Traders' Registration

User Guide

For

Dealers of Tobacco

User Guide Developed by:

Broadline®

Version: 1.0

Contents

1. INTRODUCTION

The Tobacco Board, flagship under the ministry of commerce and industry has decided to implement a country-wide portal to ease and facilitate procedures for traders associated with the Board. The software application will act as an end-to-end system wherein traders can handle their all activities entirely on-line starting from **Fresh Registration**, Renewals, Filling of Returns, RCMC Certificate registration and GSP certificate. The end-to-end portal has the following key modules:

- **Traders' Registration**
- Traders' Returns
- RCMC Certificate
- GSP Certificate

TRADERS RGISTRATION MODULE – OVERVIEW

Before you begin:

In the software application, traders will be identified with a unique ID. The traders will be required to register in the trader registration module as a pre-requisite for participation in the activities of the portal

Only the traders having active registration with the tobacco board can participate in online return filling, applying for RCMC & GSP Certificate and have authorized entry into the portal. Given the sensitivities, traders will be allowed to register in the portal only after their identity and the veracity of their claims have been verified.

Once registration is approved for the trader and the registration status is "**Registered**" the trader can file online returns under that particular category. Trader has to ensure that his registration with Tobacco Board is approved before filling his online returns which otherwise can also be tracked by him through the application.

2. PRE-REQUISITES

The Trader must have the following:

2.1. **Connectivity:**

A broadband Internet connection, it is suggested to have minimum 512kbps line. This is required for ensuring faster response while accessing information, processing and uploading of files. Some of the common broadband service (and other High-speed Internet service) providers are BSNL, Airtel, Sify, Reliance and Tata VSNL and more

2.2. **Webpage Link:**

You need to go to PORTAL using the URL http://www.tobaccoboard.in to enter the Information Page as indicated in the following screen shot.

Figure 1

2.3. Login

In the software application, traders will be identified with a unique ID. The traders will be required to register in the trader registration module to obtain their unique Id, which is a pre-requisite for participation in the portal activities.

2.4. Web Browser:

The portal is compatible with all browsers, however **Mozilla Firefox** is preferred.

2.5. Email:

A valid e-mail account with enough space to receive mails. If you are a regular trader to the Tobacco Board we recommend a dedicated email account and an alternate e-mail account in case the preferred e-mail service has some problem of receiving and sending mails. There are many free mail services available on the internet today like Hotmail, Gmail, Yahoo mail, Rediffmail, Sify mail etc. There are many paid services available if you prefer. Following are the links to some of these e-mail service providers.

Gmail	:	http://www.gmail.com
Hotmail	:	http://www.hotmail.com
SIFY	:	http://www.sify.com
Rediff	:	http://www.rediffmail.com
Yahoo	:	http://www.yahoo.com (or) http://www.yahoo.co.in

2.6. Trader Access:

The traders registered in the trader registration module

- Can file & submit returns

- Obtain RCMC Certificate

- Obtain GSP Certificate

On the Portal, all fields marked with a red asterisk (*) indicate compulsory information. You cannot proceed with registration without filling those details.

Save the scanned copy of all documents required for registration. The Person authorized to register should hold Power of Attorney. Download the Format from portal.

3. PROCEDURE INTRODUCTION:

This section details what the documented procedure(s) is and business information about when it should be used. This section also provides information about why a procedure(s) is important and the context in which it should be utilized.

Trader registration module has been divided into 3 parts.

- Submission of application for registration on portal
- Approval of application for registration on the portal
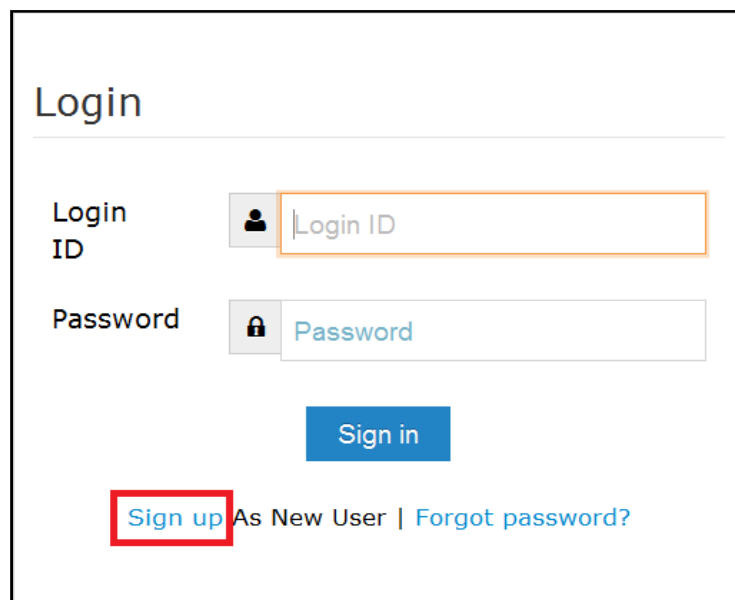- Yearly renewal of approved application

Once you submit your application for registration you may see the status of your application on the PORTAL. You will be intimated when your application is approved.

4. TRADER REGISTRATION PROCEDURE:

To be able to register as a trader on the Portal you have to access the Portal Services using the URL: **http://www.tobaccoboard.in**

4.1. Sign Up:
Click Sign up link (Notice the item inside red rectangle) to start Registration Process

Figure 2

Once sign up you can come back to this page to login and manage your information

Figure 3

4.2. Personal information page

Personal information page is displayed. Enter the following information.

- **Name:** This will be the name of the person who would be representing the on behalf of his company and using the portal for all processes
- **Father's Name:** Name of his/her father.
- **Gender :** choose the relevant option (Whether male or female)
- **Preferred E-mail Id**: Your regular e-mail id. This is very important information. You receive all important communications from Portal services like your User ID, Password etc. to your e-mail Id. Please do not use fictitious e-mail Id.
- **Retype E-Mail ID:** Re-enter your email id to confirm it. Ensure you enter the same Email id.
- **Mobile number**: Your regular active mobile number for making all important communications
- **Telephone number**: Entered as STD Code followed by the telephone number as illustrated in the screen.

On completion trader may click on the "**Register**" button

4.3. **Sign Up:**
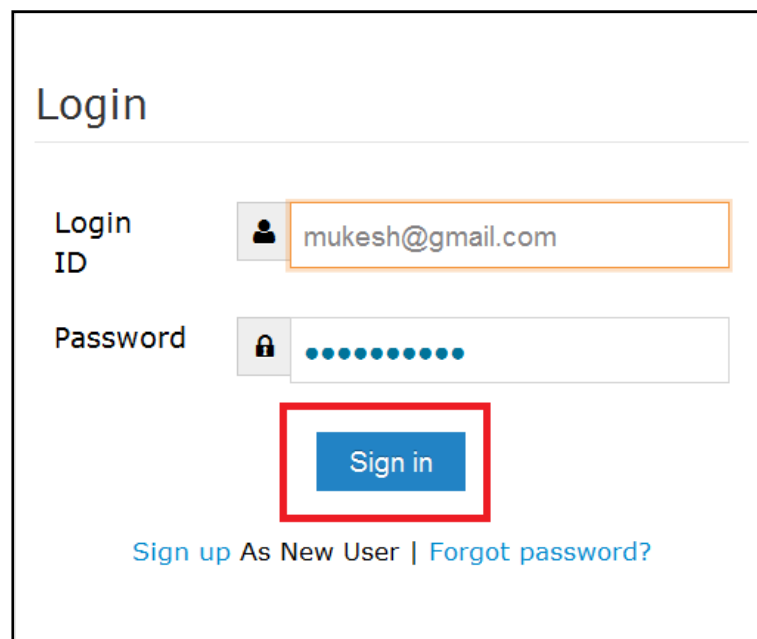
Once **Sign up** is completed, message will be displayed

" Registration has been SAVED successfully, Please check your mail for confirmation**"**

Login details are sent to the registered email address with the credentials of that particular user. Trader can check his inbox and obtain their login details.

The trader can then open the portal and entering login information in the login page.

Login ID and Password. Once the details are filled trader can click the sign-in button. Click on **Sign in** (notice red rectangle in the screen shot).

Figure 4

You will be prompted to type your Login ID and password in this screen. Type your password correctly and click on "**Sign In**". If your password is validated then you should see the screen that indicates that your login has been successfully validated.

On providing correct details and clicking on the sign in button, trader will be taken to his homepage for additional information.

Forgot Password:

Incase trader has forgotten the password they may click on forgot password link as shown in **Figure 4** and get new password sent to their registered email ID.

If validated you will see the screen as shown below.
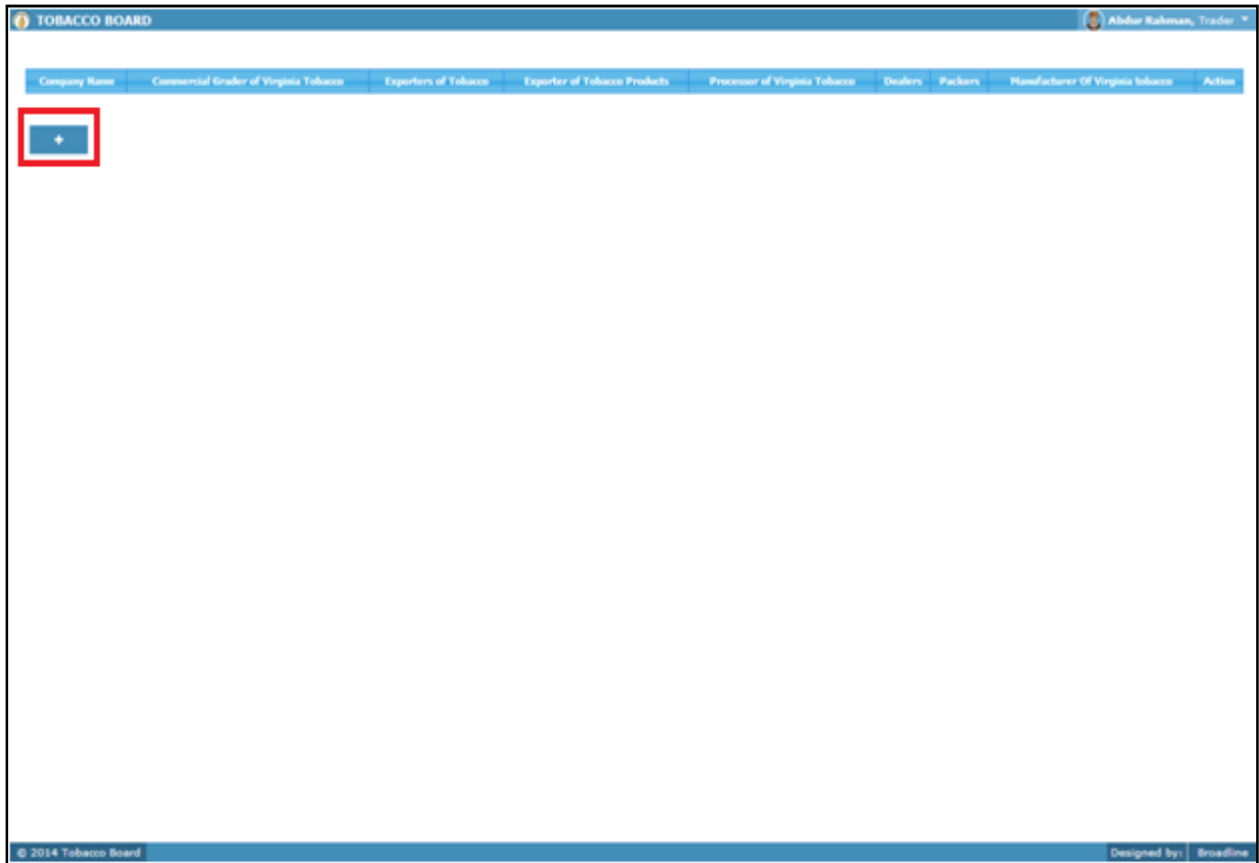
Figure 5

This will be your homepage when you log in for the very first time.

4.4. Homepage Screen

Once homepage is opened you may go ahead and start with the registration procedure. For which you will first need to provide your company details.

On clicking the button (notice red rectangle in the screen shot above) this will open your application form for registration of your company's basic information.

Once redirected you will be shown the screen as below.

Figure 6

Company Profile screen is displayed.

- **Name of the Company:** Provide the exact name of the your company

- **Firm Type:** Click to select the appropriate option from the drop down list to indicate whether you are registering as a **Company,** an Individual (**Sole Proprietor)** or a **Partnership Firm** or a **Private Limited** or a **Public Limited** or a **Cooperative society** or a **Foreign Majority** or a **Multinational concern** or a **HUF**.

- **Whether associate with any firm:** Choose either Yes or No whichever is relevance for your company
- **Whether member of any recognized trade body:** Choose either Yes or No whichever is relevance for your company

Once you have finished filing the entire fields in above screen, click on save button (Highlighted in red circle).

Once saved following screen will be shown to the trader.
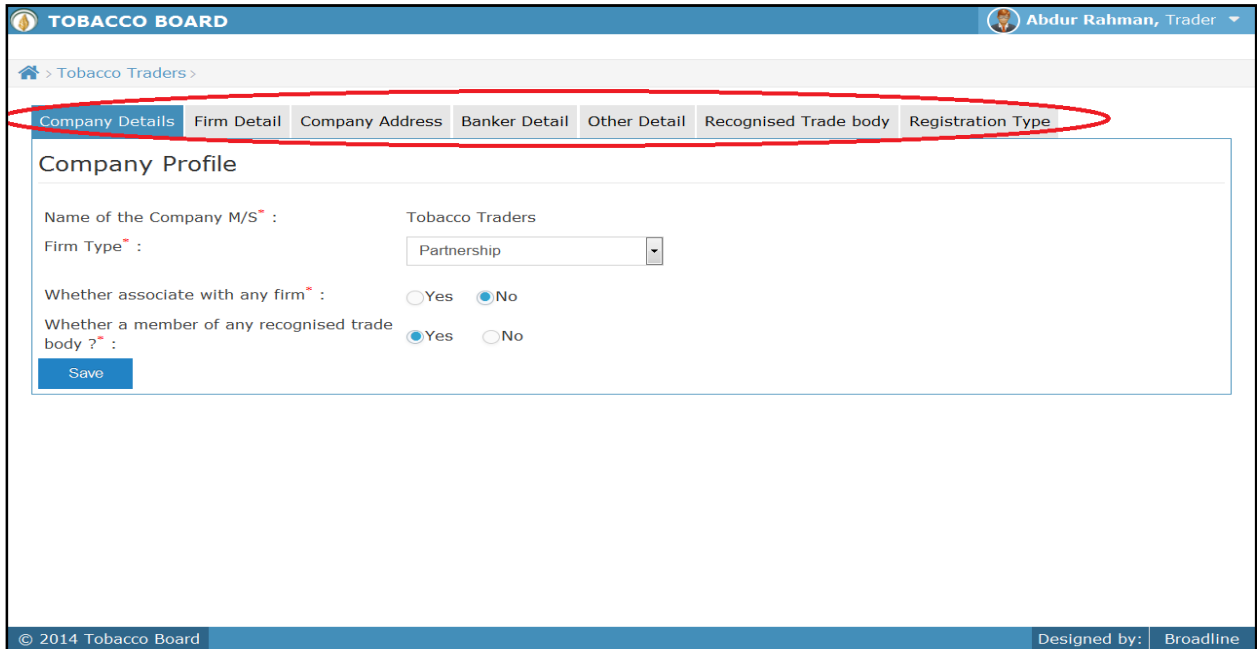
Figure 7

Trader may observe once Company details are saved following tab is opened as shown in **Figure 7** (Highlighted in red circle).

On clicking the "FIRM DETAILS" Tab the following screen will be shown as in below screenshot.
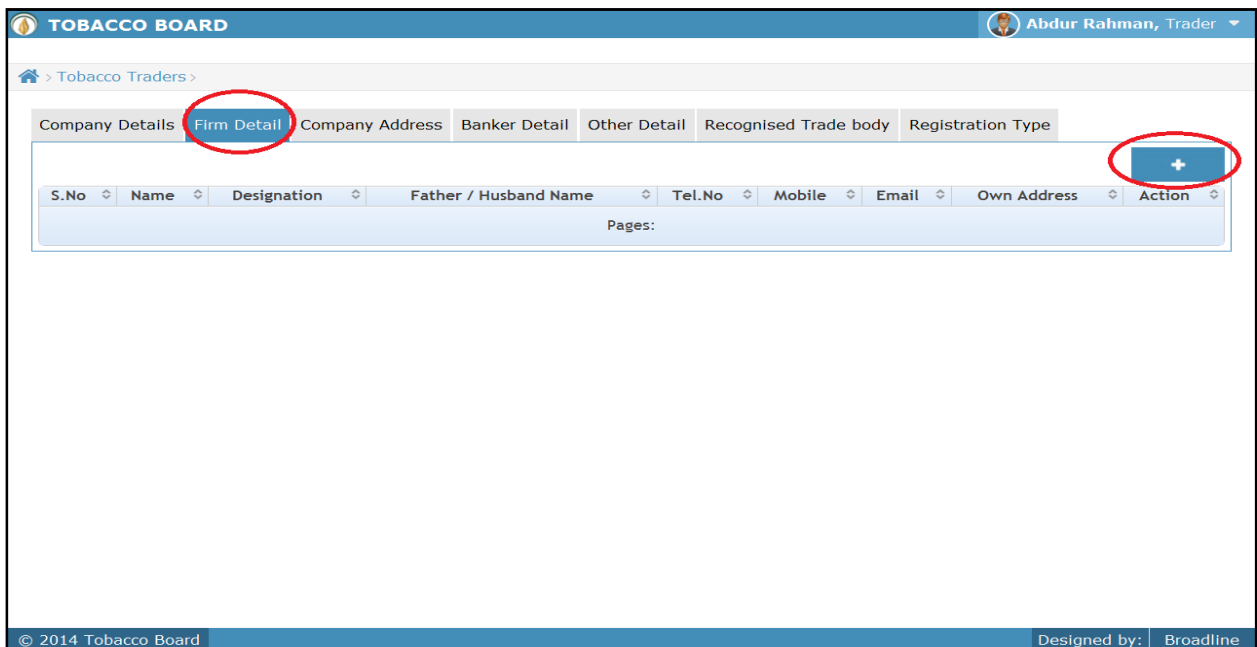
Figure 8

You may see above screenshot, Firm Details tab is active and you can fill in the details by adding name(s) of the persons owing the company as sole proprietor, Partners, Directors etc. (See the red rectangle box above")

On clicking the add button, following pop up box is opened (for partnership firm) as chosen during "Company Details" tab

Figure 9

Once you fill in the details, Click on the save button as shown above **Figure 9**.

Once saved your screen will be updated with the filled in details and look as below

Figure 10

In case of private/public limited companies additional details about list of directors can be added by clicking on the add button, as shown above.

Note: After making an entry you can find an updated table as above screen shot. You may observe the extreme right hand column of the table with column name as **"Action"**. This column will be present throughout the portal at various stages.

You may observe from above screenshot two images under Action column. Both of these images have different functions.

1. This image can be clicked on to edit any information in the list
2. This image can be used for deletion of a complete row entry in the list

After updating the list of with concerned associates, you may click on the **"Company Address"** Tab next to Firm Details

Following screen will be opened as shown below

Figure 11

Once clicked you may find the above screenshot in your screen and fill the address of your office under Registered Office tab.

- **Address:** Your company's registered office address as per the records
- **District:** Your registered office District
- **State:** Your registered office State
- **Pin code:** PIN address of your registered office
- **Telephone No:** Entered as Country Code followed by STD Code followed by the telephone number as illustrated in the screen
- **Contact Name:** Name of the contact person at your registered office
- **Designation:** Trader needs to mention the designation of the contact person
- **Mobile no:** Regular active mobile number of your contact person
- **Email:** Contact person email address to be provided

Once all the details are entered into the above screen you can click the "Next" (blue colored") button at the bottom of the screen and move to the next screen.
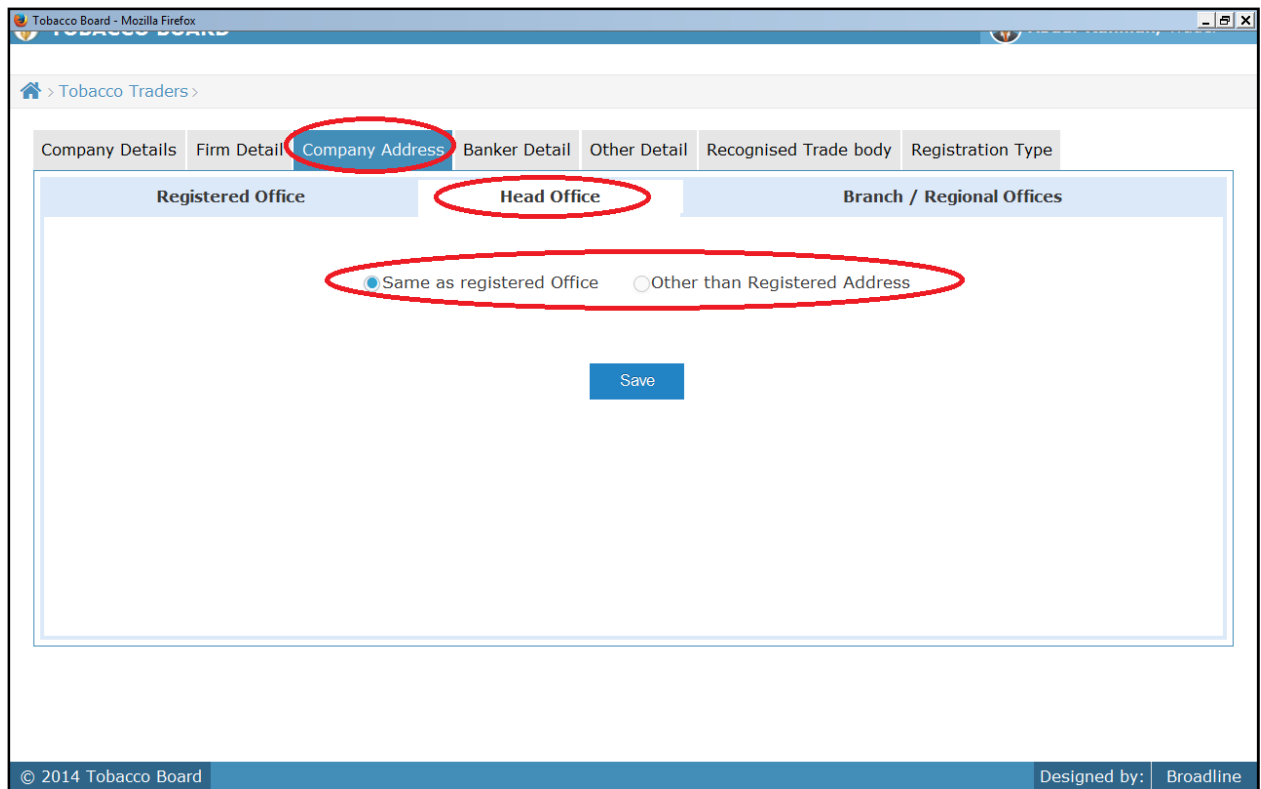
Figure 12

Under Head office tab you may find two options (See the red rectangular box in above screenshot)

a) Same as registered office or
b) Other than Registered address

If your Head office address is same as your Registered Office you may click on the radio button before the option else if your Head office is located at an address other than your registered office you can click on radio button before the option.

If you choose the second option (b) then following screen shall be opened

Figure 13

You can fill in all the relevant information similar to the previous tab and click the save Button.

Branch/Regional Offices: Once finished saving the Head office screen you may click on the Branch/Head office tab next to it to feed in all your branch details. As shown below you may add a new branch information by clicking in the add Button (Highlighted with Red rectangular box)
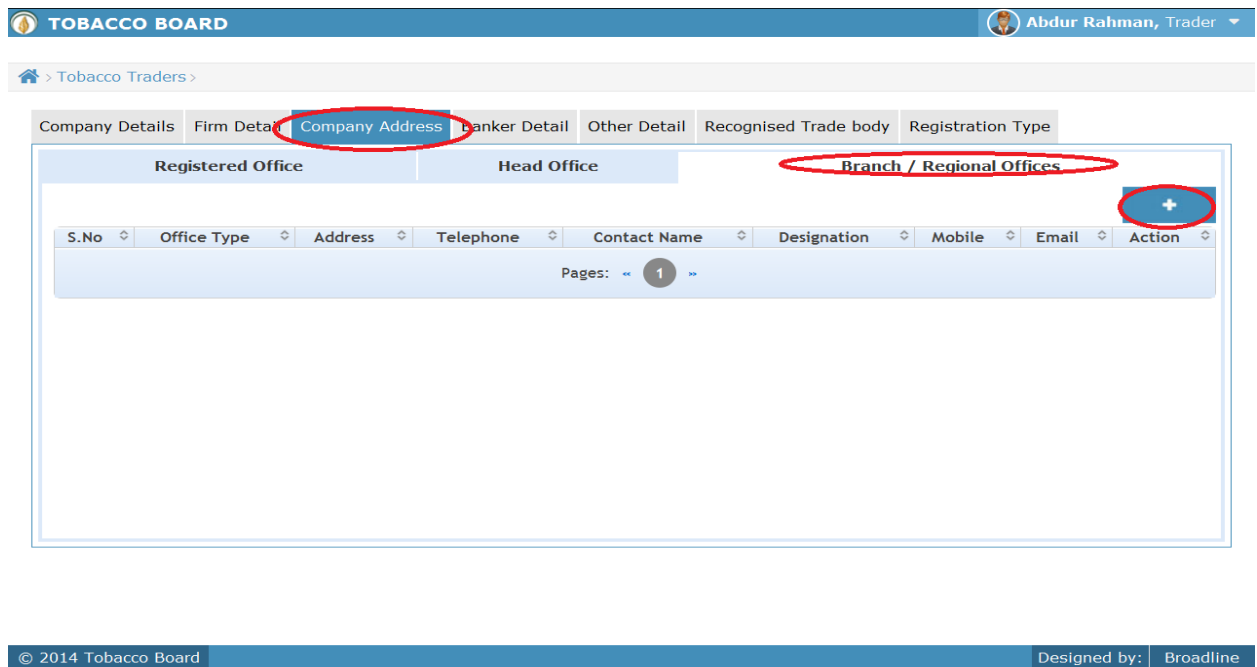
Figure 14

On clicking the add button following dialogue box is opened as shown below
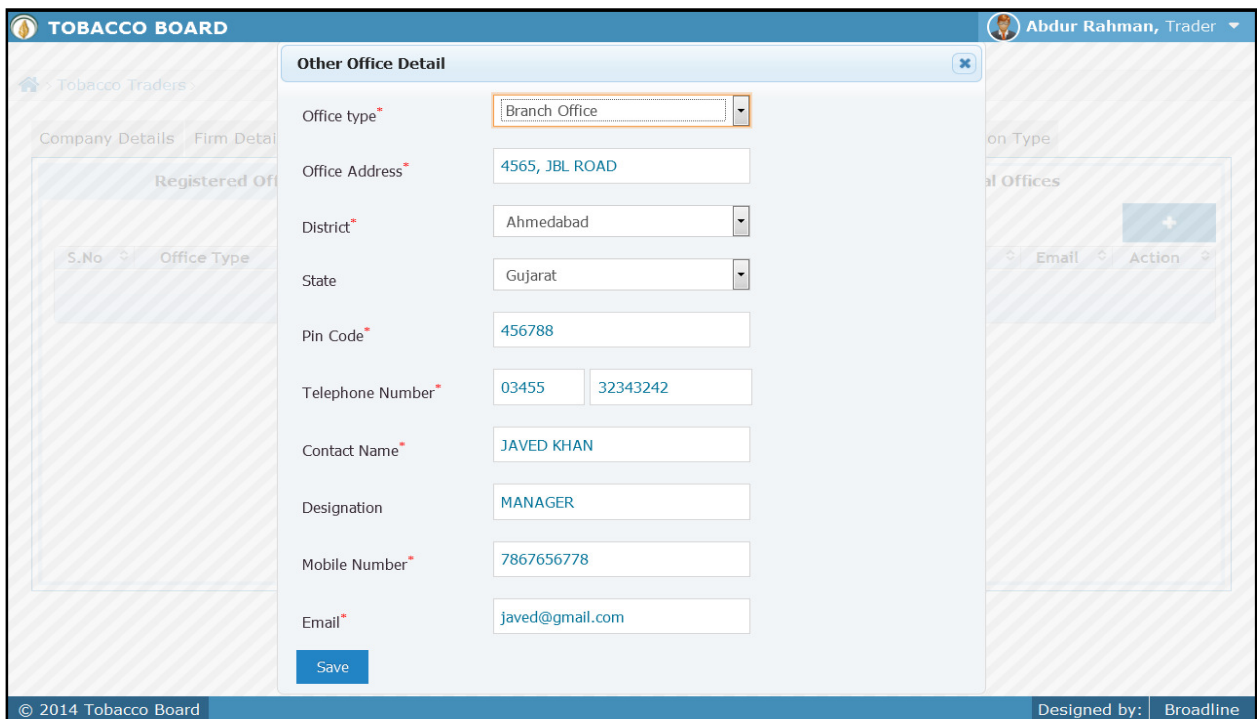
Figure 15

- **Office Type:** Choose from option whether its regional or branch office
- **Address:** Branch/Regional office address as per the records

- **District:** District of the particular office
- **State:** State of the particular office
- **Pincode:** PIN address of the particular office
- **Telephone No:** Entered as Country Code followed by STD Code followed by the telephone number as illustrated in the screen
- **Contact Name:** Name of the contact person at the office
- **Mobile no:** Regular active mobile number of the contact person
- **Email:** Contact person email address to be provided

Once all details are filled in click on "save" button to add the particular branch information to list

As shown in below screenshot the details are updated into the list and you may edit or delete the information by choosing the appropriate button under the actions column.

You add multiple branch / regional offices addresses by clicking on the add button ("Highlighted by red rectangular box) as shown below.

Figure 16

Click on add button multiple branch details are to added

Note:

a) It is not a mandatory screen and trader can skip this screen, if there are no branch/regional offices under his company
b) Trader if not having any branches can directly move on to the Banker Details tab and continue his registration.
c) Trader needs to cautiously navigate and not skip the branch details if your company is having any branches.

Bankers Details.

Figure 17

Click on the add button to make entries about your bank details

Figure 18

Provide the following information in relevant fields

- **Banker Name:** Name of your banker with whom your business is associated

- **Banker Address:** Provide the complete Address of your Banker i.e. Building number, Street Name, Area/Location, City, District, Pin code and State.

- **Bank Business Date:** Provide the date of commencement of business transaction with your bank

- **Bank A/c number:** Fill in your Correct and complete Bank account number.

Similarly trader can add multiple entries under the Banker Details by clicking on the add button as shown in below screen shot. Also, trader may edit or delete his entries by choosing relevant options under the Actions column

Figure 19

Once complete, trader can click on the "Other Details" tab

Other Details:

Fill in the following information under the "Other Details" tab

- Date of Establishment: Provide the establishment date of your company
- PAN Card no.: Provide the PAN number of your company (Note: This is a mandatory Field and you need to provide the information mandatorily)
- Aadhaar Card No: For individuals having Aadhaar card provide your number (Note: Not applicable for companies other than proprietor)
- Income tax Verification No.: Provide the IT verification Number
- Supply and Disposal rate
- Whether enlisted with the directorate General of Technical Development or State Directorate of industries
- Details of any overseas market surveys conducted / Efforts made
- Whether the Firm is already dealing in some other Commodity, if so , specify
- Whether member of any recognized trade body :If yes then specify

Click on "Save" button below.

Once complete, trader can click on the "Recognized Trade body" tab
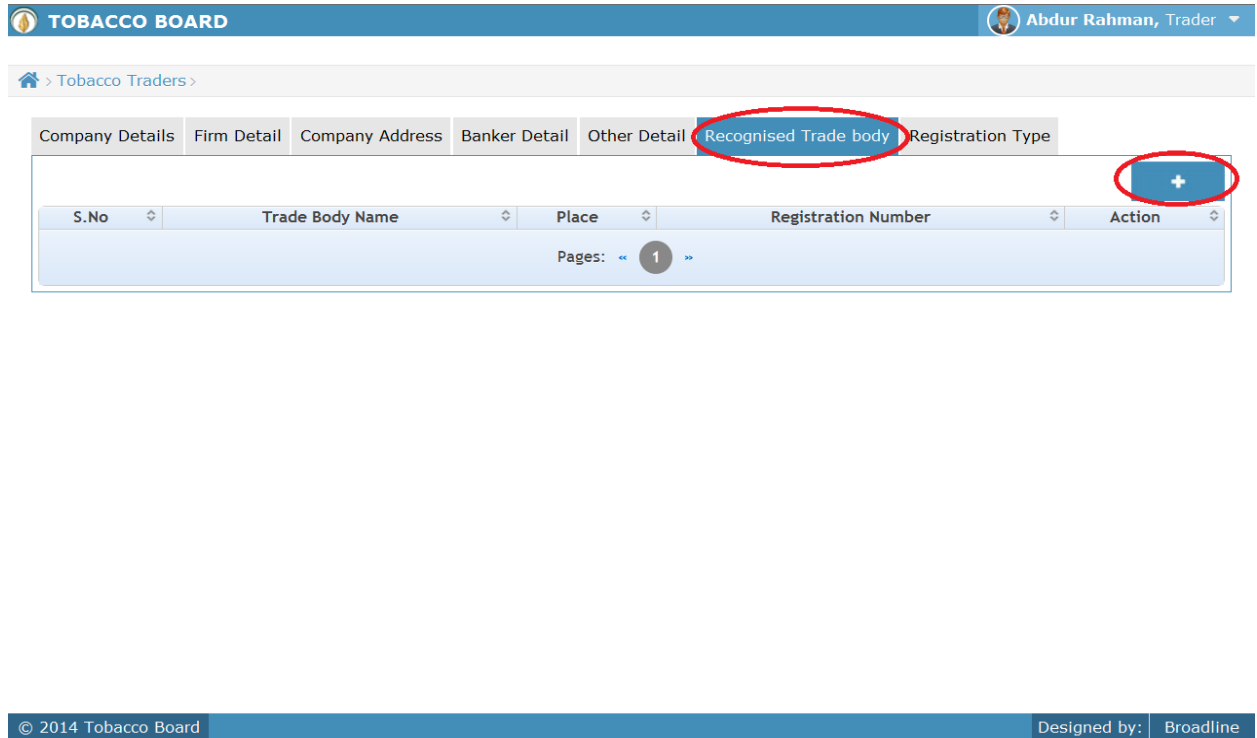
Figure 20

Click on the add button to make entries

Figure 21

Figure 22

Similarly trader can add multiple entries under the tab by clicking on the add button as shown in screen shot **Figure 22**. Also, trader may edit or delete his entries by choosing relevant options under the Actions column

Registration Type tab:

Once recognized trader body tab details are entered the trader can click on "Registration Type" tab as highlighted below in red rectangular box and then click on the add button to make entries into the list ("highlighted in red")
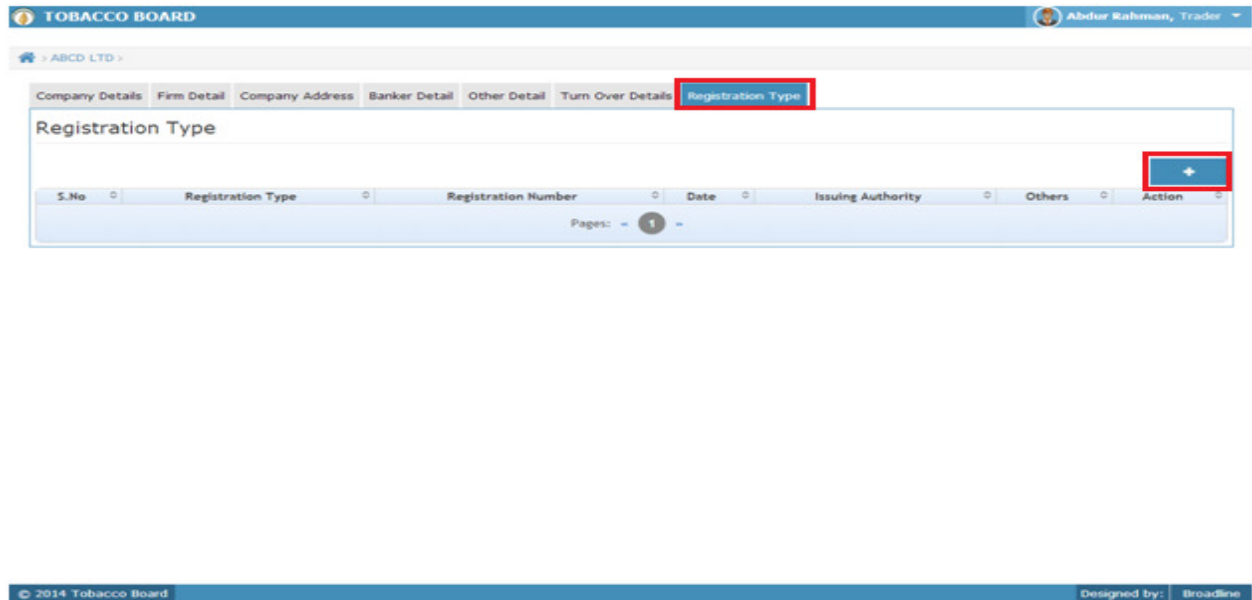
Figure 23

On clicking the add button following screen will be displayed to the trader to make entries as shown in below screenshot. Trader can fill in choosing relevant options and save it by clicking on "Save" button below
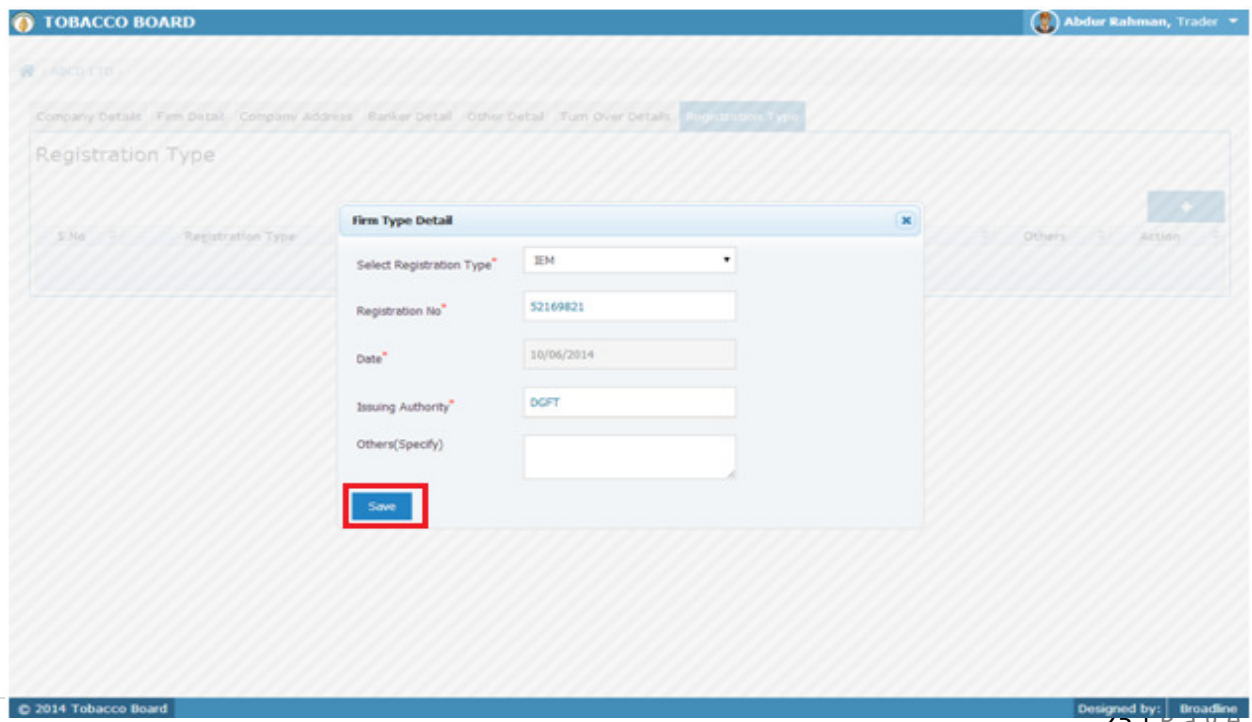
Figure 24

Once saved the list will be updated and shown as below in the screen shots

Figure 25

Similarly trader can add multiple entries under the Registration type Details by clicking on the add button as shown in abovescreen shot. Also, trader may edit or delete his entries by choosing relevant options under the Actions column

Completion of Filling Company's Information

This will be the completion of filling the general information about your company and saving it. Trader can go ahead and start registering him under various categories viz. Dealer, Exporter of Unmanufactured Tobacco, Processor of Virginia Tobacco, Packer, Commercial Grader, Manufacturer and Exporter of Tobacco Products.

Once the general company information is filled, trader can navigate back to his home screen by clicking on the home button at upper left of his screen ("highlighted in red box below")

Figure 26

On Clicking the Home Button ("Highlighted red box in above screenshot") the home page of the trader will be shown as below with Name of the company under and all the categories . Currently all the categories are empty since trader has not applied under any category.

Company Name	Commercial Grader of Virginia Tobacco	Exporters of Tobacco	Exporter of Tobacco Products	Processor of Virginia Tobacco	Dealers	Packers	Manufacturer Of Virginia tobacco	Action
Tobacco Traders								🛑 📁

+

Figure 27

As seen in below screen shot for the Company "Tobacco Trader" has not applied under any category yet. Also trader may add another company to the list by clicking on the add button below ("Highlighted in red box") **Figure 27**
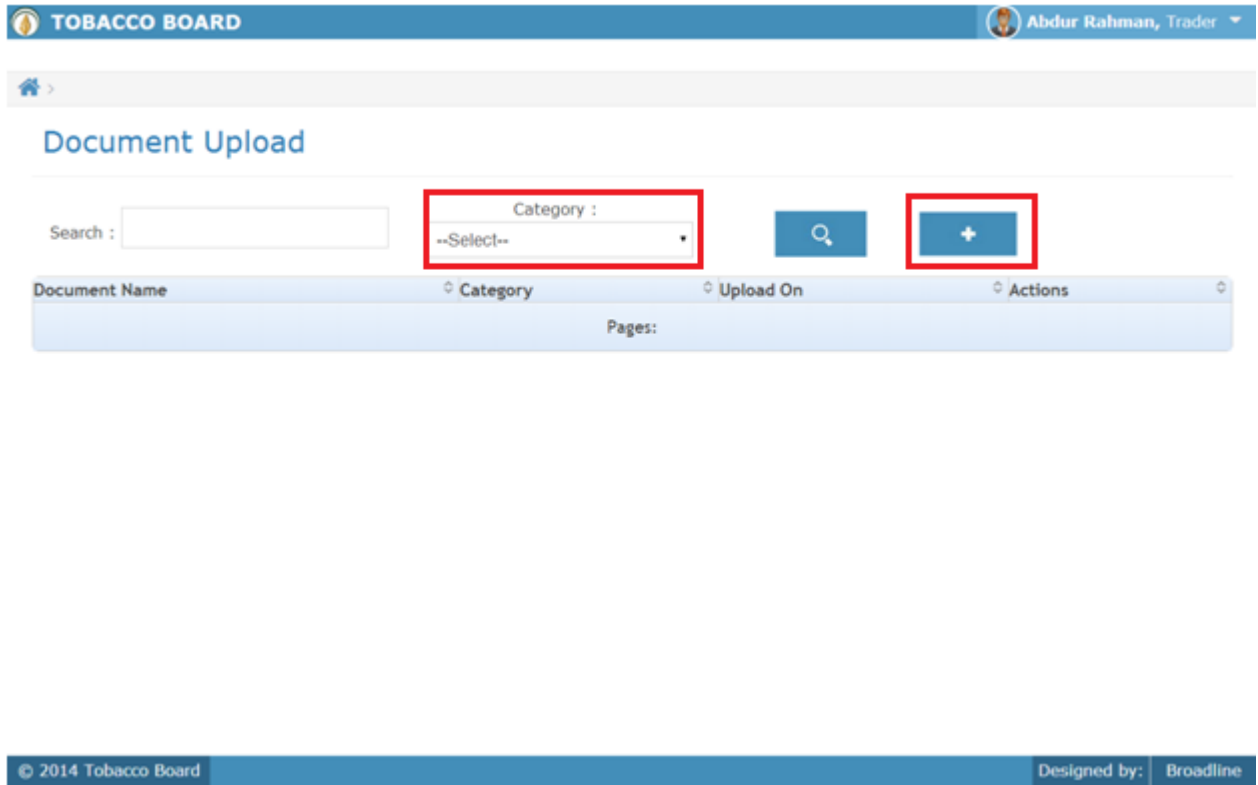
Now, trader may proceed ahead by applying for any specific category for registration.

For applying you may find Action Column right hand side of the table with icons under it.

- **Register icon:** This icon can used to register under a specific category for that particular company.

- **Upload Document:** This icon is used to have a repository of all the essential scanned documents required by the trader while registering, for better access and registering of application from anywhere.

Document Upload:

The trader may click on icon to upload the document into the portal. On clicking the icon following screen will be displayed as shown below.

Figure 28

The trader can choose the category for which he wants to upload the document and then click on the add button as shown in the above screen shot.

Following screen will displayed as below.

Figure 29

- **Document Name:** Trader can name the document accordingly as per the file type(Ex PAN Card, IEC Certificate Etc)
- **Category Type:** Trader can then choose the category to which the document is associated with (ex. IEC Certificate for Exporter of Tobacco Products)
- **Document:** The trader may then click on the Choose File icon as shown in the above screen and browse the document for the desktop and upload the document.

 Similarly trader can upload multiple documents under various categories and use it at further processes during application submission

REGISTRATION STAGES:

Figure 30

The Category-wise registration is divided into four stages as shown in above screenshot

a) **Application Details:** This stage captures the complete details of the traders as per the category chosen by the trader. Wherein complete information is filled by the trader and saved.

b) **Document**: After trader complete his application filling and saves it, he will be automatically taken to this stage. Here you can upload all the documents relevant to your category.

c) **Payment:** Once the trader uploads all the document and saves the information, trader is moved to this stage where the payment information is shown to the trader for the application along with other charges(if any)

Trader can choose either online payment or offline payment mode as per his convenience and make the payment. Once payment is made and saved the trader will be moved to last and final stage.

d) **Form Submission:** Once trader has finished all the stages completely and navigated to this screen, the final submission of the Form is made at this stage by the trader.

Note:
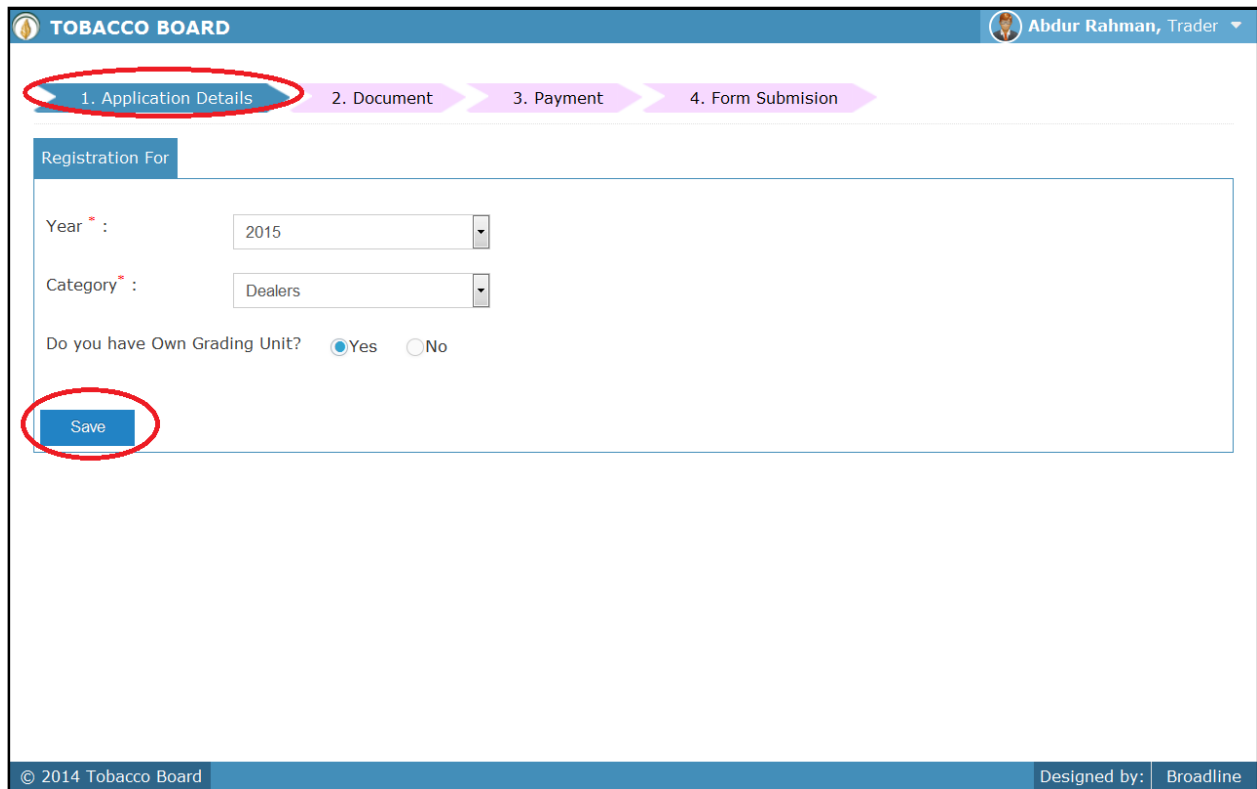
- Each stage once completed and saved cannot be navigated back and trader cannot make any changes whatsoever to the details in that particular stage.
- At the end of each stage trader will be asked to confirm his completion and navigation to the next stage.
- Payment made through offline mode, where trader needs to furnish the details of Demand Draft and upload a scan copy of the same and send the original to the Tobacco Board H.O, Guntur.
- Applications submitted where payment is made through Demand Draft are processed only when the details filled online is cross verified by original physical DD submitted by the trader.
- Unless the final stage of Form Submission is not completed by the trader, his/her application will not be submitted to the board and status of the application would remain incomplete
- Any delays in completion of final stage and mistakes in filling of applications will be solely trader's responsibility and utmost care must be taken at each stage.
- In case of any difficulty while submitting an application trader can contact Tobacco Board for any assistance.

5. APPLICATION DETAILS STAGE:

(Fresh Registration for Dealers)

The trader may start applying under various categories by clicking   on the   icon under actions column in the home page of the trader.

Following screen will be opened on clicking the   icon

Figure 31

Trader needs to choose from the option under which category and for which year registration is been made. Once chosen click on the "Save" button as shown in above screen shot.

5.1. **Turn Over Details:**

Figure 32

Fill in the Turn over details by clicking on the add button and Save it.

Figure 33

Once saved the details are updated as shown in above screenshot **Figure 33**

For ex. If the trader have turnover of 6.56 crore for financial year 2013-14 they should convert in lakhs and enter 656 Lakhs.

5.2. **Godown Info:**

Click on the "Godown Info" tab and add any godown information), to do so trader can click on the add button on the right hands side and make the entries **Figure 34**

Figure 34

On clicking ADD button following screen will be opened as shown below screenshot

Figure 35

After finishing click on "Save" button to make the entry into the table

Figure 36

5.3. **Inventory /Stocks:**

Click on the "Inventory / Stock" tab and add details, to do so trader can click on the add button on the right hands side and make the entries
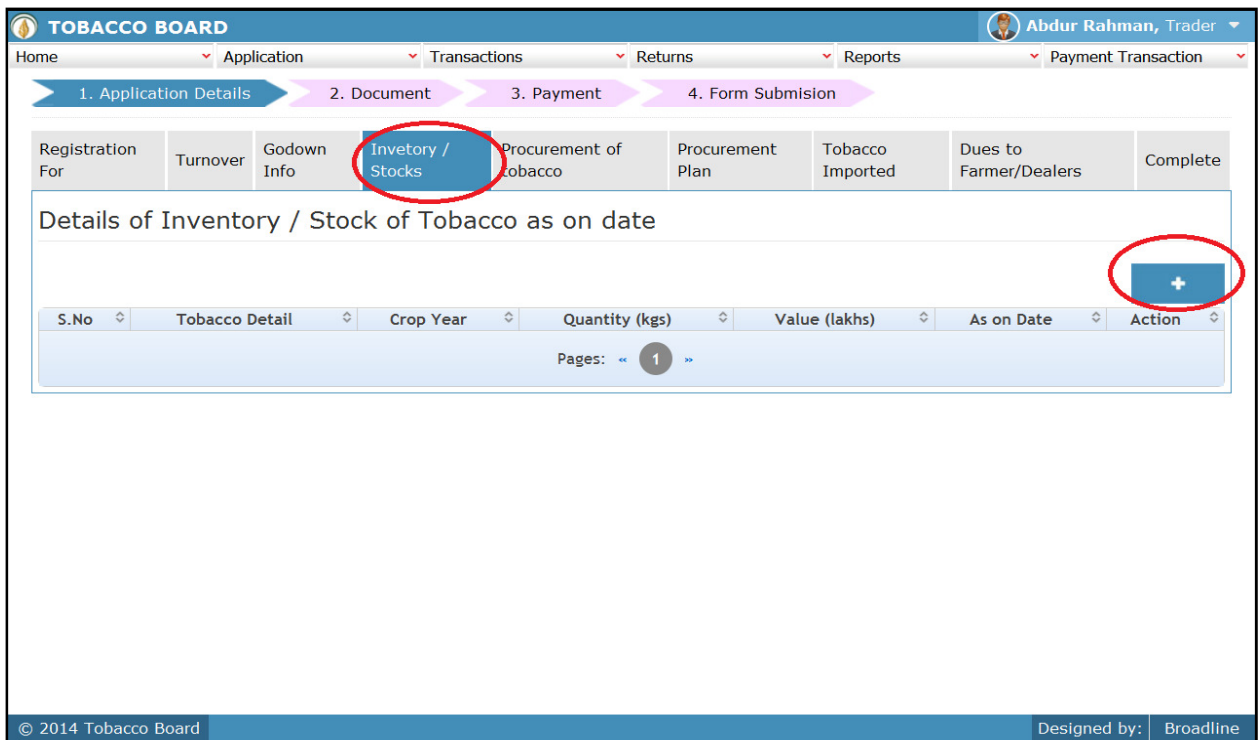
Figure 37

On clicking ADD button following screen will be opened as shown below screenshot
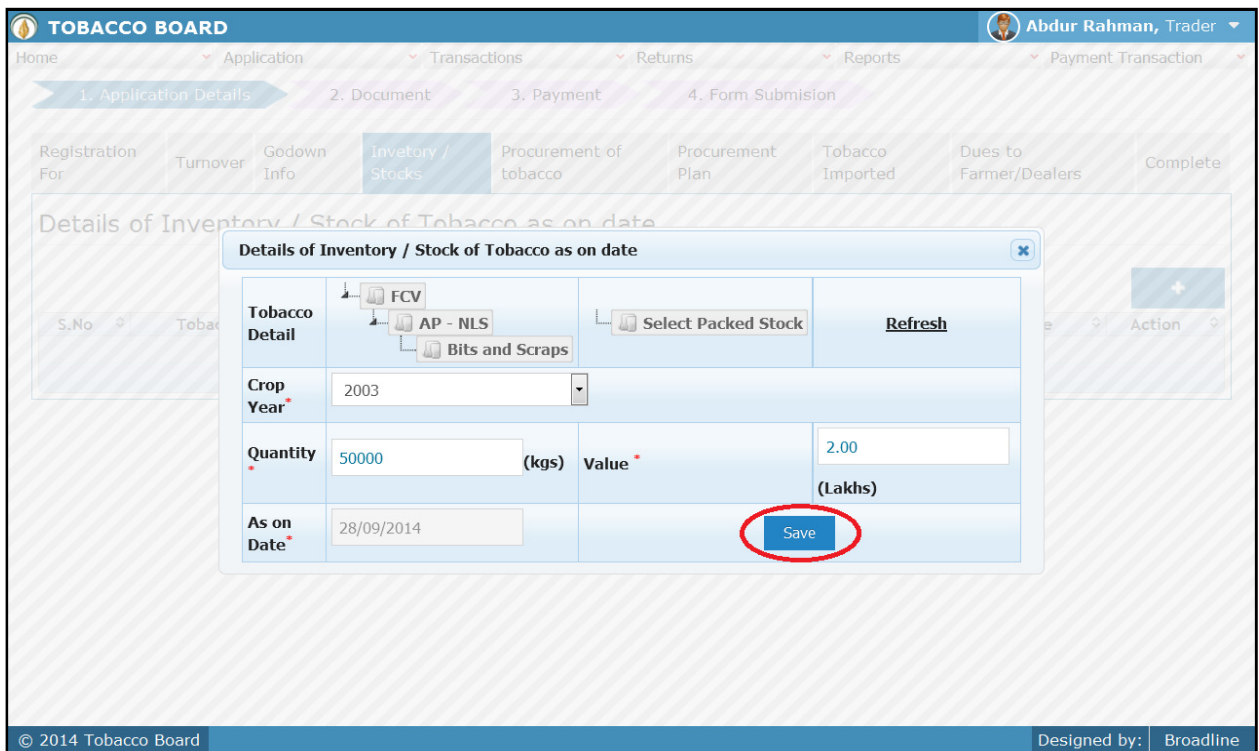
Figure 38

Trader may find the above screenshot and provide the following details :

1. **Tobacco Detail:** Trader needs to select tobacco. (Note: Either "Green Stock" or "Packed Stock" can be entered)
2. **Crop Year:** Trader needs to choose the crop year of the tobacco
3. **Quantity:** Trader needs to mention the quantity of tobacco stock available (in Kgs)
4. **Value:** Trader needs to mention the value of the tobacco (in Lakhs)
5. **As on Date:** Trader needs to mention the date for which these details are valid

After finishing click on "Save" button to make the entry into the table

Figure 39

The trader can make multiple entries to this screen by again clicking on the add button at the right hand side of the table.

Trader may observe from above screenshot 2 images under Action column. Both these icons have different functions.

1. This image can be clicked on to edit any information in the list
2. This image can be used for deletion of a complete row entry in the list

5.4. **Procurement of Tobacco:**

Click on the "Procurement of Tobacco" tab and add details, to do so trader can click on the add button on the right hand side and make the entries.

Figure 40

On clicking ADD button following screen will be opened as shown below screenshot

Figure 41

Trader may find the above screenshot and provide the following details:

1. **Tobacco Detail:** Trader needs to select tobacco. (Note: Either "Green Stock" or "Packed Stock" can be entered)
2. **Crop Year:** Trader needs to choose the crop year of the tobacco
3. **Crop Grade:** Trader needs to choose the crop grade of the tobacco
4. **Previous year:** Trader needs to choose for which year the transaction was made
5. **Purchase Quantity at Auction Platform (ATP):** Trader needs to mention the quantity of tobacco stock purchased from auction platform (in Kgs)
6. **Value:** Trader needs to mention the value of the tobacco purchase from ATP (in Lakhs)
7. **Purchase Quantity from other registered traders:** Trader needs to mention the quantity of tobacco stock purchased from other traders (in Kgs)
8. **Value:** Trader needs to mention the value of the tobacco purchase from other traders (in Lakhs)
9. **Sold Value:** Trader needs to mention the value at which the tobacco was sold (if no sales were made for the particular tobacco then entry must be 0.00)

Figure 42

The trader can make multiple entries to this screen by again clicking on the add button at the right hand side of the table.

5.5. **Procurement Plan:**

Click on the "Procurement plan" tab and add details, to do so trader can click on the add button on the right hand side and make the entries
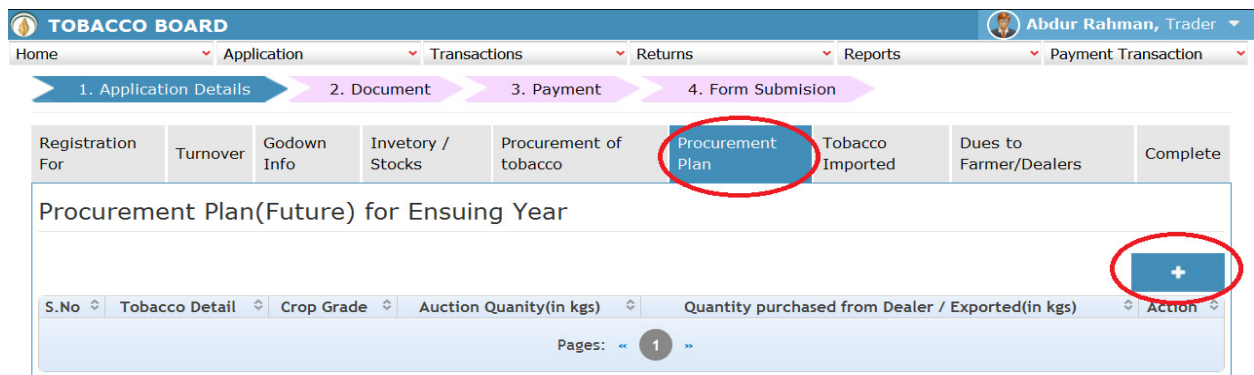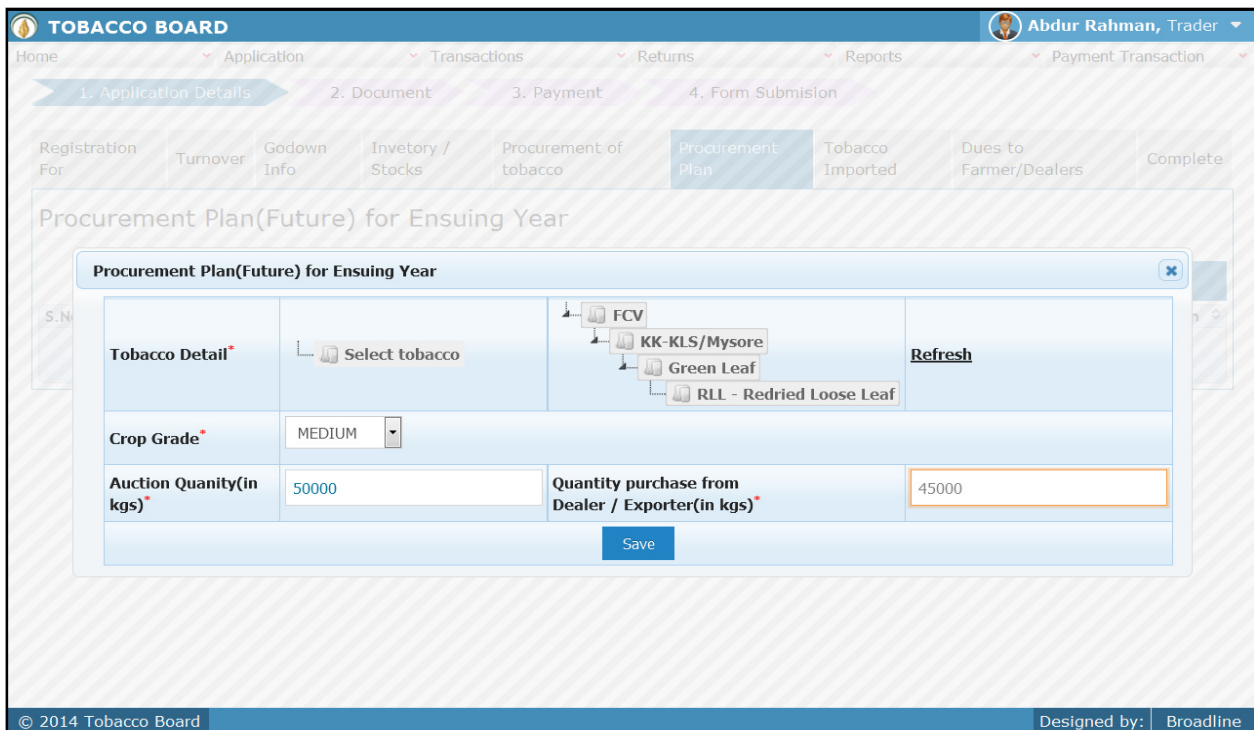
Figure 43

On clicking ADD button following screen will be opened as shown below screenshot

Figure 44

Trader may find the above screenshot and provide the following details:

1. **Tobacco Detail:** Trader needs to select tobacco. (Note: Either "Green Stock" or "Packed Stock" can be entered)
2. **Crop Grade:** Trader needs to choose the crop grade of the tobacco
3. **Auction Quantity:** Trader needs to mention the quantity they may purchase (in Kgs)
4. **Purchase from Other Traders:** Trader needs to furnish the quantity they may purchase form other traders(in Kgs)

Figure 45

The trader can make multiple entries to this screen by again clicking on the add button at the right hand side of the table.

5.6. Tobacco Imported:

Click on the "Tobacco Imported" tab and add details, to do so trader can click on the add button on the right hand side and make the entries

Figure 46

On clicking ADD button following screen will be opened as shown below screenshot

Figure 47

Trader may find the above screenshot and provide the following details:

1. **Tobacco Detail:** Trader needs to select tobacco.
2. **Crop Year:** Trader needs to choose the crop year of the tobacco
3. **Crop Grade:** Trader needs to choose the crop grade of the tobacco
4. **Financial Year:** Trader needs to choose the year of the particular import
5. **Quantity:** Trader needs to furnish the quantity they have imported (in Kgs)
6. **CIF Value:** Trader needs to mention the CIF Value
7. **Country:** The country from where the tobacco was imported.

Figure 48

The trader can make multiple entries to this screen by again clicking on the add button at the right hand side of the table.

5.7. **Dues to Farmer:**

Click on the "Dues to Farmer" tab and add details, to do so trader can click on the add button on the right hand side and make the entries
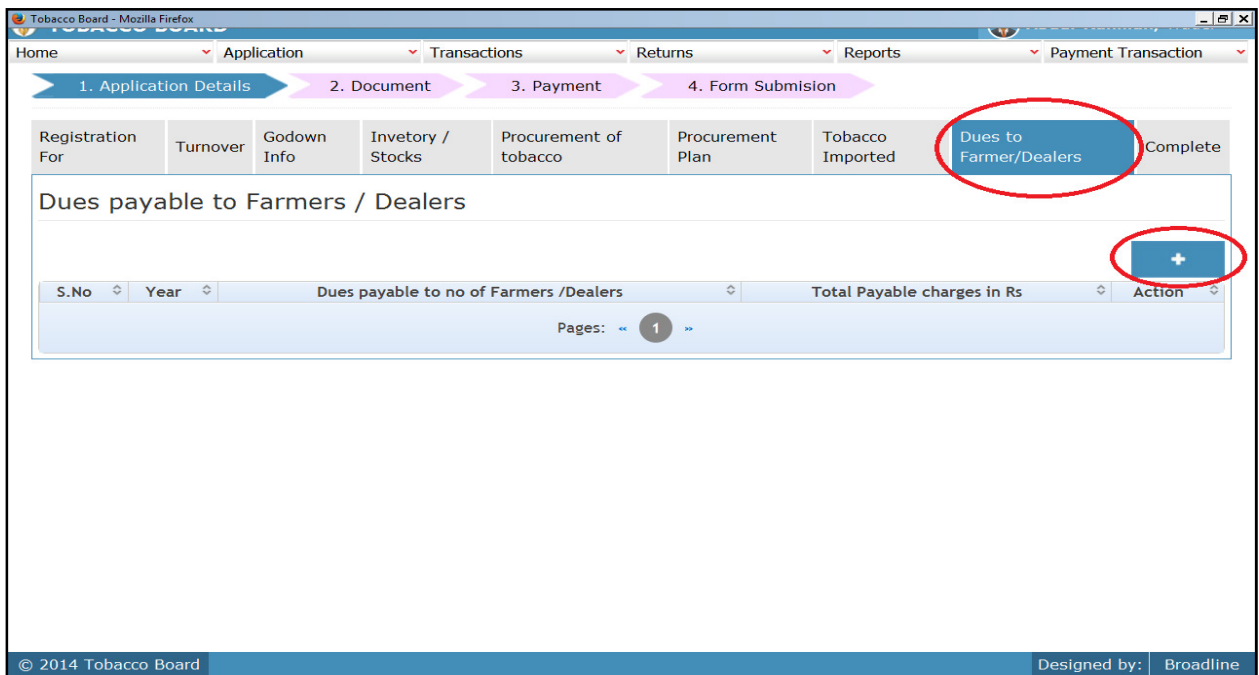

Figure 49

On clicking ADD button following screen will be opened as shown below screenshot
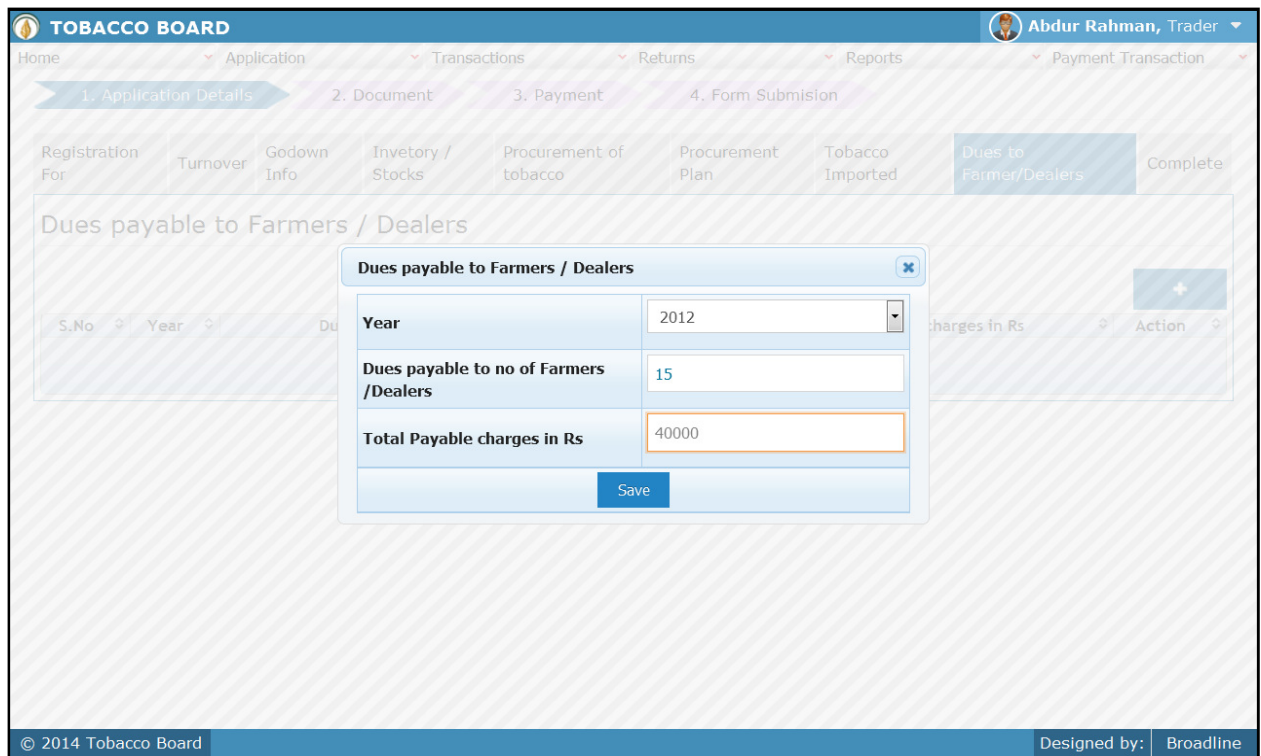
Figure 50

Trader may find the above screenshot and provide the following details:

1. **Year:** Trader needs to mention the year for which dues are pending towards farmers/other traders
2. **Dues Payable to:** Number of farmers/Dealers to whom dues are pending
3. **Total Dues payable:** Total payable charges pending (in Rs)

Figure 51

The trader can make multiple entries to this screen by again clicking on the add button at the right hand side of the table.

5.8. **Complete:**

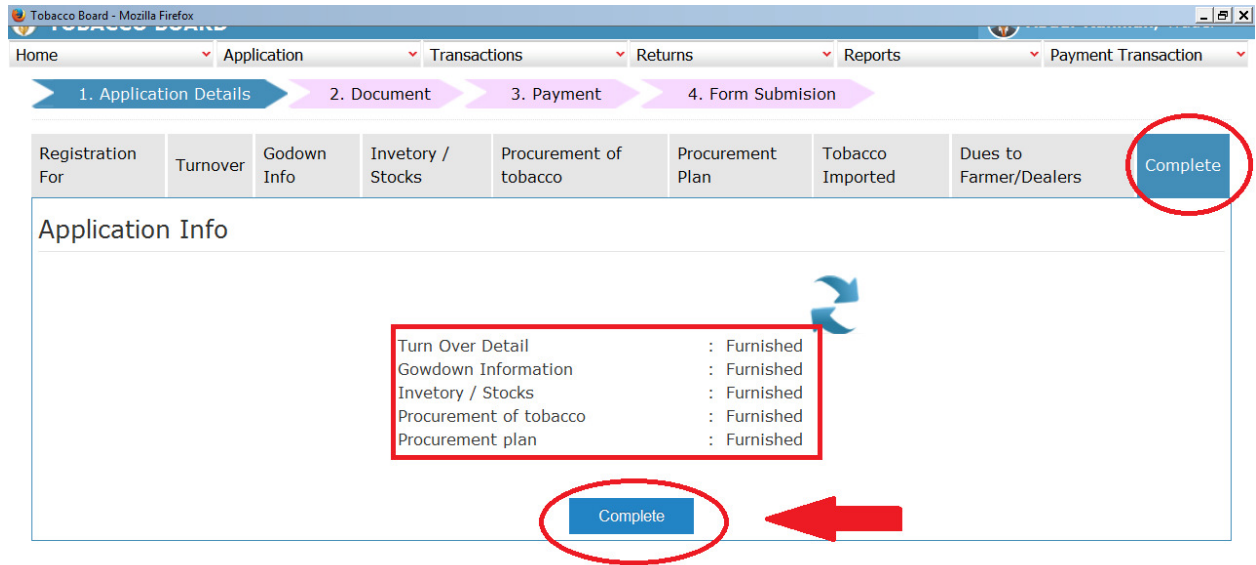For completion of the application filling trader may choose the "Complete" tab

Figure 52

Under Complete tab summary of all the information is shown to the trader to check if any information is furnished or not. Once the trader confirms that he has furnished all the details he may click on the [Complete] (complete) button as shown in the screenshot above {"Highlighted in red circle)

Note: This is a very critical part of Application details stage as once the complete button is clicked and confirmed the trader will not be able to come back and make any correction to the application and the application is moved to next stage.

6. DOCUMENTS STAGE:

On completion of the Application Details stage trader will be redirected to Second stage of Documents as shown below

Figure 53

Trader can choose the option of online and offline submission of documents by clicking the relevant radio button

- **Offline mode:** when a trader clicks on offline radio button he may proceed to next stage by clicking on complete button below as shown in the screen shot.

    Note: Trader will have to send the hard copies of all the documents as per Board's requirement through post to Tobacco Board H.O (By post/courier) , failing to which the application will not be processed.

- **Online mode:** Also, the trader can choose to upload the scanned copies of the documents by clicking on online options and uploading the documents relevant to each.

6.1. ONLINE MODE:

Figure 54

Traders can upload the entire relevant document by choosing the icons under the Action column on the right hand side of the table.
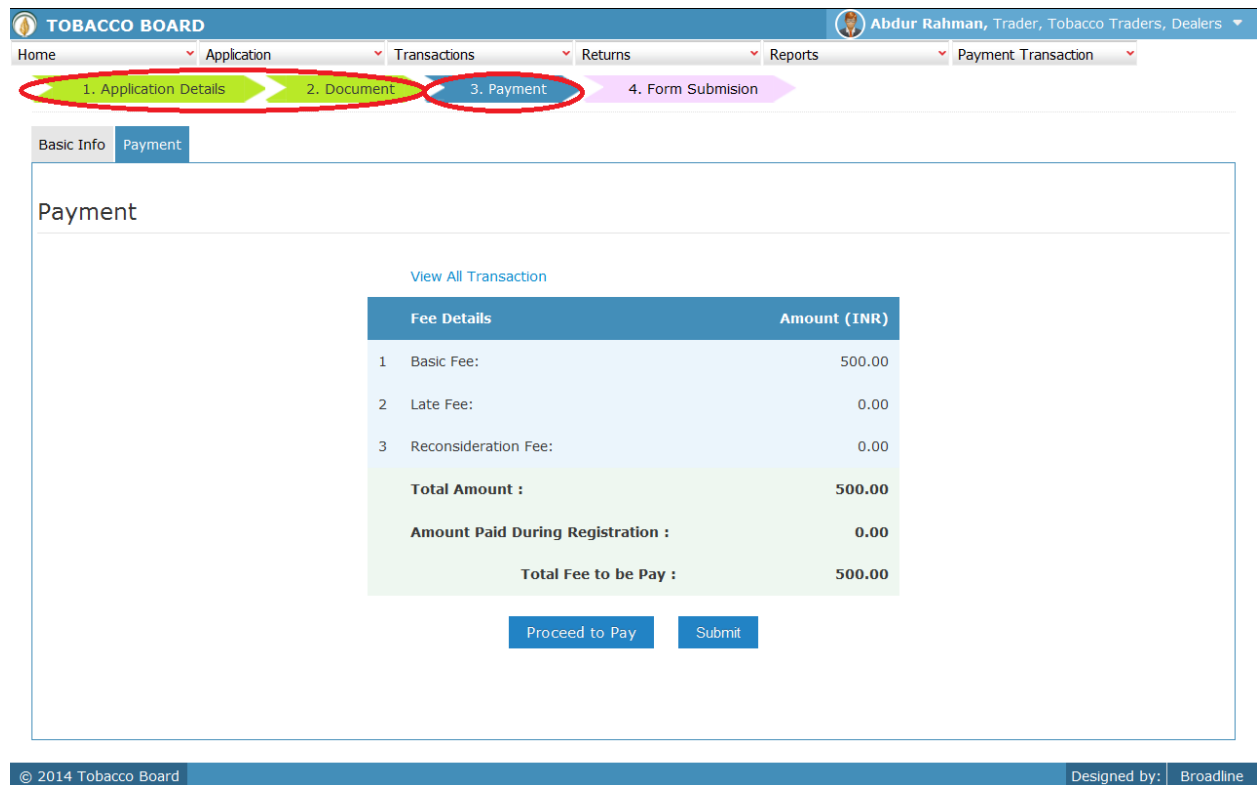
- **Repository Icon:** Trader can click on the ⬛ icon and choose the document from the repository where he/she had already upload the document initially

- **Add new file:** Trader can also upload any new file by clicking on ➕ icon and choosing from the desktop, if the file is not stored in repository.

Once the trader uploads all the documents, click on the [Complete] (Complete) button below to save the documents and move to the next stage.

Note: This is a very critical part of Document stage as once the complete button is clicked and confirmed the trader will not be able to come back and make any correction to the application and the application is moved to next stage.

7. PAYMENT STAGE:

Once the document stage is completed by the trader he will be automatically navigated to the Payment Stage as shown in below

Figure 55

You may notice in above stages the stages completed by the trader have changed the color to green (Application Details and Document Stage) as shown above and the active stage is highlighted in blue also the pending and final stage is highlighted in pink.

In the current stage, Payment is calculated and displayed to the trader and trader may proceed to pay to the registration fees.

Figure 56

1. **Payment Description:** Details of the payment made.

2. **Amount:** Amount paid by the trader

Trader may choose two modes of payments

• **Online:** Online payment through Credit cards , Net banking and Debit Card
• **Offline:** Offline payments can be made through Demand Drafts only

Trader may choose mode of payment and do the payment. Payment made through offline mode, where trader needs to furnish the details of Demand Draft and upload a scan copy of the same and send the original to the Tobacco Board H.O, Guntur.

Once the trader completes the payment, click on the (Proceed to Pay) button below and move to the next stage.

8. FORM SUBMISSION STAGE:

This stage is the final stage of the application submission and once completed your application will be submitted and awaited for approval by Board on satisfying all the requirements

Figure 57

As seen in above screenshot trader can confirm submission of application to the board under Form Submission Stage. Trader may click on "Complete Registration" button as highlighted below and a will be prompted to confirm the submission.
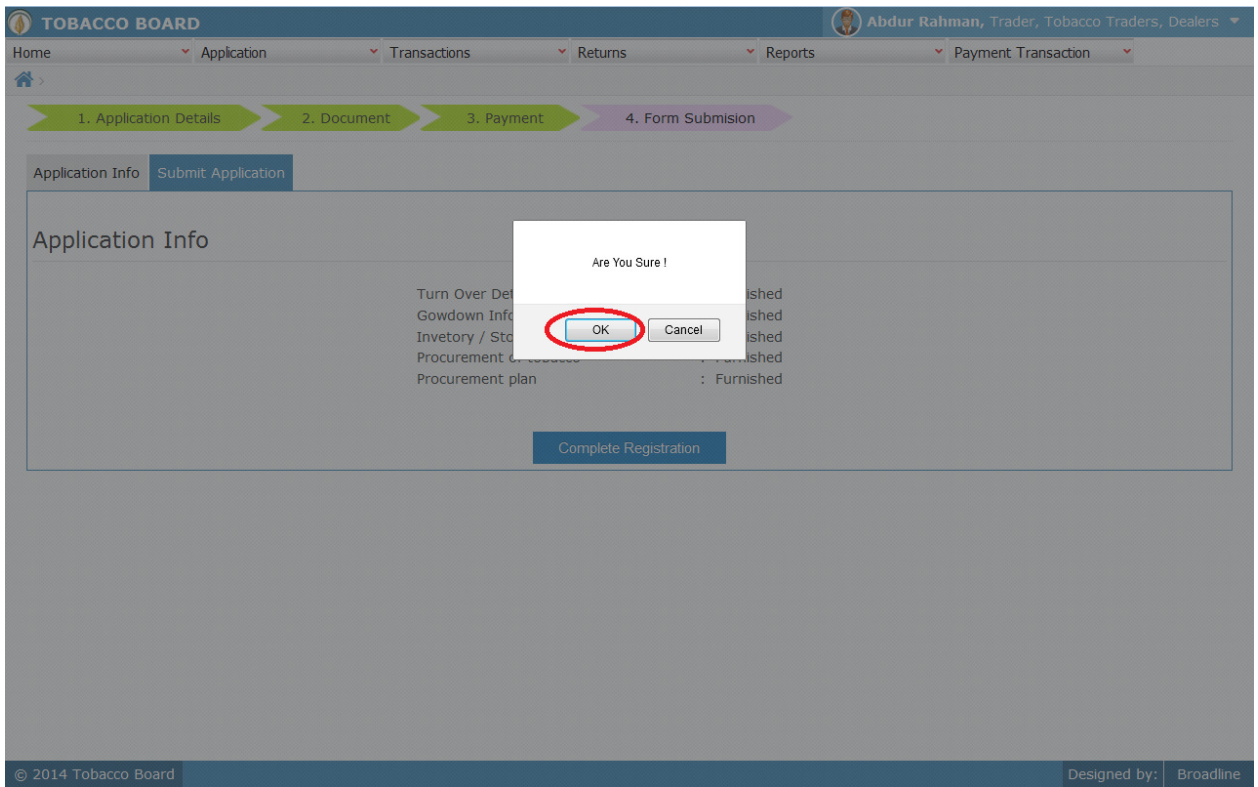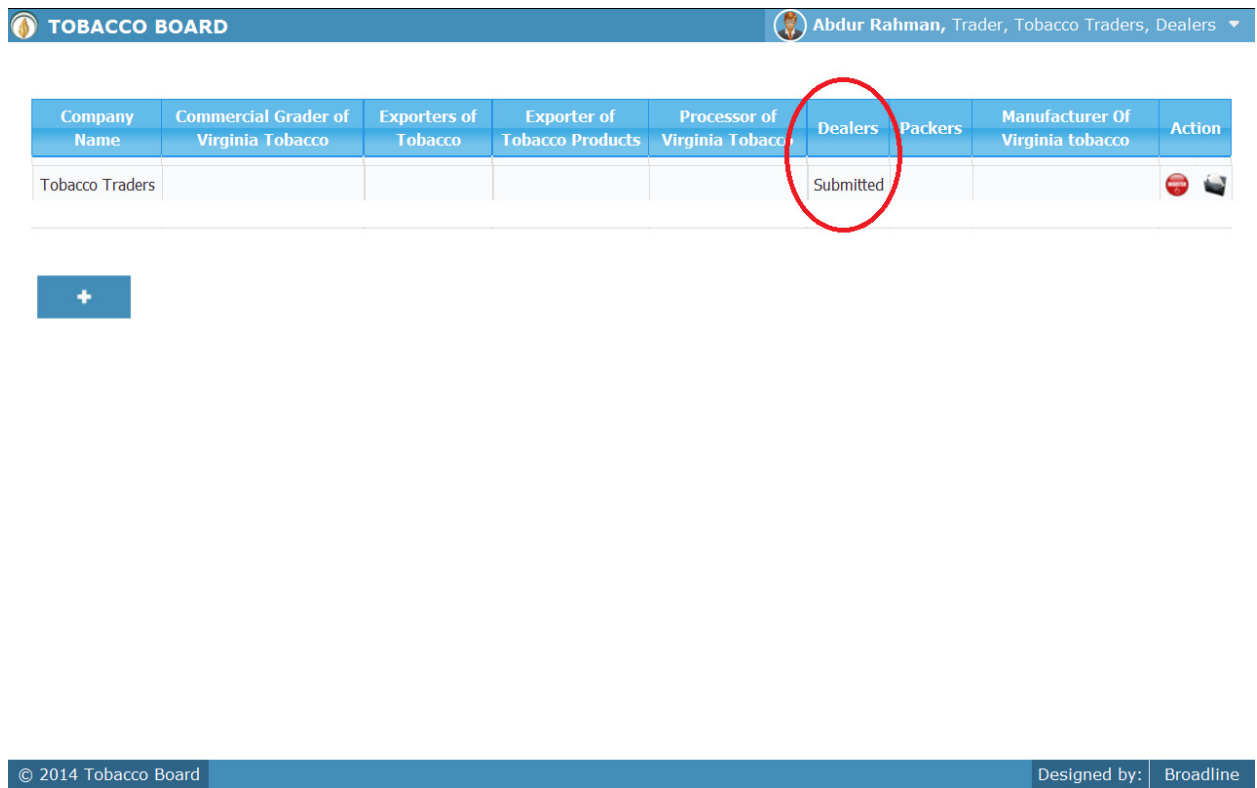
Figure 58

Figure 59

The trader can review the status about the application form the above application as shown in above screenshot ("Highlighted in red circle")

The Trader can similarly apply under other categories by clicking on the register icon under the Actions column on the right hand side of the table.