<u>Detailed procedure for submission of the application for registration by raw jute traders</u> :

      JC office is maintaining an application to help the Jute Mill for the supply of jute bags to pack food grains against the State Government supply orders. This is being extended to units/organizations involved in processing and trade in raw jute for registration purposes. The platform is known as 'Jute Smart'; link for which is "http://jutecomm.gov.in/Jute_Smart.html"

      On going to the website, the user will have to click on 'Jute Smart' link to enter into the application by providing User ID and password.

      Given below are the steps to be followed for the registration in details:

1. For the first time users will have to enter into the application with

User Id: TRADERADMIN
Password: Welcome@123
Screen reference attached

After providing the User Id and password as provided click the 'Log in' button

2. It will take you to the screen as below

3. On clicking the link it will open the screen

4. After entering the details click on the 'Create' button to save the data.
If the code exists a message will be populated 'Code Exists. Enter New Code' or the data will be saved in the system and the user will be provided with his login ID and Password in the screen using which he will have to login to enter the rest of the details.

5. Now that the user has his ID and Password he will have to login using that to enter the other details. On Logging he will see the following screen

6. On clicking the 'Trader Detail Entry' link

Click on the 'Pencil' icon a detail form will open which needs to be filled up.

7. Go to transaction tab and click on the link 'List Of Financial Data' and fill the following screen

For any new entry click on the 'Create' Button. The screen below will popup

Make the entries and click on the 'Create' button to save the data.
For any modification click on the 'Pencil' icon the screen will popup with the details
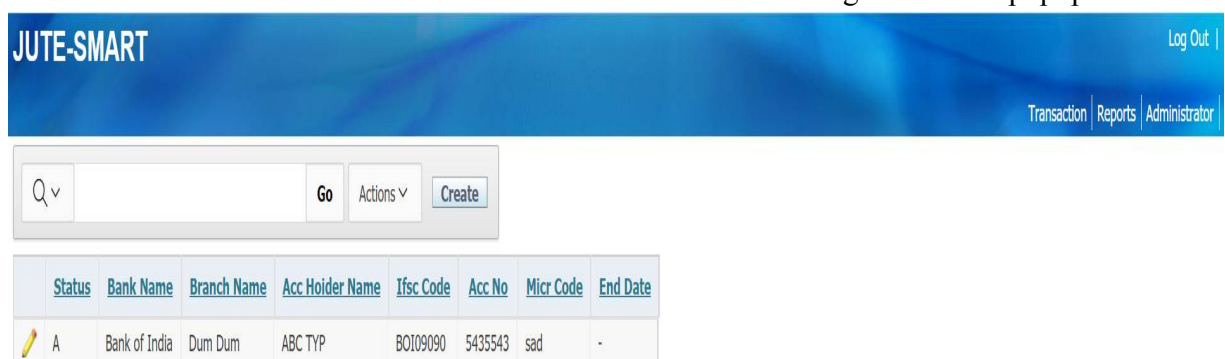
Make the changes and click on the 'Apply Changes' button to save the data
If no changes are made then click on the 'Cancel' button to return to the financial data list screen
8. Go to transaction tab and click on the link 'Bank Details' following screen will popup

For making new entry click on the 'Create' Button at the top of the screen and after making the detail entry click on 'Create' button to save the data.

For modifying the bank details click on the 'Pencil' icon and make the modifications and click on the 'Apply Changes' button to save the data.

For any bank account detail changes modify the previous data and make the current bank details as 'Inactive' by selecting the status and put the End Date and save the data.

Click on the 'Create' button to make new bank detail entry and put the status as 'Active' for current active bank account.

9. After saving the data go to the transaction link and click on the link 'Trader Data Entry'

Click on the 'Registration Print' column where Company Code in provided as a link to print the report

Sample Form

1. Name of the Business/ Company/ Firm: dfffdgfggf

2. Name of the Proprietor / Owner: uyoio

3. Trade License Number: 12334
(A Legible clear self attested photo Copy with the hardcopy printout to be submitted to JC Office)

4. Full Postal Address:

Village/Area/Lane/Home No./Plot No.	:	84llhh
Town/Panchayat/Municipality	:	Kol
Police Station	:	Dum Dum
Subdivision	:	
District	:	Nadia
Pin Code	:	
State	:	WB

5. Mobile Number: 12345

6. Alternate Mobile Number:

7. Email ID:

8. Whether engaged in Baling (Yes/No): Yes

If Yes, Baling Press Address

Village/Area/Lane/Home No./Plot No.	:	dsdfdfdf
Town/Panchayat/Municipality	:	dfdfdfs
Police Station	:	dfdfsdfs
Subdivision	:	
District	:	Nadia
Pin Code	:	
State	:	WB

9. If Godown Availability is 'Yes' then Godown Address is Mandatory:

Village/Area/Lane/Home No./Plot No. :

Town/Panchayat/Municipality :

Police Station :

Subdivision :

District :

Pin Code :

State :

10 (A). Legible Self attested photo Copy of Aadhar(mandatory) and PAN (Optional), GST registration (if available) mandatory along with hardcopy printout to be submitted to JC Office

GST No. (Optional)	AADHAR No. (Mandatory)
	11332244

10 (B) PAN or Bank Details (Mandatory)

PAN No.: dded

Bank Details

Account Holder Name	:	ABC TYP
Bank Name	:	Bank of India
Branch Name	:	Dum Dum
Account No.	:	5435543
IFSC Code	:	BOI09090
MICR Code	:	sad

11. Business Transactions in Jute Trading Years

Financial Year	Trade Value (Rs.)	Trade Qty (In Quintals)	Brokerage Value (Rs.)	Brokerage Qty. (In Quintals)
2020-2021	123456	1234	12456778	2344

12. Details of criminal cases pending with Police/Court/Tribunal etc. (if any) :

13. Details of punishment imposed/sentenced in past by Court/Tribunal etc. (if any):

14. Have you been prohibited/barred to carry out business by any Govt. Authority/Local body/Municipality/Panchayat (Yes/No):
15. If 'Yes' give the details: _____

I/We, solemnly declare that the above statement is true and correct to the best of my/our knowledge and belief.
I/We, also commit to submit returns/informations in above format to JC Office from time to time.

Incase of knowingly/wilfully furnishing wrong/false/misleading information, I understand that proceeedings as per law will be initiated against me.

Signature:..................................
Name in Block Letters ....
Designation ....
Name of the Trader/Dealers/Agency and Addesss...

_____

(Stamp if any)

10. After taking the printout the Trader needs to sign the document, on each page.

11. He will then have to mail hard copy along with Aadhar photocopy (self attested) and Valid Trade Licence copy (self attested) to the mail address as provided by JC office.

12. Also this details need to be sent through by post or in person to JC office postal address.
13. If signed hard copy along with all self attested enclosures not submitted, application will be rejected without further reference or intimation.

########