

Sanstha Aadhaar

REGISTRATION GUIDELINES

How to apply for Sanstha Aadhar ?

Step 1 :

1. Go to Sanstha Aadhaar registration website <https://www.san.rajasthan.gov.in>
2. Select "Apply Sanstha Aadhaar" under "Registration" menu.



The screenshot shows the Sanstha Aadhaar website interface. At the top, the header includes the Government of Rajasthan logo, the text "Sanstha Aadhaar (Formerly known as 'Rajasthan Business Register') Government of Rajasthan Directorate of Economics & Statistics", and the version number "Version : 13.7.2.24". A navigation menu contains "Home", "About", "Search SAN", "Registration", "Feedback", "Notification", "Photo Gallery", and "Contact". The "Registration" menu is open, displaying options: "Apply", "Update", "Update Mobile & Email", "Download", "Cancel", "Resize Image Tool", and "Other". The "Apply" option is highlighted. Below the menu, the main content area features a central "SAN" logo surrounded by six numbered icons: "01 Apply Online (No Manual)", "02 SAN E-Card Download", "03 Online Updation", "04 Search SAN", "05 SAN Delivery by SMS and E-Mail", and "06". To the right, there are several colored banners with bullet points: a yellow banner for "Apply through Portal, Mobile App or Emitra" and "Get Instant SAN without official interference"; a red banner for "Registered under 30 acts" and "Aadhaar/ Jan Aadhaar Enabled Registration"; a green banner for "Institution Directory of Rajasthan" and "Area/Act wise profile"; and a blue banner for "Integration with Registration Authorities" and "State/District/Block SRC". At the bottom, contact information includes "Helpline (Toll Free) : 1800-180-6785", "Email: jdnss.des@rajasthan.gov.in", "Received CSI eGovernance awards", and "Website: https://br.raj.nic.in/".

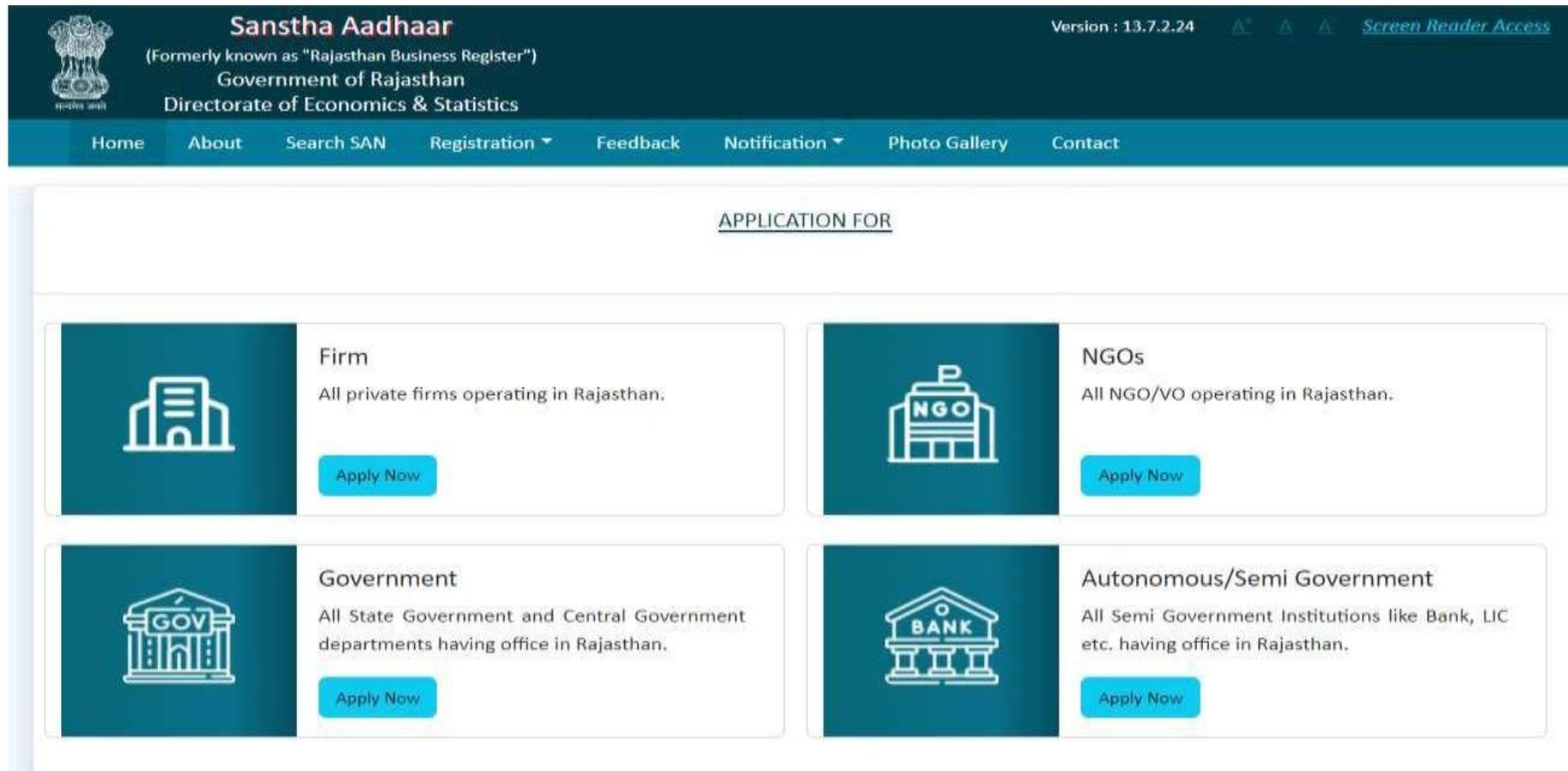
ABOUT

Sanstha Aadhaar Number (SAN) is the unique ID given to all Govt. departments, Boards/ Corporation/ Autonomous Body/ Non-government organizations and all enterprises including private enterprises established in Rajasthan. Such a database when complete will be an integrated platform for all institutions and will be used for planning and monitoring by the government. All type of benefits /services/ subsidies shall be given by "Sanstha Aadhaar".

[View more...](#)

Step 2 :

Click on the type of Institutions



The screenshot shows the Sanstha Aadhaar website interface. At the top, there is a dark blue header with the Government of Rajasthan logo on the left, the text "Sanstha Aadhaar (Formerly known as 'Rajasthan Business Register') Government of Rajasthan Directorate of Economics & Statistics" in the center, and "Version : 13.7.2.24" and "Screen Reader Access" on the right. Below the header is a navigation menu with links for Home, About, Search SAN, Registration, Feedback, Notification, Photo Gallery, and Contact. The main content area is titled "APPLICATION FOR" and contains four cards, each with an icon, a title, a description, and an "Apply Now" button.

APPLICATION FOR	
	Firm All private firms operating in Rajasthan. Apply Now
	NGOs All NGO/VO operating in Rajasthan. Apply Now
	Government All State Government and Central Government departments having office in Rajasthan. Apply Now
	Autonomous/Semi Government All Semi Government Institutions like Bank, LIC etc. having office in Rajasthan. Apply Now

Step 3 :

1. Read Instructions and click the check box to proceed.

(as shown in picture)

INSTRUCTIONS

To get Sanstha Aadhaar No. (SAN) for Government Office /Autonomous Body, Click on Apply SAN Government Office/Autonomous Body tab.

Please use applicant Mobile Number/E-Mail. Do not use Mobile Number/E-Mail of eMitra or any other person otherwise issued SAN will be treated for that person. If applying SAN through Aadhaar Number, then use Mobile number registered in Aadhaar.

Before filling application for SAN, please read [Sanstha Aadhaar tutorial](#)

In the identification Particulars, information related to the status of Government Office /Autonomous Body to be provided.

Identity proof/Aadhaar No/Jan Aadhaar Card No. should be of Nodal officer/Applicant only.

If Aadhaar/Jan Aadhaar is given in applicant details, some information is auto filled (non-editable) and rest information is to be filled. ID Proof image should be upto 100 KB and Signature image should be upto 50 KB. Image name should not contains dot(.) or special characters (like #,\$,&). Only jpg/jpeg type image should be uploaded in ID proof and signature.

In the Name & Address of Government office /Autonomous body- If the applicant office has head office in this state, it is mandatory to provide the SAN of head office also.

If Government Office /Autonomous body is registered in any act, then choose correct act and provide details.

If Government Office /Autonomous body is registered before the year 2011-2012 then choose year of registration as 2011-2012 year.

If Government Office /Autonomous body is not registered in any Act at the time of SAN application, then select the act in which Government Office /Autonomous Body will be registered in future.

If Government Office /Autonomous body will not get their office registered in any act then need not to select any Act.

If SAN application is rejected, its reason may viewed by PRINT SAN option.

Updation

SAN may be updated by **UPDATE SAN** option after rectifying the reason specified in rejection. There is no need to apply for fresh SAN again.

Cancellation

The facility to **CANCEL SAN** online is available on SAN portal.

I have read and agree to the above instructions.

Proceed

Step 4 :

APPLICATION AUTHENTICATION

1. Fill the mobile number and E-mail Id of applicant for Authentication.
2. Applicant will receive '6 digit' OTP on mobile no and Email ID.
3. Enter OTP and Submit to proceed.

(as shown in picture)

APPLICATION FOR BUSINESS REGISTRATION NUMBER

APPLICANT AUTHENTICATION

MOBILE NO.*

8302788299

EMAIL ID*

lokendra9928@gmail.com

CAPTCHA*

RrSk7z

CAPTCHA IS CASE SENSITIVE.

RrSk7z

Verify

APPLICATION FOR BUSINESS REGISTRATION NUMBER

APPLICANT AUTHENTICATION

OTP*

.....

Submit

Step 5 :

IDENTIFICATION PARTICULARS (Place Of Office)

1. All Fields with ★ is compulsory.
2. If selected area type as 'Rural' then select 'Village' from list.

APPLICATION FOR SANSTHA AADHAAR NUMBER (FIRM)

Identification ParticularsName & Address of InstitutionInstitutional DetailsAct Details

Location of Institution

<p>STATE</p> <input type="text" value="Rajasthan"/>	<p>DISTRICT★</p> <input type="text" value="-- Select --"/>	<p>AREA TYPE★</p> <p><input checked="" type="radio"/> RURAL <input type="radio"/> URBAN</p>	<p>TEHSIL★</p> <input type="text"/>
<p>VILLAGE (PANCHAYAT)★</p> <input type="text"/>			

Step 6 :

IDENTIFICATION PARTICULARS (APPLICANT/NODAL OFFICER DETAILS)

NOTE : Using PAN/Aadhaar /Jan Aadhaar for SAN registration is recommended as it is authenticated online and the SAN number issued instantly.

1. Select 'ID Proof Type' from list.
2. If 'Aadhaar Card' is selected, enter 12 digit Aadhaar No. and Click on 'Verify' button.
3. '6 digit' OTP will be sent to registered mobile no.
4. Enter received OTP and click on 'Submit' button.

Note:

- Upload scanned signature in JPG 50 KB maximum size
- Applicant may use other ID also for registration

Applicant/Nodal Officer Details

ID PROOF TYPE*

--Select--

NAME* **i** DESIGNATION* MOBILE NO.* **i** E-MAIL*

 -- Select -- 9530092669 meeena@gmail.com

ADDRESS*

SIGNATURE*

Choose File No file chosen Upload

jpg/jpeg image and size should not more than 50KB

Continue

Step 7 :

Fill all the details and click continue to proceed.

Note: Fill all details of Institution only and not personal.

Identification Particulars **Name & Address of Institution** Institutional Details Act Details

Name & Address of Institution

NAME*	HOUSE/BUILDING NO.*	LANE/STREET*	LOCALITY/CITY*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PIN CODE*	PHONE NO.	MOBILE NO.*	E-MAIL
<input type="text"/>	<input type="text"/> Phone Num	<input type="text"/>	<input type="text"/>
PAN NO.	TAN NO.	GSTIN NO.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

BANK ACCOUNT NO.	BANK NAME	BRANCH NAME WITH CITY/VILLAGE
<input type="text"/>	-- Select --	<input type="text"/>

WHETHER HEAD OFFICE IS AVAILABLE? :*

YES NO

CORRESPONDENCE ADDRESS :*

APPLICANT ADDRESS INSTITUTION PLACE ADDRESS HEAD OFFICE ADDRESS

Step 8 :

Fill all the details
and click continue
for next page

Identification Particulars Name & Address of Institution **Institutional Details** Act Details

Nature of Institution

TYPE OF ESTABLISHMENT :*

With fixed structure outside household. (i.e. Shop, Factory, Office etc.)

With fixed structure inside household. (i.e. Provide Tuton, Bead Making, Tailoring etc.)

Without fixed structure outside household. (i.e. street vendors)

NATURE OF OPERATION OF ESTABLISHMENT :*

Perennial (Permanent)

Seasonal

Casual

DESCRIPTION OF MAJOR ACTIVITY (AS PER NIC 2008)* ⓘ

<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>			

OWNERSHIP CODE*

Step 9 :

Fill all the details and click continue to proceed.

Give four digit year eg. 2023

Note: Fill in lakhs only

Note: Fill 100 if only one owner

Financial Details

YEAR OF ESTABLISHMENT* Not Started

WHETHER ANNUAL ACCOUNTS ARE MAINTAINED* YES NO

TOTAL EXPECTED/WORKING NUMBER OF PERSONS INCLUDING OWNER (IF WORKING OWNER)* Hired Non-Hired

EXISTING/PROPOSED INVESTMENT (IN LAC RS.)* Lac Rs. **!**

MAJOR SOURCE OF FINANCE*

OTHER MAJOR SOURCE OF FINANCE*

ANNUAL TURNOVER IF OPERATION STARTED. (IN LAC RS.)* Lac Rs. **!**

Shareholder Details

S.NO.	NAME	SHARE PERCENTAGE	
1	<input type="text"/>	<input type="text"/>	
			+

Step 10:

Act details

1. Note: Fill Act details If Institution in registered in any Act. else leave blank.
2. Select Registration Act whichever is applicable
3. Enter Registration no. and select Registration Year and valid Up to Year from list if Institution have registration no. else leave blank.
4. Enter remarks (if any).
5. Check 'Declaration'.
6. After filling all details enter Captcha as shown then click on 'Submit' button.

APPLICATION FOR SANSTHA AADHAAR NUMBER (GOVERNMENT OFFICE)

Identification Particulars Name & Address of Institution Institutional Details Act Details

Act Details

SELECT REGISTRATION ACT (IF APPLICABLE)*

S.NO.	ACT NAME	REGISTRATION NO.(IF YOU HAVE REG. NO.)	REGISTRATION YEAR	VALID UPTO YEAR	
1	-- Select --		--Select--		
					

REMARKS (IF ANY)

I hereby declare that, all information given in this application are true and correct to the best of my knowledge and belief. I have/will submit application for registration to concerning registering authorities.

CAPTCHA*



Step 11 :

Fill all the details and click continue for next page

Leave blank do not fill any information if information is not available

Identification Particulars Name & Address of Institution Institutional Details Act Details

Act Details

IF UDYAM REGISTRATION NO. AVAILABLE *

YES NO

SELECT REGISTRATION ACT (WHICHEVER IS APPLICABLE) *

S.NO.	ACT NAME	REGISTRATION NO.(IF YOU HAVE REG. NO.)	REGISTRATION YEAR	VALID UPTO YEAR	
1	-- Select --	<input type="text"/>	--Select--	<input type="text"/>	

REMARKS (IF ANY)

I hereby declare that, all information given in this application are true and correct to the best of my knowledge and belief. I have/will submit application for registration to concerning registering authorities.

CAPTCHA *

Step 12 :

1. After submitting application successfully, Sanstha Aadhaar no.(or Reference No., in case applied through other ID Proof) is issued
2. Sanstha Aadhaar No. is also send to applicant Mobile no. and Email ID.

Section-I : Identification Particulars			
District	[JAPUR Urban	Taluk	[Japur
Town/Village	JAPUR HERITAGE	Ward No.	0028
Section-II : Information On Directors Of Establishments			
Type of Establishment	With fixed structure outside household (i.e. Shop, factory, Office etc.)	Nature of operation of Establishment	Fireeased (Permanent)
Ownership Code	Private-proprietary		
Activity Details	Other social work activities without incorporation n.e.c. (883)		
Name & Address of Business place of Enterprises/Firms		Name & Address of Head Office of Enterprises/Firms (If any)	
Name	HEALTH CARE	Name	
House No.	PURUP NAGAR	House No.	
Lane	KUMBA MARG	Lane	
Locality/City	JAPUR HERITAGE, Japur, JAPUR	Locality/City	
PIN Code	303030	PIN Code	
Phone No.		Phone No.	
Mobile No.	9000000000	Mobile No.	
E-Mail	gktsa.sen@sanstha.gov.in	E-Mail	
PAN		PAN	
TAN		TAN	
Correspondence Address		Business Place Address	
Year of Starting Operation (Under Current Ownership)	2022	Whether annual accounts are maintained?	No
Total expected number of persons employed including owner (if working owner)	Hired : 5 Non-Hired : 2		
Existing / Proposed Investment (In Lac Rs.)	5	Annual Turnover If operation started: (In Lac Rs.)	10
Major source of finance	Loan from Cooperative Banks and Societies	Other major source of finance	
Consolidated Act			
Act	Registration No.	Registration Year	Valid Until
Shop and Commercial establishment Act	00000	2021-2023	No Limit
Section-III : Applicant Details			
Name	Ushendra Singh Rathore	Mobile No.	9302788206
E-Mail	ushendra9028@gmail.com	Address	PLLOT NO.11117, Sanshodhan Gangapala Japur, Gangapala, Ward No-28, Japur Heritage, Japur
ID Proof	Jan Aadhaar	ID Proof No.	9121672735
Remark	NA		

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