User Manual

For

Integrated Returns

(Half Yearly Returns)

Visit www.goaonline.gov.in where you can get the information about services provided by the Government of Goa as shown in **Fig 1**

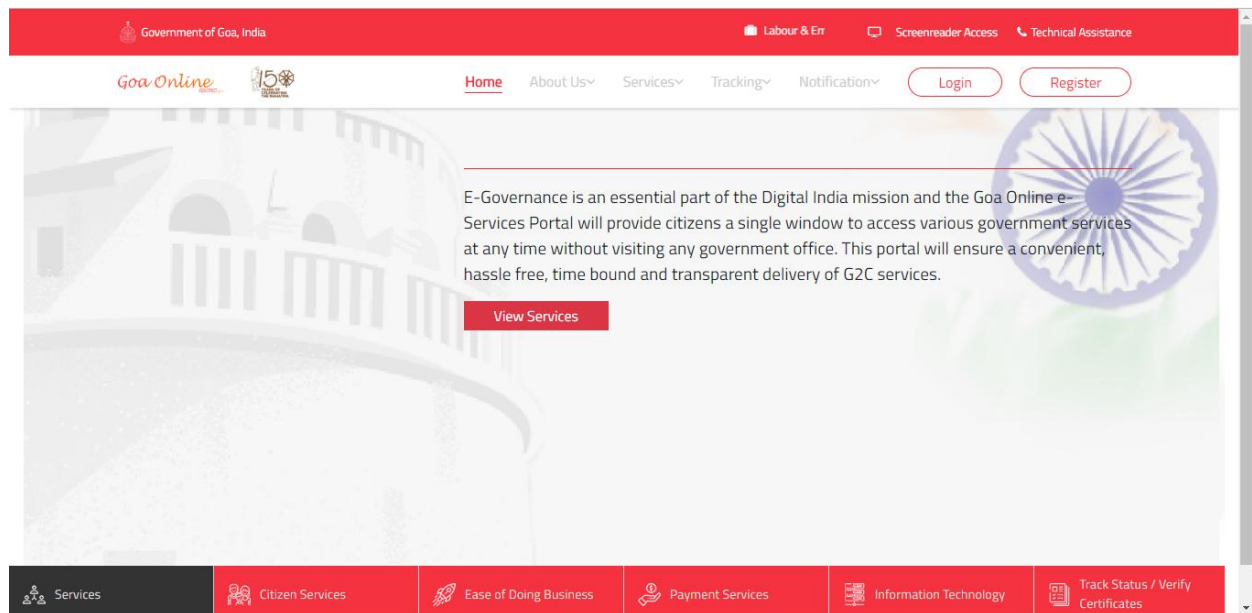**Fig 1**

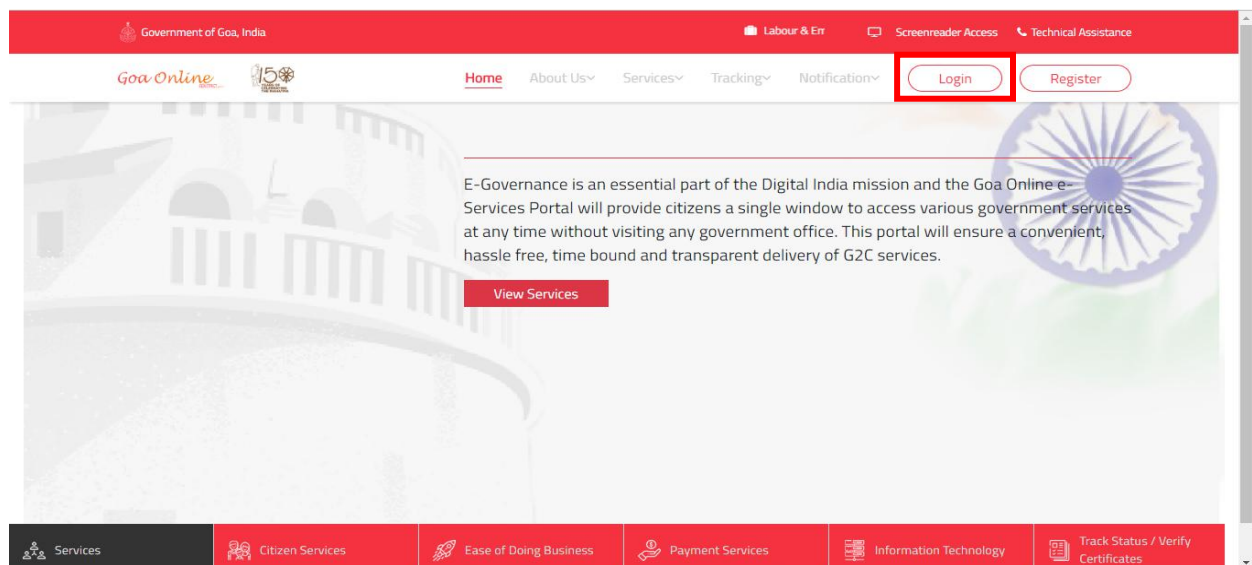● User will then click on **Log in** option in menu bar as shown in **Fig 2.**

Fig 2

- Enter username and password.

- Enter the captcha code and click on **Login** as shown in **Fig 3.**

Fig 3

- On successful log in click on **Organisation Profile,** under Profile tab as shown below to enter or to update the organization details as shown below.

Fig 4

- Now the organization details if already entered will be displayed.
- Click on **Edit details & add Unit** to edit organization details and add unit details as shown in **Fig 5.**

Fig 5

- Now click on the **Edit** button to edit the business entity profile as shown in **Fig 6.** Here, you can edit the details like legal name of business entity, constitution, scale, category, incorporation number and date and company PAN as shown in **Fig 6.**

Fig 6

- You can edit the registered office address in India as below as shown in **Fig 7.**
  - Tick if the company has global headquarter. If yes enter the details.
  - Tick if the unit name is same as business entity name.
  - Enter India unit/branch/office name, line of activity and product /service.
  - Enter complete address with taluka, village and the contact details

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PAGE 4

- Also enter number of facilities/operating and number of employees in India and Goa in respective textboxes. Once the details are entered Update button will be visible on click of which the head office address will be updated.

Fig 7

- Enter Share holder name and its equity(if applicable)
- On Click of **ADD** more Equity details can be added to the grid as shown in **Fig 8**
- Enter Stock Exchange name and click on **ADD** to save the Stock Exchange Details.
- On Click on **Next** button the Stock Exchange/share holder details can be saved and applicant is directed to the next tab as shown in **Fig 8.**

Fields marked as * are mandatory

Fig 8

- After saving the stock Exchange/Share holder details, you will be directed to the tab wherein the user will enter **Registered unit/factory/office in Goa with Registration Details** as follows:

- Select whether the functional unit name is same as Registered unit, if not enter Goa unit/branch/Office name.

- Enter line of activity and product/service details.

- Select Goa State PCB Classification.

- Enter complete address with taluka and city/village and contact details.

- Select whether located in industrial estate, if yes select the industrial estate.

- Enter date of Commercial operation and the type.

- Enter total number of Employees and total number of contract employees.

- On Click of **Save and Next** button, registered unit/facility/office in Goa with Registration details will be saved as shown in **Fig 9.**

Fields marked as * are mandatory

Fig 9

- After saving the registered units in Goa Details, you can click on **Add** button on **Other Office Addresses in Goa (If any)** to add other office addresses in Goa as shown in **Fig 10.** You can also skip this tab if not applicable as shown below.

Fig 10

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PAGE 7

- After clicking on **Add** button enter the complete address of the office with contact details. Also enter the industrial estate if located in industrial estate with plot allotment order number and date as shown in **Fig 11.**
- Click on **Add Address** to save the address as shown in **Fig 11.**

Fig 11

- Once the office addresses in Goa is added/saved, you can add more authorized representative details by clicking on the **ADD MORE** button as shown in **Fig 12.** Then **Proceed to document upload** to go to the document upload tab.

Fields marked as * are mandatory

Fig 12

- Enter Authorised representative details as name, role, designation, complete address and the contact details. Also enter Aadhaar No. /Virtual ID and PAN as shown in **Fig 13.**
- Click on **Save person details** to save the details as shown in **Fig 13.**

Fig 13

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PAGE 9

- Select type of document and the document to be uploaded. Click on **Upload** to upload the document as shown in **Fig 14.**
- Once all the necessary documents are uploaded tick the checkbox provided to accept the declaration as shown in **Fig 14.**
- On click of **Save Business Profile,** the business entity profile will be saved as shown in **Fig 14.**

Fig 14

Fields marked as * are mandatory

- Now, click on **All Services** to view all the services provided by Goaonline web portal as shown below
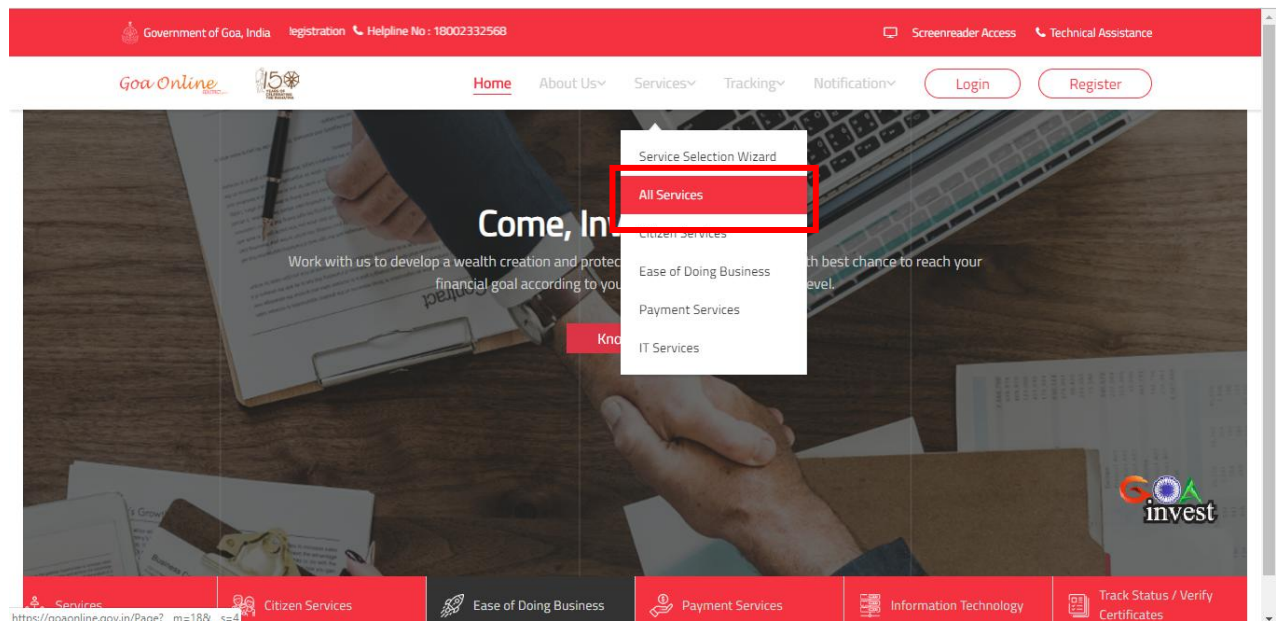
Fig 15

- Then click on desired service under the respective department as shown below.
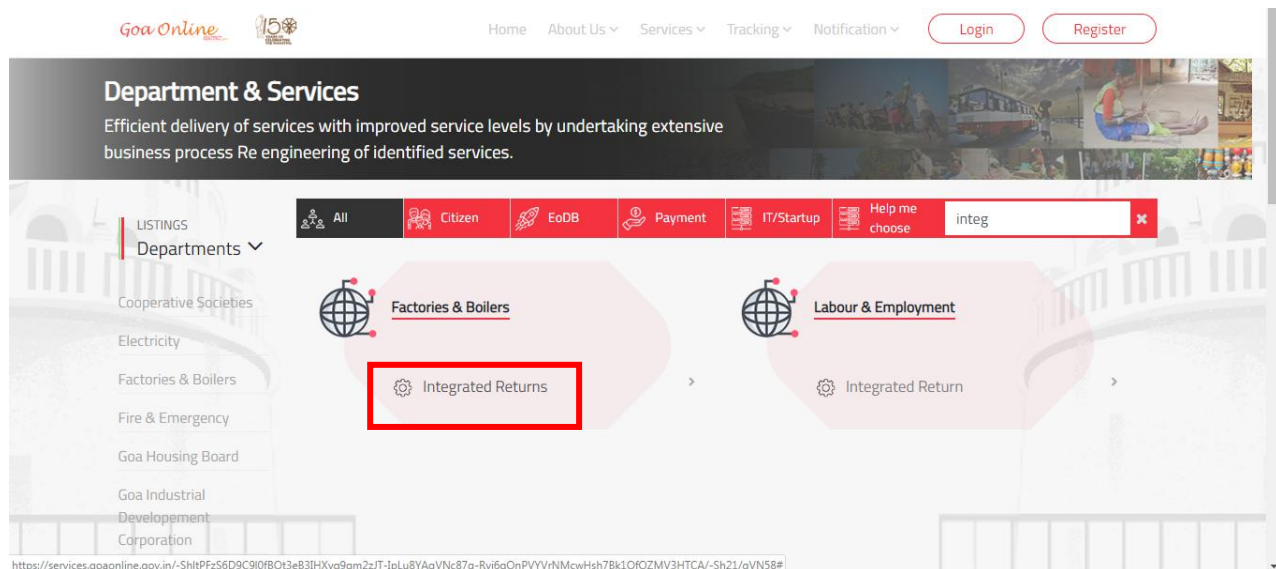
Fig 16

- On click of the service the procedure to apply will be displayed.
- Click **Proceed to Apply** to file the integrated returns as shown below.

Fig 17

- On click of **Proceed to Apply,** the form for online returns filing will be displayed as shown below. Here click on **File New Returns** to file new returns as shown below.

Fig 18

- Here select the calendar year towards which you want to file the integrated returns and also select the unit and click on **File New Returns** as shown below.

Fig 19

- Here the basic unit details will be displayed. Then select the name and address of the Employer/Principal Employer and Manger as textboxes provided below.

- Also select the **File Returns Against** and **Type of Returns** by selecting the appropriate option and click on **Save & Proceed** to save the details as shown below.

Fig 20

Fields marked as * are mandatory

- On successful saving of the General Part new section will be displayed. Also enter **Details of Workmen Employed** and click on **Save & Proceed** to save and go to the next tab as shown below.

Fig 21

- On click of Save & Proceed the next tab will be displayed where enter the factory details as below.
- Enter registration number, license number and the name of the factory in textboxes provided.
- Select the particular section towards which the factory is covered. Also select the name and address of the employer and the manager or person responsible in the provided textboxes.

Note: The name of occupier and manager has to be entered in **authorized representative** under organization profile in order to display under factory details.

- Factory address will be populated.
- Select nature of industry and NIC code. You can also add more factory details by clicking on **Add button** as shown below.
- Once all the factory details are entered click on **Save** button to save the details as shown below.

Fig 22

Fields marked as * are mandatory

• Here click on **Man Days** tab as shown below to enter the Man Days details.

Fig 23

• Here enter Number of days factory worked during the half year ending 30th Jun 2019 in the textbox provided.

• Enter number of Man Days worked and average number of workers employed (daily). Also enter number of medical officer as well as number of workers examined by the factory medical officer in respective textbox.

• Then click on **Save** button to save the details as shown below.

Fields marked as * are mandatory

Fig 24

- Then enter Hazard details as Total number of workers employed in hazardous process and name of hazardous process as shown below.
- Click **on Save & Continue** to save the details as shown below.

Fig 25

- Once factory details, NIC code details and Hazard Details are fully entered, click on **Submit** to submit the Application to the department as shown below.

Fig 26

- On click of **Submit** button the confirmation will be asked to the application whether you want to save the entry, click **Yes** to Save and **No** to cancel as shown below.
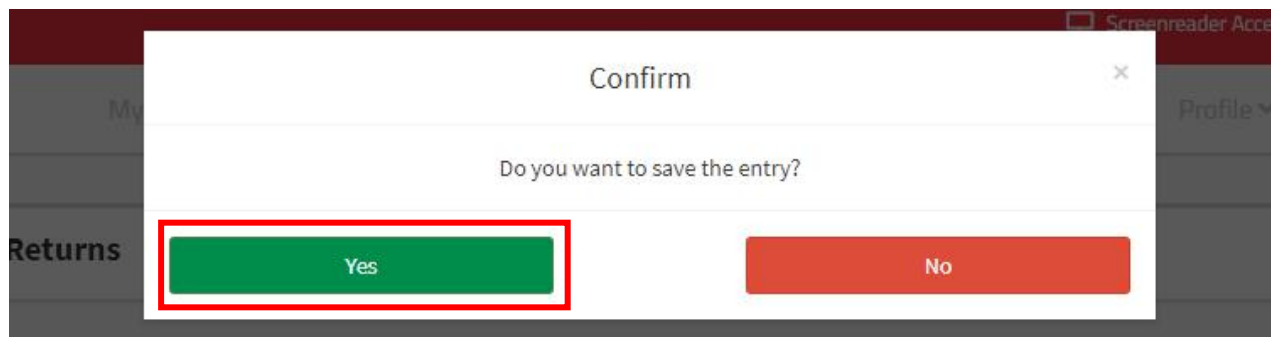

Fig 27

Fields marked as * are mandatory

- On the confirmation towards the submission of the application the preview for the application will be displayed along with the **eSign** button.
- Click on **eSign** button to digitally sign the Half yearly returns as shown below.

Fig 28

Fields marked as * are mandatory

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PAGE 21

- On click of **eSign** user will be redirected to the page wherein enter your Virtual Aadhaar number and you will get the OTP on the respective mobile number.
- Enter the OTP received and tick the checkbox provided. Then click on **Submit** button to submit the OTP and digitally sign the returns file as shown below.

Fig 29

Fields marked as * are mandatory

- Once OTP is verified digitally signed certificate will be displayed to the user as shown below.
- Click on **Close** button to close the certificate as shown below.

Fig 30

- On click of Close button you will be redirected to the page wherein you can click on Return to Dashboard button to go to the dashboard as shown below.

Fig 31

Fields marked as * are mandatory