GUIDELINES FOR FILING OF FORMATS FOR REGISTRATION OF UNITS/ COTTON TRADERS

The filing of formats for Registration of Independent Ginning factories, Independent Pressing factories, Cotton Ginning & Pressing factories, Cotton Traders and Surgical Cotton or Cotton Wadding manufacturing units will be done online w.e.f. **7**th **August**, **2013**.

FLOW OF ACTIVITIES FOR REGISTRATION OF UNITS/COTTON TRADERS:

- Visit the website http://www.txcindia.gov.in
- > Follow the heading "Collection of Statistics on Cotton"
- > Access the link "Online Registration of Units/ Cotton Traders"
- Click "New Registration Form".
- > Add the details in "Unit Registration Master Form" for which you need to register the Unit/Trade.
- > Add the Machinery installed details, Production Capacity and Employee details.
- > Print the application.
- Verify the application
- > If the application is in order, submit the application.
- > Print the Registration form and submit signed copy to the concerned Regional Office.
- > The concerned Regional Office will allot the Permanent Registration Number

<u>STATUS</u>

The Units/Cotton Traders can view the Status of their application by clicking the STATUS under the link "Online Registration of Units/ Cotton Traders".

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DETAILED HELP ON HOW TO FILE FORMATS FOR REGISTRATION OF UNITS/ COTTON TRADERS

Visit the website http://www.txcindia.gov.in and then follow the heading "Collection of Statistics on Cotton" and access the link "Online Registration of Units/ Cotton Traders.

<u>STEP - 1</u>

Click For "New Registration Form".

	O/o Textile Commissioner, Mumbai	
IS Ver. 1.0	Unit Registration	NIC
	TURN	
	(Textile Unit Registration Number)	
nistry of Textiles,	, Govt. of India had issued notification No. S.O.786 (E) dated	27.02.2013, and as per the
get themselves r	existered with the Office of the Textile Commissioner According	led units/fraders are required ly. Textile Commissioner has
ued the CIRCUL	AR dated 13.06.2013 to All Independent Ginning factories, Ind	dependent Pressing factories,
tton Ginning & P	ressing factories, Cotton Traders, Surgical Cotton or Cotton Wadd	ding manufacturing units to get
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emselves registere egistration. egional office of the	ed with Regional office of the Textile Commissioner by submitter e Textile Commissioner will issue Registration Number on receipt of New Registration Form Open already filled Registration form Application Id Unit/ Trader Name (First Three characters only) Open Print Status	ting the specified format for The Registration format.

<u>STEP - 2</u>

- > Enter the details in "Unit Registration Master Form" for which you need to register the Unit/Trade.
- ➢ Click "Add" button.

O/o Textile Commissioner,Mumbai				
TUIS Ver. 1.0 # Optional Note : do not use ' single quote . or Rep	T place ' (sing	Textile Unit Registration Master Form NIC gle quote) with `		
Application Id		Type of Unit Composite Ginning & Pressing Unit 💌		
Name of the Factory/Trading Company (without M/S)	XYZ GINNI	VING & PRESSING FACTORY		
Name of Chairman/Director/Partner/ Propritor	NIRMAL K	KUMAR		
Name of Contact person MUKESH D		1 DAYAL		
E-mail of Contact Person# abcd123@g		gmail.com Mobile No.(10 digit) 98xxxxx25		
Registration Number	UNDER F/	FACTORY ACT: AB/123/2008		
Type of Management	Private			
SSI /Non SSI	SSI			
Factory Address (do not repeat unit name	e)	Registered Office Same as Factory Address		
25, MAHATMA GANDHI INDUSTRIAL ESTATE		25, MAHATMA GANDHI INDUSTRIAL ESTATE		
M.K. ROAD, TALUK:AHMEDABAD	k	M.K. ROAD, TALUK:AHMEDABAD		
State Gujarat		State Gujarat		
District AHMEDABAD		District AHMEDABAD		
Pincode 635869		Pincode 635869		
Telephone# 079-526895 Fax # 079-526895		Telephone# 079-526895 Fax # 079-526895		
E-Mail # abcd123@gmail.com		E-Mail# abcd123@gmail.com		
Commencement of Commercial Production		Month (mm) 03 Year(yyyy) 1985		
Commodities Traded (e.g. Cotton, Sugar etc)				
Nature of trade		Domestic Export Import		
Whether the Unit has Availed the Financial Benefits un	der	Technology Upgradation Fund Scheme		
		Technology Mission on Cotton		
Star Rating by Textile Committe				
Machinery Installed Production Capacity Emplo	iyee Details	s Add Update Submit Print Close		

An Application Id will be generated (for e.g. GJ0002; First two digit indicate the name of the state i.e. Gujarat and last four digit indicate the running serial number). This application ID is unique reference number for your application. Please note down the Application Id. User needs this Application ID for Updation/ Printing/ Status Checking. User can open/print/know the status of the application by entering the Application ID and first three character of Unit/Trade name in the link "Online Registration of Units/ Cotton Traders".

	O/o Textil	e Commissi	oner,Mumba	ıi		
TUIS Ver. 1.0	Т	extile Unit Re	gistration Mas	ster Form		NIC
	Application c		ation id :GJ00	02		
Now ad	d other Keleve	at information	i like employee	e details e		
		OK				
# Optional Note: do not use ' single quote . o	r Replace ' (sing	le quote) with '				
Application Id	GJ0002	Type of Unit	C	omposite G	inning & Pressing Unit 💌	
Name of the Factory/Trading Company (without M/S)	RESSING F	ACTORY				
Name of Chairman/Director/Partner/ Propritor	NIRMAL KUMA	R				
Name of Contact person	MUKESH DAY	AL				
E-mail of Contact Person#	abcd123@gma	il.com	.com Mobile No.(10 digit) 98xxxxx25			
Registration Number	UNDER FACTO	DRY ACT: AB/1	23/2008			
Type of Management	Private	•				
SSI /Non SSI	SSI	-				
Factory Address (do not repeat uni	t name)		Registered	Office 🗹 S	Same as Factory Address	
25, MAHATMA GANDHI INDUSTRIAL ESTATE		25, MAHATN	ia gandhi indl	JSTRIAL ES	STATE	
M.K. ROAD, TALUK:AHMEDABAD		M.K. ROAD,	TALUK:AHMED	ABAD		
State Gujarat		State	Gujarat	-		
District AHMEDABAD		District	AHMEDABAD	•		
Pincode 635869		Pincode	635869			
Telephone# 079-526895 Fax # 079-526895	95	Telephone#	079-526895		Fax # 079-526895	
E-Mail # abcd123@gmail.com		E-Mail#	abcd123@gmai	il.com		
Commencement of Commercial Production		Month (mm)	03 • Ye	ar(yyyy) 1	985	
Commodities Traded (e.g. Cotton, Sugar etc)						
Nature of trade		Domestic	Export In	nport		
Whether the Unit has Availed the Financial Benefi	✓ Technology Upgradation Fund Scheme					

<u>STEP - 3</u>

- > Now "Machinery Installed", Production Capacity" and "Employee Details" buttons are activated.
- Based on the type of Unit/Trade, the details of "Machinery Installed", Production Capacity" and "Employee Details" are to be entered.

	O/o Textile	e Commissi	oner,Mun	ıbai		
TUIS Ver. 1.0	Te	extile Unit Registration Master Form			NIC	
# Optional Note: do not use ' single quote . o	r Replace ' (single	e quote) with `				
Application Id	GJ0002	Type of Unit		Composite (Ginning & Pressing Unit 🗾	
Name of the Factory/Trading Company (without $\rm M/S)$	XYZ GINNING 8	PRESSING F	ACTORY			
Name of Chairman/Director/Partner/ Propritor	NIRMAL KUMA	R				
Name of Contact person MUKESH DAYA		AL.				
E-mail of Contact Person# abcd123@gmail.		I.com Mobile No.(10 digit) 98xxxxx25				
Registration Number	RY ACT: AB/12	23/2008				
Type of Management	Private	•				
SSI /Non SSI	SSI	•				
Factory Address (do not repeat uni	t name)	Registered Office ✓ Same as Factory Address				
25, MAHATMA GANDHI INDUSTRIAL ESTATE		25, MAHATMA GANDHI INDUSTRIAL ESTATE				
M.K. ROAD, TALUK:AHMEDABAD		M.K. ROAD,	TALUK:AHN	IEDABAD		
State Gujarat		State	Gujarat	•	•	
District AHMEDABAD		District	AHMEDAE	AD 🔹		
Pincode 635869		Pincode	635869			
Telephone# 079-526895 Fax # 079-526895	95	Telephone#	079-526895	;	Fax # 079-526895	
E-Mail # abcd123@gmail.com		E-Mail#	abcd123@g	jmail.com		
				•• · · · · · · · · · · · · · · · · · ·		
Commencement of Commercial Production		Month (mm)	03 -	Year(yyyy)	1985	
Commodities Traded (e.g. Cotton, Sugar etc)						
Nature of trade		Domestic Export Import				
Whether the Unit has Availed the Financial Benefi	ts under	✓ Technology Upgradation Fund Scheme				
		Technolo	gy Mission o	n Cotton		
Star Rating by Textile Committe		***	•			
Machinery Installed Production Capacity E	Employee Details	Add	Update	Submit	Print Close	

- Click "Machinery Installed" button:-
 - Select type of machinery (Single roller gin, Double roller gin, Saw gin, Automatic bale press and Manual bale press) and enter the details. Do not leave any field blank.

TUIS Ver. 1.0		Details of	Machinery Ins	stalled	NIC
Application Id:	GJ0002	XYZ GINNI	NG & PRESSI	NG FACTORY	
Machinery Installed					
Name of the Machine		Single Roller	Gin 🚽		
No. of Indigenous Ma	chines	5			
No. of Imported Mac	nines	5			
Add	Update	Delete	Clear	Close	

✤ After entering the details click "Add" button.

TUIS Ver. 1.0		Details of Machinery Installed NIC
Application Id:	G10002	YV7 CININING & DRESSING EACTORY
Application Id.	030002	Single Roller Gin Indigineous: 5 Imported: 5
Machinery Installed		
Name of the Machine Single Roller Gin		
		5
No. of Indigenous Ma	chines	Added successfully
TVO. OF Intrigenous Machines		ОК
No. of Imported Mac	unes	5
Add	Update	Delete Clear Close

- To add other type of machines press "Clear".
- To update any entry, select an item from the box "Machinery Installed", make the changes and click "Update" button.
- After completing the entry of "Machinery Installed", click "Close" button then Unit Registration Master Form will appear.

O/o Tex	tile Commissioner,Mumbai		
TUIS Ver. 1.0	Details of Machinery Installed NIC		
Application Id: GJ0002	XYZ GINNING & PRESSING FACTORY		
Machinery Installed	Single Roller Gin Indigineous: 5 Imported: 5 Double Roller Gin Indigineous: 5 Imported: 5 Saw Gin Indigineous: 10 Imported: 10 Automatic Bale Press Indigineous: 1 Imported: 0		
Name of the Machine	Automatic Bale Press 💌		
No. of Indigenous Machines	1		
No. of Imported Machines	0		
Add Update	Delete Clear Close		

- Click "Production Capacity" button:-
 - Select the type of process (Ginning or Pressing)

O/o Texti	ile Commissioner,Mumbai	
TUIS Ver. 1.0	Annual Production Capacity	NIC
Application Id: GJ0002	XYZ GINNING & PRESSING FACTORY	
Annual Production Capacity		
Type	Select	
Quantity in Metric Ton/Year	Ginning M1	
A 11 11 11 11	Pressing Clear Clear	

Enter annual capacity in Metric Tons then click "Add" button.

TUIS Ver. 1.0	Annual Production Capacity N
Application Id: GJ0002	XYZ GINNING & PRESSING FACTORY
Annual Production Capacity	GinningQuantity/Year: 1500
Туре	Ginning 💌
	1500 MT
Orantita in Matria Tan Wasa	Added successfully
Quantity in Metric 1 on/ 1 ear	ок

- To update any entry, select an item from the box "Production Capacity", make the changes and click "Update" button.
- After completing the entry of "Production Capacity", click "Close" button then Unit Registration Master Form will appear.

	O/o Te	xtile Commissioner,Mumbai	
TUIS Ver. 1.0)	Annual Production Capacity NIC	
Application Id:	GJ0002 XYZ GINNING & PRESSING FACTORY		
Annual Production Capacity		GinningQuantity/Year: 1500 PressingQuantity/Year: 1500	
Туре		Pressing -	
Quantity in Metric To:	n/Year	1500 MT	
Add	Update	e Delete Clear Close	

- Click "Employee Details"
 - Select the type of employee (Regular, Contract and Others)

1015 Ver. 1.0	Employee Details NIC
Application Id: GJ0002	XYZ GINNING & PRESSING FACTORY
Employees	
Type of Employee	Select
Type of Employee Male Employees	Select Select Contract
Type of Employee Male Employees Female Employees	Select Select Contract Others Benular

Enter the number of Men and Women employees. Do not leave any field blank.

O/o Textil	e Commissioner,Mumbai
TUIS Ver. 1.0	Employee Details NIC
Application Id: GJ0002 Employees	XYZ GINNING & PRESSING FACTORY Contract Men: 10 Women: 10
Type of Employee	Contract
Male Employees	Added successfully
Female Employees	10
Add Update	Delete Clear Close

- To update any entry, select an item from the box "Production Capacity", make the changes and click "Update" button.
- After completing the entry of "Employee Details", click "Close" button then Unit Registration Master Form will appear.

TUIS Ver. 1	0	Employee Details	NIC
Application Id:	GJ0002	XYZ GINNING & PRESSING FACTORY	
Employees		Contract Men: 10 Women: 10 Others Men: 10 Women: 10 Regular Men: 15 Women: 15	
Type of Employee		Regular 💌	
Male Employees		15	
Female Employees		15	
h h A	Undata	Doloto Close Close	

<u>STEP - 4</u>

Click "Print" button to print the application.

	O/o Textile	Commissi	oner,Mun	ıbai		
TUIS Ver. 1.0	Te	xtile Unit Re	gistration N	Aaster Form	1	NIC
# Optional Note: do not use ' single quote . or	Replace ' (single	quote) with `				
Application Id	GJ0002	Type of Unit		Composite C	Ginning & Pressing Unit 💌	
Name of the Factory/Trading Company (without M/S)	XYZ GINNING &	PRESSING F	ACTORY			
Name of Chairman/Director/Partner/ Propritor	NIRMAL KUMAF	ξ				
Name of Contact person	MUKESH DAYA	L				
E-mail of Contact Person#	abcd123@gmail.	com		Mobile No.	(10 digit) 98xxxxx25	
Registration Number	UNDER FACTOR	RY ACT: AB/12	23/2008			
Type of Management	Private	•				
SSI /Non SSI	SSI	-				
Factory Address (do not repeat unit	name)		Registe	red Office 🗖	Same as Factory Address	
25, MAHATMA GANDHI INDUSTRIAL ESTATE		25, MAHATN	ia gandhi i	NDUSTRIAL E	STATE	
M.K. ROAD, TALUK:AHMEDABAD		M.K. ROAD,	TALUK:AHN	IEDABAD		
State Gujarat		State	Gujarat		•	
District AHMEDABAD		District	AHMEDAB	AD 💌		
Pincode 635869		Pincode	635869			
Telephone# 079-526895 Fax # 079-52689	5	Telephone#	079-526895		Fax # 079-526895	
E-Mail # abcd123@gmail.com		E-Mail#	abcd123@g	jmail.com		
Commencement of Commercial Production		Month (mm)	03 💌	Year(yyyy)	1985	
Commodities Traded (e.g. Cotton, Sugar etc)						
Nature of trade		Domestic	Export I	Import		
Whether the Unit has Availed the Financial Benefit	s under	Technolog	gy Upgradat	ion Fund Sche	eme	
		Technolog	gy Mission o	n Cotton		
Star Rating by Textile Committe		***	-			
Machinery Installed Production Capacity E	mployee Details	Add	Update	Submit	Print Close	

<u>STEP - 5</u>

Verify the content of the application

t Back	
	0/o Textile Commissioner, Mumbai
	Textile Unit Registration Form
(Notification No. S	.O./86 (E) dated 27.02.2013 of Govt. of India, Ministry of Textiles)
Application ID	GJ0002
Application Submitted On	-
Submmited to	Ahemadabad
Textile Unit Registration No (TURN)	-
TURN Issue date	
Type of the Unit	Composite Ginning & Pressing Unit
SSI/ Non SSI	SSI
Management	Private
Name of the Unit	XYZ GINNING & PRESSING FACTORY
Name of the Chairman/ Director/ Partner/ Propritor	NIRMAL KUMAR
Name of Contact Person	MUKESH DAYAL
Email-ID of Contact Person	abcd123@gmail.com
Mobile no of Contact Person	98xxxxx25
Factory / other Registration No	UNDER FACTORY ACT: AB/123/2008
Factory Address	25, MAHATMA GANDHI INDUSTRIAL ESTATEM.K. ROAD, TALUK:AHMEDABAD District.AHMEDABAD Gujarat PIN: 635869 Tel: 079-526895 FAX: 079-526895 Email: abcd123@gmail.com
Regional Office Address	25, MAHATMA GANDHI INDUSTRIAL ESTATEM.K. ROAD, TALUK:AHMEDABAD District:AHMEDABAD Gujarat PIN: 635869 Tel: 079-526895 FAX: 079-526895 Email: abcd123@gmail.com

	Email: abcd123@gmail.com
Month & Year of Commencement/ Establishement	March , 1985
Details of Machinery Installed	-
Machinery Particular	Indigenous Imported Total
Single Roller Gin	5 5 10
Double Roller Gin	5 5 10
Saw Gin	10 10 20
Automatic Bale Press	1 0 1
Annual Production Capacity (fig. in MT)	
Ginning	1500
Pressing	1500
No. of Employees	
Others	20
Regular	30
Contract	20
Total	70
Whether the unit has availed the financial b	enefits under
Tecnology Upgradation Fund Scheme(TUFS)	Yes
Technology Mission on Cotton(TMC)	No
Star rating	
Star rating by the Textile Commitee	***
	Declaration
I/We hereby declare that the information furnis	shed above is true and correct to the best of my/our knowledge and belief.
Date:	-
Place:	Authorised Signatory
	-
	Designation with Company Seal

<u>STEP - 6</u>

If the application is in order, Click "submit" button. Fill the Declaration form and click "Submit Registration Form" button.

	O/o Textile	Commissi	oner,Mumbai	
TUIS Ver. 1.0	Tex	ctile Unit Re	gistration Master Form N	VIC
		Declaration		
I /We hereby declare that the information	n furnished above	e is true and c	orrect to the best of my/our knowledge and belief.	
Name of Authorised Sig	natory MUKESH	DAYAL		
Deri	motion MANAGED	1		
Desį		4		
Regional	Office Ahemad	dabad		
	Submit Re	egistration Form	n Cancel	
# Optional Note: do not use ' single quote .	or Replace ' (singl	le quote) with		
Application Id	GJ0002	Type of Unit	Composite Ginning & Pressing Unit	
Name of the Factory/Trading Company (without $M(S)$	XYZ GINNING & F	RESSING FAC	TORY	
Name of Chairman/Director/Partner/ Propritor	NIRMAL KUMAR			
Name of Contact person	MUKESH DAYAL			
E-mail of Contact Person#	abcd123@gmail.	com	Mobile No.(10 digit) 98xxxxx25	
Registration Number	UNDER FACTOR	Y ACT: AB/123	2008	
Type of Management	Private	•		
SSI /Non SSI	SSI			
Factory Address (do not repeat uni	t name)		Registered Office 🗆 Same as Factory Address	
25, MAHATMA GANDHI INDUSTRIAL ESTATE		25, MAHATMA	GANDHI INDUSTRIAL ESTATE	
M.K. ROAD, TALUK:AHMEDABAD		M.K. ROAD, T	ALUK:AHMEDABAD	
State Gujarat		State	Gujarat	
District AHMEDABAD 💽		District	AHMEDABAD	
Pincode 635869		Pincode	635869	
Telephone# 079-526895 Fax # 079-5268	95	Telephone#	079-526895 Fax # 079-526895	
E-Mail # abcd123@gmail.com		E-Mail#	abcd123@gmail.com	
Commencement of Commercial Production		Month (mm)	03 Year(yyyy) 1985	
Commodities Traded (e.g. Cotton, Sugar etc)		2		
· · ·				

<u>STEP - 7</u>

Print the Registration form and submit signed copy to the concerned Regional Office.

	O/o Textile	e Commissio	oner,Mum	ıbai	
TUIS Ver. 1.0	Te	xtile Unit Reg	gistration I	Master Fo	rm NI
Pleas # Optional Note : do not use ' single quote . o	Applicati se print the Regis Ahem or Replace ' (sinț	on Submitted S stration form an ladabad Region OK gle quote) with	uccessfully ad submit sig al office	gned copy t	0
Application Id	GJ0002	Type of Unit		Composite	Ginning & Pressing Unit
Name of the Factory/Trading Company (without $M(\mathbb{S})$	XYZ GINNING &	PRESSING FAC	TORY		
Name of Chairman/Director/Partner/ Propritor	NIRMAL KUMAR				
Name of Contact person	MUKESH DAYAL	-			
E-mail of Contact Person#	abcd123@gmai	l.com		Mobile No	o.(10 digit) 98xxxxx25
Registration Number	UNDER FACTOR	RY ACT: AB/123/	2008		
Type of Management	Private	-			
SSI /Non SSI	SSI	-			
Factory Address (do not repeat unit	name)	-	Register	red Office	Same as Factory Address
25, MAHATMA GANDHI INDUSTRIAL ESTATE		25, MAHATMA	GANDHI IND	OUSTRIAL E	STATE
M.K. ROAD, TALUK:AHMEDABAD		M.K. ROAD, TA	ALUK:AHMED	DABAD	
State Gujarat 👤		State	Gujarat		
District AHMEDABAD -		District	AHMEDABA	AD 💌]
Pincode 635869		Pincode	635869		
Telephone# 079-526895 Fax # 079-52689	95	Telephone#	079-526895	5	Fax # 079-526895
E-Mail # abcd123@gmail.com		E-Mail#	abcd123@g	mail.com	
Commencement of Commercial Production		Month (mm)	03 💌	Year(yyyy)) 1985
Commodities Traded (e.g. Cotton, Sugar etc)					
Nature of trade		Domestic	Export F	Import	
WT. d	C		TT 1.0		1

<u>STATUS</u>

The Units/Cotton Traders can view the Status of their application by clicking the STATUS under the link "Online Registration of Units/ Cotton Traders".

	O/o Textile Co	mmissioner, Mumbai	
TUIS Ver. 1.0		Unit Registration	NIC
Ministry of Textiles, G provisions of the abov required to get thems Commissioner has issu Pressing factories, Cot manufacturing units to the specified format for Regional office of the T	(Textile Unit F ovt. of India had issued noti- e Notification mentioned und selves registered with the O ed the CIRCULAR dated 13 ton Ginning & Pressing fact get themselves registered with Registration. Textile Commissioner will issue	TURN Registration Number) fication No. S.O.786 (E) dated 27.02.2013, an ler Schedule I – Para 4, the concerned units Office of the Textile Commissioner. Accordi 3.06.2013 to All Independent Ginning factories, tories, Cotton Traders, Surgical Cotton or Cot h Regional office of the Textile Commissioner 1 e Registration Number on receipt of the Registra	id as per the x/Traders are ingly, Textile Independent ton Wadding by submitting ation format.
	Open already fi	illed Registration form	
	· ipplication it	00002	
	Unit/ Trader Name (First Three characters only)	XYZ	
	Unit/ Trader Name (First Three characters only) Open	Print Status	