

User Manual
of
Entity Registration

Infotel Connect



1. Entity Sign-up

Function: To register as a Principle Entity for the first time.

a) Registration

- Visit website: www.pingconnect.in.
- On the landing page click on “login & Register” button.



Figure-1.1

- It will redirect you to another page where you can select your area of operations.

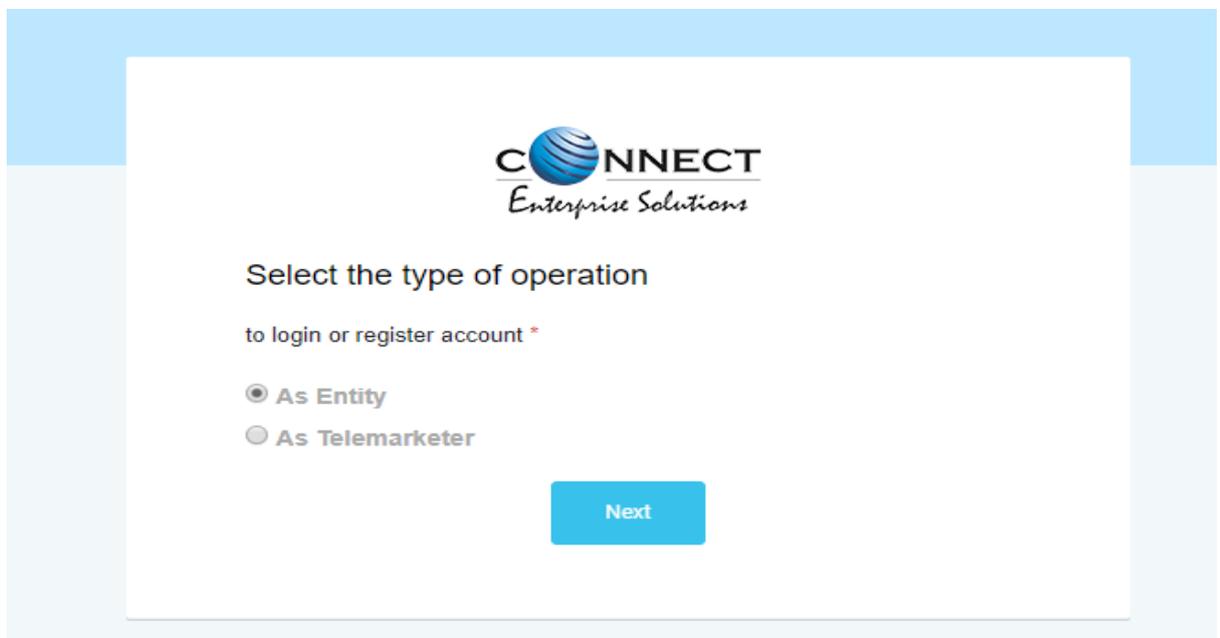


Figure-1.2

- In that select “Entity”
- Once you select the area of option it will redirect you to another page where you have to select the Origin of Entity (Indian or Overseas)

The image shows a web interface for selecting a company location. At the top, the text reads "Select the location of company *". Below this, there are two buttons: "INDIAN" (which is highlighted in blue) and "OVERSEAS" (which is greyed out). Below these buttons is a "Next" button and a link that says "Already have an account - Login".

Figure-1.3

- Upon selection you will be redirected to the actual form where following details needs to be filled.
 - Name of Organisation *: Name of the Entity as per records.
 - Entity Type *: Type of Entity whether Entity is Private, Government, SEBI approved broker, Public or Others.
 - Parent Entity: In this user will fill name of the parent entity, if there is any.
 - Email *: Authorised /Official Email ID of the Organisation.
 - Category of Organisation *: User will have to choose the category (e.g. Banking, Health (e.g. Banking, Health etc) according to TRAI regulations for which entity wants to register.
 - Company Address *: In this section fill complete current address of the Entity same as per the documents submitted.

- Registered Address*: Fill the complete registered address of entity same as per the documents submitted.
- If both addresses are same then select the “same as current” check box.
- Company PAN *: PAN number allotted by the IT Department to the prospect who wish to register as Principle Entity.
- Upload PAN *: Duly Scanned copy of PAN card with material details (Name of the Entity and PAN CARD number) clearly visible to the reader to be uploaded.
- Company CIN/GST/TAN: Fill any of the specified number of the Company.
- Upload CIN/GST/TAN: Duly Scanned copy of CIN/GST/TAN card with material details (Name of the Entity and CIN/GST/TAN number) clearly visible to the reader to be uploaded.
- Proof of identity: Choose any of the specified option i.e. GSTIN/Aadhar or Unique Identity number/Election commission id/ Passport.
- Proof of identity: Duly Scanned copy of proof of identity of the organization with material details (Name of the Entity and Identity number) clearly visible to the reader to be uploaded.
- Proof of address*: Choose any of the specified option i.e. Aadhaar/Unique Identity Number, Election Commission ID, Passport, Electricity Bill (Not Older then 3 month), Telephone Bill (Not Older then 3 month), Lease Agreement/Registered Sale.
- Proof of address*: Duly Scanned copy of proof of address of the organization with material details (Name of the Entity and Address) clearly visible to the reader to be uploaded.
- Other documents: Duly Scanned copy of other documents of the organization clearly visible to the reader to be uploaded.
- Authorized Person Information *: Details of the authorised person to operate the portal on behalf of the Principle Entity.



Entity Registration Form

Name Of Organization *

Entity Type *

Parent Entity (If any)

Email * ⓘ

Category of Organization *

Figure-1.4

Company Address

CURRENT	REGISTERED <input type="checkbox"/> Same As Current
Address Line 1 *	Address Line 1 *
<input type="text" value="Enter Address"/>	<input type="text" value="Enter Address"/>
Address Line 2 *	Address Line 2 *
<input type="text" value="Enter Address"/>	<input type="text" value="Enter Address"/>
Country *	Country *
<input type="text" value="--Select Country--"/>	<input type="text" value="--Select Country--"/>
State *	State *
<input type="text" value="--Select State--"/>	<input type="text" value="--Select state--"/>
City *	City *
<input type="text" value="--Select City--"/>	<input type="text" value="--Select city--"/>
PIN Code *	PIN Code *
<input type="text" value="Enter PIN Code"/>	<input type="text" value="Enter PIN Code"/>
Phone No. *	Phone No. *
<input type="text" value="(+91)"/>	<input type="text" value="Enter Phone No."/>

Figure-1.5

Documents

PAN Number * ⓘ

EXAMPLE : NAMES1234A

Upload PAN * ⓘ

Choose File No file chosen

CIN/ GST/ TAN ⓘ

Enter CIN/ GST/ TAN Number

Upload CIN/ GST/ TAN ⓘ

Choose File No file chosen

Proof Of Identity

--Select Proof Of Identity--

Choose File No file chosen

Proof Of Address *

--Select Proof Of Address--

Choose File No file chosen

Other Documents ⓘ

Enter Document Type

Choose File No file chosen

Figure-1.6

Authorized Person Information

Name * ⓘ

Enter Name

Mobile No *

(+91)

Authorization Document *

Choose File No file chosen

Designation * ⓘ

Enter Designation

Email * ⓘ

Enter email

I agree with the terms and conditions. *

Submit

Figure-1.7

b) Registration Overseas

If entity selects overseas the whole process will be same as above just there will be one different required document that is Unique company identification document.

- Unique Company Identification*: Identification number allotted by respective countries department assigned to entity.
- Relevant document*: Duly Scanned copy of the Unique Company Identification number with material details (Name of the Entity and Unique company identification number) clearly visible to the reader to be uploaded.

The screenshot shows a registration form with the following sections:

- Documents**
 - Unique Company Identification *** (with an information icon): A text input field containing "Unique Company Identification".
 - Relevant Document *** (with an information icon): A file upload button labeled "Choose File" and the text "No file chosen".
 - CIN/ GST/ TAN** (with an information icon): A text input field containing "Enter CIN/ GST/ TAN Number".
 - Upload CIN/ GST/ TAN** (with an information icon): A file upload button labeled "Choose File" and the text "No file chosen".
- Proof Of Identity**: A dropdown menu with "--Select Proof Of Identity--" and a downward arrow, next to a file upload button labeled "Choose File" and the text "No file chosen".
- Proof Of Address ***: A dropdown menu with "--Select Proof Of Address--" and a downward arrow, next to a file upload button labeled "Choose File" and the text "No file chosen".
- Other Documents** (with an information icon): A text input field containing "Enter Document Type", next to a file upload button labeled "Choose File" and the text "No file chosen".

Figure-1.8

Any field with an asterisk (*) is required and must be filled in to register.

c) After filling up the details

I. You will receive a registration email to complete the registration process and validate the mobile number provided.

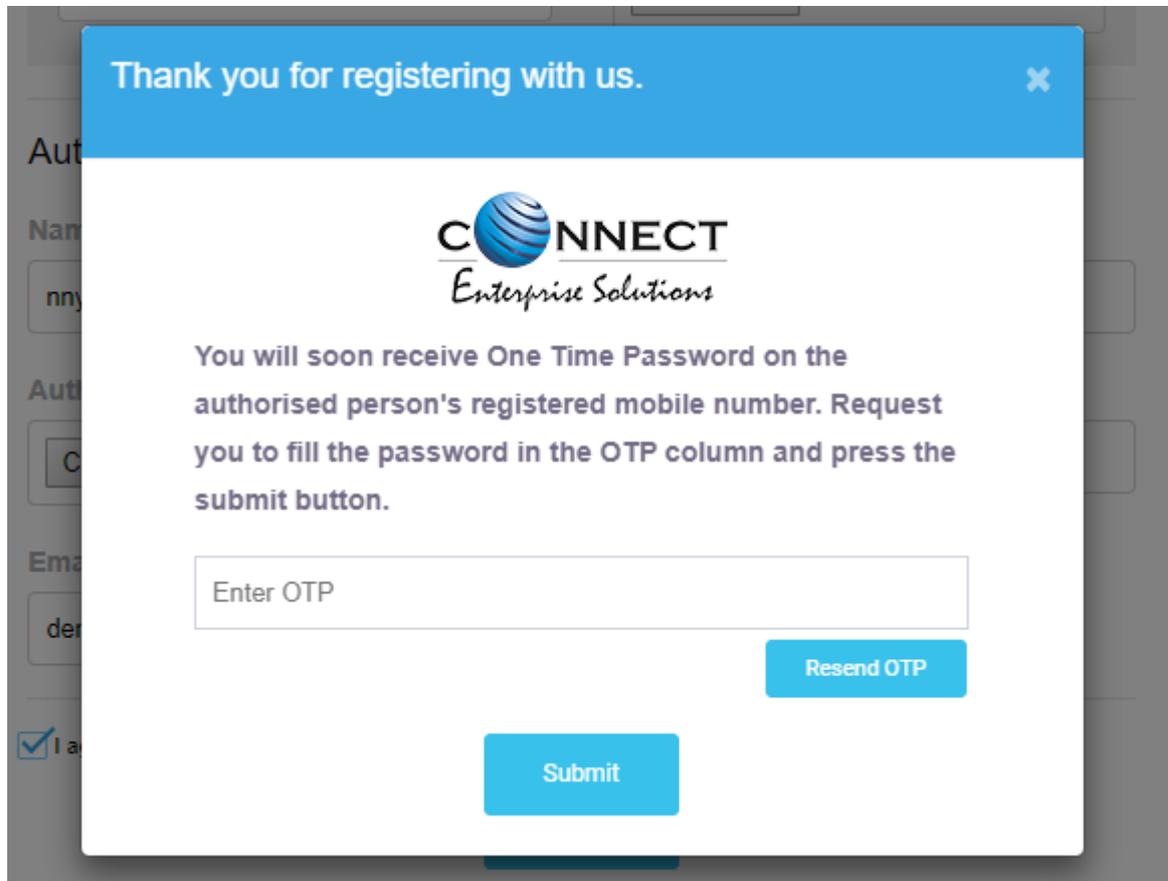


Figure-1.9

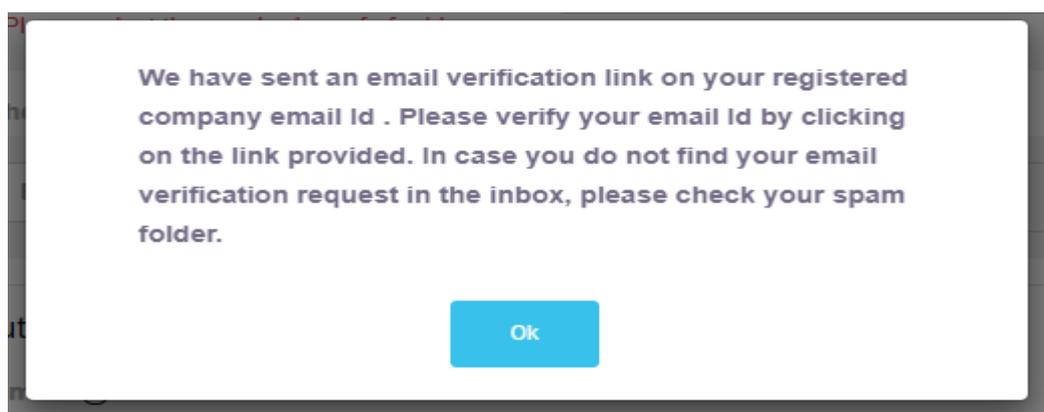


Figure-1.10

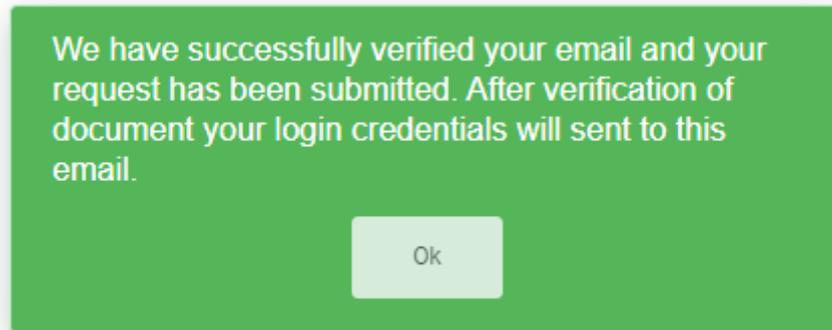


Figure-1.11

ii. Your information will be reflected on the operator module, after verification at operator side. Operator can approve or reject you.

iii. After approval from operator side, you will receive the credentials on the registered email id to access the portal.

d) Logging in

You can access the portal with the credentials. You have to enter your Username and Password details.