



User Manual for "Firms: Form 18(Firm Constitution)

This User Manual IS intended for already registered members who would like to apply for Firm Constitution (Form 18)

Please go the website ICAI.org. Once there, please click on the Service Portal Link on the top right corner of the screen.

The Institute of Chartered Accountants of India
(Setup by an Act of Parliament)

Search:

Follow us: [Twitter](#) [Facebook](#) [LinkedIn](#) [YouTube](#)

Home **Self Service Portal (SSP)** e-Services | e-Sahaayataa | Digital Learning Hub | CDS | Contact Us

Overview Departments Members Students Industry Resources Showcase Other Imp. Links FAQs

ICAI TV
GPE EVENTS
WEBCASTS AND WEBINARS

What would you like to do?

- View the Events Calendar
- Look up Events in my location
- Sign up for an Event
- View Archived Webcasts & Webinars
- Report on an Event
- Photo Gallery

Students
ICAI designed courses prepare...

Members
ICAI provides a powerful forum...

Employers
ICAI enables you to hire bright...

Resources
ICAI aspires to cater to your...

Events
ICAI offices and branches...

President's Message - July 2019

Let me wish a very happy *Chartered Accountants' Day* to all of you! Being the world's second largest accountancy body today, we are all ready to celebrate our Platinum Jubilee CA Day completing the 70-year long fulfilling journey of excellence.....
CA. Prafulla P. Chhajed
President, ICAI

Most Important

- Beneficial Schemes for the Members of ICAI - Committee for Capacity Building of Members in Practice, ICAI
- Board of Studies, ICAI launches Live Virtual Classes for CA Intermediate and Final Students
- Unique Document Identification Number (UDIN)
- Arrangements by Direct Taxes Committee of ICAI for Direct Tax Online Subscription
- Operation Clean Money - Take a Pledge!

The following Login Page will open <https://eservices.icai.org/>

The Institute of Chartered Accountants of India
(Setup by An Act of Parliament)

SIGN IN

UserId
<MRN/SRN>@icai.org

Password
Please Enter Password

[Forgot Password?](#) **LOGIN**

[Student Enrolling for CA Course](#) [Click Here](#)
[If you don't have ICAI login](#) [Click Here](#)



The Institute of Chartered Accountants of India

(Setup by an Act of Parliament)

ICAI Bhawan, Indraprastha Marg, New Delhi - 110002

The Member (For Partnership Firm > Head In-charge) need to login for applying for Firm Constitution (Form-18). The Member applicant after successful login into the portal with their user id and password, below screen appears, click here to access Member SSP Portal as Highlighted below

cdn3.digialm.com/SelfServices/home?urn=38602387

ION | Self Service Privacy Notice Consent Dashboard (GMT+05:30)

ICAI Member Landing Page

The Institute of Chartered Accountants of India

(Setup by an Act of Parliament)

Members

Self Service Portal (SSP)

Digital Learning Portal

Click [here](#) to access the Member SSP Portal

- Digital Learning Platform - Dedicated and Enhance Professional Learning Experience - Click Here New!

Following Screen will appear, Click on My Firms as Highlighted below

Self Services Portal

cdn3.digialm.com/EForms/loginAction.do?subAction=DisplayListFormProfile&userid=NRO0151573@icai.org&orgId=1666&formId=56767&checksum=...

Welcome JYOTI
Member (MRN : 554519)

Home Contact Us Logout

The Institute of Chartered Accountants of India

(Setup by an Act of Parliament)

Membership Status : **Active**

Membership Type : **ACP**

COP Status : **Active (Full Time)**

Last Membership Fees Paid : **2019-20**

Region : **North**

This Portal facilitates the members, firms and Student activities of ICAI.

My Trainees

My Membership

My Firm



The Institute of Chartered Accountants of India

(Setup by an Act of Parliament)

ICAI Bhawan, Indraprastha Marg, New Delhi - 110002

Following Screen will appear, Click on Firm New Application Tab as Highlighted below

The screenshot shows the ICAI member portal interface. The top navigation bar includes a welcome message for member JYOTI (MRN: 554519) and links for Home and Contact Us. The left sidebar, titled 'Firm Module', contains several options: Firm Card / Certificate, Firm Document Download, Firm New Application (highlighted with a red box), and Submitted Applications. The main content area displays the ICAI logo and a membership status summary: Active membership, ACP type, Active (Full Time) COP status, and fees paid for 2019-20. A note prompts the user to click on the side menu bar to access various forms. Below this, a table lists membership details.

Membership Id	First Name	Gender
554519	Jyoti	FEMALE

Following Screen will appear, Click on Firm Constitution (Form 18) Tab as Highlighted below

The screenshot shows the 'Firm Module' page with various form icons. The 'Firm Constitution (Form 18)' icon, which features a scale of justice, is highlighted with a red box. Other visible forms include Firm Name Approval (Form 117), Change Request Form, Merger Form (Form E), Firm Closure Form, GoodWill Form, and Demerger Form (Form F).

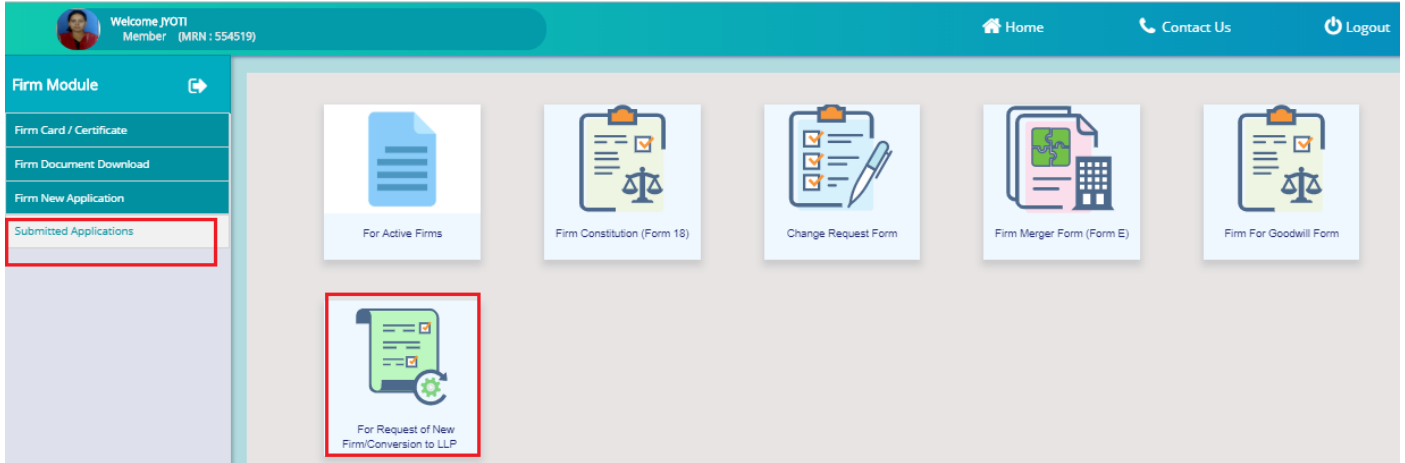
Following Screen will appear to Member, Select the Type of Firm Constitution. Proprietor/Partnership or Sole Practice.

The screenshot shows the 'Firm Details' form. The 'Applicant Details' section at the top includes the ICAI logo and a link to view instructions. The 'Firm Details' section contains a form titled 'Select The Firm Association Type For Constitution *'. It has two radio button options: 'Proprietor/Partnership' (selected) and 'Sole Practice'.



Member (Head in Charge) need to provide temporary Registration no. of firm that the Member has received at the time of submission of form 117. In case same is not available, refer below steps for getting the temporary Registration no. of firm

Click on Submitted Application-> "For Request of New Firm/Conversion to LLP" Tab as highlighted kited below



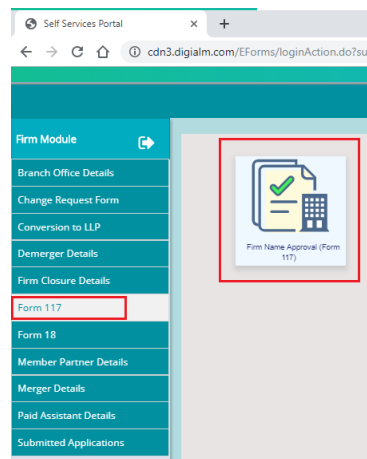
System will display all user applications, click on button below action tab as highlighted below:

For Request of New Firm/Conversion to LLP

Refresh

Action	Application Seq No
	660202070100038
	110417144200055
	100927021500020
	391471
	181028183800021

System will display following screen, Click on Form 117 and then Firm name approval (Form 117)



System will display the following screen, Refer the Firm Registration Number as highlighted below.

Refresh

Action	Approved Firm Name	Firm Registration No	Approver Action Date(dd/MM/yyyy)	Date When Moved ToApprovers Queue(dd/MM/yyyy)	Logged User Id	Mapped Members	Number of Partners	Firm Constitut
	JYOTI KAPIL KOCHAR & CO	FNA212439	20/Aug/2019	20/Aug/2019	554519	554519	1	



The Institute of Chartered Accountants of India

(Setup by an Act of Parliament)

ICAI Bhawan, Indraprastha Marg, New Delhi - 110002

Once, Temporary Firm Registraton Number is Availaible with member. Enter the Details in Form 18

cdn3.digialm.com/EForms/loginAction.do?subAction=DisplayListFormProfile&userid=NRO0151573@icai.org&orgld=1666&formld=56767&check...

Welcome jvoti
Member (MRN : 554519)

Home Contact Us Logout

Firm Module

- Firm Card / Certificate
- Firm Document Download
- Firm New Application**
- Submitted Applications

Firm Name Approval (Form 117)

Firm Constitution (Form 18)

Change Request Form

Merger Form (Form E)

Firm Closure Form

GoodWill Form

Demerger Form (Form F)

System will display the following screen, click on Propriitor/Partnership

cdn3.digialm.com/EForms/loginAction.do?subAction=DisplayListFormProfile&userid=NRO0151573@ic

Applicant Details

The Institute of Chartered Accountants of India
(Setup by an Act of Parliament)

[Click here to view Instructions](#)

Firm Details

Firm Details

Select The Firm Association Type For Constitution*

☒ Proprietor/Partnership ☐ Sole Practice

Once Type of Firm Constitution is selected, System will dispaly following pop-up for confirmation. Click ok to proceed.

cdn3.digialm.com says

Dear user you have selected the Partner/Proprietor as firm association type ,so the other association types are not available for selection now .If you want to proceed with the same kindly click the on ok.



Enter Firm Temporary Registration Nuumber and Click on get Details as highlited below

← → ↺ 🏠 ⓘ cdn3.digialm.com/EForms/loginAction.do?subAction=DisplayListFormProfile&userid=NRO0151573@ica

Applicant Details



The Institute of Chartered Accountants of India
(Setup by an Act of Parliament)

[Click here to view Instructions](#)

Firm Details

Firm Details

Select The Firm Association Type For Constitution *

☒ Proprietor/Partnership

☐ Sole Practice

Temporary Registration No *

FNA212439

[Get Details](#)

System will display Firm Details in Following Screen, Enter Firm Constitution details. Date of Formation, Partnership Deed, partner Profit Sharing.

Firm Details

Select The Firm Association Type For Constitution *

☒ Proprietor/Partnership

☐ Sole Practice

Temporary Registration No *

FNA212439

Type Of Firm *

CA

Firm Association Type *

PROPRIETOR

Number Of Partners *

1

Member/Partner Details

Membership Number	Member Name	Membership Status	COP Status	Date from which certificate of Practise held	Is Head Incharge	Is practising in his individual Name
554519	JYOTI	Active	Active	01/Aug/2019	Yes	No

Firm Constitution Details

Date Of Formation Of Proprietary/Partnership Firm *

dd/mm/yyyy

Whether The Partnership Is Supported By A Deed *

☐ Yes ☐ No

Whether All The Partners Are Sharing The Profits Of The Firm *

☐ Yes ☐ No

Date Of Approval Of Trade/Firm Name Obtained From The Council(Applicable To Cases Where The Firm Was Started On Or After 1.1.1983)

20/08/2019

Approval No. Obtained From The Council

FNA212439



The Institute of Chartered Accountants of India

(Setup by an Act of Parliament)

ICAI Bhawan, Indraprastha Marg, New Delhi - 110002

Enter Details which are applicable (Enter Paid Assistant, Head office address, branch office, Second Office, Partner/Member Engagement Details, Other Details).

Paid Assistant Details

Do You Have Any Paid Assistant *

☐ Yes ☒ No

Address of the Head Office

Address Line 1 *	Address Line 2 *	Address Line 3	Address Line 4
W/O KAPIL KOCHAR	NAGPAL CHOIK	H.NO-183 WARD-7,BHIWAN BASTI	ADDRESS LINE 4
Country *	State/UT *	State/UT Code	City *
INDIA	HARYANA	HR	FATEHABAD
Pincode *	Phone Number *	Email Address *	Mobile Number *
125050	STD Code 9255127482	sanjujyoti1@gmail.com	Country Code 9812189822
Head Office Incharge *	Head Office Incharge Name *		
554519	JYOTI		

Branch office Address

Do You Have Any Branches *

☐ Yes ☒ No

Second office Details

Do You Have Any Second Office *

☐ Yes ☒ No

Partner/Member Engagement Details

Whether The Member Is Partner Or Proprietor Or Paid Assistant With Any Other Firm(S) Or Chartered Accountant In Practise Any Where In India And Whether Any Of Them Is Engaged In A Full Time Or Part Time Occupation Elsewhere. *

☐ Yes ☒ No

Other Details

Firm Pan Card Details	Firm Url Details
FIRM PAN CARD	FIRM URL

Declaration

Mobile Number *	Confirm Mobile Number *	Email Address
9812189822	9812189822	sanjujyoti1@gmail.com

To Change Mobile No,Address,Email,PAN [Click Here](#).

[Generate OTP](#)

Verify the Captcha & OTP as displayed in below screen

Please enter the letters displayed in the image below.
If the image is not clear, click on Get New Image *



*OTP

[Resend OTP](#) [Validate OTP](#)

in 4m 49s

[SUBMIT](#)

Version 13.07.01

Note:

In case of Multiple partners, all partners need to validate OTP. Once all partners verify the OTP, then the Head Incharge have to login and in submitted application.



Once application is OTP Verified and Submitted, Following Screen will appear, System will display the application Status.

Once OTP is verified by all partners, System will generate Form 18 PDF. Head incharge will download the PDF Form 18 as highlighted above.



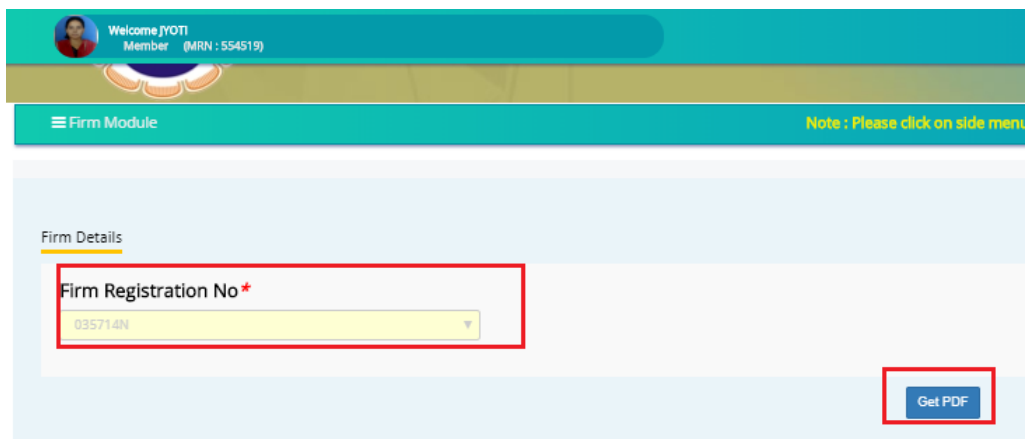
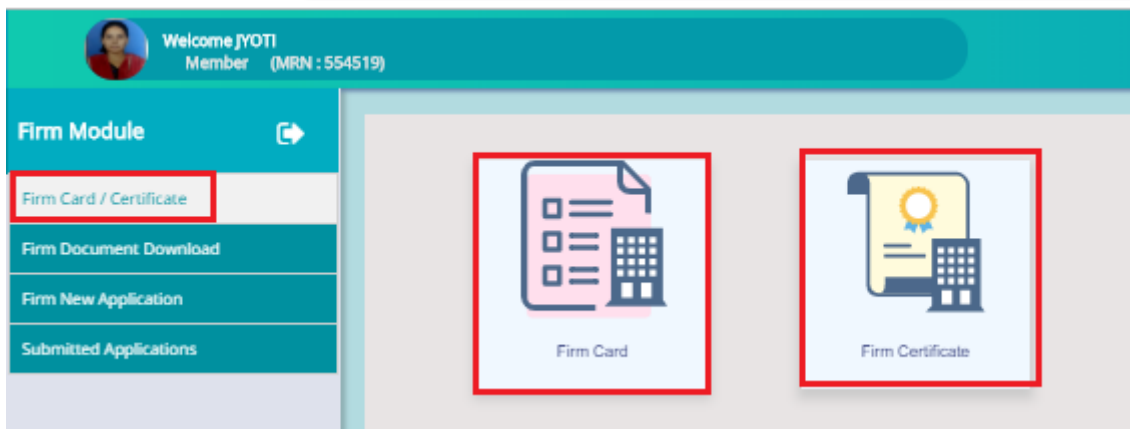
Once PDF (Form 18, OTP verified) has been uploaded by Head Incharge. Application will move to Regional Office for Approval.

ICAI Regional office will review the application and approve the same. Once approved, member will receive confirmation of same.

Head incharge can see the application status by clicking on Submitted Application-> Firm Constitution (Form 18), Action Button.



Once Application is approved, Member can download the Firm Card & Certificate. Click on Firm Card/Certificate-> Firm Card or Firm Certificate.



21/08/2019

ICAI FIRM CARD

PARTICULARS OF FIRM ON DATE FOR SEEKING CONFIRMATION

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA - DELHI

FIRM CARD

Firm Regn. Number	035714N	Please verify, update and send to concerned Regional office of ICAI
Name of the Firm	M/s. JYOTI KAPIL KOCHAR & CO	
Init Constitution	Proprietor	
Date Cleared	20/08/2019	
Date Constituted	20/08/2019	

Head Office and Branch Details:

No.	BRANCH CODE	ADDRESS	OPEN_DATE	CLOSE_DATE	TOTAL INCHARGE	TELEPHONE	FAX	EMAIL/WEBSITE
1		w/o kapil kochar, nagpal chowk, h.no-183 ward- 7, bhiwan basti, FATEHABAD, HARYANA, INDIA, 125050	20/08/2019		1	035714N		

PROPRIETOR/PARTNERS:

MRN	NAME	COP_STATUS	JOIN_DATE	LEFT_DATE	INCHARGE	STATUS	OTHER FIRMS	YR OF DISA QUALF
-----	------	------------	-----------	-----------	----------	--------	-------------	------------------