

**GUIDELINES FOR FILING OF FORMATS FOR REGISTRATION OF UNITS/ COTTON TRADERS
THROUGH ONLINE SYSTEM**

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. **7th 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

STATUS

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.”

STEP - 1

- Click For “New Registration Form”.

O/o Textile Commissioner, Mumbai		
TUIS Ver. 1.0	Unit Registration	NIC

TURN
(Textile Unit Registration Number)

Ministry of Textiles, Govt. of India had issued notification No. S.O.786 (E) dated 27.02.2013, and as per the provisions of the above Notification mentioned under Schedule I – Para 4, the concerned units/Traders are required to get themselves registered with the Office of the Textile Commissioner. Accordingly, Textile Commissioner has issued the CIRCULAR dated 13.06.2013 to All Independent Ginning factories, Independent Pressing factories, Cotton Ginning & Pressing factories, Cotton Traders, Surgical Cotton or Cotton Wadding manufacturing units to get themselves registered with Regional office of the Textile Commissioner by submitting the specified format for Registration.

Regional office of the Textile Commissioner will issue Registration Number on receipt of the Registration format.

New Registration Form

Open already filled Registration form

Application Id

Unit/ Trader Name

(First Three characters only)

Open

Print

Status

For Queries: Contact Concerned Regional Office

STEP - 2

- 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		Textile Unit Registration Master Form	
# Optional		NIC	
Note: do not use ' single quote . or Replace ' (single quote) with `			
Application Id	Type of Unit	Composite Ginning & Pressing Unit	
Name of the Factory/Trading Company (without M/S)	XYZ GINNING & PRESSING FACTORY		
Name of Chairman/Director/Partner/ Proprietor	NIRMAL KUMAR		
Name of Contact person	MUKESH DAYAL		
E-mail of Contact Person#	abcd123@gmail.com	Mobile No.(10 digit)	98xxxxxx25
Registration Number	UNDER FACTORY ACT: AB/123/2008		
Type of Management	Private		
SSI /Non SSI	SSI		
Factory Address (do not repeat unit name)		Registered Office <input checked="" type="checkbox"/> Same as Factory Address	
25, MAHATMA GANDHI INDUSTRIAL ESTATE		25, MAHATMA GANDHI INDUSTRIAL ESTATE	
M.K. ROAD, TALUK:AHMEDABAD		M.K. ROAD, TALUK:AHMEDABAD	
State	Gujarat	State	Gujarat
District	AHMEDABAD	District	AHMEDABAD
Pincode	635869	Pincode	635869
Telephone#	079-526895	Fax #	079-526895
E-Mail #	abcd123@gmail.com	E-Mail#	abcd123@gmail.com
Commencement of Commercial Production		Month (mm)	03
Commodities Traded (e.g. Cotton, Sugar etc)		Year(yyyy)	1985
Nature of trade		<input type="checkbox"/> Domestic <input type="checkbox"/> Export <input type="checkbox"/> Import	
Whether the Unit has Availed the Financial Benefits under		<input checked="" type="checkbox"/> Technology Upgradation Fund Scheme	
		<input type="checkbox"/> Technology Mission on Cotton	
Star Rating by Textile Committe		***	
Machinery Installed	Production Capacity	Employee Details	<input type="button" value="Add"/> <input type="button" value="Update"/> <input type="button" value="Submit"/> <input type="button" value="Print"/> <input type="button" value="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 Textile Commissioner, Mumbai			
TUIS Ver. 1.0		Textile Unit Registration Master Form	
		NIC	
Application created. Application id :GJ0002 Now add other Relevant information like employee details etc <input type="button" value="OK"/>			
# Optional Note: do not use ' single quote . or Replace ' (single quote) with `			
Application Id	GJ0002	Type of Unit	Composite Ginning & Pressing Unit
Name of the Factory/Trading Company (without M/S)	XYZ GINNING & PRESSING FACTORY		
Name of Chairman/Director/Partner/ Proprietor	NIRMAL KUMAR		
Name of Contact person	MUKESH DAYAL		
E-mail of Contact Person#	abcd123@gmail.com	Mobile No.(10 digit)	98xxxxxx25
Registration Number	UNDER FACTORY ACT: AB/123/2008		
Type of Management	Private		
SSI /Non SSI	SSI		
Factory Address (do not repeat unit name)		Registered Office <input checked="" type="checkbox"/> Same as Factory Address	
25, MAHATMA GANDHI INDUSTRIAL ESTATE		25, MAHATMA GANDHI INDUSTRIAL ESTATE	
M.K. ROAD, TALUK:AHMEDABAD		M.K. ROAD, TALUK:AHMEDABAD	
State	Gujarat	State	Gujarat
District	AHMEDABAD	District	AHMEDABAD
Pincode	635869	Pincode	635869
Telephone#	079-526895	Fax #	079-526895
E-Mail #	abcd123@gmail.com	E-Mail#	abcd123@gmail.com
Commencement of Commercial Production		Month (mm)	03
Commodities Traded (e.g. Cotton, Sugar etc)		Year(yyyy)	1985
Nature of trade		<input type="checkbox"/> Domestic <input type="checkbox"/> Export <input type="checkbox"/> Import	
Whether the Unit has Availed the Financial Benefits under		<input checked="" type="checkbox"/> Technology Upgradation Fund Scheme	

STEP - 3

- 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 Commissioner, Mumbai			
TUIS Ver. 1.0		Textile Unit Registration Master Form	
# Optional		NIC	
Application Id	GJ0002	Type of Unit	Composite Ginning & Pressing Unit
Name of the Factory/Trading Company (without M/S)	XYZ GINNING & PRESSING FACTORY		
Name of Chairman/Director/Partner/ Proprietor	NIRMAL KUMAR		
Name of Contact person	MUKESH DAYAL		
E-mail of Contact Person#	abcd123@gmail.com	Mobile No.(10 digit)	98xxxxxx25
Registration Number	UNDER FACTORY ACT: AB/123/2008		
Type of Management	Private		
SSI /Non SSI	SSI		
Factory Address (do not repeat unit name)		Registered Office <input checked="" type="checkbox"/> Same as Factory Address	
25, MAHATMA GANDHI INDUSTRIAL ESTATE		25, MAHATMA GANDHI INDUSTRIAL ESTATE	
M.K. ROAD, TALUK:AHMEDABAD		M.K. ROAD, TALUK:AHMEDABAD	
State	Gujarat	State	Gujarat
District	AHMEDABAD	District	AHMEDABAD
Pincode	635869	Pincode	635869
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	<input type="checkbox"/> Domestic <input type="checkbox"/> Export <input type="checkbox"/> Import		
Whether the Unit has Availed the Financial Benefits under	<input checked="" type="checkbox"/> Technology Upgradation Fund Scheme <input type="checkbox"/> Technology Mission on Cotton		
Star Rating by Textile Committee	***		
<div> Machinery Installed Production Capacity Employee Details Add Update Submit Print Close </div>			

➤ 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 Installed	NIC
Application Id:	GJ0002	XYZ GINNING & PRESSING FACTORY	
Machinery Installed			
Name of the Machine	Single Roller Gin		
No. of Indigenous Machines	5		
No. of Imported Machines	5		
<input type="button" value="Add"/> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/> <input type="button" value="Close"/>			

- ❖ After entering the details click “Add” button.

TUIS Ver. 1.0		Details of Machinery Installed	NIC
Application Id:	GJ0002	XYZ GINNING & PRESSING FACTORY	
Machinery Installed	Single Roller Gin Indigenous: 5 Imported: 5		
Name of the Machine	Single Roller Gin		
No. of Indigenous Machines	5		
No. of Imported Machines	5		
<div style="background-color: #add8e6; text-align: center; padding: 5px;"> Added successfully <input type="button" value="OK"/> </div>			
<input type="button" value="Add"/> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/> <input type="button" value="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 Textile Commissioner,Mumbai			
TUIS Ver. 1.0		Details of Machinery Installed	NIC
Application Id:	GJ0002	XYZ GINNING & PRESSING FACTORY	
Machinery Installed	Single Roller Gin Indigenous: 5 Imported: 5 Double Roller Gin Indigenous: 5 Imported: 5 Saw Gin Indigenous: 10 Imported: 10 Automatic Bale Press Indigenous: 1 Imported: 0		
Name of the Machine	Automatic Bale Press		
No. of Indigenous Machines	1		
No. of Imported Machines	0		
<input type="button" value="Add"/> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/> <input type="button" value="Close"/>			

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

O/o Textile Commissioner,Mumbai

TUIS Ver. 1.0 Annual Production Capacity NIC

Application Id: GJ0002 XYZ GINNING & PRESSING FACTORY

Annual Production Capacity

Type: Select (dropdown menu open with options: Select, Ginning, Pressing)

Quantity in Metric Ton/Year: MT

Buttons: Add, Update, Delete, Clear, Close

- ❖ Enter annual capacity in Metric Tons then click “Add” button.

O/o Textile Commissioner,Mumbai

TUIS Ver. 1.0 Annual Production Capacity NIC

Application Id: GJ0002 XYZ GINNING & PRESSING FACTORY

Annual Production Capacity: GinningQuantity/Year: 1500

Type: Ginning

Quantity in Metric Ton/Year: 1500 MT

Added successfully

Buttons: 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 “Production Capacity”, click “Close” button then Unit Registration Master Form will appear.

O/o Textile 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

Type: Pressing

Quantity in Metric Ton/Year: 1500 MT

Buttons: Add, Update, Delete, Clear, Close

➤ Click “Employee Details”

- ❖ Select the type of employee (Regular, Contract and Others)

O/o Textile Commissioner, Mumbai

TUIS Ver. 1.0 **Employee Details** NIC

Application Id: GJ0002 XYZ GINNING & PRESSING FACTORY

Employees

Type of Employee **Select** (dropdown menu open showing: Select, Contract, Others, Regular)

Male Employees

Female Employees

Add Update Delete Clear Close

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

O/o Textile Commissioner, Mumbai

TUIS Ver. 1.0 **Employee Details** NIC

Application Id: GJ0002 XYZ GINNING & PRESSING FACTORY

Employees

Type of Employee **Contract**

Male Employees 10

Female Employees 10

Added successfully

OK

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.

O/o Textile Commissioner, Mumbai

TUIS Ver. 1.0 **Employee Details** NIC

Application Id: GJ0002 XYZ GINNING & PRESSING FACTORY

Employees

Type of Employee **Regular**

Male Employees 15

Female Employees 15

Add Update Delete Clear Close

STEP - 4

Click "Print" button to print the application.

O/o Textile Commissioner, Mumbai			
TUIS Ver. 1.0		Textile Unit Registration Master Form	
# Optional		NIC	
Note: do not use ' single quote . or Replace ' (single quote) with `			
Application Id	GJ0002	Type of Unit	Composite Ginning & Pressing Unit
Name of the Factory/Trading Company (without M/S)	XYZ GINNING & PRESSING FACTORY		
Name of Chairman/Director/Partner/ Proprietor	NIRMAL KUMAR		
Name of Contact person	MUKESH DAYAL		
E-mail of Contact Person#	abcd123@gmail.com	Mobile No.(10 digit)	98xxxxxx25
Registration Number	UNDER FACTORY ACT: AB/123/2008		
Type of Management	Private		
SSI /Non SSI	SSI		
Factory Address (do not repeat unit name)		Registered Office <input type="checkbox"/> Same as Factory Address	
25, MAHATMA GANDHI INDUSTRIAL ESTATE		25, MAHATMA GANDHI INDUSTRIAL ESTATE	
M.K. ROAD, TALUK:AHMEDABAD		M.K. ROAD, TALUK:AHMEDABAD	
State	Gujarat	State	Gujarat
District	AHMEDABAD	District	AHMEDABAD
Pincode	635869	Pincode	635869
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	<input type="checkbox"/> Domestic <input type="checkbox"/> Export <input type="checkbox"/> Import		
Whether the Unit has Availed the Financial Benefits under	<input checked="" type="checkbox"/> Technology Upgradation Fund Scheme		
	<input type="checkbox"/> Technology Mission on Cotton		
Star Rating by Textile Committe	***		
Machinery Installed	Production Capacity	Employee Details	<input type="button" value="Add"/> <input type="button" value="Update"/> <input type="button" value="Submit"/> <input type="button" value="Print"/> <input type="button" value="Close"/>

STEP - 5

Verify the content of the application

Print	Back
O/o Textile Commissioner, Mumbai Textile Unit Registration Form (Notification No. S.O.786 (E) dated 27.02.2013 of Govt. of India, Ministry of Textiles)	
Application ID	GJ0002
Application Submitted On	-
Submitted 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/ Proprietor	NIRMAL KUMAR
Name of Contact Person	MUKESH DAYAL
Email-ID of Contact Person	abcd123@gmail.com
Mobile no of Contact Person	98xxxxxx25
Factory / other Registration No	UNDER FACTORY ACT: AB/123/2008
Factory Address	25, MAHATMA GANDHI INDUSTRIAL ESTATE M.K. ROAD, TALUK: AHMEDABAD District: AHMEDABAD Gujarat PIN: 385869 Tel: 079-526895 FAX: 079-526895 Email: abcd123@gmail.com
Regional Office Address	25, MAHATMA GANDHI INDUSTRIAL ESTATE M.K. ROAD, TALUK: AHMEDABAD District: AHMEDABAD Gujarat PIN: 385869 Tel: 079-526895 FAX: 079-526895 Email: abcd123@gmail.com

	Email: abcd123@gmail.com		
Month & Year of Commencement/ Establishment	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 benefits under			
Tecnology Upgradation Fund Scheme(TUFS)	Yes		
Technology Mission on Cotton(TMC)	No		
Star rating			
Star rating by the Textile Committee	***		
Declaration			
I/We hereby declare that the information furnished above is true and correct to the best of my/our knowledge and belief.			
Date:	-		
Place:	Authorised Signatory		
	-		
	Designation with Company Seal		

STEP - 6

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

O/o Textile Commissioner, Mumbai			
TUIS Ver. 1.0		Textile Unit Registration Master Form	
		NIC	
Declaration			
I /We hereby declare that the information furnished above is true and correct to the best of my/our knowledge and belief.			
Name of Authorised Signatory		MUKESH DAYAL	
Designation		MANAGER	
Regional Office		Ahmedabad	
		<input type="button" value="Submit Registration Form"/> <input type="button" value="Cancel"/>	
# Optional Note: do not use ' single quote . or Replace ' (single quote) with `			
Application Id	GJ0002	Type of Unit	Composite Ginning & Pressing Unit
Name of the Factory/Trading Company (without M/S)	XYZ GINNING & PRESSING FACTORY		
Name of Chairman/Director/Partner/ Proprietor	NIRMAL KUMAR		
Name of Contact person	MUKESH DAYAL		
E-mail of Contact Person#	abcd123@gmail.com	Mobile No.(10 digit)	98xxxxxx25
Registration Number	UNDER FACTORY ACT: AB/123/2008		
Type of Management	Private		
SSI /Non SSI	SSI		
Factory Address (do not repeat unit name)		Registered Office <input type="checkbox"/> Same as Factory Address	
25, MAHATMA GANDHI INDUSTRIAL ESTATE		25, MAHATMA GANDHI INDUSTRIAL ESTATE	
M.K. ROAD, TALUK:AHMEDABAD		M.K. ROAD, TALUK:AHMEDABAD	
State	Gujarat	State	Gujarat
District	AHMEDABAD	District	AHMEDABAD
Pincode	635869	Pincode	635869
Telephone#	079-526895	Fax #	079-526895
E-Mail #	abcd123@gmail.com	E-Mail#	abcd123@gmail.com
Commencement of Commercial Production		Month (mm)	03
Commodities Traded (e.g. Cotton, Sugar etc)		Year(yyyy)	1985

STEP - 7

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

O/o Textile Commissioner, Mumbai			
TUIS Ver. 1.0		Textile Unit Registration Master Form	
		NIC	
<p>Application Submitted Successfully</p> <p>Please print the Registration form and submit signed copy to Ahmedabad Regional office</p> <p>OK</p>			
<p># Optional Note: do not use ' single quote . or Replace ' (single quote) with `</p>			
Application Id	GJ0002	Type of Unit	Composite Ginning & Pressing Unit
Name of the Factory/Trading Company (without MS)	XYZ GINNING & PRESSING FACTORY		
Name of Chairman/Director/Partner/ Proprietor	NIRMAL KUMAR		
Name of Contact person	MUKESH DAYAL		
E-mail of Contact Person#	abcd123@gmail.com	Mobile No.(10 digit)	98xxxxx25
Registration Number	UNDER FACTORY ACT: AB/123/2008		
Type of Management	Private		
SSI /Non SSI	SSI		
Factory Address (do not repeat unit name)		Registered Office <input type="checkbox"/> Same as Factory Address	
25, MAHATMA GANDHI INDUSTRIAL ESTATE		25, MAHATMA GANDHI INDUSTRIAL ESTATE	
M.K. ROAD, TALUK:AHMEDABAD		M.K. ROAD, TALUK:AHMEDABAD	
State	Gujarat	State	Gujarat
District	AHMEDABAD	District	AHMEDABAD
Pincode	635869	Pincode	635869
Telephone#	079-526895	Fax #	079-526895
E-Mail #	abcd123@gmail.com	E-Mail#	abcd123@gmail.com
Commencement of Commercial Production		Month (mm)	03
Commodities Traded (e.g. Cotton, Sugar etc)		Year(yyyy)	1985
Nature of trade		<input type="checkbox"/> Domestic <input type="checkbox"/> Export <input type="checkbox"/> Import	

STATUS

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 Commissioner, Mumbai		
TUIS Ver. 1.0	Unit Registration	NIC
<p><u>TURN</u> (Textile Unit Registration Number)</p> <p>Ministry of Textiles, Govt. of India had issued notification No. S.O.786 (E) dated 27.02.2013, and as per the provisions of the above Notification mentioned under Schedule I – Para 4, the concerned units/Traders are required to get themselves registered with the Office of the Textile Commissioner. Accordingly, Textile Commissioner has issued the CIRCULAR dated 13.06.2013 to All Independent Ginning factories, Independent Pressing factories, Cotton Ginning & Pressing factories, Cotton Traders, Surgical Cotton or Cotton Wadding manufacturing units to get themselves registered with Regional office of the Textile Commissioner by submitting the specified format for Registration.</p> <p>Regional office of the Textile Commissioner will issue Registration Number on receipt of the Registration format.</p>		
<div style="border: 1px solid #ccc; width: 80%; margin: 0 auto; padding: 10px;"> <div style="text-align: center; margin-bottom: 10px;"> <div style="background-color: #007bff; color: white; padding: 5px 10px; display: inline-block;">New Registration Form</div> </div> <p style="text-align: center; margin: 0;">Open already filled Registration form</p> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Application Id <input style="width: 80%;" type="text" value="GJ0002"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Unit/ Trader Name (First Three characters only) <input style="width: 80%;" type="text" value="XYZ"/> </div> <div style="display: flex; justify-content: center; gap: 10px; margin-bottom: 10px;"> Open Print Status </div> <p style="text-align: center; margin: 0;">For Queries: Contact Concerned Regional Office</p> </div>		