BUSINESS REGISTRATION GUIDELINES

How to apply for business registration?
APPLY FOR NEW BRN
Step 1:

1. Go to Business registration website www.br.raj.nic.in
2. Select “Apply BRN” under “Registration” menu.
3. (as shown in picture)
Step 2:

1. When you click on “New BRN” a new form will open. (as shown in picture)
2. A message box will show.
3. Click on “Yes” button if you want to search your BRN (in case you have applied for BRN before.)
4. Else click on “No” button or close the Message Box by clicking on top-right “close” button.
Step 3(A):

1. Select “District” from list.
2. Select ‘Area Type’ (Rural or Urban).
3. Select ‘Tehsil’ from list.
4. If you have selected area type ‘Rural’ then select ‘Village’ from list.

(as shown in picture)
Step 3(B):

1. Select “District” from list.
2. Select ‘Area Type’ (Rural or Urban).
3. Select ‘Tehsil’ from list.
4. If you have selected area type ‘Urban’ then select ‘Town’ from list.
5. Enter ‘Ward No.’ (4 digit ex. 0012). (as shown in picture).
Step 4(a):

1. Select ‘ID Proof Type’ from list.
2. If you select ‘Aadhar Card’ then enter 12 digit Aadhar Card No. and Click on ‘Verify’ button.
3. You will receive ‘6 digit’ OTP on your registered mobile no.
4. Enter received OTP and click on ‘Submit’ button.

(as shown in picture.)
Step 4(b):

1. Select ‘ID Proof Type’ from list.
2. If you select ‘Bhamashah Card’ then enter Bhamashah Card No. and Click on ‘Verify’ button.
3. A family detail list will show. Select a member from the list.
4. Then click on ‘Continue’ button.
5. After clicking on ‘Continue’ button you won’t be able to change ‘Identification Particulars’ (as shown in picture.)
Step 4(c):

1. Select ‘ID Proof Type’ from list.
2. If you select ‘ID Proof’ then select ‘ID Proof Name’ from list.
3. Then enter ‘Selected ID Proof’s No.’
4. Choose ID Proof’s scan copy.
5. Then click on ‘Continue’ button.
6. After clicking on ‘Continue’ button you won’t be able to change ‘Identification Particulars’ (as shown in picture.)
Step 5:

1. In case of ‘Aadhar Card’ and ‘Bhamashah Card’ Applicant Details will be filled automatically.
2. If you select other ‘ID Proof’ then you have to fill ‘Applicant Details’.
3. Then choose Applicant’s Signature.
Step 6:

1. Enter Name & Address of business place of Enterprises/Firms. (From pt. 2.1 to 2.9)

2. Enter Name & Address of main business place/Head Office of Enterprises/Firms (In case more than 1 offices). (From pt. 3.1 to 3.9)

3. Select Major Activity from list.

4. Then enter Year of Starting Operation. If it is not started yet then tick mark ‘Not Started’.

5. Choose ‘Yes’ if you maintain annual accounts else choose ‘No’.
6. Select ownership from list.

7. Enter total expected/working number of persons including owner (if working owner).

8. Select applicable Registration Act.

9. Then enter Registration no. and select Registration Year and valid Up to Year from list if you have registration no. else leave blank.

10. Enter remarks (if any).

11. Tick mark ‘Declaration’.

12. After filling all details click on ‘Submit’ button.
Step 7:

1. After submitting application successfully take the print of application (as shown in picture).

2. You will get BRN no.( or Reference No. in case of Other ID Proof) through applicant Mobile no. and Email ID.
UPDATE BRN
Step 1:

1. Go to Business registration website www.br.raj.nic.in
2. Select “Update BRN” under “Registration” menu.
3. (as shown in picture)
Step 2:

1. Choose BRN or Ref No.
2. Enter BRN No. or Reference No.
3. Then click ‘Show’ button.
Step 3:

1. If you have BRN No. then you can only add/change Act Registration no.

2. If you have only reference no. then you can change all details.

3. After changing details click ‘Update’ button.
Step 4:

1. After successfully updating BR Details take print of application.

(as shown in picture)
THANK YOU!