Department/Office	
Item Supply	*	Quantity	*
Woven Sacs	▼	Quantity	
Unit	*	Value(in Rs.)	*
Select	▼	Value(in Rs.)	

Add Reset

Year	Department/Office	Item Supply	Quantity	Unit	Value(in Rs.)	Actions
FY 2018-19	Office	Woven Sacs	400	Meter	5000	<a href="#">View</a> / <a href="#">Edit</a> / <a href="#">Delete</a>

### ✓ Declaration :-

I/We , do hereby declare that the entries, information & documents submitted are true to the best of my knowledge and I understand that above furnished details found incorrect at alter stage, our registration with CSPO is liable to cancel without giving any prior notice .

We, further, do hereby agree to abide by the conditions of Invitation to Tender and Instruction to Tenderers , and other terms and conditions as specified as Conditions of contract, governing contracts placed by tendering organization of the Government and such other instructions as given in the Tenders.

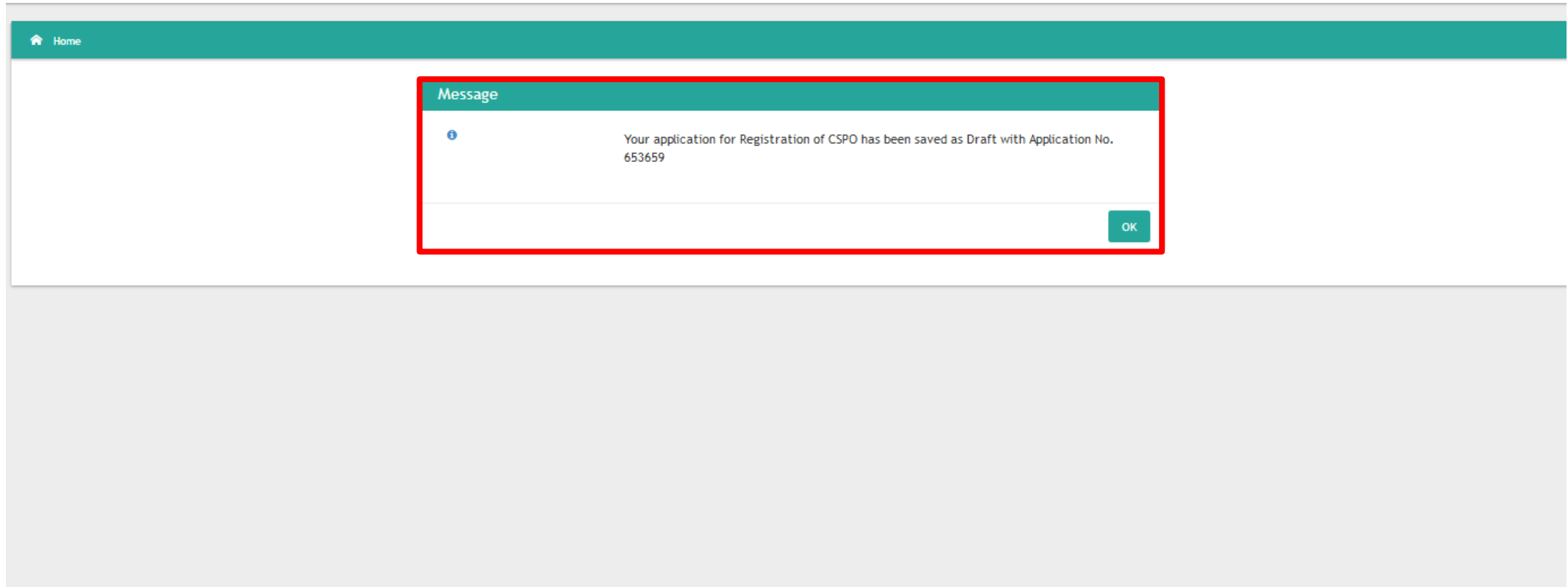
Name Of Authorize Person	*	Designation	*
Rajesh Pandya		Partner	
Place	*	Date	
Gandhinagar		06/06/2019	📅

Save As Draft

Save

- Applicant may also enter the supply details to the Govt. Department and after providing declaration details, applicant can save the application to take the print out of it.

# How to apply CSPO Registration on IFP



- Application has been submitted in draft mode as print form of the application would needed to be uploaded in the attachment.



# How to apply CSPO Registration on IFP

Year	Department/Office	Item Supply	Quantity	Unit	Value(in Rs.)	Actions
FY 2018-19	Office	Woven Sacs	400	Meter	5000	<a href="#">View</a> / <a href="#">Edit</a> / <a href="#">Delete</a>

## ✓ Declaration :-

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We, further, do hereby agree to abide by the conditions of Invitation to Tender and Instruction to Tenderers , and other terms and conditions as specified as Conditions of contract, governing contracts placed by tendering organization of the Government and such other instructions as given in the Tenders.

Name Of Authorize Person \*

Rajesh Pandya

Designation \*

Partner

Place \*

Gandhinagar

Date

06/06/2019

[Next to Attachment](#)

[Print PDF](#)

- Scroll down to the bottom of the application and click on the Print PDF. Applicant must sign and stamp the application print form and upload in the attachment.

# How to apply CSPO Registration on IFP

STEP-1: CSPO REGISTRATION

STEP-2: ATTACHMENT

Note: Maximum attach limit per attachment is 5MB.

Allowed Extn: DOC;PDF;RTF;XLS;BMP;GIF;JPEG;PNG;PPTX;DOCX;DWG;XLSX;PPT;DOC;ZIP

Sr. No.	Checklist	Document Name
1	✓ Application form signed by Authorized Signatory*	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> <a href="#">Test</a>
2	✓ GST certificate*	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> <a href="#">Test</a>
3	✓ Copy of Last year balance sheet or annual report	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> <a href="#">Test</a>
4	✓ Copy of Constitution registration	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> <a href="#">Test</a>
5	✓ Production and Sales details of last three years	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> <a href="#">Test</a>
6	✓ Last three years income tax returns*	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> <a href="#">Test</a>
7	✓ Copy of Udh yog Aadhaar/EM II /SIA*	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> <a href="#">Test</a>
8	✓ Copy of license under Factories Act or Other (If applicable)	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> <a href="#">Test</a>
9	✓ C.A. certified List of Plant and machinery with original purchased value*	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/> <a href="#">Test</a>

- Applicant would required to upload the above documents in attachment tab.

# How to apply CSPO Registration on IFP

10	✓ Last electricity bill*	Browse... No file selected. Upload	Test
11	✓ Last Sales bill of each item mentioned in this application*	Browse... No file selected. Upload	Test
12	✓ Copy of NSIC registration if applicable	Browse... No file selected. Upload	Test
13	✓ Authority Letter Of Authorized Person/Board Resolution/Power of Attorney*	Browse... No file selected. Upload	Test

Previous to Main Form

Submit

- After uploading all the attachment, click on the submit button.

# How to apply CSPO Registration on IFP

The screenshot shows a web application interface for tracking CSPO Registration applications. The interface includes a sidebar menu on the left with the following items: Dashboard, Create Project, Track Applications (with sub-items Approved, Rejected, and Pending highlighted in a red box), My Payment History, Partnership firm / Society Registration, Land application / conversion, Renewals, Other Approvals, and Other Services. The main content area has a teal header with a 'Home' icon. Below the header, there is a search form with the following fields: Application Id (with a hint 'E.g 1000000-57000 (use only 57000 for search)'), Application Ref No., Project Name, and Application Name. There is also a 'Status' dropdown menu set to 'Select'. A 'Search' button is located below the search fields. To the right of the search form, there are 'Copy', 'CSV', and 'Print' buttons. Below the search form is a table with the following columns: Sr. No., Application Id, Project Name, Application Ref No., Application Name, Application Submission Date, Total Processing Days, Last updated Date, and Status. The first row of the table is highlighted with a red border and contains the following data: Sr. No. 1, Application Id 653659, Project Name United Pvt Ltd, Application Ref No. -, Application Name CSPO Registration, Application Submission Date 06/06/2019 05:35 PM, Total Processing Days 60, Last updated Date 06/06/2019 05:44 PM, and Status Under Scrutiny.

Sr. No.	Application Id	Project Name	Application Ref No.	Application Name	Application Submission Date	Total Processing Days	Last updated Date	Status
1	653659	United Pvt Ltd	-	CSPO Registration	06/06/2019 05:35 PM	60	06/06/2019 05:44 PM	Under Scrutiny

- Applicant can view the application in Track Application Menu under Pending (Under Scrutiny) status on successful submission of the application.