

**User Registration
Instructions
For NFRA 2 e-Form**

NFRA 2 Form Landing Page

Step 1: Enter the URL (www.eformnfra2.nic.in). User will land on “Homepage”, having the pre-requisites for submitting the NFRA 2 Form. Refer **Screenshot 1**.

National Financial Reporting Authority
NFRA-2 eform

Sign In Sign Up

Home Sign In Sign Up Forgot Password User Manual Help

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Prerequisites for NFRA 2 Form

- Limited Liability Partnership Identification Number (LLPIN) or any other registration Number of the firm
- Income Tax PAN of Auditor (for Indian firm)
- Registration number of Auditor with the regulator/agency
- Following are the details of the companies that need to be filled in:
 - Name of Company/Body Corporate
 - CIN / PAN of Company /Body Corporate or FCIN of the company or identity number of body corporate
 - Global Location Number of Company/Body Corporate (if applicable)
 - Details of the Fees received by the Auditor from Company/Body Corporate
 - Currency Conversion rate (if fees received in Foreign Currency)
 - Network Registration Number of the auditor with ICAI
 - Details of the Partners of the auditor
 - Number of employees employed by the auditor
 - Digital Signature Certificate (DSC) of User

Technical Requirements for the Application

Step 1. Download and install Latest version of Java(17 or Above) from internet or Click Here

Step 2. Download the utility for **WINDOWS**Click Here

Step 3. Update Chrome Browser

Step 4. Reboot System

Step 5. Run DSC Signer Utility before starting DSC registration or e-Signing document

Step 6. Insert the DSC token issued in the USB slot of the machine

Step 7. Click on show certificates button, it shows the list of installed DSCs in a tabular form

Step 8. Select the relevant checkbox from the list of DSCs shown in the table

Step 9. Click on Submit.

Screenshot 1

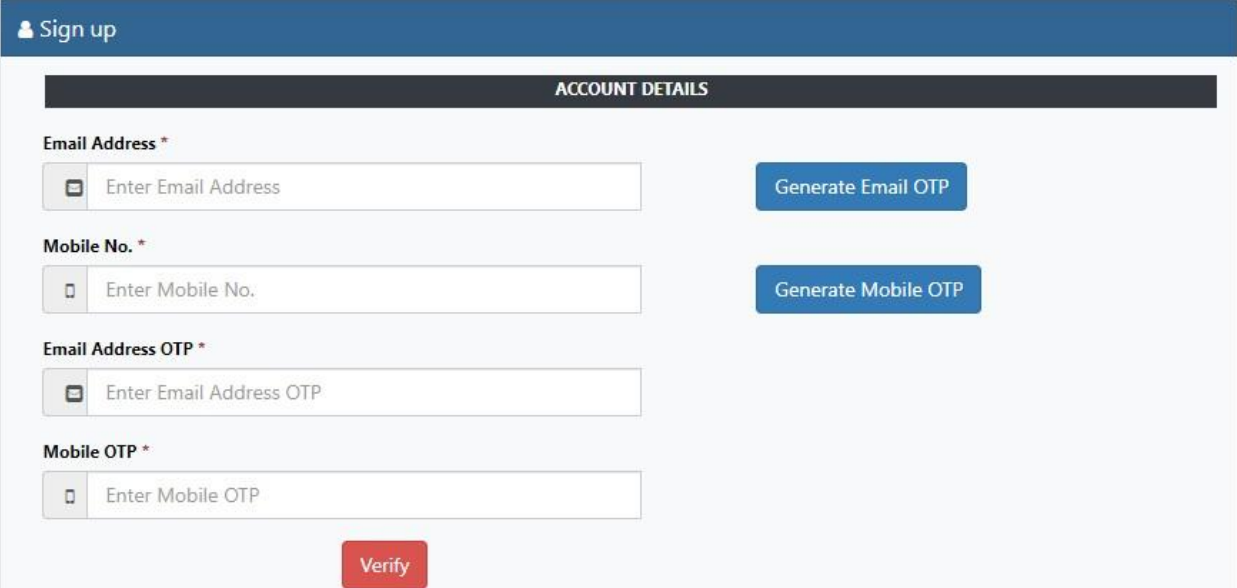
In addition, the Homepage consists of the following options and information for the user:

- **Home:** This option will facilitate the user to return back to the Home-page
- **Sign In:** This option will enable the user to log into the application for submission of form using credentials, created during signup process
- **Sign Up:** In order to proceed with the form submission, user needs to Sign Up on the portal, using this option. Details of which are explained in subsequent sections
- **Forgot Password:** This option will enable the user to create a new password in case the old one is forgotten
- **User Manual:** This option will enable the user to access the user manuals

New User Sign Up

Step 2: Click on Sign Up/New User Registration for registering on the portal. User will land on below screen Refer **Screenshot 2**.

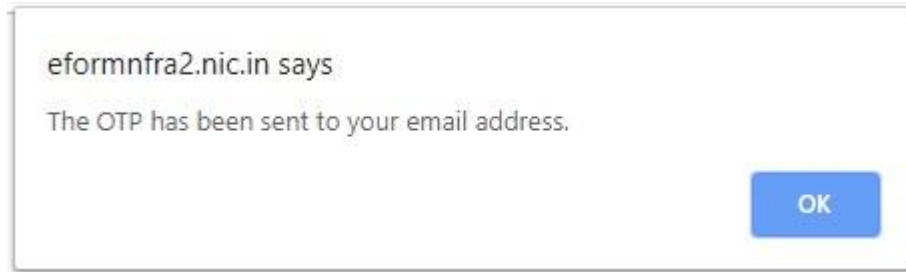
(Note: User needs to enter the official email address and mobile number for receiving OTPs and verifying the same.)



The screenshot displays a web interface for user registration. At the top, a blue header bar contains a user icon and the text "Sign up". Below this, a dark grey bar is labeled "ACCOUNT DETAILS". The main form area is light grey and contains four input fields, each with a small icon on the left and a label above it. The first field is for "Email Address *" with the placeholder "Enter Email Address". To its right is a blue button labeled "Generate Email OTP". The second field is for "Mobile No. *" with the placeholder "Enter Mobile No.". To its right is a blue button labeled "Generate Mobile OTP". The third field is for "Email Address OTP *" with the placeholder "Enter Email Address OTP". The fourth field is for "Mobile OTP *" with the placeholder "Enter Mobile OTP". At the bottom center of the form is a red button labeled "Verify".

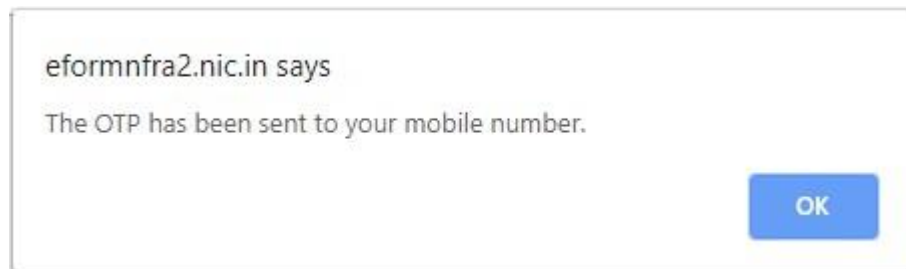
Screenshot 2

Step 3: Enter the official Email Address and click on “Generate Email OTP” for receiving OTP on given email address. User will see the following message. Refer **Screenshot 3**.



Screenshot 3

Step 4: Enter official Mobile Number and click on “Generate Mobile OTP” for receiving OTP on given mobile number. User will view the following message. Refer **Screenshot 4**.



Screenshot 4

Step 5: Post entering OTPs for both Email and Mobile, click on “Verify” button for registering Email Address and Mobile Number. User will view the following message. Refer **Screenshot 5**.



Screenshot 5

Step 6: Once the details are verified user will move to the next page in registration for entering Account Details, Authorized Person Details and Auditor Details. Refer **Screenshot 6**.



NFRA-2 eForm National Financial Reporting Authority

[Home](#) [Sign In](#) [Sign up](#) [Forgot Password](#) [User Manual](#)

New User Registration

ACCOUNT DETAILS

Email * Mobile *

AUTHORIZED PERSON DETAILS

First Name * Middle Name

Last Name Designation

AUDITOR DETAILS

Firm Category *
☒ Individual ☐ Firm ☐ Indian LLP ☐ Foreign LLP ☐ Foreign Individual ☐ Foreign Firm

Firm Registration Number *

Correspondence Address Line 1 * Correspondence Address Line 2

City * Country *

State * District *

PIN/ZIP Code * Password *

Confirm Password *

Security code *


Enter Security Code *

[Register](#)

Password must have at least 8 characters, an uppercase, a lowercase, a number and a special character(!@#\$_.). eg:- Nfra\$2019

Best view in browser Internet explorer version 9.0 and above, Mozilla Firefox version 54.0 above, Chrome version 55.0 above

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System Developed and Maintained by National Informatics Centre-Ministry Of Corporate Affairs

Screenshot 6

Step 7: User will fill in the details for the “Authorized Person”. Refer **Screenshot 7**.

AUTHORIZED PERSON DETAILS

First Name * Middle Name

Last Name Designation

Screenshot 7

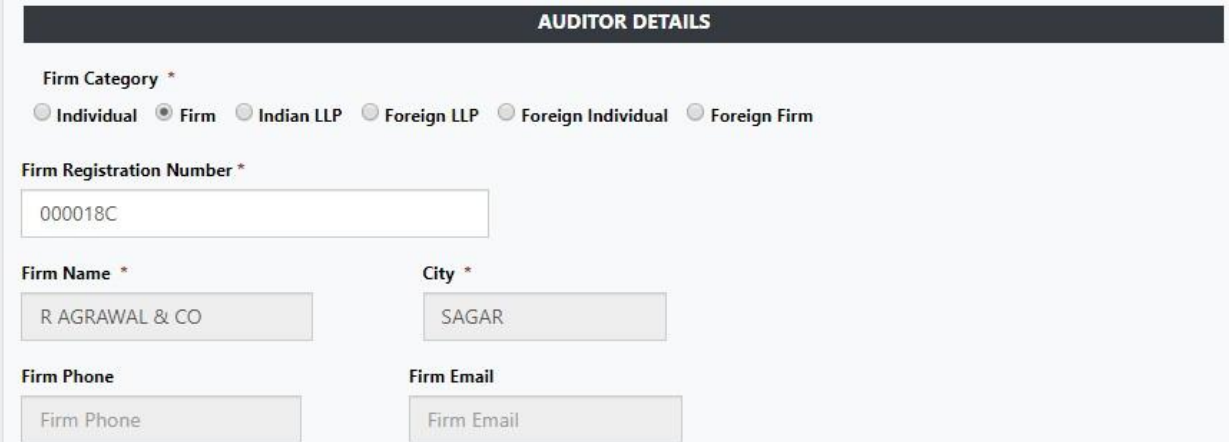
Step 8: In the Auditor Details section, for Firm Category, if user selects

- Individual
- Firm
- Indian LLP

The field for entering “Firm Registration Number” comes up. User will enter the “Firm Registration Number” in the box. Post this clicking on Tab, following details of the Firm will be auto-populated:

- Firm Name
- City
- Firm Phone
- Firm Email

Any details not updated in the database will be left blank. Refer **Screenshot 8**. After this, the user will fill the correspondence address details of the firm.



The screenshot displays a form titled "AUDITOR DETAILS". Under the "Firm Category *" section, there are six radio button options: "Individual", "Firm" (which is selected), "Indian LLP", "Foreign LLP", "Foreign Individual", and "Foreign Firm". Below this, the "Firm Registration Number *" field contains the text "000018C". The "Firm Name *" field contains "R AGRAWAL & CO", and the "City *" field contains "SAGAR". The "Firm Phone" and "Firm Email" fields are currently empty, showing placeholder text "Firm Phone" and "Firm Email" respectively.

Screenshot 8

Step 9: In the Auditor Detail section, if the User is from a foreign country and for Firm Category if user selects “Foreign LLP,” the field for entering “Foreign LLP Number” comes up. Refer **Screenshot 9**. The user will fill in the:

- Foreign LLP Number
- Firm Name
- Correspondence Address

AUDITOR DETAILS

Firm Category *

☐ Individual
 ☐ Firm
 ☐ Indian LLP
 ☒ Foreign LLP
 ☐ Foreign Individual
 ☐ Foreign Firm

Foreign LLP Number *

Firm Name *

Firm Name

Screenshot 9

Step 10: In the Auditor Detail section, if the User is from a foreign country and for Firm Category if user selects “Foreign individual”, the field for entering “Registration Number” comes up. Refer **Screenshot 10**.

The user will fill in the:

- Registration Number
- Firm Name
- Correspondence Address

AUDITOR DETAILS

Firm Category *

☐ Individual
 ☐ Firm
 ☐ Indian LLP
 ☐ Foreign LLP
 ☒ Foreign Individual
 ☐ Foreign Firm

Registration Number *

Firm Name *

Firm Name

Screenshot 10

Step 11: In the Auditor Detail section, if the User is from a foreign country and for Firm Category if user selects “Foreign Firm”, the field for entering “Firm Registration Number” comes up. Refer **Screenshot 11**.

The user will fill in the:

- Firm Registration Number
- Firm Name
- Correspondence Address

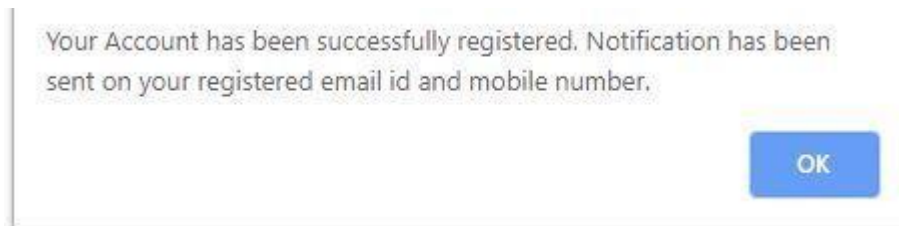


Screenshot 11

Step 12: Post filling all the details in the Auditor Detail section, user needs to enter the desired password and re-enter the same password for confirmation. Then, user needs to enter the security code before clicking on “Register”.

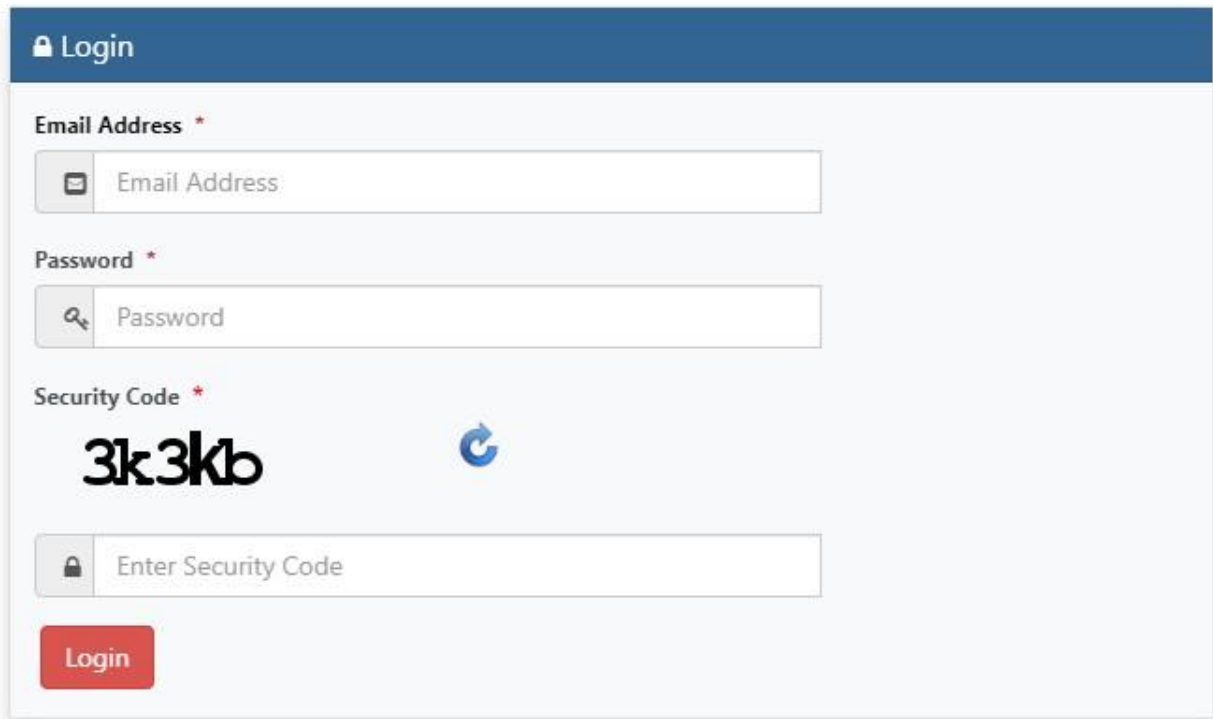
(Note: The user shall follow this validation for setting up the password - Password must have at least 8 characters, an uppercase, a lowercase, a number and a special character (!@#\$_.). eg.- Nfra\$2019)

Step 13: Once user clicks on “Register” after filling all the necessary information, a message will be shown. Refer **Screenshot 12**. Email and SMS intimation will also be sent to user.



Screenshot 12

Post completion of registration the user will be taken to the Login Screen. Refer **Screenshot 13**.

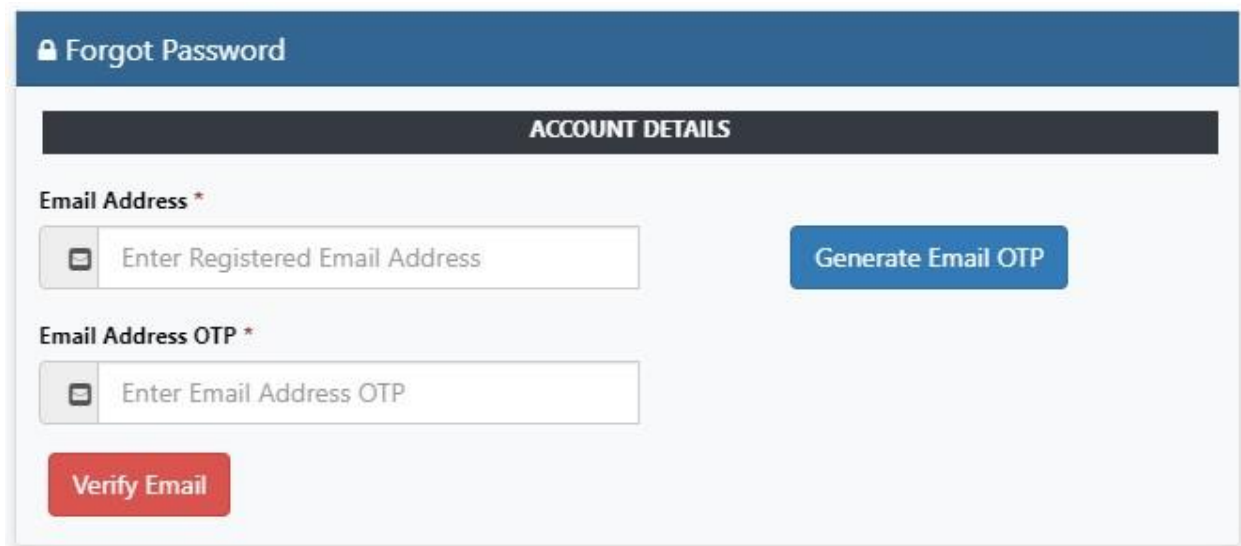


The screenshot shows a login interface with a blue header bar containing a lock icon and the text "Login". Below the header, there are three input fields: "Email Address" with a red asterisk, "Password" with a red asterisk, and "Security Code" with a red asterisk. The "Email Address" field has a mail icon on the left. The "Password" field has a magnifying glass icon on the left. The "Security Code" field has a refresh icon on the right. Below the "Security Code" field, there is a red "Login" button. The "Security Code" field itself contains the text "3k3kb" and a refresh icon.

Screenshot 13

Forgot Password

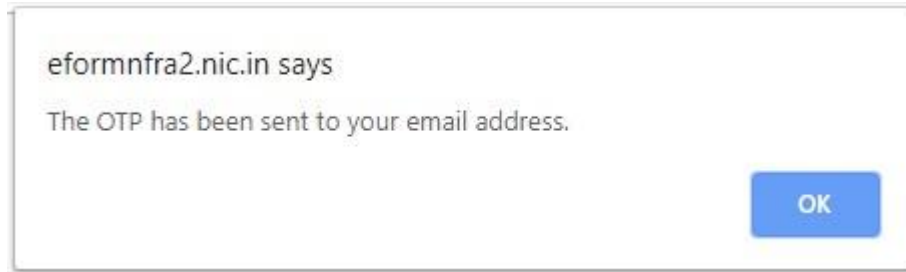
Step 14: In case the user forgets the account password, user will click on “Forgot Password” Link on the Homepage and following screen will be displayed. Refer **Screenshot 14**.



The screenshot shows a "Forgot Password" page with a blue header bar containing a lock icon and the text "Forgot Password". Below the header, there is a dark grey bar with the text "ACCOUNT DETAILS". Below this bar, there are two input fields: "Email Address" with a red asterisk and "Email Address OTP" with a red asterisk. The "Email Address" field has a mail icon on the left and contains the text "Enter Registered Email Address". The "Email Address OTP" field has a mail icon on the left and contains the text "Enter Email Address OTP". To the right of the "Email Address" field, there is a blue button labeled "Generate Email OTP". Below the "Email Address OTP" field, there is a red button labeled "Verify Email".

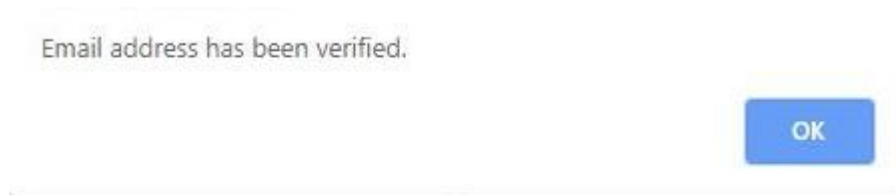
Screenshot 14

Step 15: User will enter the registered email address and click on “**Generate Email OTP**”. The following message will be displayed to the user. Refer **Screenshot 15**.



Screenshot 15

Step 16: User will enter the OTP sent on the registered email address and click on “**Verify Email**”. The following message will be displayed. Refer **Screenshot 16**.



Screenshot 16

Step 17: User will move to the next screen in which the registered email id will be pre-populated and the user needs to enter the new password and re-enter the same password for confirmation. Then, user needs to enter the security code before clicking on “**Submit**”.

(Note: The user shall follow this validation for setting up the password - Password must have at least 8 characters, an uppercase, a lowercase, a number and a special character(!@#\$_.). eg.- Nfra\$2019)

Step 18: After clicking on “**Submit**”, the new password gets updated.