

Dos and Don'ts and Some Queries:

Dos:

Always note the User Id and Password as displayed on the screen. This will be required for modification as well as printing of the form.

Don'ts:

Always note the password correctly. General mistakes are in 0 (zero) and O ('O' Alphabet).

Try not to use any other browser other than Google Chrome or Internet Explorer.

Queries:

- 1) My Site is not opening? , I am Unable to Login

Answer: Please ensure that the browser is Internet Explorer 10+, preferable use Google Chrome for filling up the form.

- 2) I am unable to modify?

Answer: Please ensure that the pop up blocker is turned off; ensure that the User id and Password has been recorded correctly by you.

- 3) I have not been able to note my user Id and Password.

Answer: Please Note the User Id and Password. However email containing the User Id and password is also sent to the email address provided in the application form.

- 4) I cannot take print after fill up.

Answer: Print can only be taken after final submission at the last step. If you have not taken print out then log in with id and password and complete the application and after final submission you can take print out. You can reprint the application after final submission from print menu at the home page.

- 5) I am not getting Acknowledgement.

Answer: Printout in itself is the acknowledgement.

- 6) Not allowing to apply for having done concurrent audit for 3 years.

Answer: In case of Renewal, please fill only data in which year you have done the audit. Leave the other rows empty, don't put dash or any words in these rows.

- 7) Do not enter single quote, & in any field.