Frequently Ask Questions (Firms)

1. **How to create login and Password.**
   
   Ans. Please go to our website icai.org and you will find SSP portal you create your login ID and password.

2. **How to reset the password.**
   
   Ans: You go to the forget password there you create your fresh login id and password.

3. **Form No. 117**
   
   Q. How to create login and Password.
   
   Ans. Please go to our website icai.org and you will find SSP portal you create your login ID and password.

   Q. What are the steps.
   
   Ans:

   1. Use E-SERVICES click of Self Service Portal, create login and password.
   2. Click and get access the Member SSP Portal.
   3. Click on My Firm
   4. Thereafter Click on Firm Module
   5. Then click on Firm New Application
   6. Thereafter click on Firm Name Approval (Form 117) Folder
   7. Choose Radio Button for New Firm name, Select Type of CA firm
   8. Select Proprietor or Partnership firm
   9. Fill the Firm name preference as per Regulation 190. Thereafter press Validate Firm Name to check the Availability.
   10. Check the address, Generate OTP and Captcha and submit the application.
   11. If you are applying for partnership firm, OTP should be verified by all the partners.
   12. Upload the Form No 117, after uploading your application will be moved to RO level.
   13. Thereafter log out and log in again at your submitted application whether your application has been moved to RO Level or not.
   14. Finally, Your Application Status is seen on screen as :-

<table>
<thead>
<tr>
<th>Form Status</th>
<th>Submitted</th>
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<tbody>
<tr>
<td>OTP Declaration Status</td>
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<tr>
<td>Member Declaration Agreement Upload Status</td>
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</tr>
<tr>
<td>Application moved to RO</td>
<td>Yes</td>
</tr>
<tr>
<td>Approver Action</td>
<td>Pending</td>
</tr>
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</table>
4. **Change in firm name of existing Firm**

**Q.** How to create login and Password.

**Ans.** Please go to our website icai.org and you will find SSP portal you create your login ID and password.

**Q.** What are the steps.

**Ans:** STEPS FOR change in firm name of existing firm:- The HO in-charge member of the firm can apply for the name change and reconstitution thereof.

1. Use E-SERVICES, click of Self Service Portal, create login and password.
2. Click and get access the Member SSP Portal.
3. Click on My Firm
4. Click on Firm Module
5. Then click on submitted application
6. Thereafter click on FOR ACTIVE FIRM
7. Click on the eye visible action in the request
8. Then click on Firm Module
9. Thereafter click on Form 117.
10. Then click on firm 117 icon.
11. Click on eye button in the request.
12. At last click on firm name change request on the top most right.
13. Fill the firm name as per Regulation 190, Generate the OTP, if partnership firm OTP will be verified by all the partners and generate the pdf and upload the form in system.
14. Your Application Status should be as:-

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</table>
5. **Form No. 18**

Q. How to create login and Password.

Ans: Please go to our website icai.org and you will find SSP portal you create your login ID and password.

Q: what is procedure of proprietary/partnership Firm registration.

Ans:

1. Use E-SERVICES, click of Self Service Portal, create login and password.
2. Click and get access the Member SSP Portal.
3. Click on My Firm
4. Thereafter Click on Firm Module
5. Then click on Firm New application, Thereafter click on Firm constitution(Form No 18)
6. Click on Partner/proprietor
7. Click on Temporary Registration No. and fulfill the details
8. Thereafter log out and log in again at your submitted application whether your application has been moved to RO Level or not.
9. Your Application Status is seen on screen as:-

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<th>Details</th>
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<tbody>
<tr>
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</table>
6. **Firm Change Request Form: Form 18.**

**Q.** How to create login and Password.

**Ans:** Please go to our website icai.org and you will find SSP portal you create your login ID and password.

**Q:** what is procedure of Adding or Removing partner.

**Ans:**

1. Use E-SERVICES, click of Self Service Portal, create login and password.
2. Click and get access the Member SSP Portal.
3. Click on **My Firm**
4. Thereafter Click on **Firm Module**
5. Then click on **Change request Form**, Thereafter click on **Firm Registration No**
6. Click on **Re-constitution** and fulfill the details.
7. Thereafter log out and log in again at your submitted application whether your application has been moved to RO Level or not.

8. Your Application Status is seen on screen as:-

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7. **Adding and Removing office**

Q. How to create login and Password.

Ans: Please go to our website icai.org and you will find SSP portal you create your login ID and password.

Q. What is procedure of Adding or Removing office.

Ans.

1. Use E-SERVICES, click of Self Service Portal, create login and password.
2. Click and get access the Member SSP Portal.
3. Click on **My Firm**
4. Thereafter Click on **Firm Module**
5. Then click on **Change request Form**, Thereafter click on **Firm Registration No**
6. Click on **Change in Particular** and fulfill the details
7. Thereafter log out and log in again at your **submitted application** whether your application has been **moved to RO Level or not**.
8. Your Application Status is seen on screen as:-

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8. **CHANGE IN OFFICE ADDRESS**

Q. How to create login and Password.

Ans: Please go to our website icai.org and you will find SSP portal you create your login ID and password.

Q : How to change the firm address

Ans:

1. Use E-SERVICES, click of Self Service Portal, create login and password.
2. Click and get access the Member SSP Portal.
3. Click on **My Firm**
4. Thereafter Click on **Firm Module**
5. Then click on **Change request Form**, Thereafter click on **Firm Registration No**
6. Click on **Change in Particular** and fulfill the details
7. Thereafter log out and log in again at your **submitted application** whether your application has been **moved to RO Level or not**.
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9. **Change in branch and Head office in-charge**

**Q. How to create login and Password.**

Ans: Please go to our website icai.org and you will find SSP portal you create your login ID and password.

**Q: How to change Head or Branch In-charge**

Ans: Use E-SERVICES, click of Self Service Portal, create login and password.

1. Click and get access the Member SSP Portal.
2. Click on My Firm
3. Thereafter Click on Firm Module
4. Then click on Change request Form, Thereafter click on Firm Registration No
5. Click on Change in Particular and fulfill the details
6. Thereafter log out and log in again at your submitted application whether your application has been moved to RO Level or not.
7. Your Application Status is seen on screen as:-

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10. **Adding or Removing paid assistant.**

**Q. How to create login and Password.**

Ans: Please go to our website icai.org and you will find SSP portal you create your login ID and password.

**Q: what is procedure of Adding or Removing paid assistant.**

Ans:

1. Use E-SERVICES, click of Self Service Portal, create login and password.
2. Click and get access the Member SSP Portal.
3. Click on My Firm
4. Thereafter Click on Firm Module
5. Then click on Change request Form, Thereafter click on Firm Registration No
6. Click on Change in Particular and fulfill the details
7. Thereafter log out and log in again at your submitted application whether your application has been moved to RO Level or not.
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11. Firm closure Form

Q. How to create login and Password.
Ans: Please go to our website icai.org and you will find SSP portal you create your login ID and password.

Q: what is procedure of Firm closure Form
Ans:

1. Use E-SERVICES, click of Self Service Portal, create login and password.
2. Click and get access the Member SSP Portal.
3. Click on My Firm
4. Thereafter Click on Firm Module
5. Then click on Firm Closure Form, Thereafter click on Firm Closure By will
6. Click on Firm Registration No and fulfill the details
7. Thereafter log out and log in again at your submitted application whether your application has been moved to RO Level or not.
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12. Merger

Q. How to create login and Password.
Ans: Please go to our website icai.org and you will find SSP portal you create your login ID and password.

Q. what is procedure of merger
Ans: Use E-SERVICES, click of Self Service Portal, create login and password.

1. Click and get access the Member SSP Portal.
2. Click on My Firm
3. Thereafter Click on Firm Module
4. Then click on Merger Form(Form E), Thereafter click on Head Incharge Id and fulfill the details
5. Thereafter log out and log in again at your submitted application whether your application has been moved to RO Level or not.
6. Your Application Status is seen on screen as:-

Form Status       Submitted
OTP Declaration Status Completed
Member Declaration Agreement Upload Status Completed
Application moved to RO Yes
Approver Action Pending
13. **De-merger**

**Q:** How to create login and Password.

**Ans:** Please go to our website icai.org and you will find SSP portal you create your login ID and password.

**Q:** what is procedure of De-merger

**Ans:**
Use E-SERVICES, click of Self Service Portal, create login and password. Click and get access the Member SSP Portal.

1. Click on **My Firm**
2. Thereafter Click on **Firm Module**
3. Then click on **De-merger Form (Form F)**, Thereafter click on **Head Incharge Id** and fulfill the details
4. Thereafter log out and log in again at your **submitted application** whether your application has been **moved to RO Level or not**.
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14. **LLP conversion Issue**

**Q.** How to create login and Password.

**Ans:** Please go to our website icai.org and you will find SSP portal you create your login ID and password.

**Q.** What is the procedure of LLP Conversion.

**Ans:** Please follow below steps to apply for Conversion to LLP

1) Login to SSP portal with Member User ID and Pwd
2) Click on **<My firm> Icon**
3) Then Click on Firm Module Tab
4) Then Click on New Application
5) Click on Active Firms
6) Click on Firm Name approval
7) click on "Conversion to LLP " Radio button and proceed after entering/selecting your firm
8) Thereafter log out and log in again at your **submitted application** whether your application has been **moved to RO Level or not**.
9) Your Application Status is seen on screen as:-

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